



## **U.S. EMBASSY VACANCY DRIVER**

The U.S. Embassy is currently accepting applications for the driver position. Incumbent provides personal protection and safety while driving Embassy Personnel. Incumbent delivers official Embassy documents and correspondences to various offices. Incumbent will be expected to perform clerical duties including maintaining and processing a database in terms of daily trips and its respective mileages. Qualified applicants must complete a school certificate (S.C). At least five years of driving experience is required. Applicants must have a thorough knowledge of the local traffic regulations and different streets in Mauritius. Applicants must be computer literate in the use of email, Microsoft Office Suite and be able to learn new computer applications. Applicants must hold a driver's license for private cars and van not exceeding 15 passengers. Tact, and courtesy are required. Incumbent must be familiar with motor vehicles, able to perform maintenance and minor repairs. Applicants must possess a good working knowledge of English and French (speaking, writing and reading) and must be able to communicate in Creole. Additionally, qualified applicants must pass a background suitability screening and a medical test. Interested candidates must send a copy of their CV and copies of certificates to the Human Resources Office, 4th floor, Rogers House, Port Louis to arrive no later than close of business June 15, 2016.