

## Vacancy at Embassy of Ireland to the Holy See

### Driver/Messenger/Office Assistant

**Our Mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people.**

The Embassy of Ireland to the Holy See has a vacancy for a part-time Driver/Messenger/Office Assistant. This position is for 20 hours/week (5 mornings) and initially for a fixed-term period of 1 year, subject to a probationary period of three months.

#### **Position Description:**

- Official driver for Ambassador for all official engagements and for other Embassy staff as required.
- Responsibility for maintenance of official vehicle.
- Running errands for Embassy as and when requested
- Assisting with maintenance issues at Residence and Chancery and managing office supplies.
- Assisting with record management and updating Chancery inventories.
- Photocopying, scanning, shredding as required.
- Assisting with the general administrative duties of the Embassy when required
- Dealing with Embassy Suppliers and orders as required

#### **Candidate profile:**

- Excellent proven driving skills and clean driving record essential.
- A high level of spoken and written Italian essential, as well as a good knowledge of English. Good local knowledge of Rome a strong advantage.
- Knowledge and experience of working with Microsoft Office programmes including Word, Excel and Outlook. Other computer and clerical skills are an advantage.
- A strong work ethic, drive and commitment to the role. Discretion is essential.
- Excellent professional interpersonal skills and ability to work within a team.

#### **Additional Information:**

The position will be part-time and will require some limited out of hours work in evenings / at weekends. Time-in-lieu will be offered to compensate for occasional out of hours work.

#### **To Apply:**

Interested candidates should forward a CV and a short cover letter, including the contact details of two referees, by email to [holyseeemapplications@dfa.ie](mailto:holyseeemapplications@dfa.ie) (*subject: Driver/Messenger/Office Assistant Position*). If absolutely necessary, parties may

alternatively deliver their applications by hand to Embassy of Ireland to the Holy See, Via dei Corridori 48, 00193 Roma. **The closing date and time for receipt of applications is 20 March 2019 at 17:00 (CET).** By submitting information electronically or in any other form, parties accept that data may not be fully secure

A shortlist of candidates will be invited to attend for interview where the experience in the above mentioned skills and overall suitability for the post will be assessed. It is anticipated that interviews will be held during the week of **25<sup>th</sup> March** or shortly thereafter. Terms and Conditions can be further discussed by shortlisted candidates during the interview. Not all applicants will be invited to interview. If, following the interview stage of this process, no suitable candidate has been found, the Embassy reserves the right to re-open the application process.

### **Data Protection**

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

<https://www.dfa.ie/about-us/our-commitments/privacy-policy/>

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

**The Embassy**