Ambasáid na hÉireann | An Astráil
Embassy of Ireland | Australia

Recruitment notice – Driver/Maintenance Support
Embassy of Ireland, Canberra

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 Driver/Maintenance Support is responsible for driving the Ambassador and other Embassy staff as necessary, maintaining the Embassy vehicle, 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. At busy times, significant out-of-hours work and some long-distance driving will be expected within the local employment law provisions. This role will include, but may not be limited to the following activities:

- Driving the Ambassador to and from official engagements, driving other Embassy staff, picking up official visitors as required;
- Responsibility for overall maintenance and caretaking duties for the Residence, Chancery and grounds;
- Responsibility for liaising with contractors and other maintenance providers;
- Maintaining the official vehicle (including arranging regular services, washing and cleaning, etc.);
- Assisting in the renewal of the Embassy's car insurance, vehicle registration and any other administration related to the vehicle;
- Keeping track of mileage, fuel and toll expenses;
- Assisting with Embassy events, including transporting and loading equipment as required;
- Daily collection and delivery of post, including the dispatch of diplomatic letters;
- Assisting with maintenance issues at the Chancery and Residence as required;
- Assisting with other administrative duties at the Chancery or Residence as required;

Essential requirements:

- Candidates must be fluent in English;
- Extensive previous driving experience including at executive level;
- A full, clean and current driving licence and highly competent driving skills;
- An excellent knowledge of Canberra and the surrounding region;
- Security management skills, understanding of security operations and procedures;
- Ability to exercise good judgement and make sound decisions;
- Excellent administrative skills, including proficiency in Microsoft Office;
- A high level of discretion, commitment and reliability;
- A flexible attitude and the ability to work effectively as part of a team;

- Excellent punctuality and time management;
- Ability to use GPS/online maps;
- Availability to work out-of-hours and additional hours, as required;
- Willingness to undergo any required medical/health checks that may apply;
- **The successful candidate must have a legal entitlement to live and work in Australia prior to recruitment.**

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term contractual basis and will be based at Embassy Canberra.
- Monday to Friday, 35 hours per week, with standard office hours from 9:15 a.m. to 5 p.m., and frequent out-of-hours work in the evenings and at weekends.
- Annual Leave entitlement of 22 days per annum.
- The base salary for the position is $57,789.76 per annum, paid locally on a weekly basis. In addition, there is a 25% loading payable for out of office hours in lieu of overtime. Salaries are paid direct 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.ireland.ie/en/australia/canberra/about/job-opportunities/

Completed application forms should be sent via e-mail only to canberraembassy@dfa.ie, with the subject line **Driver Vacancy**.

Applications must be received before 16:30 hrs. (Local time) on 2 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/Key Requirements above;
- It is planned that interviews will be held 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.

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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 Canberra is committed to a policy of Equal Opportunity.