



South African Consulate General
New York

08 December 2023

Internal & External Advertisement for a Vacant Position: Chauffeur

The South African Consulate General in New York hereby invites applications from suitably qualified individuals with the necessary and adequate qualifications and experience:

JOB TITLE:	Chauffeur (1 post)
POST LEVEL:	3
SALARY NOTCH:	\$29 669 - \$39 566 p.a.
ADDITIONAL BENEFITS:	Medical Scheme, Social Security, Provisioning for Pension, Annual Bonus & Long Term Disability, paid vacation leave
REQUIREMENTS:	<ul style="list-style-type: none">• At least 10 years of schooling (grade 10) or higher.• 2 years' experience as a driver• Holder of a valid Driver's License.
ADDED ADVANTAGE:	Demonstrable knowledge of, and amenability to undertaking limited administrative related duties.
NOTE:	Non-American citizens interested in this position must have a valid work permit prior to applying.
DUTIES:	<ul style="list-style-type: none">• To perform Chauffeur duties for the Head of Mission.• Driving all authorized passengers safely and efficiently.• To deliver/collect mail, documents and goods to and from as instructed.• Driving other officials to various destinations in the fulfilment of their official duties.• Providing safe and efficient transport for visitors and delegations to appointments and destinations as directed.• Performing errands and other tasks as may from time to time be required.• Performing regular inspections of the official vehicle and alerting the Supervisor timeously about any issues requiring attention• Ensuring that the official vehicle is always clean and presentable.• Ensuring that the official vehicle is regularly serviced and maintained.• Maintaining all logbooks and paperwork related to the official vehicle.
APPLICATION PROCEDURE:	<ul style="list-style-type: none">• Application Form (downloadable at https://tinyurl.com/c56dc88t).• A comprehensive CV• Copies of all qualifications (Originals will be required from short-listed candidates during an interview)• Notarized copy of identification document• References/Service Certificates from previous employers• (Failure to comply with the above will result in disqualification)
APPLICATIONS:	Applications and relevant documents must be hand-delivered, mailed, or emailed to the South African Consulate General at consular.ny@dirco.gov.za for the attention of the Corporate Services Manager. All documents must be translated in English.
SELECTION PROCESS:	Please note that communication will be limited to the short-listed candidates only. No enquiries pertaining to the advertisement will be attended to.
CLOSING TIME & DATE:	17h00, 05 January 2024
NOTE:	Medical/ Health Questionnaire, Police Clearance Certificate shall be required from shortlisted candidates.