



জাতিসংঘে বাংলাদেশ স্থায়ী মিশন, নিউইয়র্ক
Permanent Mission of Bangladesh
to the United Nations, New York



Vacancy Announcement

The Permanent Mission of the People's Republic of Bangladesh to the United Nations in New York invites applications for the position of a "DRIVER", commencing on 21 August 2023.

Qualifications:

- The applicant must have minimum two (2) years of experience;
- The applicant should preferably hold at least E-Class New York State Driver License;
- Applicant must be a United States Citizen or have valid Work Permit;
- Applicant must be well versed with the driving of Transit Van & Sedan;
- Completion of Defensive Driving Course;
- Proven knowledge of car mechanics is desirable;
- Must have a valid/clean. Driver's License;
- Must be available to work evenings, weekends and holidays, as and when necessary;
- Previous experience working in another Mission or International Organization will be an added advantage;
- Ability to work in a team environment.

Job Description:

- To pick/drop off Defence Adviser and diplomatic staff for official duties;
- Schedule service and other routine maintenance for Mission vehicles;
- Monitor mechanical problems and advises on course of action to the Mission Transport Officer;
- Must update log books;
- Must be ready to work long hours ;
- Must keep vehicles clean at all times;
- Arrive at destinations on Schedule.

Salary:

- As per the rule of the Mission

Additional Information:

This is a full-time position. The working hours are Monday to Friday from 09:30am – 05:30pm. However, the position may demand working beyond office hours in the holidays and also in the weekends.

Applicants are requested to send a copy of their Curriculum Vitae with a recent photo and contact details with legal status of US Citizenship or Permanent residence/valid work authorization card to the Mission at bdpmny@gmail.com. Shortlisted applicants will be contacted directly by the Mission for an interview.

Deadline for submission of application is **23 August 2023**.