



## Ambasáid na hÉireann Embassy of Ireland

### **Driver/Messenger/Handyman Embassy of Ireland, Vienna**

The Embassy of Ireland to Austria and Permanent Mission of Ireland to the International Organisations in Vienna is seeking to recruit a full-time Driver/Messenger/Handyman. Candidates must possess a full, clean driving licence and have a good knowledge of Vienna and surrounding regions. Fluency in German and English as well as previous relevant experience is necessary. References, police clearance and health certificates are required. The successful candidate will be a dynamic and experienced individual and must show a high degree of flexibility. The driver's gross monthly income is €2,589.63 per month, subject to Austrian tax and Social Security deductions. Salaries are paid directly to the appointed candidate's bank account.

#### **This is a full-time position that includes the following responsibilities:**

- Driving the Ambassador/Chargé d'Affaires (and any other persons specified by him from time to time) in the official Embassy vehicle. It is to be noted that after hours, driving in the evenings, or at weekends will arise frequently, as well as driving duties outside Vienna.
- Maintaining the Embassy vehicle in a clean and presentable condition and arranging for its regular maintenance and servicing as necessary.
- Advising on motor insurance and on compliance with other relevant legal obligations in force.
- Messenger duties in and around Vienna.
- Light maintenance (handyman) duties at the Embassy and at the Ambassador's Residence, as and when required.
- Routine administrative functions, for example in relation to the post, disposal of confidential waste, visitor reception, liaison with service providers, etc.

**How to apply**

CVs with a cover letter (in English) should be sent to [vienna@dfa.ie](mailto:vienna@dfa.ie) no later than close of business 19th June 2020. No applications will be accepted after this deadline and only shortlisted applicants will be contacted.

Please note that canvassing will disqualify applicants. The successful candidate must have a legal entitlement to live and work in Austria prior to recruitment. Police security clearance will be sought in respect of individuals who come under consideration for appointment.

No telephone enquiries please. By submitting information electronically, parties accept that data may not be fully secure. All personal information received will be kept in line with GDPR/data protection guidelines.

The Embassy of Ireland in Vienna is an ***equal opportunities employer***.