

JOB TITLE: MESSENGER / DRIVER

Annual Basic Salary:

KWD 5835 per annum

Benefits

- Social Security and Health Insurance Allowance
- Annual bonus
- Annual and sick leave in accordance with the local law

Requirements

- A minimum of a High School Certificate / Diploma or equivalent qualification.
- Minimum of 2 years' experience as a Messenger/ Driver .
- Must have a valid driver's license
- Comprehensive Curriculum Vitae accompanied by covering letter ; certified copies of the schooling certificates and
- Valid Police Clearance certificate
- Fluent in English and Arabic

Job Specific Competencies:

- Teamwork & Collaboration
- Ability to work under pressure
- Ability to multi-task
- Honesty and Reliability
- Effective time management
- Knowledge of city locations is essential
- Familiarity with local traffic laws and regulations

The following will be added as an advantage

- Must know and practice defensive driving.
- Basic knowledge of office operations and general administrative tasks
- Basic computer skills (MS Word, Excell and computer
- Must understand protocol and diplomatic courtesies.

JOB DESCRIPTION

- Perform messenger services as per the embassy operational schedule, by delivering important documents, correspondence, and invitations.
- Serve as back-up driver to the Head of Mission during the absence of the Ambassador's Chauffeur.
- Transport visiting delegations, officials & staff within Kuwait.
- Perform daily checks on tires, oil, fuel, water, battery as well as washing and cleaning of the car.
- Keep vehicle operation record on mileage, oil and fuel purchases.

- Remain calm under pressure and manage unexpected situations in a professional manner.
- Plan routes efficiently to avoid traffic delays.
- Follow all the Kuwait traffic laws and safety regulations.
- Ensure the vehicle is well-maintained, clean, and sufficiently fuelled.
- Handle sensitive documents responsibly and maintain confidentiality.

Applications and all relevant documents including recent curriculum vitae, passport photograph and certified copies of passport must be hand-delivered to the Reception of the South African Embassy for the attention of **Mr Peter Mafora** at **+965 99794483** /Ms **Qakaza-Moyakhe** at **90997295** on or before **31 August 2026**.

Address Villa No.3 House No 91 Street 1, Block 10, SALWA

PLEASE NOTE :

- All documents must be translated into English
- Consider your application unsuccessful if you do not hear from the Embassy within 3 months of your application.

CLOSING DATE: 31 AUGUST 2026

