



Ambasáid na hÉireann
Embassy of Ireland

Employment Opportunity

DRIVER

Embassy of Ireland (Irish Aid), Monrovia

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.

Role and responsibilities:

Under the direction of the Second Secretary, the successful applicant will perform the duties of Driver at the Embassy of Ireland. These include:

- Driving services for Embassy staff and guests of the Embassy
- Ensuring safe driving and security of passengers, in accordance with Embassy procedures
- Distribution and collection of official materials
- Route planning, including for up-country travel and monitoring visits
- Maintaining information on the usage of the vehicles
- Vehicle inspection, maintenance and upkeep
- Other duties as required

Candidate profile:

To be considered eligible a candidate must have:

Essential:

- Five years' experience as a professional driver.
- High-level certification in driver safety, operating vehicles in hazardous contexts.
- Current driving license valid for Liberia.
- Good writing and numerical skills.
- Excellent English and strong communication skills.
- A legal entitlement to live and work in Liberia prior to recruitment

Desirable:

- Advanced driver qualifications.
- Previous experience working for a diplomatic mission or multilateral agency
- Experience in a customer service role
- First Aid qualification

Conditions:

Contract: 12 months, full time (39 hours per week; out of hours work frequently required)

Expected start date: June 2021

Remuneration: Salary Scale I, Base Point: \$447/month (gross) The salary for the position is 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:

- To submit a **covering letter of no more than two pages** setting out how your experience and expertise meets the eligibility criteria.
- The letter should be **accompanied by your Curriculum Vitae** (maximum 3 pages) including a list of referees.
- Applications for the position of **Driver** must be sent by email to monroviadriver@dfa.ie **at latest by 17.00 on Friday 23 April.**
- You must include the **title of the job you are applying for** and **your name** in the **email subject line** in the format "Job Title First Name Surname", for example: **Driver Joseph Mansaray.**

Please note that these instructions should be strictly adhered to. Late or incorrectly titled applications will not be considered and excess pages will not be appraised. All emails received will be acknowledged. Shortlisting of candidates is part of the recruitment process. Please note that **only short-listed applicants will be contacted.**

Data protection:

All personal information received will be kept in line with GDPR and Data Protection guidelines.

Security clearance:

Police 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 is committed to a Policy of Equal Opportunity.