



**An Roinn Gnóthaí  
Eachtracha agus Trádála**  
Department of  
Foreign Affairs and Trade

## **Driver & Administrative Assistant Embassy of Ireland, Budapest**

***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 Budapest is seeking an energetic, flexible and hardworking professional, with proven executive driving experience, to fill a full-time Driver & Administrative Assistant role.

Working as part of a small and dynamic Embassy team, the successful candidate will play an important role in supporting the Embassy's day-to-day operations. Responsibilities will include driving the Ambassador, Embassy staff, and official visitors; maintaining the Embassy vehicle; and carrying out various transport and logistical duties as required.

In addition, the role involves providing administrative support across a range of Embassy functions, including mail management and provision of consular and visa services. This is a varied position offering the opportunity to contribute to the work of Ireland's diplomatic mission in Hungary. Further details of the duties and responsibilities are outlined below.

### **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 routine, in accordance with local employment law provisions, and compensated through agreed overtime payments.

This role will include, but may not be limited to, the following responsibilities:

- Driving the Ambassador, Embassy staff and official visitors to and from engagements, as required;
- Prioritising the safety and security of Embassy personnel and visitors at all times, while providing an efficient and professional driving service;
- Applying strong knowledge of local geography, driving conditions and key locations to ensure timely and effective transportation;
- Building and maintaining positive working relationships with other drivers, security personnel at key venues, across Ministries and elsewhere, and serving as a reliable source of practical information to support Embassy planning and operations;
- Ensuring the Embassy vehicle is maintained to a high standard, including arranging routine servicing, inspections, cleaning and other maintenance requirements;
- Assisting with the renewal of vehicle insurance, registration and other administrative requirements related to Embassy vehicles;
- Maintaining accurate records of vehicle mileage, fuel consumption, toll charges and other transport-related expenses;

- Supporting the organisation and delivery of Embassy events, including the transportation, loading and unloading of equipment and materials as required;
- Collecting and delivering post on a daily basis and managing the dispatch of diplomatic correspondence;
- Providing logistical support, and the collection and delivery of official documentation and correspondence;
- Liaising closely with the Head of Mission, the Head of Mission's Personal Assistant and diplomatic staff regarding schedules, transport requirements and official engagements;
- Assisting with maintenance matters at the Chancery and Official Residence, as required;
- Supporting the Visa Officer with the administrative aspects of visa processing;
- Assisting with other administrative duties at the Chancery or Residence as required.

#### **Essential requirements:**

Candidates must:

- Be fluent in both English and Hungarian;
- Have previous professional driving experience;
- Hold a clean, current driving licence, and demonstrate highly competent driving skills;
- Have a very good geographical knowledge of Hungary;
- Have security management skills, including an understanding of security operations and procedures;
- Be able to exercise good judgement and decision making;
- Have strong administrative skills, including at least basic proficiency in Microsoft Office;
- Demonstrate a high level of discretion, commitment and reliability;
- Have a flexible attitude, sound judgement and the ability to work effectively as part of a team;
- Be extremely punctual and organised;
- Be flexible, available, and willing to work out-of-hours and additional hours, as required;
- Successfully pass any required medical/health checks;
- **The successful candidate must have a legal entitlement to live and work in Hungary prior to recruitment.**

#### **Terms and conditions of employment:**

- The successful candidate will be hired on an initial fixed term contract of 2 years, with the option to extend subject to business requirements and satisfactory performance, and will be based at the Embassy of Ireland, Budapest.
- Hours are Monday to Friday, 37.5 hours per week, with standard office hours from 9.00am to 5:30pm. The driver will be expected to work outside these hours routinely. An overtime allowance applies.
- Annual Leave entitlement is in accordance with Hungarian labour law.
- The salary for the position is 7,539,376 HUF per annum, paid locally on a monthly basis, directly to a bank account.

### **How to apply**

The Application Form for this position is available on our website

[www.ireland.ie/en/hungary/budapest](http://www.ireland.ie/en/hungary/budapest)

Completed application forms should be sent via e-mail only to

[BudapestEmbassyExternal@dfa.ie](mailto:BudapestEmbassyExternal@dfa.ie), with the subject line;

**“Driver & Administrative Assistant Vacancy”**

**Applications must be received before 16:30 hrs. (Local time) on 13<sup>th</sup> November 2026**

(No applications will be accepted after this deadline)

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 Requirements above.
- It is planned that interviews will be held by video-conference, before the end of November 2026.
- 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.

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