

VACANCY
Diplomatic Mission
Requires a
Driver/Chauffeur

The ideal candidate must be a safe, responsible, and professional driver. The primary duties include delivering and collecting documents, making bill payments on behalf of the Embassy, transporting diplomatic officials to and from meetings, and ensuring the proper upkeep of Embassy vehicles. The position also involves supporting miscellaneous tasks such as general maintenance at the office and residence, as well as other related duties as required.

Requirements

- Minimum of 5 O' level passes required
- A valid Trinidad and Tobago driver's permit
- Permanent residency in Trinidad and Tobago
- Ability to work irregular hours
- No Accident Report to be presented if shortlisted
- Certificate of Character/ Receipt 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, have an excellent driving record, excellent oral communication skills, superb time management, able to build and maintain essential external relationships, and must be polite and responsible. The candidate should be able to function in a multicultural environment. The ability to perform protocol-related duties, and previous driving experience in a similar position would be an asset.

The successful applicant is expected to start working for the Embassy from April 2026.

Interested applicants should submit a cover letter and resume.

NO LATER THAN DECEMBER 24, 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.