



**INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE  
VACANCY ANNOUNCEMENT NO. 001**

<b>POSITION</b> Driver/Office Assistant	<b>TYPE OF APPOINTMENT</b> Full Time	<b>DATE OF ANNOUNCEMENT:</b> January 19, 2026  <b>EXPIRATION DATE:</b> January 31, 2026
<b>DUTY STATION</b> Guyana	<b>FINANCING</b> Internal Resources	<b>CATEGORY</b> General Services Personnel

**Mission:**

To provide safe, reliable, and efficient transportation for personnel and authorized visitors, while simultaneously supporting the administrative unit with daily clerical, logistics, and courier tasks.

**Responsibilities:**

- Conduct errands (distribution/uplifting of correspondences/payments/quotes) at different Institutions and other locations as required.
- Provide secure and timely transportation to members of staff and/or official visitors (including airport transfers) as required.
- Ensure adequate maintenance of the vehicles (cleanliness, checking battery charge, tire pressure, electric system, water, lubricant levels and fueling).
- Ensuring all documentation such as insurance, fitness and license for Official vehicles are updated.
- Maintain proper records of the generator and vehicle's use, trajectory and operation.
- Maintain a well-organized record system on vehicles and to confirm all reports of malfunctioning and arrange for repairs and arranging for acquisition of spares either locally or internationally.
- Provide official support when needed. (Photocopying and removing merchandise from storage when necessary).
- Perform any other duties, related to this position, that may be assigned by one's immediate supervisor.

**Profile of the Post:**

- Customer Service
- Organizational Skills
- Communication Skills
- Trustworthy and Confidential

**Academic Qualification:**

- Minimum qualification of five (5) subjects at CXC or GCE "O" Level, including English and Mathematics



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<p><b>Language:</b></p> <ul style="list-style-type: none"> <li>• Mother tongue English</li> <li>• Intermediate knowledge of Spanish will be an asset</li> </ul>		
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 5-9 years' work experience in a similar position</li> </ul>		
<p><b>Skills/Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Valid Driver's Licence</li> <li>• Police clearance (only for successful applicant).</li> <li>• Motivation/self-reliance works well independently with minimal supervision</li> <li>• Teamwork: good interpersonal skills and ability to maintain effective working relations</li> <li>• Time management: able to work under pressure, prioritize and work within deadlines</li> <li>• Flexibility: able to multi-task and work on concurrent assignments</li> <li>• Communication skills: able to present and relay oral and written information effectively</li> <li>• Use of technology: Proven ability to make effective use of computers and software programs such as Microsoft Office (Word, Excel, Outlook).</li> </ul>		

The closing date for applications is **January 31, 2026**. Applicants should send a Cover Letter and detailed Curriculum Vitae including two (2) references via email [iica.guyana@iica.int](mailto:iica.guyana@iica.int). Suitable applicants will be considered, and none will be rejected on the grounds of gender, race, religion or ethnic origin.