

GUYANA HIGH COMMISSION, LONDON

VACANCY

Applications are invited for the following position at the Guyana High Commission, UK:

Driver/Office Assistant

Required Qualifications

- Basic English and Maths skills
- Good eyesight and colour vision
- An excellent driving record
- Full UK driver's licence
- At least three (3) years driving experience

Job Description

The Driver/Office Assistant at the Guyana High Commission will be required to:

- Transport officers to attend meetings, receptions and other official events;
- Meet and transport Government officials to and from the airport;
- Perform duties as Chauffeur to the High Commission whenever required;
- Ensure that the official vehicle is properly maintained; serviced regularly, the service book is

kept up to date; and that an accurate inventory of tools and accessories is kept;

- Clear dips at assigned times on a daily basis;
- Photocopy and bind documents when required;
- Collect, record and distribute the mail;
- Any other duties assigned from time to time.

The successful applicant will be required to provide two references and will be offered a one-year contract after a probationary period. The position attracts a weekly gross wage of £315 with overtime when applicable.

Interested persons should forward their letter of application and detailed CV via email to guyanahc1@btconnect.com or post to Guyana High Commission, 3 Palace Court, Bayswater Road, London W2 4LP by **19 February 2018**. Only shortlisted candidates will be contacted.