

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) year's 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;
- 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 necessary/required;
- in the absence of duties assigned by the High Commissioner, the Chauffeur will assist with any tasks assigned by the Administration Officer.

The successful applicant will be required to provide two references and offered a one-year contract after a probationary period of six months.