

## Driver

**Position title:** Driver

**Appointment Process No.:** 2020-C23-GS4-Driver

**Term type:** Indeterminate

**Term details:** This is a locally engaged staff (LES) position, subject to the terms and conditions of employment for LES in Pakistan

**Department:** transport

**Number of vacancies:** 1

**Classification:** General Staff, Level 4

**Salary:** 934,031 per annum PKR

**Location:** Islamabad, Pakistan

**Closing date:** September 27, 2020

### Summary of duties

Under the supervision of the Transport Officer, the driver:

- transports clients from airports, official meetings, etc.;
- carries out vehicle maintenance checks;
- delivers official packages and correspondences;
- picks up office purchases or other administrative needs;
- utilizes navigation apps to find the most optimal route;
- interacts with clients in a professional conduct;
- maintains an organized travel schedule;
- ensures that vehicles have sufficient gas and are always ready for use;
- arranges for vehicle repairs when necessary;
- completes travel logs, accident reports and inspection reports;
- drives a variety of vehicles, including motorbikes, cars, forklifts, armoured vehicles, buses and trucks.

### Area of selection, eligibility and conditions of employment

This vacancy is open to all external applicants residing in Pakistan and to all employees of the High Commission of Canada occupying an indeterminate or term position, including emergency employees. Before an offer of employment can be made, candidates must provide a local address as proof of residence in the specific city, region or country.

Candidates must have a valid work authorization covering the entire employment period. If the employment is indeterminate, the work authorization must be permanent or itself lead to a permanent work authorization. The High Commission of Canada in Pakistan does not sponsor work authorizations directly or indirectly.

The Government of Canada is an equal opportunity employer and welcomes applications from diverse candidates from across the community. Candidates will be considered on merit regardless of ethnic origin, religious beliefs, gender, age, sexual orientation or disability.

The Government of Canada offers an inclusive workplace where respect, teamwork, and collaboration are part of the organizational 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: education, language and experience. Candidates must clearly demonstrate in their cover letter and resume how they meet each of these essential qualifications. Failure to do so will result in the rejection of the application.

### **Education:**

- metric from a government recognized school; or
- acceptable combination of education, training and experience will also be considered.

### **Language:**

- fluency in Urdu and English (spoken and written);

### **Experience:**

#### **Have at least 3 years of experience:**

- as driver for diplomatic missions or international organizations;
- driving armoured vehicles and heavy-duty trucks and forklifts;
- interacting directly with clients;
- performing vehicle inspections and completing logs and accident reports;
- performing basic troubleshooting of vehicles and routine maintenance; and
- utilizing smartphones and GPS devices.

#### **Permits and availability:**

- valid LTV and HTV driver's licence;
- armoured vehicle certification;
- ability and willingness to travel within Pakistan; and
- ability and availability to work 48 hours per week, in rotating schedule including weekend and night shifts.

## **Rated Requirements**

The rated requirements for knowledge, abilities and competencies will also be assessed. Methods of assessment may include, but are not limited to, a written exam, an oral interview, role-play, practical tests and/or presentations.

### **Abilities and competencies:**

- demonstrating integrity and respect;
- thinking Things Through;
- working effectively with others;
- showing initiative and being action-oriented;
- exceptional interpersonal skills and client service
- work with MS Office, computers and smartphones
- extensive knowledge of Islamabad, surrounding areas, Peshawar and Lahore
- ability to lift material such as luggage and diplomatic mail;

## Operational requirements and conditions of employment

1. The appointment of the successful candidate will be subject to a Reliability Check (RC), obtained by the management. To conduct a RC, the candidate will have to submit the following documents on being selected by the mission:
  - police Clearance Certificate (Character Certificate);
  - letter of recognition from your bank, stating your name, years of client service and your address;
  - professional and educational certificates and mark sheets (i.e. academic transcripts).
2. The selected candidate must be available to work overtime and travel as and when required.
3. The selected candidates must present an armoured vehicle training certificate, an LTV and HTV valid driver's licence;
4. Selected candidate must be able and available to travel within Pakistan and work 48 hours per week, on a rotating schedule including weekend and night shifts
5. Candidates must have a valid work authorization to work in Pakistan covering the entire employment period. If the employment is indeterminate, the work authorization should be permanent or lead to a permanent work authorization.
6. Before an offer of employment can be made, candidates must provide a local address as proof of residence in Pakistan the specific city, region or country so that if selected, it will appear on the offer letter.

## How to apply

Candidates can fill in the application in English or French only. In addition, candidates must submit a cover letter along with their resume clearly indicating how they meet the essential qualifications in this section with clear examples. Failure to do so will result in the rejection of the application.

To apply for this position please follow the below link

[http://chc.amris.com/wizards\\_v2/chc/vacancyView.php?requirementId=4175&](http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4175&)

## Notes:

- Only the applicants short-listed will be contacted by the HR section.
- Only applications submitted to the above address and before the cut-off date and time will be considered for screening.

## Important notes

- Only applications submitted in one of the official languages of Canada will be accepted (English or French). Candidates are entitled to participate in the recruitment process in the official language of their choice and to indicate their preferred official language in their application.
- Communication for this process will be sent by email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated, as required.
- Candidates who apply to this vacancy should include an email address that accepts email from unknown users and regularly check their email, including spam folder.
- Reference checks are part of the selection process and will be sought for candidates who reach the interview stage.
- The High Commission of Canada in Pakistan does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- Candidates requiring special accommodation for exams or interviews must inform the High Commission of Canada in Pakistan before the exam or interview.
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the High Commission of Canada in Pakistan; the eligibility list may be used in the 12 months following the completion of this recruitment process.

- Please contact [CSDPDHHumanResources@international.gc.ca](mailto:CSDPDHHumanResources@international.gc.ca) should you have questions pertaining to this recruitment process.