

**EMBASSY OF THE  
TO THE UNITED STATES**



**REPUBLIC OF ZIMBABWE  
OF AMERICA**

## **JOB VACANCY NOTICE**

The Embassy of the Republic of Zimbabwe to the United States of America invites qualified, competent, and motivated individuals to apply for the following position at the Embassy's Chancery in Washington D.C.:

### **AVAILABLE POSITION**

Utility Driver/Local Assistant

### **KEY RESPONSIBILITIES**

- To provide professional and safe motorist services to members of staff.
- To do all official deliveries and collection errands as instructed by Administration.
- To properly record the Log book, detailing mileage, purpose of travel etc as stipulated by the Accounting Officer's instructions.
- Making sure that the utility car is kept clean.
- Liaising with Administration to make sure that the Utility car is kept in good mechanical condition and that it is safe for daily use.
- To assume the duties of the Chauffeur in the absence of the incumbent.
- To attend to the Embassy Front desk and switchboard in the absence of the incumbent.
- Any other duties that may be assigned by management.

### **MINIMUM REQUIREMENTS**

- Clean Driver's License
- Minimum of 2 years of work experience
- Strong communication and interpersonal skills
- High standards of integrity and professionalism
- Ability to work in a multicultural environment
- Authorized to work in the United States

### **HOW TO APPLY**

Interested candidates should submit:

- Application letter
- Detailed Curriculum Vitae (CV)
- Certified copies of academic and professional qualifications

## REMUNERATION & BENEFITS

- Will be disclosed to shortlisted candidates

Applications should be sent to:  
general@zimembassydc.org

**Closing Date:** 18 February 2026

*Issued by the Embassy of the Republic of Zimbabwe to the USA*