



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES SINGAPORE

AD-028-2023

URGENT JOB VACANCY

The public is informed that the Philippine Embassy in Singapore is looking to fill two (2) positions of Clerk / Alternate Driver. The qualifications are as follows:

- Currently residing in Singapore
- Preferably a holder of Dependent Pass or Long-Term Visit Pass (LTVP)
- Graduate of any college degree course
- With at least 3-year experience in driving in Singapore
- Holder of valid Singapore Driver's Licence with either Class 3 or Class 3A classification
- With good written and oral communication skills
- Has good sense of road directions
- Has knowledge in vehicle maintenance
- Able to work under minimal supervision
- Should not be related with any personnel of the Embassy and its partner agencies until the 4th civil degree of consanguinity or affinity.

Successful applicants will start employment in August 2023.

Interested applicants are requested to submit the following requirements by email to admin.sgpe@philembassysg.com on or before Friday, 30 June 2023:

1. Letter of Intent
2. Updated resume with colored photo (taken within the last 6 months)
3. Copy of Dependent Pass or Long-Term Visit Pass
4. Copy of valid Philippine Passport

Please note that the Embassy may require additional supporting documents from the applicants, as necessary.

Thank you.

THE PHILIPPINE EMBASSY, SINGAPORE

23 June 2023