



EMPLOYMENT OPPORTUNITY: SOUTH AFRICAN HIGH COMMISSION IN SINGAPORE

The South African High Commission in Singapore is seeking a qualified individual with the required work experience for the following full-time position:

Post Title **CHAUFFEUR**

Core Functions Perform chauffeur duties for the Head of Mission
Transport other authorised official passengers
Ensure proper maintenance and record keeping of the official vehicle
Ensure daily mail is collected, recorded and distributed to the staff
Perform stand-in duties for the driver / messenger

Minimum Requirements A minimum of 10 years schooling
At least 3 years' experience as a driver / chauffeur
A valid driver's licence and a clean driving record
Good knowledge of defensive driving techniques
Good command in English

Salary Range SGD 23 136 – SGD 26 952 p.a.

Additional Benefits Annual Bonus equal to two month's basic salary
Contribution to Pension
Accident Insurance
Medical Scheme

Note: The salary will be determined within the above range depending on qualifications and years of appropriate experience.

Application Procedures (Incomplete applications will be not be considered):

- Interested applicants should submit a letter of interest in English accompanied by:
 - ❖ A Curriculum Vitae
 - ❖ Notarised copies of certificates, diplomas and references from previous employers
 - ❖ All documents should be in English/translated into English
 - ❖ Recent passport size photo
- Applications and relevant documents must be delivered to:
South African High Commission
15th Floor Odeon Towers
331 North Bridge Road
Singapore 188720.
For attention: Corporate Services Manager

Selection Process:

After a paper selection, the short-listed applicants will be invited for an English test. Once finalised, the best-qualified applicants will be invited for an interview. Please note that due to the overwhelming number of applications we receive, we only contact short listed candidates. No telephonic enquiries, please.

THE CLOSING DATE TO SUBMIT YOUR APPLICATION IS , FRIDAY 21 NOVEMBER 2025