**JOB VACANCY – MESSENGER-cum-DRIVER**

The Indian High Commission in Freetown invites applications from suitable candidates for the position of **Messenger-cum-Driver** at its Chancery.

**Job Description**:

Undertake the role of Office Driver and Messenger to assist the High Commission in meeting operational requirements. Drive officers, undertake routine deliveries and errands as required by the High Commission.

**Responsibilities** of the position include, but are not limited to:

* Driving official vehicle(s) for the High Commissioner and other officers to and from any location in Freetown and other areas;
* Safe and secure transport of the High Commissioner to meetings, in coordination with the Office of High Commissioner.
* Collect daily the agenda/schedule of the High Commissioner. Discuss with his office the schedule, locations, protocol, etc.
* Delivering and collecting correspondence, invitations, notes, messages, official forms and packages from the Ministry of Foreign Affairs and other Government departments, other Embassies, Consulates, international organisations;
* Sort items to be delivered according to the delivery route. Record items and other materials delivered and received and obtain signatures of the recipients and other recipients’ response;
* Driving authorised passengers to meetings and/or other commitments as directed by the High Commission officers;
* Assisting with the arrival and departure of official guests and visitors at airport/ferry stations;
* Knowledge of locations, traffic rules and road safety;
* Take responsibility for ensuring that officers reach meeting venues on time (ensuring that the route is known in advance, an awareness of traffic blockages and alternative options);
* Ensure proper maintenance of official vehicle(s) - keeping vehicles clean and tidy through normal washing and polishing, daily checking of tyres, hydraulic (brake and steering) fluids, engine oil, radiator and battery levels; ensure rear and front lights (including indicator and brake lights) are working, and performing minor maintenance tasks and repairs;
* Reporting to the concerned officer any defects and repairs required in order to keep vehicles in proper road condition and ensuring that repairs are performed.
* Maintaining accurate log and vehicle records;
* Paying bills, despatch of diplomatic bag, and other tasks as directed;
* Assist in general office or clerical works; Assist in proper arrangement of items in the stationery stores – assist on labelling shelves, loading and unloading items;
* Assist in arranging of outgoing bags to India; Cleans and clears empty dip bags, rasps in dip bag room, stationery stores in a regular basis;
* Assist in tasks in the Consular section, responding to customer queries, customer service, coordinate delivery and collection of passports, consular documents, etc.;
* Any assignments, not specifically mentioned above but supporting the other officers of the High Commission, are part of the tasks.
* Perform other administrative duties as assigned by the High Commission Officers.

**Qualifications/Experience:**

* Possess the appropriate category of valid driver’s licence;
* Good driving skill with sound knowledge of traffic signals and rules; Knowledge about the use of GPS/Google Maps; Knowledge about roads/routes to major offices/places in Freetown; General knowledge about motor vehicle, including engine, etc.;
* Previous experience (minimum 5 years) as a driver is essential;
* Good written and spoken English;
* Basic administration skills and must be able to operate a computer and understand MS Office applications;
* Personal integrity, honesty, initiative and discretion.

**Preferred**:

1. Demonstrated ability and experience as a driver for diplomatic missions, international organisations or non-government organizations;
2. Demonstrated experience and skills in administrative work. Well-developed interpersonal and communication skills;
3. Certificate in Professional Driving;
4. Non-smoking.

**Note:**

* Occupants of this position may be required to work out-of-office hours, including on weekends or public holidays, with little or no notice.  Travel outside of Freetown may be required.

**How to apply**

Applications (typed/printed) in the attached format may be submitted in a sealed envelope superscribed “**Application for the post of Messenger-cum-Driver**” to:

The Head of Chancery

High Commission of India

C/o Pearl Residence & Suites

Lumley Beach Road

Freetown

\* *Handwritten applications shall not be accepted.*

**Documents to be attached**:

1. Curriculum Vitae
2. Copies of educational and other certificates
3. At least three reference letters (university/educational institution last studied; current and previous employers; personal reference)
4. Two (2) current passport size photographs

**Age**: Below 35 years (not born before 1 Jan 1985)

Remuneration – Attractive

**Applications not meeting these criteria will not be considered.  No late applications will be accepted and only shortlisted candidates will be contacted.**

The last date for submission of application is **Friday, 5 February 2021.**

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**Application for the post of** **MESSENGER-cum-DRIVER**

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| Name | : |  |
| Date of Birth | : |  |
| Place of Birth | : |  |
| Nationality | : |  |
| Passport No. | : |  |

|  |  |  |
| --- | --- | --- |
| Government ID No. | : |  |
| NASSIT Registration No. | : |  |
| Driving License No. | : |  |
| Issuing AuthorityDate of IssueDate of Expiry | : |  |
| Mobile No. | : |  |
| Email | : |  |
| Father’s Name | : |  |
| Mother’s Name | : |  |
| Residential Address | : |  |
| Educational Qualifications(certificates to be attached) | : |  |
| Whether worked in any diplomatic mission before? If so, details thereof | : |  |
| List professional certifications, computer skills, formal and/or online training, any other skills and abilities | : |  |
| Past Work Experience(documentary evidence to be provided) | : |  |
| Whether you have been involved in any civil or criminal case during the past ten years | : |  |
| Whether you have been arrested/detained by the police ever | : |  |
| Countries visited in the last three years | : |  |
| Names of three references, along with their address, contact number and occupation(should not be relatives; at least two should not be former supervisors) | : |  |

Place:

Date: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_