



**South African Consulate General
New York**

845 Third Avenue, 10th Floor, New York, NY 10022

Job Title: Chauffeur

Location: South African Consulate General -New York

Post level: 3

Salary Range: \$ 41,965 -\$54,567 p.a.

Additional Benefits: Medical Scheme, Social Security, Provisioning for Pension, Annual Bonus & Long-Term Disability, paid vacation leave

Note:

Non-American citizens interested in this position must have a valid work permit prior to applying.

Requirements:

- At least 10 years of schooling (grade 10) or higher
- 2 years' experience as a driver
- Holder of a valid Driver's License

Added Advantage:

Demonstrable knowledge of, and amenability to undertaking limited administrative related duties.

Duties:

- To perform Chauffeur duties for the Head of Mission.
- Driving all authorized passengers safely and efficiently.
- To deliver/collect mail, documents and goods to and from as instructed.
- Driving other officials to various destinations in the fulfilment of their official duties
- Providing safe and efficient transport for visitors and delegations to appointments and destinations as directed.
- Performing errands and other tasks as may from time to time be required.
- Performing regular inspections of the vehicle and alerting the Supervisor timeously about any issues requiring attention
- Ensuring that the official vehicle is always clean and presentable.
- Ensuring that the official vehicle is regularly serviced and maintained.
- Maintaining all logbooks and paperwork related to the official vehicle.

Application Procedure:

- Application Form (downloadable at <https://tinyurl.com/c56dc88t>).
- A comprehensive CV
- Copies of all qualifications (Originals will be required from short-listed candidates during an interview)
- Notarized copy of identification document
- References/Service Certificates from previous employers
- (Failure to comply with the above will result in disqualification)

Applications:

Applications and relevant documents must be hand-delivered, mailed, or emailed to the South African Consulate General (consular.ny@dirco.gov.za) for the attention of the **Corporate Services Manager**. All documents must be translated in English.

Selection Process:

Please note that communication will be limited to the short-listed candidates only. **No enquiries pertaining to the advertisement will be attended to.**

Closing Time and Date: 14h00, 3 October 2025

Note:

Medical/ Health Questionnaire, Police Clearance Certificate shall be required from shortlisted candidates.