



Republika e Kosovës
Republika Kosova - Republic of Kosovo

Ministria e Punëve të Jashtme
Ministarstvo Spoljnih Poslova - Ministry of Foreign Affairs

Konsullata e Përgjithshme në Nju Jork - Consulate General in New York

Konsullata e Republikës së Kosovës në Nju Jork - Shpall:

K O N K U R S

Për vend të lirë pune:

Position: **Chauffer**
Length of Contract: One (1) year (with the possibility to re-new); New hires are subject to a 3-month trial period.
Apply by: July 2017

Job Description and Duties:

- Provides chauffer services to the Ambassador/Head of Mission, the chief consular officer or other diplomatic/ consular staff based on request.
- Ensures the diplomatic vehicle is kept and maintained in impeccable condition. The driver is also responsible to keep up with the repairs of the vehicle.
- This position is open to candidates that have a valid driver's license and can provide a record that they have no accidents on file. The ability to follow relevant safety regulations and risk assess own vehicle is important.
- Must be available on-call for the Ambassador / Head of Mission or the main consular officer to drive evenings and/or weekends for official events.
- Must be on-call during official government visits.

In addition to the above duties, candidates must also be willing to:

- Perform routine mail and courier functions for the Consulate.
- Distribution and registration of diplomatic mail and transportation.
- Fill out Daily or Weekly logs tracking vehicle mileage, repairs, licensining, permits, and other documentation.
- Assist in the procurement of furnishings for consular offices or official residences.
- Perform others tasks to assist adminsitative assistant like the above.

Essential Qualifications and Experience:

- High School Diploma
- Minimum of Two (2) years experience in Personal Driver/Chauffer capacity.
- Intitimate knowledge of routes within New York city and location of Foreign Embassies, Government Offices, and all main airports.
- U.S. permanent residence or citizenship.
- Fluency in English
- We are looking for an applicant who has the ability to work under pressure and work effectively within a team.
- Experience working for diplomatic / consular missions is preferred.

Interested Candidates should provide the following documents:

- CV
- Copy of a valid Driver's License
- Copy of a State-issued ID and Passport.
- Copies of Diplomas and other relevent documentation
- Two (2) References and a Letter of Interest
- Certificate of Health from your Doctor – all candidates must be medically fit
- Proof of no criminal record.
- Proof of your U.S. legal permanent residence

Please mail all document to:

***Consulate General of the Republic of Kosovo in New York
801 Second Avenue, Suite 301
New York, NY 10017***

Note: ONLY copies will be accepted as these documents will not be returned.