



Vacancy- Driver
Embassy of Ireland, Dakar

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.

Ireland is in the process of establishing its first Embassy to the Republic of Senegal. The Embassy's role is to deepen bilateral political relations between Ireland and Senegal, and strengthen trade, tourism and investment opportunities between our countries and support human and economic development through development cooperation and trade both in Senegal and the francophone West Africa region.

The Embassy wishes to contract the services of a qualified Driver on a fixed term contract to support the work of the Embassy of Ireland in Dakar.

Role and responsibility

The Mission Driver will be responsible for Embassy transport and associated logistic and administrative tasks. The precise range of duties will be outlined by the Head and Deputy Head of Mission and will include, but not be limited, to the following:

- Driving for official engagements, driving other Embassy staff as needed, and picking up official visitors as requested;
- 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 Residence and Chancery if required;
- Assisting with other administrative duties as needed;
- Carry out other tasks as requested by the Ambassador and Deputy Head of Mission.

Essential Requirements candidates must be able to demonstrate:

- The candidate must have a clean and current driving licence;
- The candidate must have at least 2 years minimum driving experience at executive level;
- The candidate must be fluent in French and a good understanding of English;
- The candidate must have a comprehensive geographical knowledge of Dakar and Senegal;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong organizational skills, attention to detail, able to work under pressure and to manage multiple tasks;

- The candidate should show their experience in providing excellent judgement and decision-making skills;
- A high level of discretion;
- Excellent punctuality and time management skills;
- Availability to work out-of-hours and additional hours, as required;
- Medical/ Health Checks will apply;
- **All applicants must have a permanent legal right to reside and work in Senegal**

Desirable Requirements:

- Previous relevant experience working with an Embassy or international organisation.

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term contractual basis and will be based in Dakar.
- Working hours are Monday to Friday, 40 hours per week, with standard office hours.
- An additional payment of AHDA will be paid for work outside of these hours;
- The annual salary for the position is 5,099,572.60 West African CFA Francs per annum plus AHDA, paid locally on a monthly basis. Salaries are paid directly to a bank account; therefore, the successful candidate must have a bank account.

How to Apply:

Completed Cover letter and CV should be sent via e-mail only to DakarEMRecruitment@dfa.ie with the subject line **Driver 2023**.

Applications must be received before 16:30 hrs. (local time), Wednesday 5th July 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. This interview will be conducted in-person;
- A skills test may 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.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland in Dakar committed to a Policy of Equal Opportunity.