

VACANCY
Diplomatic Mission
Requires a
Driver/Chauffeur

The ideal candidate should be a safe, reliable, and responsible driver. The duties of the Driver/Chauffeur include delivering and collecting documents; bill payments; Driving Diplomatic officials to and from meetings; upkeep of vehicles; assistance with miscellaneous works such as the maintenance of office and residence; and all other related duties.

Requirements

- A Minimum of 5 O' level passes (inclusive of English & Mathematics)
- A valid Trinidad and Tobago driver's permit
- Permanent residency in Trinidad and Tobago
- Ability to work irregular hours
- An excellent driving record with no history of accidents or demerit points
- Certificate of Character (To be provided within three (3) months of employment)
- Fitness-for-work medical assessment (To be provided within three (3) months of employment)

Candidates must have comprehensive knowledge of Trinidad and Tobago's geography and traffic laws; excellent oral communication skills; superb time management skills; be able to build and maintain essential external relationships; and must be polite and professional. The ability to perform protocol-related duties, and function in a multicultural environment, as well as previous driving experience in a similar position would be an asset.

The successful applicant is expected to start working for the Embassy in February 2025.

Interested applicants should submit a cover letter, resume and one reference letter

NO LATER THAN JANUARY 22, 2025

to

EMBASSY OF JAPAN

PO BOX 1039

PORT OF SPAIN

or

administration-tt@po.mofa.go.jp

ONLY SHORT-LISTED APPLICANTS WILL BE ACKNOWLEDGED.

TELEPHONE INQUIRES WILL **NOT** BE ACCEPTED.