



नेपाली राजदूतावास
EMBASSY OF NEPAL
Pretoria,
The Republic of South Africa

Vacancy Announcement

(Date of Publication: 30 October 2024)

A **Driver/Messenger** is required for the Embassy of Nepal in Pretoria, the Republic of South Africa. Interested candidates may submit an application, with minimum expected salary, along with a complete CV, a recent photograph, and copies of valid driving license and national ID/Passport. The candidates should possess the following eligibility criteria and are required to undergo the set selection procedures.

Eligibility :

- Literate
- Holder of a valid South African driving license
- Good at driving and working in office environment
- Good personality with honesty and integrity

Office Hours: 9:00 to 17:00 hours from Monday to Friday (except during holidays)

Salary : As per the rules of the Embassy

Duties and responsibilities:

- To drive for Embassy officials as designated by the Embassy as per requirements;
- To dispatch letters and documents to post, South African Government Offices/Authorities, Embassies/High Commissions, companies and other offices in Pretoria, Johannesburg and other places in South Africa;
- To pick up and drop off Embassy officials, Embassy's Guests and other persons at various airports in Pretoria and Johannesburg or other places as and when designated;
- To dispatch and collect the diplomatic bags to and from the airport as instructed by Embassy officials;
- Drive to other places as directed by the Embassy in connection with official business;
- Keep Embassy vehicle clean and in good order; and make necessary arrangements for smooth/normal functioning of vehicle, and follow up timely servicing schedule of the vehicle, fix minor repairing and if need be, report about vehicle's maintenance needs to Finance/Administration Section of the Embassy immediately;
- Maintain vehicle monitoring report and log book including vehicle operations, maintenance, mileage, fuel consumption, gas/oil changes etc. and submit it to Finance/Administration Section at the end of each month;
- Report to the Embassy the condition of the vehicle from time to time and suggest the needful course of action to be taken to keep it in order;

Selection Criteria: Interview and Practical Driving Observation

Deadline for application submission: 17:00 Hours, 15 November 2024 (Email: eonpretoria@mofa.gov.np)

(Note: Only shortlisted candidates will be called for interview. Preference will be given to candidates who have previously worked in diplomatic missions or other offices.)