



Ambasáid na hÉireann | An tSile  
Embassy of Ireland | Chile  
Embajada de Irlanda | Chile

## **Driver & Messenger**

### ***Embassy of Ireland in Santiago, Chile***

***Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.***

The new Embassy of Ireland in Santiago, Chile opened in March 2019 to promote and protect the values, interest and economic well-being of Ireland and its people in Chile, Peru and Ecuador. We do this through promoting Irish culture and economic interests, working with the local Irish community and fostering the political relationship between Ireland and Chile, Peru & Ecuador

The Embassy is seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the position of Driver & Messenger.

#### **Driver & Messenger – Conditions of employment:**

- This is a full-time position
- Monday to Friday, 40 hours per week. Additional work will be required outside normal work hours to cover driving responsibilities, remunerated by an After-Hours Driving Allowance
- Annual Leave entitlement 20 days per annum, plus public holidays.

#### **Driver & Messenger – Roles and Responsibilities:**

This key role will involve, amongst other functions:

1. Driving officials to engagements
2. Maintenance of Embassy car, including maintaining detailed records of mileage and fuel used and retaining receipts for Finance Officer/Administrator.
3. Keeping vehicle in excellent repair and maintaining a record of maintenance
4. Other driving & messaging duties for the Embassy as deemed appropriate
5. Logistical support for Embassy visits and events.
6. Office administration support as required.

#### **Candidate profile:**

To be eligible the following qualifications and competencies are required:

- Bilingual: Spanish and English, must be fluent in both languages.
- Clean driving licence and significant experience of working as a professional driver.
- Excellent time-keeping and interpersonal skills
- Good knowledge of Santiago and environs
- Flexibility and adaptability

The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Embassy. Previous experience in a diplomatic mission is desirable, but not essential.

***All applicants must have a permanent legal right to reside and work in Chile.***

#### **How to apply:**

Applicants must submit their current Curriculum Vitae (two pages maximum), include a cover letter explaining why they are interested in the Driver & Messenger position, & have two nominated referees.

Please submit your application by email to [Santiagojobs@dfa.ie](mailto:Santiagojobs@dfa.ie) with the subject line *Driver & Messenger position* before close of business on Tuesday 14 April 2020.

It is envisaged that interviews for selected candidates will take place the same week. Due to the current situation regarding COVID-19, interviews will take place on a video conferencing app.

#### **Security Clearance for Local Staff**

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

#### **Data Protection:**

All personal information received will be kept in line with GDPR and Data Protection guidelines

***Please note that canvassing will disqualify applicants.***

***The Embassy of Ireland is committed to a policy of Equal Opportunity.***