



Announcement of the Royal Thai Embassy, Maputo
Subject: Job opening for a position of Embassy driver

The Royal Thai Embassy wishes to recruit a local employee for the position of driver (full time) with the following details as follows:

1. Employment conditions

- 1.1 The starting salary of the position is 20,000.- Meticals per month.
- 1.2 Working hours are Monday - Friday from 09.00 - 17.00 hrs.
- 1.3 Annual Holidays are according to the Embassy's annual holidays.
- 1.4 There is a 3-month probation period.

2. Responsibilities

2.1 Conduct professional, safe and responsible driving in the Consular Affairs Section according to Embassy staff's assignment and work schedule, including transporting diplomats, staff and delegations, picking up and sending diplomatic pouches, as well as delivering and picking up couriers and materials at designated places.

2.2 Maintain the Embassy vehicles in functional and clean conditions, perform regular minor maintenance tasks on the Embassy vehicles, and send them for periodic maintenance check-ups at a garage when the car inspection due date is reached.

2.3 Update records on transportation and fuel forms and inform the Embassy staff of incident reports, accident reports, and vehicle condition reports.

2.4 Assist in other tasks as assigned by the Head of Mission.

3. Qualifications required

3.1 A national or legal residence permit allowed to reside and work legally in Mozambique.

3.2 A valid driving license.

3.3 No criminal records or health conditions to prevent from working safely and regularly.

3.4 Driving experience of at least 2 years or 1 year of professional drivers job experience.

3.5 Ability and willingness to perform overtime occasionally or other administrative duties as assigned by the Embassy.

3.6 Graduation from a high school or equivalent or higher degree.

3.7 Ability to communicate in English and Portuguese.

4. Application and interview process

4.1 Application

4.1.1 Application form

4.1.2 Resume and recommendation letters from previous employers
(if available)

4.1.3 Copy of ID card or passport with working visa

4.1.4 Copy of driving license

4.1.5 Copy of relevant diploma, certificate and/or transcript

4.1.6 Medical certificate valid for no more than 3 months

The application form can be downloaded at the website <http://maputo.thaiembassy.org>. Applications must be submitted in person between 09:00 - 16:00 hrs. at Royal Thai Embassy, Av. Julius Nyerere 4317 Maputo, until 16 September 2022.

4.2 The Embassy will contact the qualified applicants to attend the interview and test drive examination at the Embassy in Maputo on 21 September 2022 at 10.00 hrs. The successful applicant will be contacted on 23 September 2022.

Announced on 9 September 2022.

