

Job Title: Embassy Driver

Organisation: Embassy of Ireland in Jordan

The Embassy of Ireland in Jordan is seeking to recruit a full time Driver on an initial one-year contract. The precise range of duties will vary over time according to the needs of the Embassy but will include being responsible to drive the Ambassador for all official engagements, driving other Embassy staff as needed, and picking up official visitors as requested.

Key job duties:

- Driving the Ambassador for all official engagements, driving other Embassy staff as needed, and picking up official visitors as requested
- Driving other Diplomatic Staff as needed and as requested
- Maintaining diplomatic vehicles (bringing for regular services, washing and cleaning etc.)
- Assisting with vehicle registration and any other administration related to the vehicle
- 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 Residence and Chancery if required
- Assisting with other administrative duties as needed

Essential Requirements

- Fluency in both English and Arabic
- Clean driving record
- Minimum of 2 years driving experience at executive level
- Excellent time management, communication and observance to protocol.
- Ability to use GPS/online maps
- Formal appearance and dress at all times
- Medical/Health checks will apply
- Demonstrated capacity to work effectively, constructively and flexibly in a smaller-sized office environment

- **The successful candidate must have a legal entitlement to live and work in Jordan prior to recruitment.**

Terms of Employment

- i. This is a full time position on an initial one-year contract. A probationary period of 3 months will apply. In the event of non-performance or incompatibility in the workplace, the employer reserves the right to terminate the contract, giving a period of at least 4 weeks' notice to the employee. Signature of this contract does not confer rights for longer term employment.
- ii. Salary and benefits: Gross annual salary is JOD 7,771.0. Employees contributions will be deducted at source, as will tax contributions.
- iii. Working hours: working hours are 40 hours a week, from 08.00 – 16.00. When official events, visits, meetings are being held outside of these hours, flexibility on behalf of the employee will be required.
- iv. Illness provision: if you are unable to attend for duty due to illness, you should immediately notify your line manager at the Embassy of Ireland. All sick leave requires certification by a medical practitioner. In case of illness, salary will continue to be paid for up to, but not beyond, 4 weeks.

- v. Annual Leave: your annual leave entitlement is 14 days per year. Extra to this you are entitled to Jordanian public holidays. If you are required to work a public holiday, you will receive compensatory leave within a reasonable timeframe.
- vi. Confidentiality: all information which comes to your attention or is disclosed to you in the course of your work at the Embassy of Ireland is to be regarded as confidential. The disclosure of such information to a third party will be cause for immediate dismissal.