

## Job profile

Date: July 2021

### A. BASIC DETAILS

Job title : Driver/General Affairs Assistant  
Job level : scale 3  
Number of hours : 35

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### GENERAL JOB DESCRIPTION

- The Driver/General Affairs Assistant transports people and goods and maintains the official car(s).
  - The Driver/General Affairs Assistant transports the Ambassador, Embassy staff and visiting delegations by car, and prepares and completes driving assignments.
  - The Driver/General Affairs Assistant must have the required general basic knowledge of applicable rules and regulations (ability to drive safely, practical knowledge of car mechanics, topography, familiarisation of Irish cities etc.).
  - The Driver/General Affairs Assistant carries out minor repairs on buildings, installations, grounds and contents, and deals with breakdowns.
  - The Driver/General Affairs Assistant provides general support to the Operations Manager.
  - Flexibility in the mornings and evenings is required on occasion to accommodate the Ambassador's schedule.
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### DUTIES

- The Driver/General Affairs Assistant is responsible for the safe and secure transport by car of the Ambassador and on occasion other Embassy staff and visiting delegations
  - Transporting the Ambassador, Embassy staff and visiting delegations by car:
    - As the driver, carrying out official driving assignments for Embassy staff and delegations.
    - Ensuring that everything runs smoothly during and in connection with the journey, and taking action to deal with traffic congestion or breakdowns.
  - Preparing and completing driving assignments:
    - Checking daily that the car is presentable and ready to be driven.
    - Keeping records of journeys and vehicle records.
    - Planning journeys/routes ahead and keeping informed on traffic situations.

- The Driver/General Affairs Assistant assists the Operations Manager and Consular & General Affairs Team:
- Helping maintain vehicles, buildings, equipment and machinery, ready for use.
  - Repairing simple breakdowns and defects, carrying out simple repairs.
  - Accompanying visitors and suppliers within the chancery.
  - Answering telephone calls and occasional reception work.
  - Managing and administrating outgoing mail.
  - Moving internal furniture, preparing rooms for Embassy events/meetings etc.
  - Any other tasks, not specifically mentioned above, to assist the Consular and General Affairs team, as requested by the Operations Manager.
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## **CONTACT**

- With the Ambassador and other potential passengers, to enquire about their specific wishes and to prepare journeys.
  - With the Management Assistant, to discuss/work out the Ambassador's schedule, locations, protocol etc.
  - With the Operations Manager to assist with General and Consular Affairs.
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## **KNOWLEDGE, EXPERIENCE AND SKILLS REQUIREMENTS**

### **Level of experience:**

at least 2 years' experience as a driver in a comparable environment/ organisation.

- Fluent in the English language;
  - Valid and clean driving licence;
  - Knowledge of protocol and etiquette;
  - Skill in reading maps and using relevant apps;
  - Practical knowledge of car mechanics;
  - Extensive knowledge of Dublin and local traffic regulations;
  - Basic administrative skills;
  - Experience in working with computer networks and Microsoft Office applications;
  - Social and communication skills;
  - Knowledge of minor technical repairs and maintenance.
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## **COMPETENCES**

- Client orientation
  - Flexibility
  - Ability to communicate
  - Planning and organising
  - Discretion
  - Integrity
  - Initiative
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## **BRIEF DESCRIPTION OF THE TYPE OF EMPLOYEE REQUIRED**

We are looking for a friendly, cooperative and professional person who would like to join a small Consular and General Affairs team, and actively support the Embassy's entire team. The person should be able to work equally well independently and as part of a team, they should have a great sense of courtesy and security towards people, as well as display integrity and utmost discretion. We are seeking who is flexible to work on occasions at weekends and evenings when required, and who is prepared and able to assist the Consular and General Affairs team with other tasks when necessary.

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## **WORK ENVIRONMENT**

The Embassy is responsible for the promotion of the interests of the Kingdom of the Netherlands in Ireland in all its aspects. It has a small team of 12 staff, which is primarily responsible for the political, economic/commercial and consular activities. Policy wise, focus is on EU affairs and on bilateral economic relations and trade possibilities. The team consists of 2 expat staff members (Ambassador and the Deputy Head of Mission) and 10 local staff members. Within the team, cooperation is important and people are expected to be flexible when it comes to concrete tasks, including helping others. The Embassy has a "can do" mentality, and there is an excellent team spirit focused around the principle of "one team".

The Driver/General Affairs Assistant is part of the Consular and General Affairs team. This team consists of an Operations Manager, a Sr. Consular Officer, a Sr. Management Assistant, a Maintenance Officer and a Housekeeper. The Operations Manager heads up the team, is responsible for the division of tasks, coordination and results of the team, and performs the annual job performance interviews with the team staff members. The Operations Manager is member of the management team (MT) of the Embassy that furthermore consists of the Ambassador and the Deputy Head of Mission

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## **OTHER INFORMATION**

This is a fixed term position. The job description does not describe in detail all tasks. This profile provides the precondition for the job. The Ministry of Foreign Affairs of the Netherlands is in a constant process of development. These developments may have an impact on the tasks as outlined in this profile.

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## **DIVERSITY AND INCLUSIVENESS**

The Ministry of Foreign Affairs of the Netherlands is an inclusive employer with a focus on diversity. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age or any other category protected by law. We promote flexible, family-friendly working conditions, where operational and security needs allow.

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## **REMUNERATION AND WORKING CONDITIONS**

The gross annual salary is between EUR 26,500 and EUR 30,050, depending on level of experience and qualifications. In addition, employees receive a contribution to private health insurance. Employees have the right to 23 days of annual leave. The successful candidate will be offered a contract based on 35 hours per week. The contract is with the Ministry of Foreign Affairs of the Netherlands, initially for the duration of one year, with the possibility to extend. A decision to extend the contract will depend on job performance. The successful candidate will be employed by the Embassy of the Kingdom of the Netherlands in Dublin, with legal status being defined by the Legal Status (Local Employees) Regulations 2020 (LESC 2020), in conjunction with the mission version for Ireland (PUW).

## **MORE INFORMATION**

For more information, please contact :

Marloes Albers, Operations Manager at the Embassy of the Kingdom of the Netherlands in Dublin via email: [dub-az@minbuza.nl](mailto:dub-az@minbuza.nl)

Interested candidates are requested to send a cover letter and CV **by close of business on Friday 23 July 2021** to [dub-az@minbuza.nl](mailto:dub-az@minbuza.nl)