



SOUTH AFRICAN EMBASSY

3051 Massachusetts Avenue, NW Washington DC 20008 USA Tel: 240-937-5760

Vacancy Announcement

Position: Chauffeur

Type of Appointment: Contractual (Three Years)

Starting Salary: Minimum **\$37 234** to Maximum **\$51 688** per annum based on qualification and experience, excluding benefits. Fringe benefits are payable according to prevailing rules as set out in the Conditions of Service.

The South African Embassy in Washington, D.C. invites suitably qualified and experienced candidates to apply for the position of Chauffeur.

KEY RESPONSIBILITIES:

- Provide safe, reliable and professional transportation services to the Ambassador, diplomats, officials and authorised guests.
- Operate and maintain Embassy vehicles in a safe and responsible manner.
- Conduct daily vehicle inspections and report any defects or maintenance requirements.
- Ensure that the vehicle is clean, presentable and properly maintained at all times.
- Plan routes and ensure punctual arrival at scheduled destinations.
- Transport Head of Mission to meetings, official functions, airports and other authorised engagements.
- Maintain accurate records of vehicle use, mileage, fuel consumption and related activities.
- Comply with all applicable traffic laws, Embassy policies and safety requirements.
- Perform other chauffeur-related duties as assigned.

REQUIREMENTS:

- Grade 12 certificate (Minimum)
- Possession of valid driver's licence.
- 2 years' experience as a professional chauffeur or driver.
- Good knowledge of Washington, D.C. and surrounding areas.

- Good knowledge of defensive driving techniques.
- Clean and responsible driving record.
- Good communication and interpersonal skills.
- Professional appearance and conduct.
- Ability to work flexible hours, including evenings, weekends and public holidays as and when required.
- Ability to maintain confidentiality and exercise discretion when dealing with official matters.
- Must be USA Citizen or Permanent resident or Foreign National with valid documents to work in the USA
- Strong spoken, reading and written English
- Police clearance certificate
- Planning, coordination and organizing skills.
- Ability to work under pressure

Applicants who are not USA citizens must be in possession of all the documentation required by USA authorities to perform contractual work. The Embassy will not be responsible for sponsoring/arranging any documentation regarding working/remaining in the USA. The Embassy will not be responsible for any travel related cost.

Interested candidates should submit a comprehensive CV and copies of relevant qualifications, identity document/valid passport and valid work permit and a valid driver's licence to bosmans@dirco.gov.za and malatjiv@dirco.gov.za

Only short-listed applicants will be invited to an interview. Please note that due to the overwhelming number of applications, the Embassy will only contact short-listed candidates.

Note: Should you not hear from us in four weeks after the closing date, please consider your application unsuccessful.

The closing date for applications is 01 September 2026