



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.

Driver Consulate General Mumbai

Ireland is currently establishing a new Consulate General in Mumbai. An opportunity for the position of Driver to work at the Consulate General of Ireland, located in BKC Mumbai is now being advertised. We are seeking to recruit an experienced, resourceful and flexible colleague to join a team of diplomatic and locally recruited staff at a busy diplomatic mission.

Roles and Responsibilities: The precise range of duties will vary over time according to the exigencies of the needs of the Consulate, but will include the following:

Driver - Roles and Responsibilities:

- Provide driving services to staff and visitors, including the Consul General, as required
- Ensure the safety and security of passengers
- Provide advice on transport arrangements for meetings, events and visits, including in the preparation of transport plans as necessary, including outside of Mumbai
- Maintain official vehicles and arrange regular servicing, maintenance, repairs, cleaning, refuelling, insurance and registration
- Responsible for health and safety considerations of Consulate vehicle(s)
- Establish and maintain good relations with local authorities and vendors
- Deliver supplies, materials and perform courier duties
- Other tasks as required

Candidate profile:

To be eligible the following qualifications and competencies are essential:

- Fluency in English is essential;
- Indian licence with no convictions
- The legal right to work in India; An appropriate Indian work visa will be required if not an Indian citizen or Permanent Resident. All employees must have a legal entitlement to live and work in the country.
- Proven experience of driving and vehicle maintenance
- Skills required: excellent driving skills, knowledge of Mumbai, self-motivation, flexibility, initiative, reliability, attention to detail, team player

In addition to the required criteria above, the following criteria are desirable:

- Experience working in an International Organisation, Diplomatic Mission or other International Environment.

Tenure: 24-month contract

Remuneration: INR 28,663 monthly plus 25% Housing Allowance. The starting salary is non-negotiable.

Hours of attendance: The position is full time. Some out of hours work will be required in this role.

How to apply:

Applicants should submit the following;

- (i) A letter of application in English (1 page max) addressing your suitability for the position and interest in working with the Consulate of Ireland;
- (ii) A CV/résumé (2 pages max);
- (iii) Details of two nominated referees with contact details and if available, copies of professional references and
- (iv) Copies of any relevant academic, professional and language qualifications.

Applications should be sent via email only to mumbaicg@dfa.ie, for the attention of the **Recruitment Officer Consulate General of Ireland**, by close of business **31st July 2019**. No applications will be accepted after this deadline. A shortlisting of candidates for interview may take place.

Data Protection

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

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 Mission is committed to a policy of Equal Opportunity.***