

The South African Consulate General in Toronto, Canada seeks

1 x Chauffeur (Fixed Contract of 3 years)

Starting Salary: CAD\$ 33,547.00 - CAD\$ 55,152.00 based on experience and qualifications.

Starting date: 01 September 2026

Qualifications/Experience

- A minimum of 10 years schooling
- Two years experience as a chauffeur with a good knowledge of defensive driving techniques
- Possession of a valid local driver's license (G)
- Statement of driving record – 5 years
- Police Clearance

Required Job Competencies

- Etiquette, polite, diplomatic and professional manner always
- Ability to work with people at all levels
- Ability to deal calmly with unexpected circumstances or delays
- Excellent customer care skills
- Responsible attitude towards client privacy and safety
- Excellent driving skills and respect for other road users
- Excellent geographical and route knowledge
- Excellent timekeeping
- Smart appearance
- Willingness to work flexibly
- Clear communication/English language proficiency
- Computer literacy

Duties

- Perform Chauffeur Duties for the Head of Mission
- Transport other authorized passengers
- Assisting passengers with getting in and out of the vehicle if required
- Ensure proper maintenance of the official vehicles
- Perform minor duties in collaboration with Head of Mission
- Assist with loading and unloading luggage and packages,
- Render photocopy services, binding of documents, filing
- Update log sheet, trip authorizations and other official records in accordance with relevant legislation.
- Ensure cleanliness of the official vehicles to create a positive image of the Mission.
- Drive Mission personnel on request and other authorized official passengers.
- Provide guidance and direction to VIP visitors/passengers of the Mission
- Deliver and collect official mail
- Ensure parking of official vehicles at demarcated area to avoid penalties

Closing date: 23 July 2026

Please forward CV and all other relevant documents to: Ms KHE Luthuli at luthulik@dirco.gov.za

**ONLY CANDIDATES SHORT-LISTED
WILL BE CONTACTED FOR AN INTERVIEW AT THE CONSULATE**