



Recruitment Notice – Driver/Messenger Embassy of Ireland, Buenos Aires

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/Messenger is responsible for driving the Ambassador and other Embassy staff as necessary, responsible for the Embassy vehicle and its maintenance, and for 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, Deputy Head of Mission and Consul;

Essential requirements:

- Candidates must be fluent in English and Spanish;
- Extensive previous driving experience including at executive level;
- Clean and current driving licence, and highly competent driving skills;
- 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;
- Ability to use GPS/online maps;
- Availability to work out-of-hours and additional hours, as required;
- Medical/Health checks will apply.



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- **The successful candidate must have a legal entitlement to live and work in Argentina prior to recruitment;**

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis for an initial period of 1 year (with the possibility of renewal), and will be based at Embassy of Ireland, Buenos Aires.
- This is a full-time position: Monday to Friday, 45 hours per week, with standard office hours from 9am to 7pm.
- Annual Leave entitlement 20 days per annum, exclusive of public holidays, adjusted pro rata.
- The salary for the position is €12,607.86, gross per annum (pro rata), paid locally on a monthly basis.

How to apply

The Job Description and Application Form for this position are available on our website:

[Argentina - Department of Foreign Affairs \(dfa.ie\)](https://dfa.ie/Argentina)

Completed application forms should be sent via e-mail only **recruitmentbuenosaires@dfa.ie**, with the subject line **Driver/Messenger Vacancy**.

Applications must be received before 16:30 hrs. (Local time) on 23 June 2023

No applications will be accepted after this deadline but depending on response rates the deadline may be extended. 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 Requirements above.
- It is planned that interviews will be held between 26 June and 7 July 2023.
- A skills test, including a driving test, will be included in the recruitment process;
- A second interview may be included in the recruitment process;
- 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.



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Please note that canvassing will disqualify applicants.

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