



DRIVER

EMBASSY OF IRELAND, ZAGREB

Our mission is to promote and protect the values, interests and economic wellbeing 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 Embassy of Ireland to the Republic of Croatia is recruiting for a temporary Driver for the duration of the Croatia Presidency of the Council of the European Union.

Driver - Roles and Responsibilities

The role is for a fixed term contract from 3 February 2020 to 31 July 2020.

The main purpose of this role will be to ensure that visits of Irish delegations coming to Croatia in the first half of 2020 are facilitated by the Embassy in a professional manner. The role will require very strong logistical skills, flexibility and willingness to work evenings and weekends when necessary. Discretion and confidentiality are essential.

The precise range of duties will vary over time according to the exigencies of the needs of the Embassy, but will include the following:

- Official driver for Ambassador/Deputy Head of Mission for all official engagements and for other Embassy staff as required
- Administrative support
- Responsible for the maintenance of Embassy vehicle
- Responsible for implementing the Embassy's driving schedule
- Plans transport programmes to ensure passenger(s) reach required destinations safely and on time
- Provides back-up support to other local staff within the Embassy as directed and when required
- Supports all aspects of incoming Ministerial and senior official visits
- Courier Runs, to include the handling of baggage and light cargo
- Collection/delivery of post

Candidate Profile

To be eligible the following qualifications and competencies are required:

- 5 years' minimum experience as a driver;
- A valid driver's license B, without any penalty points;
- Fluency in English and Croatian

- The legal right to reside and work in Croatia
- Excellent interpersonal and communication skills.

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

- Experience driving in a motorcade;
- Some administration experience;
- Security awareness training;
- Experience working in an International Organisation, Embassy or other International Environment.

Terms and Conditions:

This is a full-time position for a fixed term of 6 months (03 February 2020- 31 July 2020).

Contractual Information

Gross Salary for 6 month period: €8,240

Location: Based at the Embassy of Ireland, Miramarska Avenue 23/III, Zagreb.

Hours of work: 09.00 – 17.45. However a considerable degree of flexibility will be required. The position will require occasional overnight travel. It is envisaged that the start date for this position will be 03 February 2020.

How to apply:

Please send your CV together with a short (max A4) cover letter by e-mail to zagreb@dfa.ie by midnight on 17 January 2020. **No applications will be accepted after this deadline.**

Selection Process:

Only short-listed candidates will be contacted and invited for an interview, which are planned to be held in January 2020.

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 see Annex 5 for the Vetting Form.

***Please note that canvassing will disqualify applicants.
The Embassy of Ireland is committed to a policy of equal opportunity.***