



SOUTH AFRICAN CONSULATE GENERAL  
IN HONG KONG SAR, PRC  
(Also accredited to MACAO SAR, PRC)

南非駐香港總領事館  
(領區包括澳門)

Suites 1906-8, 19/F., Central Plaza, 18 Harbour Road, Wanchai, Hong Kong  
香港灣仔港灣道18號中環廣場19字樓1906-8室  
Tel 電話: (852) 3926 4300 Fax 傳真: (852) 2890 1975

## **ADVERTISEMENT OF THE POST OF CHAUFFEUR**

**JUNE 2023**

### **Requirements:**

- A minimum of 10 years schooling is required plus 2 years' experience as Chauffeur
- Good knowledge of defensive driving techniques.
- Must be in possession of a valid local driver's license
- English would be an added advantage.
- South Africans are encouraged to apply and would be given preference.

### **JOB SPECIFIC COMPETENCIES & SKILLS**

1. Driving & computer skills
2. Read maps
3. Mechanically inclined
4. Valid local driver license or International Driver license
5. Load and unload heavy luggage and packages
6. Able to speak, read and write in English

## **MAIN RESPONSIBILITIES OF THE JOB: Chauffeur**

### **1. UNIQUE RESPONSIBILITIES**

#### **1.1 KEY RESULTS AREAS**

##### **KRA 1: PERFORM CHAUFFEUR DUTIES FOR THE HEAD OF MISSION**

*Outcome:*

To ensure safe transport

1. Respect traffic regulations
2. Provide attentive customer service.
3. Update log sheet in accordance with regulations
4. Plan ahead in respect of the best possible routes to take
5. Obey local traffic rules
6. Taking care of personal errands and requests from the Head of Mission and his/her family

##### **KRA 2: TRANSPORT OTHER AUTHORISED OFFICIAL PASSENGERS**

*Outcome:*

To ensure safe transport

1. Driving the Charge d'Affaires in the absence of the Head of Mission to official appointments
2. Meeting authorized passengers and/or driving them as directed by the Head of Mission
3. Providing guide services to VIP visitors, pointing out and describing places of historical or current interest
4. Collecting authorized passengers from the airport and returning them after visits.
5. Driving of mission personnel on request and other authorized official passengers

##### **KRA 3: ENSURES PROPER MAINTENANCE OF THE OFFICIAL VEHICLE**

*Outcome:*

Prepare automobiles or vans for use

1. Keeping official vehicle clean and tidy through normal washing and polishing.
2. Servicing official vehicle with fuel, lubricants, coolants and battery electrolyte/water
3. Reporting to the CSM any defects or repairs required in order to keep the official vehicle in proper road condition and by ensuring the repairs are carried out.
4. Maintaining log and vehicle records.
5. Parking the official vehicles in allocated parking areas before the closure of the office daily

#### **KRA 4: PERFORMS MINOR DUTIES IN COLLABORATION WITH HEAD OF MISSION**

##### *Outcome:*

Provide assistance to Mission on a daily basis

1. Preparing official parcels for posting
2. Operating photocopy machine
3. Performing relief duty as telephonist /receptionist when necessary
4. Deliver and collect official mail such as invitations, messages, travel tickets, parcels, supplies, films etc.
5. Collecting parcels at customs

#### **PACKAGE**

**Annual Salary: Post Number: HOKP1002**

-Entry level of HK\$ 137,665 per annum.

**Note: South Africans are encouraged to apply for this post as they will be given a preference.**

##### **Fringe Benefits:**

##### **Annual Bonus:**

A bonus of 1/12 of the LRP's annual basic salary is payable to all LRP in December of each year.

##### **Prudential General Insurance Hong Kong Limited (Group Medical Insurance):**

LRP are members to this Medical Aid Scheme and the Employer contributes 100% membership fees to the Scheme (since 2014).

##### **Pension Fund:**

LRP employed before the inception of the Mandatory Provident Funds are members to the Prudential Provident Fund and new LRP have an option to belong to either the Mandatory Provident Fund or Prudential Provident Fund. The contributions to the above-mentioned Funds are as follows:

Employee's contribution: 5% of monthly salary

Employers' contribution: 5% of monthly salary.

**The application should include the following:**

- CV including three references
- Copies of certificate from previous employer
- Original qualification certificates
- Original Birth certificate and identification documents

**Please submit your application on or before 23 June 2023 before 12H00 to:**

South African Consulate General  
Suites 1906-8, 19<sup>th</sup> Floor, Central Plaza  
18 Harbour Road, Wan Chai  
Hong Kong



**Attention:** Mr RM Chabalala, Consul: Administration