

JOB DESCRIPTION FOR THE POST OF :

CHAUFFEUR

Embassy of France in Ireland

Serving	The diplomatic chancellery, the French consulate and the cultural section
Function	Chauffeur
Start date	2 nd January 2019
Contract duration	Temporary, part-time (afternoon shifts) until 12th April 2019
Working hours	Monday 1.30 p.m. - 5.30 p.m. Rest of the week 2.00 p.m. - 5.30 p.m. Time off in lieu of supplementary hours worked
Remuneration	€ 1109,56 gross salary per month

Job description :

Answering directly to the Head of the Diplomatic Mission and the Head of the Chancellerie, the chauffeur is in charge of all driving assignments. Working within a team of three, the incumbent will assure the safe driving of diplomats, and diplomatic staff in line with their professional duties. S/he will be responsible for welcoming and driving visitors to and from the embassy. The role will also involve making delivery to Irish governmental ministries and other services, as well as the daily management of outgoing post: franking post, recording mail for registered post.

In line with the needs of the different departments at the embassy, the chauffeur may be tasked with carrying out shopping errands.

The chauffeur is also responsible for the hand delivery of the diplomatic pouch from the embassy to the airport.

Routine maintenance of the car (tyre pressure and levels oil /water etc.) and ensuring that the car is in a clean and fit state for driving, will also fall under the remit of the chauffeur.

The chauffeur's schedule is overseen by the SCG department (service commun de gestion).

Principal tasks :

- Verifying the schedule with the manager of the service commun de gestion (SCG) department at the beginning of the working day
- Driving diplomats and embassy staff members
- Accompanying dignitaries and delegates who are on mission to Ireland
- Franking and recording registered post and bringing it to the post office before 5 p.m.
- Verifying the levels and topping up the car (oil/ water / antifreeze etc.) and cleaning and maintaining the car to an impeccable standard.
- Hand delivery of post (in particular to the Ministry of Foreign Affairs and Trade and to the Taoiseach's office)
- Collecting mail from the Ministry of Foreign Affairs and Trade
- Meeting and welcoming visitors at the airport and driving them to the Embassy

- Accompanying the cook at the French Ambassador's residence to the vegetable and fish markets and to wholesale suppliers
- Diverse shopping errands for the Embassy
- Maintaining the franking machine (verifying the meter regularly)

Profile and skills required :

- Excellent driving skills
- Good knowledge of Dublin – both inner city and the suburbs
- Fluent English and a good knowledge of French is desirable
- Experience of driving in an official role - while not compulsory , would be considered an asset
- The person recruited must be over 30 years of age

Personal qualities :

- be of tidy appearance and have a courteous manner
- punctual
- have a sense of hierarchy
- be reactive
- dynamic
- discreet
- be ready to be called upon, within the hours of duty