



## ANTICIPATED VACANCY

### AMBASSADOR'S CHAUFFEUR

The Embassy of the United States of America, Wellington invites suitably qualified applicants to apply for the full time position of Ambassador's Chauffeur that is expected to become vacant when the incumbent takes up another employment opportunity within the US Government.

The position works as a member of the Executive Office team and reports to the Ambassador's Office Manager (OM).

The position is one of two chauffer positions responsible for driving the Ambassador within Wellington, the outer suburbs, and other areas within the country while keeping the Ambassador secure and up-to-date on meeting schedules and participants. Other responsibilities will include driving other embassy staff members, courier services, and maintenance of vehicles.

To be considered for this role you must have a clean valid full NZ driver's license and a minimum of three (3) years chauffeur driving experience. You will have good written and spoken English and you will also be willing to work a variable work schedule, including some weekend and holiday work. A basic knowledge of MS Office Word and the ability to work Excel spreadsheets is required. The ability to manage multiple calendars in MS Outlook and advanced map reading skills are essential.

The starting salary for this position is NZ\$41,719 gross per annum.

A copy of the full job description and person specification is available at <http://newzealand.usembassy.gov/>

*All employees of the US Government are required to complete full medical and security background checks.*

For further information or to apply for this position, please forward correspondence to:

HR Specialist  
Embassy of the U.S.A.  
P.O. Box 1190  
WELLINGTON  
Email: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Applications close at 9.00am on Tuesday, 25 January 2011.**