



Recruitment Notice – Driver and Messenger
Embassy of Ireland, Bangkok

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 and Messenger is responsible for driving the Ambassador, and other Embassy staff as necessary, the Embassy vehicle and its maintenance, and 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, picking up official visitors as required;
- Maintaining the official vehicle (electronically charging the car, 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;
- Planning transport programmes to ensure passenger(s) reaches required destination safely and on time;
- Assisting with other administrative duties at the Chancery or Residence as required;

Essential requirements:

- Candidates must be fluent in English and Thai;
- Extensive previous driving experience including at executive level;
- Clean and current Thai 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;



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- Ability to use Google Maps, and other GPS/online maps;
- Medical/Health checks will apply;
- **The successful candidate must have a legal entitlement to live and work in Thailand prior to recruitment,**

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland, Bangkok;
- Annual Leave entitlement 16 days per annum;
- Monday to Friday, 40 hours per week, with standard office hours from 9:15am – 17:30pm;
- Regular out-of-hours work, including at evening and weekends. **Individuals unable to work out-of-hours should not apply for this post;**
- Annual Leave entitlement 16 days per annum;
- The starting salary for the position is THB 513,115 per annum, paid locally on a monthly basis. An out of hours' allowance may apply. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

How to apply

A cover letter and resume should be sent via e-mail only to irishembassybkkrecruitment@dfa.ie, with the subject line **Driver and Messenger Vacancy**.

Applications must be received before 16:30 hrs. (Local time) on Tuesday 22 August 2023

(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/Key Requirements above.
- It is planned that interviews will be held before the end of September 2023;
- A skills test may be included in the recruitment process;
- A language test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- 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



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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 Thailand is committed to a policy of Equal Opportunity.