



Consulate General of India

The Terraces, 8th floor,
34 Bree Street, Cape Town,

South Africa-8001

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Recruitment for the post of Chauffeur

The Consulate General of India, Cape Town, invites applications from suitable candidates for position of Chauffeur.

Responsibilities and Duties:

- As a **driver**, ensure transport of persons and property (goods, luggage, equipment etc.) in a proactive and timely manner in accordance with local driving regulations. Prepare best routes taking into account traffic, weather conditions etc. Receive/see off personnel and visitors to and from airport, meetings (including outside of usual working hours on certain occasions). Taking care of necessary formalities, such as toll payment, etc.
- As an **operative in charge of vehicle**, maintenance, ensure the proper maintenance of vehicles and its repair where needed in a proactive way. To take vehicle to the garage for checking and maintenance. Ensure that vehicles are clean from inside and outside. Undertake administrative steps to ensure compliance with registration, insurance, etc.
- As a **technical and logistics support operative**, manage urgent shopping requests. Manage supplies of office material. Prepare and check material for meetings.
- As an **administrative support operative**, Implement administrative tasks as instructed by management. To this end, may be required to make photocopies, scan documents, sort paperwork. Answer and transfer phone calls, provide basic information to the public. Sort and collect incoming and outgoing mail, check invoices. Manage insurance files for diplomatic vehicles.

Candidates fulfilling the following requirements are welcome to apply:

1.	Educational qualifications	Minimum Secondary education certificate.
2.	Language proficiency	Fluent in English (written and spoken), Afrikaans.
3.	Driving License and Experience	Full, clean driving license for a minimum of 3 years and driving experience of minimum 2 years in Western Cape area.
4.	Behavioural skills	Be respectful towards colleagues and the public/visitors. Strictly respect the confidentiality and integrity of the work of the Consulate in all its aspects. Ability to prioritise and deal with multiple tasks.
5.	Age	Preferably between 25 and 35 years, as on 01.01.2021

Last Date:

Interested candidates are invited to send their complete resume with copies of certificates and a latest photograph by 01st April 2021.

Email to: office@hcict.org.za

Benefits:

- No medical aid and pension fund.
- Annual Bonus equivalent to one month salary.
- Starting salary: R8000 per month.

Only shortlisted candidates would be required to attend the interview at the above address.
