



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Driver Embassy of Ireland, Korea

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

The work will include driving the Head of Mission and other staff to meetings, events and briefings in Korea. 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.

Role:

- Driving the official car, transporting the Ambassador or other members of Embassy staff and others to their appointments and on official mission business
- Driving to the Ministry of Foreign Affairs and other locations (Embassies, offices etc.) to deliver Embassy correspondence and documents
- To maintain Embassy of Ireland Official cars in a clean and safe condition
- As part of Embassy security team, ensuring implementation of security procedures
- Responsible for incoming and outgoing post
- To provide labour for the minor repairs within the Embassy as required
- Undertaking additional projects as agreed with the Ambassador from time to time
- Any other tasks required to ensure both the provision of high quality customer services and the achievement of the Embassy's goals.

Essential requirements - candidates must be able to demonstrate:

- Excellent written and oral communication skills in English and Korean; **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 Korea, particularly Seoul;
- 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 Korea prior to recruitment.**

Terms and conditions of employment:

The appointment will initially be on the basis of a one year (probationary) contract. Upon successful completion of the probationary period appointees will be offered a contract of indefinite duration.

The salary for the position is **KRW 29,993,600** per annum. Salaries are paid locally on a monthly basis direct to a Korean bank account.

How to apply

An application form for this position is available on our website <https://www.dfa.ie/irish-embassy/republic-of-korea/>

Completed application forms should be emailed to embassyseoul@dfa.ie with the subject line **Driver Application.**

Applications must be received before 16:30 hrs. (local time) on 9th August 2021.

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 before end August 2021.

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, Korea is committed to a policy of equal opportunity.***