



## **An Roinn Gnóthaí Eachtracha** **Department of Foreign Affairs**

### **Head Driver - Embassy of Ireland - Mozambique**

**The goal of the Embassy of Ireland is to promote Ireland's values and interests in Mozambique and in countries of secondary accreditation, in line with Ireland's commitments to delivering the Sustainable Development Goals. Through the promotion of Ireland's values, the Embassy seeks to contribute to a fairer, more just, secure and sustainable society in Mozambique.**

The Embassy of Ireland in Maputo is seeking to recruit a Head Driver, primarily based in the Embassy in Maputo, but with occasional driving required throughout Mozambique and to South Africa. The position is full time, with a contract offered on a one-year renewable basis, including a probationary period. Competitive salary, plus benefits and training provided.

The Embassy of Ireland to Mozambique is an equal opportunities employer and female candidates are encouraged to apply.

### **Head Driver – Roles and Responsibilities**

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Drive Embassy vehicles, safely and securely, with due consideration for passengers and other road users.
- Ensure that vehicle log books are completed accurately and correctly for each trip.
- Assist in carrying out the daily inspection of all vehicles (confirming documents, equipment, adequate fluids and fuel). Ensure that the interior and exterior of all vehicles are clean and ready for use. Raise any issues arising from these inspections with your supervisor.
- Liaise with garages, and other service providers with regards to booking in vehicles for repairs and regular maintenance. Check vehicles after maintenance to ensure that all issues have been satisfactorily addressed. Report any deficiencies or problems immediately to your supervisor.
- Maintain compliance with traffic regulations at all times.
- Ensure proper reporting of any road traffic accidents or security incidents.
- Carry out general administrative duties including the delivery of post, processing of fuel vouchers, stocktaking and minor procurement.

- Duties may vary from time to time, based upon the requirements of the Mission and may include other tasks as instructed by your supervisor and/or the Head of Mission.

#### **Candidate profile:**

#### **Essential Requirements:-**

To be eligible the following qualifications and competencies are required:

- A valid professional drivers licence;
- A minimum of 4 years' relevant experience working in a diplomatic mission, NGO or multinational organisation;
- Experience of driving in the field and in urban settings;
- Fluency in both English and Portuguese.

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

- Certified mechanical skills or demonstrable experience of same;
- Administrative skills, including experience of basic procurement;
- Proficiency in the Microsoft suite of applications i.e. Word, Excel, Outlook and PowerPoint.

**Note: Candidates must have the legal right to work in Mozambique. All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring. Salary is paid by electronic transfer, therefore a bank account is required.**

**Note: All applications must be submitted in English. Failure to do so will result in the application being disqualified.**

Further details regarding the work of the Embassy is available on the website <https://www.dfa.ie/irish-embassy/mozambique/>. Further information on the positions can be requested by email [embassymaputojobs@dfa.ie](mailto:embassymaputojobs@dfa.ie).

#### **How to apply:**

Applicants must submit a completed application form with a list of referees including current manager by

**18 January 2020 (17:00)**

Applications must be submitted by e-mail to [embassymaputojobs@dfa.ie](mailto:embassymaputojobs@dfa.ie) with the subject line 'Application for Position of Head Driver'. All emails received will be acknowledged. Shortlisting of candidates is part of the recruitment process. Please note that only short listed applicants will be contacted.

**Data Protection:**

All personal information received will be kept in line with the General Data Protection Regulation (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 note that canvassing will disqualify applicants.***

***The Embassy of Ireland is committed to a policy of Equal Opportunity.***