**Embassy of Ireland Ethiopia**

**Driver**

**JOB DESCRIPTION**

**JOB TITLE: Driver**

**I.  JOB SUMMARY:**

1. **OVERALL OBJECTIVES OF THE POSITION:**

To provide driving, logistical and administration services to the Embassy of Ireland in Ethiopia.

1. **KEY FUNCTION OF THE POSITION:**

Responsible to give driving service for the Embassy of Ireland. The person will be also responsible for the maintenance of Embassy vehicles, as well as providing administrative assistance to support the work of the Embassy.

**DETAIL TASKS:**

* Driving the Ambassador to and from official engagements;
* Driving other Embassy staff, and picking up and driving official visitors as required;
* Maintaining Embassy vehicles (bringing for regular service, regular checking of oil, water etc, and washing and cleaning);
* Assisting in the renewal of Embassy vehicle insurance, registration and any other administration related to Embassy vehicles;
* Keeping track of mileage, fuel, and toll expenses;
* Assisting with Embassy events - transporting and loading equipment as required;
* Daily collection/delivery of post; managing the dispatch of diplomatic letters;
* Assisting with maintenance issues at the Chancery and Residence as required;
* Assisting with other administrative duties at the Chancery or Residence as required;
* Carrying out other tasks as requested by the Embassy Head of Logistics/Procurement
1. **Reporting to:**

The Driver will report directly to the Head of Logistics/Procurement. Active participation in a number of Logistics / administrative thematic ‘teams’ also involves close liaison and communication with all other members of the Embassy Team.

1. **QUALIFICATIONS, SKILLS AND EXPERIENCE:**
* Candidates must be fluent in English;
* Extensive previous driving experience including at executive level;
* Extensive experience of urban and field driving;
* 12th grade completion, valid 3rd grade driving licence, and highly competent driving skills
* Knowledge of general vehicle mechanics;
* A very good geographical knowledge of the country;
* Security management skills, understanding of security operations and procedures;
* Ability to exercise good judgement and decision making;
* A high level of discretion, commitment and reliability;
* A flexible attitude and ability to work effectively as part of a team;
* Excellent punctuality and time management;
* Ability to use GPS/online maps;
* Availability to work out-of-hours and additional hours, as required;
1. **TERMS AND CONDITIONS**

This position is on a fixed term contract, subject to the successful completion of a 60 working days probation period as per Ethiopian labour law.

Remuneration will be provided on Grade ‘B’ of point one of the Irish Aid Ethiopia salary grade scale with starting of Euro 6,339.84 per annum.

Ireland Embassy

Addis Ababa

May 2023