**Announcement for the vacant position of the official driver /messenger at the High Commission of Cyprus in New Delhi**

The High Commission of the Republic of Cyprus in New Delhi is looking to fill the vacant position of the official Driver/Messenger at the High Commission. The position is for a fixed one-year term with the possibility of automatic renewal, and with a probationary period of six months from the beginning of the employment.

*Key tasks and responsibilities include, but not limited to:*

1. Driving the High Commissioner and other Embassy staff and guests, as directed by the Head of Mission.
2. Carrying out courier deliveries and collecting mail from various Indian Ministries / Agencies/ Organizations, post office, Airport Authorities etc.
3. Ensuring the technical service, maintenance and cleanliness of the vehicle.
4. Updating the vehicle’s logbook on daily basis.
5. Basic upkeep and maintenance of the High Commission’s Offices and High Commissioner’s Residence.
6. Answering incoming calls and redirecting them to colleagues accordingly, if directed.
7. Assisting in organizing and carrying our High Commission’s events.
8. Performing additional relevant tasks as directed.

*Main Requirements:*

1. Legal rights to live and work in India.
2. Valid driving license with a clean driving record.
3. Completed senior secondary school education.
4. Strict adherence to the driving code and regulations.
5. Very good knowledge of transport routes in Delhi and surrounding areas/states.
6. Fluency in English and very good knowledge of Hindi.
7. Computer literacy.
8. Excellent interpersonal skills with willingness to contribute to and become part of the team.
9. Candidate should be honest, discreet, service-minded and determined with high sense of responsibility.

*The position offers a monthly salary of INR 29,181.*

*How to apply:*

Interested applicants should send a Cover Letter and CV (both in English), which should include contact details of at-least two references, to the e-mail: delhihc@mfa.gov.cy, **by 17 hrs. (IST) on 6 September 2022**. Please add “Driver/Messenger” and your name in the subject field.

Only short-listed candidates will be contacted for an interview. The short-listed candidates are expected to provide original proof of academic and other qualifications, work experience and valid driving license at the time of the interview.

Moreover, the successful applicant will be required to provide a clean criminal record certificate through the security screening by the Indian authorities.

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09 August 2022