

## **Driver to the Head of Mission**

**Notice No.: 21-DELHI HOM Driver-631**

**Section: HOM/OR**

**Location:** High Commission of Canada, New Delhi

**Level:** LE G3

**Salary:** Rs. 322,072 per annum (non-negotiable)

**Additional Benefits:** Housing for employee & immediate family at the Official Residence (at nominal cost), 13<sup>th</sup> month bonus (equal to one-month salary), international working environment, employer sponsored medical insurance program. Per current terms and conditions: a performance based yearly salary increase and paid overtime.

**Issuance Date: March 30, 2021**

**Closing Date: April 13, 2021**

**Employment:** Indeterminate (Full time)

**Hours of Work:** 48 hours/week

The High Commission of Canada in India is currently looking for a Driver to the Head of Mission who will be responsible for safe and secure transportation of the Head of Mission and perform other protocol duties.

### **OPEN TO:**

- All individuals who are eligible to work in India
- All employees of Canadian missions in India

### **APPLICANT MUST:**

- Meet all of the mandatory screening qualifications (see below)
- Meet all of the mandatory rated qualifications (see below)
- Have independent work authorization in India

### **Mandatory Screening Qualifications:**

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**Education:** 10<sup>th</sup> standard/High Secondary from a government recognized school. An acceptable combination of education and experience will be considered.

**Language:** Fluency in English (written and oral) and Hindi.

**Experience:** The candidates must have:

- a valid driving license for light motor vehicles

- Minimum of 4 years (within the past 6 years) as official driver with any of the following:
  - multinational company (ex: major hotel chain)
  - a diplomatic missions/ or personal driver to a diplomat
  - an international or non-governmental organization
  - a federal or state level government agency

### **Mandatory Rated Qualifications:**

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#### **Knowledge:**

- Knowledge of local routes of Delhi/NCR
- Knowledge of local and safe driving regulations and practice
- Knowledge of good vehicle maintenance procedures

#### **Abilities:**

- Coordinate conflicting priorities within tight deadlines and meet work targets
- Work independently as well as a team member
- Ability to follow new instructions and apply rules at short notice
- Ability to use GPS + internet mapping systems

#### **Personal Suitability:**

- Professional Integrity
- Adaptability & Flexibility
- Judgement
- Client Service
- Willing to work overtime during weekdays or on weekends at short notice for potentially long hours

**Computer Skills:** Basic IT skills: use of Microsoft office and email (Outlook)

**Asset qualification:** Candidates are encouraged to indicate how they meet the following criteria, where applicable):

- a valid commercial driving license

### **Job Resume**

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The position has as a primary responsibility of:

- Providing safe driving services to the Head of mission and/or other visitors or dignitaries following mission security and safety and health policies and procedures
- Liaising with the Head of Mission's Personal Assistant on his appointments and scheduling requirements
- Providing delivery and other protocol services
- Providing vehicle maintenance, cleaning and servicing

## **Selection Procedure:**

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All applications will be carefully reviewed against the mandatory screening requirements and mandatory rated qualifications of the job. **Please submit a cover letter that clearly indicates how you meet the mandatory screening requirements. Please also submit an updated C.V. that will be used to validate the experience described in the cover letter. Failure to do so will result in the rejection of your application.**

Candidates screened in will be contacted for further assessment, including: a personal interview with a series of questions designed to evaluate each applicant's knowledge, abilities, competencies and personal suitability for the position. In addition, tests may be conducted to assist the selection board in assessing the applicant's qualifications, skills, language ability and driving skills. Reference verifications shall be conducted as a part of the hiring process.

The results of this competition may also be used to establish an eligibility list to staff similar openings at the High Commission of Canada, New Delhi that may arise in the twelve (12) months following the completion of this competition.

## **Conditions of Employment (MUST BE MET):**

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The successful candidate may be asked to work extended hours when/ as required.

The successful candidates must be in excellent health with excellent vision. Prior to being hired to this position, the successful candidate will be required to pass a complete medical examination, including an eye test before being offered a position in the High Commission of Canada in New Delhi.

The appointment of the successful candidate will be subject to a Security Clearance obtained by the High Commission of Canada. To conduct the security clearance, the candidate will have to submit the following documents on being selected by the mission.

1. Police clearance certificate (Character Certificate)
2. Letter of recognition from your bank stating your name, years of client service and your address
3. Professional and educational certificates and mark sheets (i.e., academic transcripts)

## **How to apply**

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Send your CV along with a cover letter to clearly indicate how you meet the mandatory essential qualifications to [delhi.competitions-concours@international.gc.ca](mailto:delhi.competitions-concours@international.gc.ca) or to the following address

### **High Commission of Canada in India**

Section: DELHI HR

7/8 Shantipath, Chanakyapuri, New Delhi 110021, India

Please quote competition: **21-DELHI HOM Driver-631**

**Only applications received at the above address before the final date of submission will be considered.**