



SOUTH AFRICAN EMBASSY : WARSAW, POLAND

ul. Koszykowa 54, Trade Centre 6th Floor, 00-675, Warsaw. Entrance from ul. Poznanska 2/4

Tel +48 22 622 1031/05

ADVERTISEMENT: VACANCY FOR MESSENGER/DRIVER (Ref: WARP2004)

Job purpose:

To provide professional and responsive administrative support to Mission office personnel.

To provide chauffeur services to the Head of Mission.

Basic Salary:

45 151-00 PLN p.a.

Education/Job requirements:

- Minimum of 10 years schooling plus two years' experience as chauffeur with a good knowledge of defensive driving techniques and be in possession of a valid local driver's licence.
- Attend to incoming and outgoing mails
- Perform chauffeur duties for the Head of Mission.
- Transport other authorised official passengers.
- Ensure proper maintenance of the official vehicle.
- Perform minor duties in collaboration with Head of Mission.
- Must be able to adapt easily, have sense of urgency and initiative.
- Valid Police clearance certificate.
- Must have Basic English.
- Good communication skills, networking skills, negotiation skills, problem solving skills and diplomacy.
- Ability to work in a team and requires little direct supervision.
- Must be able to express self well verbally & in writing on routine /familiar issues.
- Must be honest, punctual, dedicated and self-disciplined.

Interested parties must complete the application for employment and submit (in a sealed envelope) their detailed CV accompanied by certified copies of academic credentials together with an ID/Passport size photo to the South African Embassy at the address mentioned above or send by registered mail. Applications sent after the closing date will not be considered. No emailed or faxed applications will be accepted.

N.B. Correspondence will be conducted with applicants shortlisted for interview. If you don't hear from us 30 days after closing date you should consider your application unsuccessful. Please quote the post reference number in your application.

Closing date: 18 November 2022

For enquiries, please contact:

Ms M Malongoane

Corporate Services Manager

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Email: Malongoanem@dirco.gov.za