



JOB ADVERTSIEMENT

HIGH COMMISSION OF THE REPUBLIC OF FIJI

VACANCY NOTICE

POST: Chauffeur/Office Assistant

Station: High Commission of the Republic of Fiji, New Delhi

Vacancy Number: 02/2017

The position provides a fulltime Chauffeur/Office Assistant in the Fiji Mission based in New Delhi, India.

Duties:

- As required, transports members of the Mission to and from work at the High Commission and to occasional appointments with various High Commission official and non-official contacts in and beyond office.
- Transports official visitors to various locations when required.
- Transports and delivers and/or receives official documents, supplies and other materials needed by the Mission to various High Commission facilities, local government offices, local businesses and other contacts with whom the Mission conducts its affairs. While doing so, incumbent maintains all records required by the Mission, the regulations governing office, and the High Commission's own internal management controls to assure the proper accounting of all vehicle usage, service needs and damages.
- For official visits, coordinates and carries out various logistical arrangements for visitors, as assigned.
- Maintains vehicles in a clean and serviceable condition, performing minor servicing when possible and notifying the Mission of any service problems or damages that require more than minor servicing.
- Works closely with local vendors for larger vehicle repairs as assigned, including obtaining quotations and negotiating prices when assigned.
- Performs assorted tasks in the Office as may be required. These include sorting daily outgoing deliveries, making deliveries to various residences or individual High Commission offices, checking on the accuracy of expected Airport arrivals/departures, arranging and reviewing travel plans and itineraries, and completing necessary vehicle records.

Qualifications: Level 8/High school diploma/General education degree.

Knowledge and Experience:

- Competent knowledge of road rules and regulations in India.
- In-depth knowledge of vehicle maintenance services
- Well versed with Protocol facilitation requirements in India.
- Knowledge of record-keeping and assisting in office administrative duties.
- Well versed with the locations and addresses of local Diplomatic Missions, International Organisations and Government of India's Ministries and Departments.
- In-depth of knowledge of terms and conditions of services.

Skills and Abilities:

- Physically fit.
- Competent driving skills
- Customer service skills.
- Organisation skills and time management.
- Demonstrated ability to multitask.
- Effective communication skills, both oral and written.
- Demonstrated ability to work under pressure, drive long distances and sit for long periods of time.

Only short-listed candidates will be notified of the date for the interview. If interested, please send us your resume via e-mail/fax/post to:

High Commission of the Republic of Fiji
C 1/10, Vasant Vihar, New Delhi – 110057
Phone: 011-46564574, Fax: 011-46564573
Email: info@fjihc-india.in

Applications close on 28 July 2017, by 1700hrs.