



Driver / Office Clerk Position at the Embassy of Spain

Easy information sheet for applicants

This is a simple guide prepared to help applicants understand the job. It is not the official legal call for applications. The [official call](#) for applications remains the binding document.

1. Main information

Job	Driver / Office Clerk at the Embassy of Spain in South Africa, Pretoria.
Type of contract	Permanent / indefinite employment contract.
Place of work	Embassy of Spain in South Africa, Pretoria. 337 Brooklyn Road, Brooklyn, 0181 Pretoria
Salary	USD 18,530.63 gross per year. This is the full annual amount before any applicable taxes or deductions.
Trial period	3 months.

2. List of duties of the driver / office clerk:

- Drive Embassy staff and official visitors.
- Drive to meetings, the airport and official events.
- Deliver and collect official correspondence and documents.
- Provide logistical support for meetings and events.
- Prepare meeting rooms in a basic way, for example water, coffee and material.
- Carry out small errands and service purchases.
- Transport material or equipment needed for official activities.
- Keep the official vehicle clean and carry out basic maintenance.
- Check vehicle servicing, fuel and general condition.
- Do other tasks connected with the driver / office clerk position when requested by the Ambassador.

3. Who can apply

- You must be at least 16 years old and not be over the legal retirement age.
- You must be able to do the tasks of the job.
- You must have a valid driving licence accepted in South Africa.
- You must not have been removed from public service by disciplinary procedure, and you must not be legally banned from public employment.
- If you are not South African, you must have a residence and work permit for South Africa before commencing work.

4. How to apply

- Complete the application form (Annex III).
- Attach a copy of your ID document or passport.
- Attach a copy of your driving licence.
- Attach your CV.
- Attach proof of the experience and training you require the Embassy to consider. For example: previous job letters, certificates, driving courses or similar documents.



- Send or deliver the application before the deadline.

Deadline	22 May, 2026
Where to submit	<p>You must submit your application in person at the Embassy of Spain in Pretoria:</p> <p>337 Brooklyn Road, Brooklyn, 0181 Pretoria</p> <p><i>Only if you cannot come to the Embassy yourself, another person may bring the application for you. That person must bring: a simple authorisation signed by you; and a copy of your ID document or passport. The authorisation must say clearly that you allow that person to submit the application for you.</i></p>

5. Selection process

- First, the Embassy will check the applications and documents received.
- The Embassy will publish a list of admitted and excluded applicants. In the case of missing documentation, applicants have 5 working days to re-submit.
- Accepted applicants will be required to perform a basic general knowledge test with 20 multiple-choice questions.
- You need at least 5 points in the general knowledge test to continue.
- Applicants who pass the first test will be required to perform a practical test related to driving, knowledge of the city and/or basic mechanics.
- The practical test will be scored from 0 to 10 points. You need at least 5 points to continue.
- After the tests, the Embassy will look at professional experience and training documents.
- There will also be a short interview. The interview is to understand your experience and your ability to do the job.
- On completion of the process, the Embassy will publish the final results.
- The selected applicant must provide the required final documents.

6. What will be assessed

- Experience as a driver or in a similar job.
- Experience driving staff, official visitors, clients or similar passengers.
- Driving courses, vehicle-related training or other useful training.
- Safe and responsible driving.
- Knowledge of Pretoria, airport routes and official places.
- Basic vehicle care, cleanliness and maintenance.
- Reliability, discretion, punctuality and professional conduct at work.

7. Contact

Email	emb.pretoria@maec.es
Telephone	012 460 0123



ANNEX III

**APPLICATION FORM TO PARTICIPATE IN THE SELECTION PROCESS FOR PERMANENT
EMPLOYMENT STAFF
AT THE EMBASSY OF SPAIN IN SOUTH AFRICA IN THE CATEGORY OF DRIVER / OFFICE
CLERK.**

PERSONAL DETAILS

SURNAME(S).....
NAME.....
IDENTITY DOCUMENT OR PASSPORT No.....
ADDRESS (street, avenue, square)
No FLOOR..... CITY/TOWN.....
COUNTRY..... TELEPHONE and/or EMAIL.....
DATE OF BIRTH.....
COUNTRY OF BIRTH..... NATIONALITY.....
DISABILITY..... ADAPTATION REQUESTED.....

PROFESSIONAL DETAILS

Current job position (category, length of service, organisation, city/town):
--

ACADEMIC QUALIFICATION

--

PROFESSIONAL EXPERIENCE

Experience in jobs of the same category		
Job title	Company or Public Body	Period worked (months, days, years)
Experience in jobs of a similar category		
Job title	Company or Public Body	Period worked (months, days, years)

TRAINING AND QUALIFICATIONS

Other qualifications or specialisations
(Courses, seminars and other knowledge useful for the position)

PERSONAL DATA PROTECTION CLAUSE

In compliance with Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April, we inform you that your personal data will be processed by the managing body indicated in the requests for applications solely for the purpose of resolving the selection process indicated above. You may exercise your rights of access, rectification, erasure, restriction of processing and objections before that same managing body. The legal basis for processing your data is compliant with legal obligations, as well as your consent. We also inform you that the recipient of your data will be exclusively, the Public Administration. This data will not be transferred to third parties, except where legally required, nor will they be transferred to a third country or international organisation. You may consult additional and detailed information on data protection on the website of the Representation.

In....., on of 20...
(Signature)

Embassy of Spain in South Africa (address: 337 Brooklyn Road, Brooklyn, 0181 Pretoria)