



**CIRCULAR NOTE  
OF THE EMBASSY OF BRUNEI DARUSSALAM IN YANGON,  
REPUBLIC UNION OF MYANMAR  
REF : 02 / 2024**

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**SUBJECT:      Locally-Engaged Staff Vacancy – Driver Position.**

The Embassy of Brunei Darussalam in Yangon invites applications for the position of **Driver**.

The selected candidate will be assigned duties based on the operational needs of the Embassy. Initially, the candidate will serve as a **Driver**, but this role may evolve in accordance with Embassy requirements. As part of this role, the selected individual will provide driving services and general administrative support under the supervision of the Head of Mission.

**Main Responsibilities:**

1. Safely drive Embassy staff and official visitors as assigned, ensuring passenger safety and vehicle care.
2. Clean, maintain, and perform minor repairs on vehicles under his responsibility.
3. Monitor and maintain essential vehicle fluid levels (fuel, engine oil, radiator water, brake fluid, power steering fluid, etc.).
4. Handle car registration and related administrative formalities.
5. Keep vehicle documentation updated, including the vehicle logbook.
6. Deliver messages, mail, and the diplomatic pouch as instructed.
7. Perform handyman tasks, including office maintenance, purchasing supplies, and delivery/collection of documents and small goods.
8. Assist in administrative tasks such as customs clearance, protocol matters, reception duties, and other assignments as needed.
9. Support the organization of meetings at the Embassy or at external venues.
10. Carry out any other tasks as required in the interest of the Embassy's operations.

**Eligibility criteria**

11. Minimum Requirements:
  - (a) Medically fit to perform duties.
  - (b) Proficient in English (spoken and written); knowledge of Malay is an advantage.
  - (c) Strong interpersonal skills.
  - (d) At least five (5) years of professional driving experience with a valid driver's license.
  - (e) Familiarity with Myanmar traffic regulations and road networks, especially in Yangon, Nay Pyi Taw, and surrounding regions.
  - (f) Demonstrated communication, organizational, time management, teamwork, and office management skills.

- (g) Experience working in foreign missions or embassies is an added advantage.

### **Relevant Experience**

12. Solid knowledge of driving and basic vehicle mechanics.
13. Previous experience in a diplomatic setting (Embassy, Government institution, International Organisation, etc.) within Myanmar.
14. Familiarity with key locations (Embassies, Ministries, International Organisations) and knowledge of Myanmar authorities/ministries.
15. Computer literacy, including the ability to use Windows-based applications.

### **General Skills and Competencies**

16. Candidates must demonstrate:
  - (a) Good physical health (a medical check-up is required).
  - (b) Ability to communicate clearly and courteously in English and Malay (additional local languages are an asset).
  - (c) Ability to work in a multicultural environment with strong interpersonal skills.
  - (d) Initiative, organizational ability, a sense of responsibility, punctuality, and discretion.
  - (e) Capacity to multitask, manage shifting priorities, and meet deadlines, even under pressure and while adhering to traffic regulations.
  - (f) Flexibility to work outside regular hours, including during high-level visits or overnight shifts.

### **How to apply**

17. Please submit your application and supporting documents via email with the subject **DRIVER** to: [yangon.myanmar@mfa.gov.bn](mailto:yangon.myanmar@mfa.gov.bn). Alternatively, applications may be submitted directly to the Embassy office.
18. Required Application Documents
  - (a) Cover letter.
  - (b) Detailed curriculum vitae, including education, work experience, motivation for applying, and a copy of a valid driver's license.
19. Only shortlisted candidates will be contacted.

Thank you for your kind attention.

  
[PG HAJI IRMAN PG HAJI OTHMAN]  
Chargé D'affaires

Date : Tuesday, 1<sup>st</sup> October 2024 M