

Advertisement for the post of Chauffeur-cum-Messenger in Embassy of India, Helsinki

The Embassy of India, Helsinki invites application (in English) from suitable candidates for filling up full time contractual position of Chauffeur-cum-Messenger.

Residence Status: Finnish citizen or any other National with a valid work permit.

Qualification: Upper Secondary or above.

Language: Proficiency in Finnish and English – written and spoken.

Documents :

- (a) Valid Finnish Driving License
- (b) Medical Fitness Certificate (at the time of signing the contract)
- (c) Educational Certificate(s)
- (d) Experience certificate(s).

Work Experience: Minimum 3 years of experience in driving cars and vans. Preference will be given to those with experience with a local government/international organisation.

Responsibilities : Drive the staff car (a van), and occasionally the flag car (a sedan); ensure regular maintenance & proper upkeep of the staff car and be well aware of the areas in and around Helsinki; collect/deliver post and movement of other related paperwork/materials within and outside the Embassy.

Working hours: Full time job. 0830-1700 hrs, Monday to Friday. The candidate should be willing to work on occasional evenings and weekends for which they will be paid overtime allowance.

Pay scale: Starting monthly salary - €1750 + 15% additional allowance plus overtime allowance (deductions as per local laws would be applicable)

Starting date: 01st May, 2025

Status: Contractual local employee in Embassy

Duration: Until further notice

Interested candidates should email their CV in English to **adm.helsinki@mea.gov.in** by 15th April, 2025 with the subject "VACANCY CHAUFFEUR - Name". The shortlisted candidates will be contacted for further assessment.