

Driver

Position title: Driver

Appointment Process No.: 2021-MMBAI-01

Term Type: Indeterminate

Term Details: This position is a LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in India.

Department: Consulate General of Canada, Mumbai

Number of Vacancies: 1

Job Category: Common Services

Level: General Services

Classification: LE-G2

Salary range: INR 317,302 per annum (non-negotiable)

Additional Benefits: 13th month bonus (equal to one-month salary), international working environment. Per current terms and conditions: a performance based yearly salary increase and paid overtime.

Location: Mumbai

Close date: 5 December , 2021 at 23:59 hrs UTC/GMT +1

Summary of Duties

Under the direction of Common Services Officer, the position has as a primary responsibility to provide safe driving services to senior officials, program managers, mission staff, and other visitors or dignitaries following mission security and safety and health policies and procedures. They may also drive CBS dependents and clients, in certain circumstances. They provide courier and logistics services, arrange for vehicle maintenance and cleaning, undertake vehicle administrative duties, and may additionally support the mission by assisting with basic administrative, protocol, maintenance and other support services following established mission and departmental policies.

Area of selection/Eligibility

This position is open to individuals who are currently residing & eligible to work in India, including all employees of the High Commission of Canada and Canadian missions in India, who meet all of the essential requirements stated below, and whose applications are received by the closing date.

Please note that the Consulate General of Canada, Mumbai does not sponsor work authorizations directly or indirectly.

Our organization offers an inclusive workplace where respect, teamwork, and collaboration are part of our culture. Canada's missions abroad are committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees to learn and develop their skills and competencies.

Essential Qualifications

Candidates will initially be screened against the Essential Qualifications relating to education, experience and language. **Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications.**

Education: 12th standard from a government recognized school. An acceptable combination of education and experience will be considered.

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

Experience: The candidates must have:

- a valid driving license.
- Minimum of 2 years (within the past 5 years) of passenger car driving with one of the following:
 - multinational company (ex: major hotel chain)
 - a diplomatic missions/ or personal driver to a diplomat
 - official driver for a federal or state level government agency

Rated Requirements

The Rated Requirements relating to knowledge, abilities and competencies will also be assessed. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.

Knowledge:

- Knowledge of local routes of Mumbai, Maharashtra and interstate.
- Knowledge of local and safe driving regulations and practice
- Knowledge of good vehicle maintenance and insurance procedures
- Knowledge of courier and logistic services

Abilities:

- Coordinate conflicting priorities within tight deadlines and meet work targets

- Calmly and diplomatically deal with government, police and road authorities.
- Work independently when required, or as a team member
- Ability to follow instructions and apply rules
- Ability to use GPS and internet mapping systems

Competencies:

- Professional Integrity
- Adaptability & Flexibility
- Judgement
- Client Service

Asset Qualifications

(Candidates are encouraged to indicate how they meet the following criteria, where applicable)

- Knowledge of French or other regional language.

Operational Requirements

- Must be available to work overtime during weekdays or on weekends at short notice for potentially long hours;
- Basic hours of work: 48 hours per week.

Conditions of Employment

- Candidates must have a valid independent work authorization for India covering the entire employment period. If the employment is indeterminate, the work authorization should be permanent or itself lead to a permanent work authorization.
- Before an offer of employment can be made, candidates must provide a local address as proof of residence in India so that if selected, it will appear on the offer letter.
- The successful candidate 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 Consulate General of Canada, Mumbai.
- Obtain and maintain a reliability rating (security clearance) from the Government of Canada covering the entire employment period.
- All new hires on or after the effective date of October 6, 2021 are required to be fully vaccinated against COVID-19 as a condition of employment and to attest that they are fully vaccinated against COVID-19 prior to their starting date unless accommodation measures are granted.

How to apply

- Applicants **must submit a cover letter** and a **curriculum-vitae clearly** demonstrating how they meet the education, language and experience required for the position.
- Candidates have the following options to submit their application:
 - Complete an online application form available on <https://www.wfca-tpce.com/vacancyView.php?requirementId=4690&> or
 - Send a hardcopy of the cover letter and curriculum-vitae to following address:
Consulate General of Canada
Indiabulls Financial Centre Tower 2,
21st Floor Elphinstone Road, West,
Mumbai, Maharashtra 400013, India
- Send your cover letter and curriculum-vitae on email to: CSDPDHHumanResources/RessourcesHumaines@international.gc.ca
- Applications which do not include all of the requested documents or information **will be rejected**.
- Short-listed candidates will be asked to provide at least 2 recent references and proof of their residence status. The successful candidate will be asked to provide us with a clean police certificate and credit report to obtain the necessary Reliability Status clearance.
- Candidates who are unable to submit their application due to technical difficulties must report these to: CSDPDHHumanResources/RessourcesHumaines@international.gc.ca prior to the closing date. Failure to do so will result in the application being rejected.

Important notes

- Candidates are entitled to participate in the appointment process in the official language of their choice. They are asked to indicate their preferred official language in their application (English or French).
- Communication for this process will be sent via email. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required.
- Please note that some email systems may block emails from unknown users. Candidates should include an email address that accepts email from unknown users and regularly check their email, including junk mail.
- Candidates selected at the screening stage will be invited for further assessment. Methods of assessment may include, but are not limited to, a written examination, an oral interview and/or driving test.
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.

- The Consulate General of Canada, Mumbai does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special assistance in terms of attending exams or interviews, then please let us know during the application process.
- The results of this competition may also be used to establish an eligibility list of staff for similar openings at the Consulate General of Canada, Mumbai, which might arise in the 12 months following the completion of this competition.
- If you have any questions at any stage of the process please send an email to CSDPDHHumanResources/RessourcesHumaines@international.gc.ca