



## PERMANENT MISSION OF THE REPUBLIC OF ZAMBIA TO THE UNITED NATIONS

### VACANCY ANNOUNCEMENT

Position Title: Driver

Location: Permanent Mission of the Republic of Zambia to the United Nations, New York

Application Deadline: 01/08/25

The Mission invites applications from suitably qualified individuals for the position of Driver.

#### Job Description:

- Driving the Mission's official vehicles for the transport of staff, delegates, and visitors.
- Ensuring the safety of passengers and the vehicle at all times.
- Maintaining the cleanliness and roadworthiness of the vehicle.
- Performing routine checks on the vehicle's condition and reporting any mechanical issues.
- Keeping accurate records of vehicle movements, fuel usage, and maintenance.
- Assisting with messenger duties and delivery of official documents.
- Supporting logistical arrangements for official events and meetings.

#### Minimum Qualifications and Experience:

- Valid New York State Driver's License.
- At least 5 years of professional driving experience, preferably in a diplomatic or international organization setting.
- Clean driving record.
- Familiarity with New York City roads and traffic regulations.
- Legal eligibility to work in the United States.
- Completion of Defensive driver's course
- Must be well versed in driving a transit van and sedan.

#### Desirable Qualities:

- Punctual, reliable, and discreet.
- Excellent interpersonal and communication skills.
- Ability to work flexible hours, including evenings and weekends when required.
- Professional appearance and courteous demeanor.
- Basic vehicle maintenance knowledge.
- Ability to follow instructions and work independently with minimal supervision.

#### How to Apply:

Interested candidates should submit the following documents:

1. A cover letter detailing relevant experience.
2. A current resume or CV.
3. A copy of a valid driver's license.
4. At least two references.

Applicants are invited to submit their resume, with traceable references and relevant documents via email on [un@grz.gov.zm](mailto:un@grz.gov.zm)