



**INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE
VACANCY ANNOUNCEMENT NO. 004**

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| POSITION Driver/Office Assistant | TYPE OF APPOINTMENT Full Time | DATE OF ANNOUNCEMENT: April 30, 2026 EXPIRATION DATE: May 17, 2026 |
| DUTY STATION Guyana | FINANCING Internal Resources | CATEGORY 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" Levels



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

The closing date for applications is **May 17, 2026**. Applicants should send a Cover Letter and detailed Curriculum Vitae including two (2) references via email iica.guyana@iica.int. Suitable applicants will be considered, and none will be rejected on the grounds of gender, race, religion or ethnic origin.