

Embassy of India
Mexico City
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EMPLOYMENT OPPORTUNITY -Vacancy Announcement No. 2021-02

The Embassy of India in Mexico City has an opening for a temporary position of **Chauffeur**. We are looking for a suitable candidate to assist the diplomatic corps of the Embassy in their tour and travel agenda.

Basic function and responsibilities of the position of Chauffeur:

- The person will be required to accompany the Ambassador for his local tours in and outside the City.
- The person will be required to perform pick-up, drop-off duties for the Ambassador from his residence to various venues.
- Daily tasks of running chores in and around City.

Qualifications required:

- Bachelor's degree or Associate's Degree
- Excellent driving skills – certificate from recognized driving schools in Mexico
- 'A' License type
- Level IV (fluent) English & Spanish speaking/reading/writing skills
- Adherence to protocol requirements by the diplomatic corps
- Three years of experience with diplomatic corps/ protocol (preferably prior work experience in some Embassy)
- Attention to detail; desire to be proactive and well-behaved
- *The successful candidate will be required to obtain and submit a security clearance certificate and a medical examination/fitness certificate.*

Employment length:

This position is temporary and will not exceed 24 months from hire date.

Who May apply:

- Anyone who is eligible for appointment under Mexican local laws.
- Applicant must be in possession of a Mexican social security card valid for employment and/or a Work-permit.

HOW TO APPLY: Interested candidates must submit the application form available in Embassy's website () along with CV giving full details plus any other documentation (e.g. copies of degrees earned) that addresses the qualification requirements of the position as listed above.

The deadline for submitting applications is Friday, 4 June, 2021.

Languages known	
Fluency in Spanish	
Fluency in English	

Personal References

Name	Title	Company	Phone

Employment History/Prior Work Experience

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	