



**Recruitment Notice – Driver / Administrator**  
**Embassy of Ireland, Ljubljana**

***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 in Ljubljana is accredited both to Slovenia and to Bosnia and Herzegovina.

The Embassy Driver / Messenger is responsible for driving the Ambassador, and other Embassy staff and officials 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. Out-of-hours work will be expected within local employment law provisions. This role will include, but may not be limited to the following activities:

- Driving the Ambassador to/ from official engagements, driving other Embassy staff/official visitors as required, ensuring the safety and security of passengers;
- Driving the Ambassador, other Embassy staff/officials on extended business visits within Slovenia and to and within Bosnia and Herzegovina, including overnight and multi-day visits;
- Managing and planning routes and logistics for Embassy business journeys;
- Maintaining the official vehicle (managing regular servicing, washing and cleaning etc.);
- Managing 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;
- Overseeing routine maintenance at the Embassy Chancery and Residence premises;
- Assisting with Embassy events, transporting and loading equipment as required;
- Daily collection/delivery of post; managing the dispatch of diplomatic letters and mail;
- Assisting with other administrative duties at the Chancery or Residence as required;
- Providing cover as required during periods of colleague absence.



**Essential requirements:**

- Candidates must be fluent in English and Slovene; fluency in the official languages of Bosnia and Herzegovina will be an advantage; candidates may be subject to pre-interview English language competency test;
- Extensive previous driving experience including at executive level;
- Clean and current driving licence, and highly competent driving skills;
- A very good geographical knowledge of the region;
- Security management skills, understanding of security operations and procedures;
- Ability to exercise good judgement and decision making;
- 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;
- Ability to perform or supervise routine maintenance tasks relating to the physical premises of the Embassy Chancery and Residence, and to organise and oversee the work of hired maintenance contractors;
- Ability to use GPS/online maps;
- Availability to work out-of-hours and additional hours, as required, including accompanying Embassy staff on multi-day business visits in Slovenia and in Bosnia and Herzegovina;
- Medical/Health checks will apply.
- **The successful candidate must have a legal entitlement to live and work in Slovenia prior to recruitment;**

**Terms and conditions of employment:**

- The successful candidates will be hired on an indefinite-term contractual basis and will be based at the Embassy of Ireland in Ljubljana. Employment will be subject to a probation period.
- Employment is on the basis of attendance from Monday to Friday, 40 hours per week. Out-of-hours work will be expected within the provisions of local employment law.
- Basic annual Leave entitlement 20 days per annum.
- The salary for the position is EUR 15,756.32 per annum paid locally on a monthly basis, in addition to a fixed after-hours driving allowance and relevant statutory allowances. Annual increments may be granted on the basis of satisfactory performance and conduct. Salaries are paid directly to a bank account; therefore, the successful candidate must have a bank account.



### **How to apply**

The Job Description and Application Form for this position are available on our website [www.dfa.ie/slovenia](http://www.dfa.ie/slovenia)

The completed application form, in English, should be sent via e-mail only to [Recruitment.Ljubljana@dfa.ie](mailto:Recruitment.Ljubljana@dfa.ie), with the subject line **Driver / Administrator Vacancy**.

**Applications must be received before 16:30 hrs. (local time) on 27.09.2023**

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 by video-conference before the end of October 2023.
- A skills test and technical driving 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**

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 Ljubljana is committed to a policy of Equal Opportunity.***