



**An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade**

**Driver and Administrative Officer
Embassy of Ireland, Mexico**

The Embassy of Ireland in Mexico works to promote and protect Irish interests in Mexico whether it is working with the Irish community, promoting Irish economic interests, or supporting the strong partnership between our governments. We also provide a range of key consular services.

The Irish Embassy in Mexico is currently hiring a Driver and Administrative Officer. We are seeking to recruit a resourceful, proactive and flexible person to join a team of diplomatic and locally recruited staff at a busy diplomatic mission.

Driver and Administrative Officer - Roles and Responsibilities:

- Provide driving services to staff and visitors, including the Ambassador, as required
- Ensure the safety and security of passengers
- Provide advice on transport arrangements for meetings, events and visits, the preparation of transport plans as necessary, including outside of Mexico City
- Maintain official vehicles and arrange regular servicing, maintenance, repairs, cleaning, refuelling, insurance and registration
- Maintain vehicles in a road worthy condition, regularly inspecting vehicles for defects and immediately reporting any damage or required repairs to their Line Manager and Head of Administration
- Responsible for health and safety considerations of Embassy vehicle(s)
- Liaise with government ministries and local authorities on protocol matters such as official visas, driving licences, customs clearances, airport passes, diplomatic ID cards, VAT returns (SAT) and airport facilitation
- Establish and maintain good relations with local authorities and vendors
- Undertake general administrative duties such as scanning and printing of Embassy documents, management of receipts, scanning, printing and binding documents, and payment of bills
- IT support including Embassy phones, phone lines, and internet
- Deliver supplies, materials and perform courier duties
- Assist in contacts management and records management at the Mission
- Other tasks as required

**Qualifications, Skills, Experience and Competencies Required
Essential**

- Basic level of English, particularly spoken.
- Clean and current driving licence, and highly competent driving skills;
- A very good geographical knowledge of Mexico City and Estado de México;
- Extensive previous driving experience including at executive level;
- Security management skills, understanding of security operations and procedures;
- Ability 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;
- Reads and understands roadmaps and employs other available navigational devices and obeys all traffic laws and regulations.
- Availability to work out-of-hours and additional hours, as required; stays overnight on extended trips if required
- Responds to security and medical emergencies that may arise while travelling.
- All employees must have a legal entitlement to live and work in the country

Desirable

- A knowledge of other major cities such as Guadalajara or Monterrey would be an advantage
- Experience working in an International Organisation, Diplomatic Mission or other International Environment
- Additional driving qualifications such as experience driving armoured cars and defensive driving.

Further details regarding this position are available by contacting the Embassy by email; mexicoembassy@dfa.ie

Terms and conditions of employment:

- The successful candidate will be hired for an initial XXX probationary period, and will be based at the Embassy of Ireland, Mexico, located in Mexico City.
- The annual salary starts at MXN 184,172.94, including 45 days of Aguinaldo. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- The successful candidates must already have the legal right to work in Mexico.
- The successful candidates will be responsible for making their own arrangements regarding tax compliance, local transport, and accommodation whilst employed by the Embassy of Ireland in Mexico.
- The successful candidates will be responsible for making any relocation arrangements and/or costs that might arise.
- Hours of attendance amount to on average not less than 43¼ hours gross, or 37 hours net per week.
- The position will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.
- Subject to the provisions of the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence.

How to apply

A CV (2 page max) and motivation statement (1 page max) should be sent to MexicoEmbassy@dfa.ie by 23.00h (Mexico City Time) on Sunday 27 February with the heading “Job Opportunity: Driver and Administrative Officer”.

No applications will be accepted after this deadline.

The Embassy reserves the right to re-advertise or extend the call for applications.

Selection Process

Following shortlisting of applicants, candidates may be invited to up to two interviews and undergo other tests eg: driving test, before a successful candidate is selected.

The position will commence as soon as possible, and will be for a period of 12 months, eligible for permanent appointment subject to satisfactory performance.

Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Key/Essential Requirements above.

Information on the post is being communicated publicly through the Embassy channels.

Receipt of applications will be confirmed, but only short-listed candidates will be contacted by the Embassy. The Embassy regrets that, due to the high volume of applications received, it will not be able to provide feedback to applicants not invited to interview.

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, Mexico, is committed to a policy of Equal Opportunity