



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Vacancy Notice: Driver/Messenger/General Duties Permanent Mission of Ireland to the OSCE, Vienna DEADLINE: 17.00 (Vienna time), Wednesday, 14 July 2021

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.

Roles and responsibilities:

The Permanent Mission of Ireland is seeking to recruit a Driver/Messenger. The role will require strong driving and logistical skills, as well as flexibility and a willingness to work evenings and weekends as required. Given the sensitive nature of the work of the Permanent Mission, discretion and confidentiality is essential.

The work will include driving the Head of Mission and other staff to meetings, events and briefings in Vienna, other venues in Austria and occasionally, locations outside Austria. It will also involve messenger and basic maintenance responsibilities, and support to the Mission administration team, including basic administrative tasks.

Further detail regarding the position is available by email to Susanna.Stopka@dfa.ie

Candidate Profile:

The successful candidate will take up duty on 1 October 2021 and the position will be for will be for an initial period of one year with the possibility of extension.

The successful candidate will work as part of a busy and flexible Mission team and will be a highly motivated, enthusiastic individual with a proven capacity to multi-task.

Essential Requirements:

To be eligible the following qualifications and competences are required:

- Excellent written and oral communication skills in German and English. The candidate should be a native speaker of German or English and have a very high level of the other language. **Applicants may be telephoned in advance to establish language proficiency.**
- Clean and current driving licence, and highly competent driving skills;
- Ability to work out of hours when required;
- Be available to travel outside of Vienna, including occasional overnight travel, when required;
- A very good geographical knowledge of Vienna;
- Good administrative skills, including proficiency in Microsoft Office;
- A flexible attitude, good judgement and the ability to work effectively as part of a team;
- A high level of discretion, commitment and reliability;
- **The successful candidate must have a legal entitlement to live and work in Austria prior to recruitment.**
- Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.

Desirable qualifications and experience:

- Prior professional driving experience;
- Experience working in a multinational environment;
- An interest in Ireland and current affairs.

Terms and conditions of employment:

Starting date:	1 October 2021
Contract duration:	1 year fixed term contract
Contract extension may be possible	
Working hours:	Full-time (40 hours) with additional attendance outside of hours
Salary:	€36,780.48 gross per year, including a 1 4 3 month salary. Extra hours worked by the driver are covered by an allowance which is paid monthly and subject to Austrian tax and Social Security deductions.
Annual Leave:	25 days annual leave per year
Probationary period:	1 month

How to apply:

Applications must be submitted in English by email only to **susanna.stopka@dfa.ie**. The email should contain the subject line **RECRUITMENT Driver/Messenger**. Certificates, degrees and references in German or English do not need to be translated. The application must contain:

- Letter addressing your suitability for the position and interest in working with the Permanent Mission of Ireland (1 page max);
- CV/résumé (2 pages max);
- Two nominated referees with contact details;
- Copy of driving licence

Selection Process:

- All emails received will be acknowledged. Shortlisting of candidates is part of the process. Please note that only shortlisted candidates will be contacted.
- Depending on response rates, the deadline may be extended.
- Interviews are provisionally expected to be held in late-July 2021.
- Candidates who are successful at interview stage may be asked to complete a technical test and to undergo an eyesight exam.

General Data Protection Regulation:

All personal information received will be kept in line with GDPR 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.