



**भारत का राजदूतावास**  
**Embassy of India**  
**Tel Aviv**

**VACANCY / JOB OPPORTUNITY**

The Embassy of India in Tel Aviv is looking for a committed and motivated individual for the full-time position of **Messenger cum Chauffeur** in the Indian Cultural Center, Tel Aviv.

**Qualification and experience:**

Essential qualification:

- i. High School/Diploma
- ii. Proficient in Hebrew (native level) and Clear understanding of Basic English language; Proficiency in Indian languages will be an added advantage.
- iii. Must possess a valid professional driving license.

Desirable qualification:

- i. Sound knowledge and experience in handling delegations/visitor groups.
- ii. At least two years of professional work experience as a driver, with a safe driving record.

**Job description:**

- i. Perform messenger service within the office (Store arrangement, logistic supporting during the meetings, Scanned, photocopying collating of documents as advised by the supervisor.
- ii. Drive for office staff and other high-ranking officials, meet official personnel at the airport and facilitate immigration and customs formalities, ensure compliance with local transport rules and regulations including security and safety requirements;
- iii. Deliver/collect and facilitate the customs clearance of official incoming and outgoing , hand-delivery of mail, parcel, and other heavy items to or from Israeli organizations, Ministries, Embassies, Universities, airport etc.;
- iv. Responsible for the day-to-day maintenance of the vehicle, checking fuel, oil, battery, breaks, tires, etc.;
- v. Perform minor repairs and arrange for other repairs, ensuring the proper functioning and cleanliness of the vehicle.; Log official trips, daily mileage, fuel consumption, oil changes,

greasing, etc., maintain all the required documents/supplies up to date, including vehicle insurance, license, registration, logs, office directory, first aid kit, and necessary spare parts in the assigned vehicle.

- vi. Ensure that the steps required by rules and regulations are followed in case of involvement in an accident.
- vii. Applies knowledge of driving regulations, safety requirements, traffic conditions, and most desirable routes to minimize travel time; ensures that rules, regulations, and local requirements are adhered to in the event of involvement in an accident; ensures the safety of the vehicle and its contents when parked or left unattended.
- viii. Performs any other duties as assigned by the supervisors.

**Mental and Physical Health:**

Candidate should be in a good mental and physical health. At the time of appointment, candidate would need to submit a medical fitness certificate and police clearance certificate.

**Contract & Salary:**

The successful applicant will be employed for an initial period of 3 months after which he/ she may be considered for full-time appointment depending upon satisfactory performance. Working days at the Embassy of India, Tel Aviv are Monday to Friday (Holidays on Saturday and Sunday). Starting gross salary would be in the range of 9500 NIS.

Interested candidates may send their applications and Curriculum Vitae in English by email to [diricc.telaviv@mea.gov.in](mailto:diricc.telaviv@mea.gov.in) Only selected candidates will be contacted for the process of recruitment.

**Last date of receipt of applications: 31<sup>st</sup> January 2023.**

**APPLICATION FORM FOR THE POST OF MESSENGER CUM CHAUFFEUR**

1. Full Name:				
2. Mobile No:				
3. Email:				
4. Current Residential Address:				
5. Gender:				
6. Age:				
7. Nationality				
8. Israel National ID:				
9. Highest Education Qualification				
10. Specialization / Additional Qualifications (if any)				
11. Proficiency in languages: Please tick appropriate box in the table below				
Language	Not Known	Basic	Intermediate	Fluent / Native
English				
Hebrew				
Any other				
12. Previous employment, if any:				
Name & Address of Employer	Nature of duties/work handled	Period		
13. Driving License Type:				
14. Any other relevant information candidate intends to provide:				

\*Please attach copies of following documents with this application:

(i) Copy of Israeli National Identity Card

(ii) Copy of certificate of highest educational qualification

(iii) Copy of Israeli Driving License

**14. I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.**

Date:

Place:

**Signature of the Candidate**