



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Cleaner/Messenger Embassy of Ireland, New Delhi

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 of Ireland, New Delhi is seeking a highly motivated, enthusiastic and hardworking person to fill a full-time Cleaner/Messenger position.

Roles and Responsibilities:

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

- Oversight of Embassy cleaning team, including assisting with cleaning and implementation of health protocols
- Messenger role, including making deliveries as needed and cover for receptionist
- Light clerical work such as photocopying, office post and document management
- Guest management, including ensuring guests are received properly and securely
- Assistance to the Office Manager in maintenance of chancery, residence, stocking of stationery and other tasks as set by the Office Manager
- Backup driver and support to events and ministerial visits
- Other tasks of similar nature as instructed by the senior management

Essential Requirements candidates must be able to demonstrate:

- Candidates must have at least three years' experience working with an Embassy or equivalent organisation in a similar role
- Driving licence and experience driving in New Delhi
- Fluent Hindi and conversational English.
- All applicants must have a permanent legal right to reside and work in India.

Terms and conditions of employment:

- The successful candidates will be hired on a permanent basis and will be based at the Embassy of Ireland, New Delhi.
- Attendance from Monday to Friday, 40 hours per week.

- Annual Leave entitlement is 20 days per annum.
- The salary for the position is INR 208,172.15 + Housing Allowance per annum, 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 for this position is available on our website www.dfa.ie/india

Applicants should send a detailed CV via e-mail only to recruitmentnewdelhi@dfa.ie, with the subject line **Cleaner/Messenger Vacancy**.

Applications must be received before 16:30 hrs. (Local time) on 31 May 2022

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 Requirements above.
- Short-listed candidates will be required to submit two references.
- It is planned that interviews will be held before the end of June 2022.

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, New Delhi is committed to a policy of Equal Opportunity