



**Recruitment Notice – Driver / Maintenance Officer**  
**Embassy of Ireland, Ottawa**

***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 / Maintenance Officer is responsible for driving the Ambassador, and other Embassy staff as necessary, the Embassy vehicle and its maintenance. 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;
- Perform minor fixes such as repairing walls and painting;
- Conduct maintenance tasks such as replacing lightbulbs, installing outdoor decorative lighting;
- Maintenance of Residence grounds and parking area;
- Daily checks of Residence building and grounds noting any repairs or issues to be addressed;
- Assisting with maintenance issues at the Residence and Chancery as required;
- Carry out other tasks as requested by the Ambassador and Deputy Head of Mission;

**Essential requirements:**

- Candidates must be fluent in English;
- Extensive previous driving experience including at executive level;
- Clean and current driving licence, and highly competent driving skills; A driving test will be part of the recruitment campaign;
- 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;
- Proficiency in Microsoft Office;
- A high level of discretion, commitment and reliability;



**An Roinn Gnóthaí Eachtracha**  
Department of Foreign Affairs

- 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.
- **The successful candidate must have a legal entitlement to live and work in Canada 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 Embassy of Ireland, Ottawa.
- Monday to Friday, 37.5 hours per week, including evening and weekend work.
- Individuals unavailable to work out-of-hours should not apply for this post.
- Annual Leave entitlement 20 days per annum.
- The salary for the position is \$38,088.79 gross per annum, paid locally on a weekly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account. An out of hours allowance may apply.

**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 by video-conference before the end of August, 2023.
- A skills 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.



**An Roinn Gnóthaí Eachtracha**  
**Department of Foreign Affairs**

### **How to apply**

An Application Form for this position is available on our website <https://www.dfa.ie/irish-embassy/canada/>

Completed cover letter, application form, and resume should be sent via e-mail only to **OttawaEmbassyRecruitment@dfa.ie**, with the subject line **Application for Driver**.

**Applications must be received before 16:30 hrs. (Local time) on 16th August, 2023**

Depending on response rates the deadline may be extended. Please note that only short listed applicants will be contacted.

#### **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 Ottawa is committed to a policy of Equal Opportunity.***