



An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade

DRIVER AND MESSENGER

EMBASSY OF IRELAND, JAKARTA

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.

Driver and Messenger– Roles and Responsibilities

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;
- Collection/delivery of post;
- Administrative support;
- Responsible for the maintenance of Embassy vehicles;
- Liaises with diplomatic staff and Ambassador's Executive Assistant on 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;
- Any other tasks assigned by the Head of Mission or other diplomatic staff.

Candidate Profile

To be eligible the following qualifications and competencies are required:

- 5 years' minimum experience as a driver;
- A driver's license, without any endorsements;
- Fluency in English and Bahasa Indonesia;
- The legal right to work in Indonesia;
- High degree of integrity and trust;

- Excellent interpersonal and communication skills.

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

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

How to Apply

Interested applicants for these positions **must provide** the following (incomplete applications will not be considered):

1. A current resume or curriculum vitae (2 pages maximum) that provides;
 - Details of Third Level/University degree(s) or diploma(s) and details of subjects studies and grades earned;
 - Names and contact details for three referees (Please note: we will not contact your referees without your prior permission)
2. A signed application letter (2 pages maximum) specifically applying for this position and addressing the essential requirements as advertised.
3. Supporting documentation in the form of original documents will be required from short-listed applicants, including:
 - Proof of your legal right to work in Indonesia;
 - References from former employers; and
 - Original Third Level/University Degree certificates.

Only electronic applications sent via email will be accepted. Application emails should include the subject – “Driver Messenger Applicant [*insert name*] 2019”. Limit all electronic (e-mail) messages to one entry/e-mail not larger than 5MB.

Please submit attachments in PDF and Word formats, not pictures or other formats.

Only applications fully submitted online will be accepted into the campaign. Applications will not be accepted after the online closing date. Only short listed applicants will be contacted.

Your application must be submitted electronically to jakartaHR@dfa.ie not later than midnight, 17 June 2019.

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.***