



An Roinn Gnóthaí Eachtracha  
Department of Foreign Affairs

## **Embassy Driver /Messenger Embassy of Ireland in the Czech Republic**

**Deadline April 29 2022**

***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 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.

### **Roles and Responsibilities**

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

- Driving the Ambassador for all official engagements, driving other Embassy staff as needed, and picking up official visitors as requested (occasional late evening/weekend driving duties);
- Assisting with Chancery administrative duties;
- Providing logistical support – collection/delivery of official correspondence, messenger.
- Assisting with Embassy events - transporting and loading equipment as required;
- Daily collection /delivery of post; managing the dispatch of diplomatic letters;
- Maintaining the official vehicle (bringing for regular services, washing and cleaning etc.
- Assisting in the renewal of Embassy's car insurance, vehicle registration; any other administration related to the vehicle;
- Keeping track of mileage, fuel, and toll expenses;
- Liaising with Head of Mission's PA and diplomatic staff on Embassy schedule.
- Other duties as may be required.

### **Essential requirements candidates must be able to demonstrate:**

- Fluency in both English and Czech. (language test may be included as part of the shortlisting process);
- Clean and current driving licence which is maintained at all times;
- Minimum of 2 years driving experience at executive level;
- Driving style safe and courteous;
- Able to exercise good judgement and decision making;

- Excellent knowledge of vehicle maintenance and safety;
- Willingness to work out of hours when required
- Excellent time management;
- Ability to communicate professionally, effectively and efficiently;
- A flexible attitude, good judgement and the ability to work effectively as part of a team;
- Ability to use GPS/online maps;
- The legal right to work in the Czech Republic. All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring.
- Medical/Health checks will apply.

**Additional Information:**

- This is a full-time position on a fixed-term contractual basis and will be based at the Embassy of Ireland in the Czech Republic.
- Regular working hours are Monday – Friday 9am – 6pm with occasional out of hours driving duties.
- The salary for the position is gross CZK 417,158.06 per annum, paid locally on a monthly basis. There is an incremental payscale in place.
- Salaries will be paid directly into your bank account. All employees are therefore required to have a bank account.
- Annual leave entitlement is 20 days per year, exclusive of public holidays, adjusted *pro rata*.
- The successful candidate is expected to commence employment in April 2022.
- Must be flexible with working hours and be available for out-of-hours work.

**How to apply**

The Job Description for this position is available on our website <https://www.dfa.ie/irish-embassy/czech-republic/>

Please submit a **CV and cover letter in English only** by e-mail to [jobs.prague@dfa.ie](mailto:jobs.prague@dfa.ie) , with the subject line **Embassy Driver**.

**Applications must be received before 16:30 hrs. (Local time) on Friday 29 April 2022**

Please note that only shortlisted applicants will be contacted. Competency based interviews (including language and driving skills testing) for selected candidates will take place once shortlisting is complete.

**The successful candidate must have a legal entitlement to live and work in the Czech Republic prior to recruitment.**

**General Data Protection Regulation:**

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

**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.

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

***The Embassy of Ireland in the Czech Republic is committed to a policy of Equal Opportunity.***