सत्यमेव जयते

EMBASSY OF INDIA
Guatemala City

JOB VACANCY FOR THE POST OF CHAUFFEUR

The Embassy of India in Guatemala City invites applications for the positions of Chauffeur from the applicants.

Required qualifications and skill set:

- Good working knowledge of English and Spanish.
- The candidate should possess a valid driver's license and should possess driving experience of at least 3 years;
- Should either be a Guatemalan citizen or having necessary residence/work permits
- Willingness to work in odd working hours and on weekends/ holidays.
- The candidate should be cordial and polite in dealing with the visitors
- The candidate should be hardworking and able to solve problems independently

Work Profile:

- To drive official vehicle to various destinations within and outside Guatemala City;
- To maintain logbook of the vehicle allotted;
- To maintain and keep allotted vehicle tidy and clean;
- Any other work assigned from time to time.

Employee perks, benefits:

USD 825/- (with 7.7% additional Cost of Living Allowance, additional Incentive Bonus, Aguinaldo Bonus, Bono 14, annual increment and contribution to Social Security Insurance benefits)

Number of Vacancies: 1

Vacancy available from: 01 August 2024

Information about the selection process:

Candidates fulfilling the eligibility criteria will be called for a selection process. Short-listed candidates will be called for interviews. Application with complete bio-data may be sent

on or before Tuesday, 9 July 2024 to:

Attache (Administration & Political), Embassy of India,
8 Avenida, Calle 15-07, Zone – 10, Guatemala City
Email: admn.guatemala@mea.gov.in