

The Netherlands Embassy of the Kingdom of the Netherlands in London is looking for a full-time Senior Driver.

#### JOB DESCRIPTION

- Transporting the Ambassador and visiting delegations by car by:
  - Carrying out official driving assignments for the Ambassador and visiting delegations;
  - Preparing schedules and plans in order for the Ambassador and/or visiting delegations to stick to the calendar;
  - Ensuring that everything runs smoothly during and in connection with the journey, and taking action to deal with traffic congestion or breakdowns;
  - Handling the embassy's transport equipment properly and carefully;
  - Keeping transport records of the embassy's transport equipment movements;
  - Ensuring that he can be reached by the embassy's communication equipment.
  
- Preparing and completing driving assignments by:
  - Preparing driving assignments for routing, taking road conditions, security issues (if applicable in London and the UK), etc. into consideration;
  - Ensuring that the embassy's transport equipment is cleaned on the inside and outside;
  - Informing OM when new, additional or replacement equipment or accessories are required;
  - Checking weekly that the embassy's transport equipment is presentable and ready to be driven, and that the communication equipment is working properly;
  - Carrying out first check of quotations and invoices of workshop and/or repair costs;
  - Ensuring that official uniform is clean and wrinkle free;
  - Ensuring personal hygiene and good appearance.
  
- In appropriate cases, helping to provide security by:
  - Taking action in unusual situations during the journey (evasive and anticipated driving, finding alternative routes in unforeseen circumstances, etc.);
  - Assess security risks, accidents, incidents en-route.
  
- Providing support to the administrative section by:
  - Delivering documents to the UK government agencies;
  - Receiving documents from UK government agencies and delivering these to embassy staff;
  - Delivering the embassy's business mail at local addresses;
  - Arranging technical tests of embassy vehicles;
  - Assisting facilities team in times of need, across the broad range of tasks carried out by the colleagues.
  
- Providing help with any event when asked;
- Small technical repairs on buildings and equipment need to be carried out on an as-needed basis.

#### JOB REQUIREMENTS

Knowledge and areas of experience:

- Minimum of 5 years' experience as a driver in a comparable environment/organization;
- Knowledge of protocol and etiquette;
- Vast experience of safe and secure driving/chauffeuring;
- Knowledge of the various (security) regulations;
- Certificate of Conduct through ACRO;
- Practical knowledge of the technical aspects of all the embassy cars;
- Knowledge of the various local traffic regulations;
- Skills in reading maps and topography;

- Skills in dealing courteously with passengers;
- Skills in assessing situations that might threaten security and in taking de-escalating or other action;
- Fluent in English;
- Knowledge of small technical repairs and maintenance;
- Clean driving license;
- Knowledge of London.

*A brief description of the type of employee required:*

A friendly, cooperative and security minded driver who likes to work and co-operate in a small IZ-team and actively support the embassy's team. The person should be able to work independently (to a certain extent). The person should have a great sense of courtesy and security towards people, as well as integrity and utmost discretion. We need somebody who is flexible enough to work on a regular basis also in weekends and evenings, and who is prepared and able to assist the Internal Affairs section with other tasks when necessary.

**COMPETENCES**

- Integrity;
- Client orientation;
- Flexibility;
- Initiative;
- Planning and organizing;
- Discretion;
- Integrity.

**Level of education:** pre-vocational level (plus clean driving license)

**WORKING CONDITIONS**

The successful candidate will be offered a local contract in scale 4, based on 38 hours per week. The contract is with the Netherlands Ministry of Foreign Affairs, initially for the duration of one year. You will be employed by the Embassy of the Kingdom of the Netherlands in London, with your legal status being defined by the Legal Status (Local Employees) Regulations 2020 (LESC 2020), in conjunction with the mission version for the UK (PUW). A decision to extend the contract depends on job performance.

**MORE INFORMATION**

For more information, please contact :

Marije Lamaker, Operational Manager at the Embassy of the Kingdom of the Netherlands in London via email: [marije.lamaker@minbuza.nl](mailto:marije.lamaker@minbuza.nl)

Interested candidates are requested to send a cover letter and CV **by close of business on 20 January 2021** to [LON-AZ@minbuza.nl](mailto:LON-AZ@minbuza.nl).