



**ΓΕΝΙΚΟ ΠΡΟΞΕΝΕΙΟ ΚΥΠΡΙΑΚΗΣ ΔΗΜΟΚΡΑΤΙΑΣ
CONSULATE GENERAL OF THE REPUBLIC OF CYPRUS**

15 West 38th Street, Floor 11, New York, NY 10018

Tel.: +1 (646) 905-1141/43 · +1 (212) 686-6016/17

email: nyconsulate@mfa.gov.cy

VACANCY ANNOUNCEMENT FOR A POSITION OF DRIVER

The Consulate General of the Republic of Cyprus invites applications for the full-time position of Driver under locally employed staff terms and conditions.

Duties and Responsibilities

The position covers all the duties and responsibilities of driver for the Consulate General, including care for the vehicle, all administrative and operational aspects of maintaining and operating the vehicle, assistance to the Consular staff when not on driving duty, including errands, filing and other minor office work. Duties will include driving for official purposes during non-regular office hours.

Qualifications

- Fluency in English, written and oral, with Greek considered an advantage.
- U.S. work authorization.
- Integrity, discretion, organizational skills, sound judgement, initiative, responsibility.
- Excellent interpersonal skills
- Prior work experience.
- Clean Criminal Record

Remuneration

Salary is determined in accordance with the General Schedule (GS) Classification and Pay System of the US Office of Personnel Management (Salary Table 2023-DCB). Annual Salary: \$48,480 (Grade 4 Step 6), with relevant annual raise. Other benefits include Health Insurance Coverage for the individual, 13th Salary, and vacation days.

Interested applicants should send a cover letter and brief CV in English, which should include contacts for 2 references, to the following email: nyconsulcy@gmail.com .

Only short listed candidates will be notified and invited for an interview. Candidates invited for an interview will be expected to provide relevant qualifications during the interview.

2 May 2024