



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

DRIVER

PERMANENT REPRESENTATION OF IRELAND TO THE EU

The mission of the Department of Foreign Affairs 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 work will include driving the Deputy Head of Mission and other staff to meetings, events and briefings in Belgium, Luxembourg and occasionally Strasbourg. It will also involve security responsibilities, and providing support to the Mission administration team, including basic administrative tasks. 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.

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:

- Official driver for Deputy Head of Mission for all official engagements and for other Embassy staff as required
- Collection/delivery of post
- Administrative support, including reception.
- Responsible for the maintenance of Embassy vehicles
- Liaises with diplomatic staff and Ambassador's Personal 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
- Courier Runs, to include the handling of baggage and light cargo

Essential requirements - candidates must be able to demonstrate:

- Excellent written and oral communication skills in English and French; **Applicants may be telephoned in advance to establish language proficiency.**
- Extensive previous driving experience;
- Clean and current driving licence, and highly competent driving skills;
- A very good geographical knowledge of Belgium and Luxembourg.
- Security management skills, understanding of security operations and procedures;
- Willingness to work out of hours when required
- Able to exercise good judgement and decision making;
- 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;
- Ability to communicate professionally, effectively and efficiently;
- A good team player;
- Be self-motivated;
- Ability to prioritise tasks and meet tight deadlines;
- **The successful candidate must have a legal entitlement to live and work in Belgium prior to recruitment;**
- **Must be available to start from mid-April 2022.**

Terms and conditions of employment:

The salary for the position is € 3082.75 gross per month. An afterhours driving allowance also applies. Salaries are paid locally on a monthly basis direct to a Belgian bank account. The contract will be subject to the relevant provisions of Belgian tax and labour law.

How to apply

An application form for this position is available on our website

<https://www.dfa.ie/prep/brussels/vacancies/>

The application form must be completed in English.

Completed application forms should be emailed to prbcorpserv@dfa.ie

Applications must be received before 16:30 hrs. (Local time) on 07/03/2022.

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

The successful candidate must have a legal entitlement to live and work in-country 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 requirements above.
- Depending on response rates, the deadline may be extended.
- Candidates who are successful at interview stage may be asked to complete a technical test and to undergo an eyesight exam.
- It is planned the interviews will be held in second or third week of March 2022.

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 Permanent Representation of Ireland to the European Union is committed to a policy of equal opportunity.