



**EMBASSY OF THE REPUBLIC OF FIJI
JERUSALEM, STATE OF ISRAEL**

**VACANCY: CHAUFFEUR/DRIVER / OFFICE ASSISTANT – FIJI MISSION
JERUSALEM
(LOCALLY ENGAGED STAFF)**

VACANCY NUMBER: 09/2026

The Embassy of the Republic of Fiji in Jerusalem, State of Israel, invites suitably qualified and eligible applicants for the above full-time position.

BRIEF OVERVIEW: FIJI MISSION JERUSALEM

The Fiji Mission in Jerusalem, Israel, serves as the diplomatic cornerstone of mutual friendship first established in August 1970 and grounded in shared values, technical cooperation, and Fiji's long-standing contribution to peace through UN peacekeeping operations. Formally inaugurated on September 17, 2025, the Mission focuses on building stronger, stable bilateral ties by deepening collaboration across critical sectors, including agricultural innovation, climate resilience, public health, cybersecurity, and security capacity building, while representing Pacific perspectives within the region.

POSITION PURPOSE

The chauffeur/driver to the Head of Mission is responsible for providing safe, reliable, and courteous transportation including official visitors, as well as supporting the general transport and logistical needs of the Mission. The role requires a professional, discreet, and punctual individual with sound knowledge of local routes, traffic regulations, and basic vehicle maintenance. The Chauffeur/Driver also plays an important role in projecting a professional image of the Government of Fiji in Israel and always maintaining a high standard of service.

PARTICULARS OF THE POSITION

Position Level:	Chauffeur / Driver for the Head of Mission
Salary range:	NIS 10,000 per month or approximately F\$ 7,200 per month
Duty Station:	Fiji Embassy Jerusalem
Reporting Responsibilities	
a) Reports to:	Ambassador / Counsellor
b) Liaises with:	All Diplomats
c) Subordinates:	Nil

KEY DUTIES AND RESPONSIBILITIES

Working with relevant staff, in accordance with guidelines, policies and legislative requirements, meeting the operational needs of the Mission, the incumbent will achieve its purpose through the following key duties:

1. Provide safe, reliable, and professional driving services to the Ambassador, ensuring timely and secure transportation that supports the effective fulfillment of official duties.
2. Ensure the official vehicle assigned to the Ambassador is maintained in optimal condition, safe, and ready for use at all times to support seamless transportation services.
3. Provide reliable and professional support during official events and protocol-related activities to ensure smooth transportation and adherence to diplomatic standards.
4. Provide timely and efficient administrative support to the Ambassador's office, contributing to the smooth operation of daily activities beyond driving duties.
5. Ensure the safety and security of the Ambassador, official passengers, and sensitive information while always maintaining strict confidentiality and professionalism.
6. Provide flexible and reliable support by undertaking any additional tasks and responsibilities as assigned to ensure the smooth operation of the Ambassador's office

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provision of effective and efficient driving services and good management of vehicle;
2. All vehicle records are updated daily, and submitted within agreed timeframes; and
3. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

PERSON SPECIFICATION

In addition to a pass in Fiji School Leaving Certificate or Form Seven Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience:

1. 3+ years of clean driving experiencing in a public or private sector.
2. Understanding of Traffic Act and other Transport Rules and Regulation.
3. Valid Group 2, 6 Driving License and clean driving record.
4. Attainment of a Certificate in Defensive Driving is compulsory.
5. Sound knowledge of basic car maintenance.

Skills and Abilities:

1. Ability to drive with service-oriented approach and passenger safety.
2. Demonstrated ability to operate both auto and manual vehicles;
3. Ability to work as team with good customer service skills;
4. Capacity to utilise computer programs would be an advantage;
5. Good communications skills, both written and speaking – knowledge of both English and Hebrew language is desirable

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment must be of good character, with a proven background that demonstrates their past commitment to organisation policies and values. Applicants must also be in sound health, with a clean police record as the successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Fiji Embassy in Jerusalem shall be absolved from the payment of any related travel, relocation or billeting costs including the renewal of personal official documents for citizens from the host country. The Fiji Embassy is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criterion will be considered in assessing the relative suitability of applicants.

HOW TO APPLY:

To apply for the above role, please provide:

1. Application covering letter of no more than two pages;
2. Recent curriculum vitae (CV);
3. Certified Academic transcripts; and
4. At least three references (one either being a current or recent supervisor).

Please note that incomplete applications and applicants that do not meet the addressed KESA (Selection Criteria) will not be considered. Only shortlisted candidates will be notified of the date for the interview. If interested, please submit your application with the necessary supporting documents to info@fijiembassyjerusalem.com

CLOSING DATE OF VACANCY: 4:00 PM, Friday 21 August 2026 (FJT)