



**Driver/Administrative Assistant to Police Attaché  
Embassy of Ireland, Colombia**

**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.**

An opportunity for a Driver/Administrative Assistant to the Police Attaché posted to the Embassy of Ireland, Bogotá, Colombia is now advertised. We are seeking to recruit a resourceful, proactive and flexible person to join a team of diplomatic and locally recruited staff at a busy diplomatic mission.

**Driver/Administrative Assistant - Roles and Responsibilities:**

- Provide driving services to the Police Attaché posted to the Embassy of Ireland, Colombia, as required;
- Ensure the safety and security of all passengers travelling in the Police Attaché's official vehicle;
- Manage the diary of the Police Attaché, scheduling and advising on meetings;
- Advise on transport arrangements for Police Attaché meetings, events and visits, including in the preparation of transport plans as necessary, and including for engagements outside of Bogotá;
- Maintain the Police Attaché's official vehicle, arranging regular servicing, maintenance, repairs, cleaning, refuelling, insurance, registration, and dealing with other health and safety considerations relating to the vehicle;
- Liaise with government ministries and local authorities on protocol matters relating to the Police Attaché (e.g. official visas, driving licences, customs clearances, airport passes, diplomatic ID cards, etc.);
- Liaise with local service providers on behalf of the Police Attaché;
- Undertake general administrative duties, including document processing, typing, contacts management, records management, etc;
- Assist with any briefing and research requested by the Police Attaché in relation to security issues; and
- Provide driving cover and/or additional driving services to the Embassy as required.

**Qualifications, Skills, Experience and Competencies Required**

**Essential**

- A high standard of English, both spoken and written. Applicants may be telephoned in advance to establish language proficiency and a short written language test may be required;
- A full, clean Colombian driver's licence;
- Proven experience of driving and basic administration work;
- Excellent driving skills;

- Good knowledge of Bogotá;
- The ability to show initiative, flexibility, attention to detail, reliability and self-motivation;
- Good interpersonal skills and the ability to work well in a team;
- Excellent IT skills, including proficiency in Microsoft Office programmes such as Word, Outlook, Excel; and
- **The successful candidate must have a legal entitlement to live and work in Colombia prior to recruitment.**

#### **Desirable**

- Experience working in an international organisation, diplomatic mission or other International environment; and
- Good knowledge of and experience of working on, security-related issues in Colombia.

#### **Terms and conditions of employment:**

- The successful candidate will be hired on a fixed-term 12-month contract.
- The salary for the position is COP 48,100,000 per annum, including a 13<sup>th</sup> month. Salary is paid locally on a monthly basis. Overtime will also be paid as per the terms and conditions of employment.
- Salaries are paid direct to a bank account; therefore, the successful candidate must have a bank account.

#### **How to apply**

Candidates are required to submit:

- A CV, in English, of **not more than two pages**, including contact details for two referees (referees will only be contacted if applicants have been successful at interview stage)
- A cover letter setting out your interest and suitability for the position (max. 1 page)
- Copies of any English language proficiency test scores, if available

Applications should be sent to [bogotaemexternalmail@dfa.ie](mailto:bogotaemexternalmail@dfa.ie) with the subject line Job Vacancy: Driver/Administrative Assistant

**The closing date for receipt of applications is 23:59 (Colombian time) on 29 August 2021. No applications will be accepted after this date.**

Shortlisting of candidates is part of the recruitment process. Please note that only shortlisted applicants will be contacted.

#### **Data protection**

By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to the Embassy will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

**Security clearance for local staff**

Police vetting 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.

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

**The Embassy of Ireland is committed to a policy of equal opportunity.**