



**High Commission of India
Suva**

Vacancy for Driver at High Commission of India, Suva

Duties & responsibilities:

- General driving duties for the High Commission mostly within Suva and if required, outside of Suva also;
- Routine check-up of the vehicle to ensure safety and cleanliness;
- Ensure proper and daily recording, including timely reporting of the periodic servicing and road-worthiness requirements for the vehicle;
- Ensure safekeeping of vehicle accessories (jack, first aid kit, fire extinguisher, keys, etc);
- Ensure that all immediate actions required by rules and regulations are followed in case of involvement in an accident;
- Keeping vehicle's papers up to date as per requirements of Fijian Land and Transport Authority (LTA);
- Timely inspection of vehicle by the LTA and renewal of vehicle insurance;
- Following local and diplomatic protocol;
- Backup in case of absence of the other Driver;
- Any other tasks relating to the activities of the High Commission.

Essential qualifications:

- Right to residence and work in Fiji
- Valid driver's license;
- Excellent driving skills;
- 3 years work experience as a SUV Car driver;
- Knowledge of driving rules and regulations, driver's protocol and courtesies;
- Knowledge of local and diplomatic protocol;
- Well versed with local road-map and road-conditions,
- Completion of Secondary Education or equivalent;
- Working knowledge of English;
- Medically fit for the job of driver;
- Less than 40 years of age on the last date of submission of application for the vacancy.

Desirable qualifications:

- Technical knowledge regarding functioning and maintenance of cars
- Experience in an international organization, Diplomatic Missions or UN system with a safe driving record;
- Knowledge of i-Taukei and/or Hindi;

Submission of application:

- The application along with copies of supporting documents for essential and desirable qualifications may be submitted by **05:30 PM** on **19 June 2025** either in person at the High Commission of India, Level 5, LIC Building, Butt Street, Suva, Fiji or by email to admn.suva@mea.gov.in.
