



EMPLOYMENT OPPORTUNITY

The South African Embassy in Madrid, Spain is seeking qualified individuals with the required work experience for the vacancy

Post	: Chauffeur
Post Requirements	: A minimum of 10 years' schooling 2 years' experience as a chauffeur with a good knowledge of defensive driving techniques Valid local driver's license A valid work permit A good knowledge of Spanish Ministerial Offices and Diplomatic Missions in and around Madrid will be an added benefit
Duties include	: Perform Chauffeur duties for the Head of Mission Transport authorised official passengers Ensure Proper Maintenance of the Official Vehicle Perform minor duties in collaboration with the transferred officials
Job Competencies	: Good Driving skills Language proficiency in English and Spanish Able to read maps and follow directions Mechanically inclined Time management Load and unload heavy luggage and packages
Salary	: A minimum salary of € 16 921.52 per annum (14 payments)
Duration	: 1 year contract

APPLICATION PROCEDURES:

Interested applicants should submit a letter of interest in English accompanied by:

All documents should be translated into English
A Curriculum Vitae with a recent passport size photo
Notarised copies of certificates, diplomas
Three (3) reference letters from previous employers

APPLICATIONS AND RELEVANT DOCUMENTS MUST BE SENT TO

Ms Ole Matlapeng at matlapengo@dirco.gov.za and
Ms Seipati Bela at belas@dirco.gov.za

SELECTION PROCESS:

After a paper selection, the short-listed applicants will be invited for an interview.
Please note that due to the overwhelming number of applications we receive, the Embassy only contact short-listed candidates.

CLOSING DATE FOR APPLICATIONS: 15 October 2025

