

GUYANA HIGH COMMISSION, LONDON

VACANCY

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

CHAUFFEUR

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 Chauffeur to His Excellency the High Commissioner will be required to:

- Transport the High Commissioner to and from the office and to destinations to conduct official business;
- Be at the disposal of the High Commissioner at all times;
- Maintain a diary with the High Commissioner's engagements, done in consultation with the Confidential Secretary to the High Commissioner;
- Ensure that the official vehicle assigned to the High Commissioner is kept clean at all times;

- Ensure that the vehicle is properly maintained and serviced regularly;
- Ensure that the service book is kept up to date and an accurate inventory of tools and accessories are maintained;
- Go to the airport to receive and send off Officials on behalf of the High Commissioner;
- In the absence of the High Commissioner from his post, the Chauffeur will perform the regular official duties for the Officer assigned to act as Head of Mission;
- Relieve the Receptionist whenever required;
- In the absence of duties assigned by the High Commissioner, the Chauffeur will assist with any tasks assigned by the Administrative Officer.

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 £420 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.