



Recruitment Notice – Driver
Embassy of Ireland, Pretoria Mission

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 Driver is responsible for driving the Ambassador, and other Embassy staff as necessary, the Embassy vehicle and its maintenance, and providing administrative assistance to support the work of the Embassy. This role involves a wide variety of tasks as detailed below, including supporting the wider work of the Embassy.

Role and Responsibilities:

The precise range of duties will vary over time according to the requirements of the Embassy. Significant out-of-hours work will be expected but within the local employment law provisions. This role will include, but may not be limited to the following activities:

- Driving the Ambassador to and from official engagements, driving other Embassy staff, and picking up official visitors as required;
- Maintaining the official vehicle (bringing for regular services, washing and cleaning etc.);
- 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;
- Assisting with Embassy events - transporting and loading equipment as required;
- Daily collection/delivery of post; managing the dispatch of diplomatic letters;
- Assisting with maintenance issues at the Chancery and Residence as required;
- Assisting with other administrative duties at the Chancery or Residence as required;
- Carry out other tasks as requested by the Ambassador and Deputy Head of Mission;

Essential requirements:

- Candidates must be fluent in English; (language test may be included as part of the shortlisting process);
- Extensive previous driving experience including at executive level;
- Clean and current driving licence, and highly competent driving skills; A driving test will be part of the recruitment campaign;
- A very good geographical knowledge of the region;
- Security management skills, understanding of security operations and procedures;
- Able to exercise good judgement and decision making;
- Excellent administrative skills, including proficiency in Microsoft Office;
- A high level of discretion, commitment and reliability;
- A flexible attitude, good judgement and the ability to work effectively as part of a team;
- Excellent punctuality and time management;



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- Ability to use GPS/online maps;
- Availability to work out-of-hours and additional hours, as required;
- Medical/Health checks will apply.
- **The successful candidate must have a legal entitlement to live and work in South Africa prior to recruitment;**

Start date:	01 March 2023
Location:	Pretoria
Contract duration:	3 years
Working hours:	37 hours per week including evening and weekend work. Individuals unavailable to work out-of-hours should not apply for this post.
Salary:	The salary is R 8 927.65 monthly. An out of hours allowance may apply. Salaries are paid direct to a bank account; therefore, the successful candidate must have a bank account.
Eligibility:	Candidates must have a permanent, legal right to reside and work in South Africa and will be subject to employment and taxation law.
Closing date:	24 January 2023
Selection process:	<p>Please send a completed cover letter and resume to recruitment.pretoria@dfa.ie before 24 January 2023, with 'Application for Driver' in the subject line.</p> <p>Depending on response rates, the deadline may be extended. Please note that only short listed applicants will be contacted.</p> <ul style="list-style-type: none">• A skills test may be included in the recruitment process;• A second interview may be included in the recruitment process; and• A panel may be set up depending on the calibre of candidates;

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.



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The Embassy of Ireland in Pretoria Mission is committed to a policy of Equal Opportunity.