



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

Embassy Driver Embassy of Ireland in Jordan

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 now looking to recruit a full time Driver on an initial one-year contract. The Driver will be the official driver for the Ambassador, for all official engagements and for other Embassy staff, as required. The driver will also play a key role in providing logistical support for the Embassy.

Role

- Official driver for the Ambassador
- Driver for other Embassy staff, diplomatic and non-diplomatic
- Providing logistical support – collection/delivery of official correspondence, messenger
- Responsible for maintenance of Embassy vehicles and assisting in registration and upkeep of other diplomatic vehicles
- Assisting in the renewal of Embassy's car insurance, vehicle registration and any other administration related to the vehicle
- Keeping track of mileage, fuel, and toll expenses
- Liaising with HoM's PA and diplomatic staff on Embassy schedule
- Providing some administrative support
- Other duties as may be required.

Essential requirements candidates must be able to demonstrate:

- Candidates must have a clean driving licence
- Candidates must have a clean medical report (from within the past 12 months) proving their fitness to drive
- Candidates must have at least 2 years' professional experience as a driver, preferably with Diplomatic Missions or International Organisations
- Candidates must have excellent knowledge of vehicle maintenance and safety
- Candidates must have fluent written and spoken Arabic and English
- Demonstrated capacity to work effectively, constructively and flexibly in a smaller-sized office environment
- Ability to use GPS/online maps

- Medical/Health checks will apply
- Excellent interpersonal skills

Desirable requirements:

- Qualifications / certificates in responding in Emergency situations will be an advantage
- Qualifications / certificates in critical driving skills will be an advantage
- First Aid certification

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland in Jordan
- The salary for the position is gross JOD 7,771.0 per annum, paid locally on a monthly basis
- Salaries will be paid directly into your bank account. All employees are therefore required to have a bank account.
- The position will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.
- Must be flexible with working hours and be available for out of hours work
- Overtime will be provided for in salary

How to apply

The Job Description and Application Form for this position are available on our website
<https://www.dfa.ie/irish-embassy/jordan/>

Completed application forms should be sent via e-mail only to ammanemhr@dfa.ie, with the subject line **Embassy Driver**.

Applications must be received before 16:30 hrs. (Local time) on Thursday 10 September 2020

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

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

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held in during week beginning 20 September, with a start date of 21 October.

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 Jordan is committed to a policy of Equal Opportunity.