



**VACANCY- Driver**  
**Embassy of Ireland, Lusaka**

***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 is seeking to recruit a driver with previous experience in a similar role as an official driver to fill a Driver position at the Embassy.

**Only those applicants that meet the essential requirements below will be considered. Applicants must have a current right of residence in Zambia.**

The Driver will work as part of the Drivers Team to support the work of the Embassy. The Drivers are responsible for the safe transport of Embassy staff, visitors and other entrusted assets, primarily in Lusaka. The driver will also be required to undertake transport outside Lusaka, including in nearby countries, which may take a number of days or even a week. The Driver will also be required to provide out of office hours support in line with the business of the Embassy.

The Driver will be required to familiarise themselves intimately with the policies and guidelines of Embassy and the protocols around driving for a diplomatic mission. The drivers are responsible for ensuring that vehicles are roadworthy, well maintained and driven according to health and safety and legal standards. The Driver should understand the work of Embassies and the work of Government.

The Driver will report to the Head of Administration

**Roles and Responsibilities:**

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

**Chauffeuring**

- Drive Embassy staff to and from meetings to arrive and depart in good time;
- Observe necessary protocols when driving to Government or other locations;
- Pick up designated Embassy visitors from airports and hotels;
- Undertake long-distance driving, including route / journey planning and ensuring the vehicle is properly equipped and ready;
- Ensure that all health and safety standards are adhered to.

**Vehicle Readiness and Repair**

- Ensure that daily checks are performed on the assigned vehicle(s);
- Ensures all vehicles are kept in a clean condition both internally and externally;
- Ensure fuel and fluids are always sufficient;
- Report irregularities to the Head Driver or Head of Administration;

- Arrange regular servicing and check works done vehicles returned after servicing;
- Liaise with garage/ mechanics to rectify minor faults on vehicles, which may involve assisting in the purchase of some spare parts (light bulbs, oil filters etc);
- Ensure that anything related to servicing and repair is documented and submitted;
- Provide monthly vehicle tracking information as required.

#### **Couriering**

- Deliver and collect documents and other items as required, ensuring proper security is observed and that receipts are kept.

#### **Breakdowns, Accidents and Incidents**

- Be able to rectify minor faults immediately;
- Liaise with other drivers and the Embassy in the event of a breakdown or incident;
- Liaise with police in the event of incidents involving assigned or other vehicles in the Embassy;
- Liaise with insurance company on claims and on policy renewals.

#### **Other**

Ensure Embassy back-up generators are fuelled and functional

#### **Essential Requirements candidates must be able to demonstrate:**

- Candidates must have a minimum of a Grade 12 education;
  - Candidates must have a minimum of two years' professional experience in an official driving role;
  - Candidates must have a Class B driving licence;
  - Candidates must have a clean driving record;
  - Candidates must have an excellent knowledge of driving in Lusaka, i.e. routes, road conditions, traffic, hazards etc. and good experience driving outside Lusaka
  - Candidates may not have medical conditions that would interfere with the conduct of their role, particularly as regards the safety of passengers and other road-users;
  - Candidates must have strong oral and written English language skills;
  - Candidates must have excellent interpersonal skills to deal with internal and external people, often VIPs;
  - Candidates must be punctual and efficient and show strong organizational skills and excellent attention to detail;
  - Candidates must be flexible and able to adapt plans quickly to changing circumstances
  - Candidates must be able to work under pressure and to manage multiple tasks, prioritising based on importance and urgency;
  - Candidates must have a good working knowledge of communications; ICT; text; telephone, GPS
- ***All applicants must have a permanent legal right to reside and work in Zambia.***

#### **Desirable Skills and Experience:**

- A good understanding of the role and work of Embassies and Government;
- Previous experience in a diplomatic mission or an international organisation is desirable but not essential;

- Practical mechanical or engineering skills;
- Proficiency in radio and satellite communications tools;
- Incident management or security experience.

**Terms and conditions of employment:**

- The successful candidates will be hired on an indefinite contract with a three-month probation period and will be based at the Embassy of Ireland, Lusaka;
- Monday to Friday, 48 hours per week with evening and weekend tasks assigned;
- Annual Leave entitlement 24 days per annum;
- The gross starting salary for the position is 148,183.62 ZMW per annum (inclusive of housing and all allowances) per annum plus 15% employer contribution to pension and up to 5% to NAPSA. Salaries are paid locally on a monthly basis. Salaries are paid direct to a bank account; therefore, the successful candidate must have a bank account;

**How to apply**

The Job Description and Application Form for this position are available on our website [www.dfa.ie/zambia](http://www.dfa.ie/zambia)

Completed application forms should be sent via e-mail only to [RecruitmentLusaka@dfa.ie](mailto:RecruitmentLusaka@dfa.ie), with the subject line **Driver Vacancy**.

**Applications must be received before 16:30 hrs. (Local time) on 13<sup>th</sup> December, 2023**

No applications will be accepted after this deadline.

Please note that only short listed applicants will be contacted.

**Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for a competency-based interview may be undertaken based on the Essential/Key Requirements above;
- It is planned that interviews will be held in person during the month of December 2023.
- A skills test will 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 for current and future vacancies.

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