



PERMANENT MISSION OF MALAYSIA TO THE UNITED NATIONS
313 East 43rd Street
New York, N.Y.10017
Tel: (212)986-6310 Fax: (212)490-8576
Email: malnyun@kln.gov.my

SITUATION VACANT NO.02/2017

DATE : **23 October 2017**

POST TITLE : **Driver/Messenger**

SALARY SCALE : **USD2,811 X 36 – 3,351**

ORGANISATION : **Permanent Mission of Malaysia
to the United Nations, New York**

TYPE OF APPOINTMENT : **Full Time**

CLOSING DATE : **1 NOVEMBER 2017 (Wednesday)**

Job Description:

- Driver at the Permanent Mission of Malaysia to the United Nations in New York (PMOM);
- Collect and deliver document/package/parcel to/from the PMOM to the respective destination as instructed by the authorized officer at the PMOM ;
- Responsible for day to day maintenance of the assigned vehicle i.e always in good running condition and clean (exterior and interior);
- Immediately notify any damage on vehicle to the authorized officer and manage repairs;
- Maintain vehicle log book of daily official mileage including purchase of fuel(s), travel distances, fuel consumptions and maintenance records;
- Ensures availability of required documents and supplies in the vehicle at all times;

- Ensures all immediate actions required by the authority (rules and regulations) are taken in the event of any emergencies or accident. To notify any accident to the authorized officer immediately.
- Perform any other tasks as directed by the authorized officer as and when required.
- Any other duties as and when directed by the authorized officer.

Educational Qualification/Experience:

- i) Minimum High School or equivalent in any discipline with good knowledge in both spoken and written English.
- ii) Must possess a valid driving license in United States of America with clean/safe driving record at the time of application.
- iii) Must have good knowledge of driving rules and regulations, roads and routes within New York City and tri-state area and basic/minor car maintenance would be an added advantage.
- iv) Good interpersonal skills including, pleasant personality with relevant experience and possess a valid working permit to work in the USA (for non-US citizens) at the time of application.

Application Procedure:

Interested applicants are required to apply by filling up the Application of Employment Form (Appendix A) that can be obtained from the Permanent Mission of Malaysia at the above address from 9.00-5.00 pm (Mon-Fri) except for public holidays or visit the Mission's website at <http://www.un.int/malaysia>

Completed application form, together with all other supporting documents/testimonials should be submitted to the Mission no later than 1 November 2017 (Wednesday) at 5.00 pm. Please indicate "Driver" on the top left of the envelope.

Only shortlisted candidates will be contacted for interview.

**Permanent Mission of Malaysia
New York**

23 October 2017

Appendix A

*Note: One copy of this form is required to be submitted by the applicant in **his/her own handwriting.***



APPLICATION OF EMPLOYMENT

1. Post Applied : _____
2. Full Name : _____
3. Date of Birth : _____
Male/Female : _____
Married/Single: _____
Nationality : _____
Religion : _____
4. Full Postal Address: _____

Telephone Number: _____
5. Name & Address of person to be notified in an emergency:

6. Particulars of (or any other identification document)
 - (i) Social Security/Passport Number: _____ / _____
 - (ii) Place of Issue: _____
 - (iii) Colour : _____
 - (iv) Date of Issue : _____

7. Qualifications/Experience : (Please attach C.V (in English) if necessary)

8. Educational Records:

Educational Institution	Location	Year Attended		Degrees, Diploma & Certificate (if any)	Special Fields of study
		From	To		

9. Name of surety/referees (should not be related to the applicant)

1. (i) Name : _____

(ii) Address : _____

(iii) Post : _____

2. (i) Name : _____

(ii) Address : _____

(iii) Post : _____

10. Languages Spoken : _____

Ability to speak
other Languages : _____

11. Social Activities/Sports: _____

I certify that the above information given is right and true.

Signature of Applicant : _____

Date : _____

FOR OFFICIAL USE ONLY

Ambassador */High Commissioner */Trade
Commissioner */ Director of Student's Department.

Date : _____