

High Commission of India
Windhoek

VACANCY ANNOUNCEMENT

Position: Chauffeur

The High Commission of India, Windhoek, invites applications from suitably qualified candidates for the position of **Chauffeur**.

Qualifications and Requirements

Applicants should meet the following requirements:

1. **Educational Qualification:** Preferably have passed Higher Secondary School (Intermediate/Grade 12) or an equivalent qualification.
2. **Age:** Must be between **21 and 40 years** of age.
3. **Driving Licence:** Must possess a **valid and clean driving licence**.
4. **Knowledge and Experience:**
 - Good knowledge of Windhoek's topography, major roads, traffic patterns and the locations of important sites and institutions.
 - Working knowledge of motor vehicles, including basic knowledge of vehicle parts, maintenance and minor troubleshooting.
 - 3 years of professional driving experience preferably with some diplomatic Mission/post or the host Government offices
5. **Language Proficiency:** Fluency in **English and a local language**.
6. **Medical Fitness:** Must be medically fit and provide a medical certificate issued by a **Government-authorized medical centre**, confirming satisfactory vision, hearing and physical mobility.
7. **Police and Security Clearance:** Must be able to obtain clearance from the local police and other relevant security agencies and should have **no record of serious criminal or law violations**.

Submission of Applications

Eligible and interested candidates should submit the following documents:

- Curriculum Vitae (CV);
- Proof of date of birth;
- Copy of a valid driving licence;
- Medical fitness certificate; and
- Police/security clearance certificate.

Applications may be submitted to:

Head of Chancery

High Commission of India
97 Nelson Mandela Avenue
Windhoek, Namibia

Alternatively, applications may be sent by email to **hoc.windhoek@mea.gov.in**.

Closing Date: 20 September 2026

Only candidates who meet the prescribed requirements will be considered for the position.