



Job Title	Senior Driver	Drafted February 2025 Review February 2025
Reports to	Properties Management officer	
No. reporting staff	2	
Job Profile	Responsible to provide driving service primarily to the Ambassador in the city/field. Also drive staff and guests of the Embassy in the city/field. Support logistics including delivery and collection of mail and vehicle maintenance. Coordinate Embassy transport pool and supervise driver team on a weekly and daily basis.	

Key performance areas	Key performance details	Competency Requirements (must relate to the KPA requirements)	% time
Driving service to Ambassador	<ul style="list-style-type: none"> • Drive the Ambassador for all official meetings and functions • Monitor safety risks while driving or accompanying Ambassador and react pre-emptively and defensively as required • Ensure strict confidentiality on all information concerning the Ambassador and other passengers (including movements) that the Head Driver learns in the course of carrying out their duties • Assist Ambassador with airport VIP lounge access and relevant protocol 	<ul style="list-style-type: none"> • Integrity • Reliable, trustworthy and flexibility 	40%
Coordination of transport	<ul style="list-style-type: none"> • Supervise transport team, reporting regularly to the Properties Management Officer 	<ul style="list-style-type: none"> • Well-developed planning and 	40%



Ambasáid na hÉireann
Embassy of Ireland

EMBASSY OF IRELAND
DAR ES SALAAM JOB DESCRIPTION:
Head of Driver

	<ul style="list-style-type: none">• Organise daily and weekly transport schedule as requested by Embassy staff for official meetings, events and travel outside Dar es Salaam• Transport other authorized passengers as directed• Responsibility for the safety of the Embassy staff and other passengers while they are in the official vehicles	organisational skills to manage multiple tasks and priorities in order to achieve required outcomes.	
Ensures proper maintenance of the official vehicles	<ul style="list-style-type: none">• Keep the official vehicles clean and tidy through normal washing and polishing• Oversee technical upkeep of official vehicles and purchase of spare parts• Maintain log and vehicle records• Maintain first aid kits in the vehicles• Report to Properties Management Officer when there is need to arrange service or repairs of Embassy vehicles	Ability to contribute to the effective delivery of a service by providing a flexible, courteous, prompt and efficient service to internal and external clients.	10%
Other Administrative support	<ul style="list-style-type: none">• Handle e-mail correspondence• Use of electronic tools (e.g., Internet searches and GPS systems) to optimize transport• Register/deregister official and private vehicles, maintain documentation up-to-date, arrange insurance and technical inspection of all official vehicles• Assist immigration and customs clearance for visitors• Ensure all Embassy vehicles are stocked with relevant supplies for all extended journeys/field trips• Deliver and collect items such as invitations, notes, messages, and packages;	Ability to work harmoniously with other team members in a busy environment by demonstrating reliability, flexibility, adaptability, initiative and resourcefulness.	10%



<p>Qualification and required skills</p>	<p>Specifically the following qualifications and competencies are required:</p> <ul style="list-style-type: none"> • Diploma or Form VI certificate • Certified clean driving licence Class C • Possession of Trade Test Grade II Certificate from NIT, VETA or any other reputable institution • Five years or more in an international organisation or Embassy • Fluent English language • Knowledge of protocols given to Ambassador’s vehicles and protocols for assisting an Ambassador; • Preferred driver should be familiar with Dar es Salaam city and has performed a driving function within the city • Accident-free record for the last three immediate consecutive years. 	
<p>Terms and conditions</p>	<ul style="list-style-type: none"> • Working hours: full time, or 38 hours per week. Regular late working or attendance at official events outside of working hours is required. (occasional travel may be required) • Remuneration: Pay Scale H, Basic pay, (currently TSH 1,685,909 per month and TSH 21,916,819 annually, including a 13th month). Salary scales are fixed by HQ and non-negotiable. • Benefits: Staff medical insurance scheme • Primary location: Embassy of Ireland, Touré Drive, Dar es Salaam • Performance management: The Embassy of Ireland Dar es Salaam operates a Performance Management Development System (PMDS) based on that used in the Irish Civil service. Staff members agree, with their line manager, goals, key tasks and targets aligned to an annual business plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed on-going professional development actions. The incumbent agrees his/her profile with the line manager. This post requires annual compliance with the PMDS system. 	



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

POSITION: Senior Driver
Embassy of Ireland, Dar es Salaam
EMPLOYMENT APPLICATION FORM

INSTRUCTIONS:

1. Please read the job description carefully to ensure you meet the criteria required
2. Please provide only the information most relevant to the role; skills; and experience listed in the job description/job advertisement
3. Applications which do not meet the minimum requirements cannot be considered
4. Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.

Personal & Contact Information:

Name:	Address:
Email:	
Phone:	
Nationality:	
Are you currently eligible to work in Tanzania	

Academic Qualifications and Relevant Training:

Year of Award	Name of Professional Awarding Body University / College	Main Subject Areas or specialisation	Qualification awarded (including level of qualification)

Please provide details of other relevant or academic training, if you feel relevant:

Skills: Language:

Please insert yes or tick the most relevant box for each language as appropriate

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Kiswahili				
Other, please specify:				

Skills:

Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i>			
DRIVING EXPERIENCE		Other – please include below:	
INTERPERSONAL SKILLS AND EXPERIENCE DEALING WITH CUSTOMERS			
IT SKILLS AND ABILITY TO WORK AS PART OF A TEAM			
KNOWLEDGE OF SECURITY AND WORK EXPERIENCE IN THIS AREA			

Career History:

Starting with your current details, please provide brief particulars of relevant employment or experience, referencing the key responsibilities as detailed in the job description/advertisement. Please indicate the level to which you reported and the number of staff you were responsible for.

Employer Name & Address / Project		
Date	From	To
Position Held / Title		
Reporting line (who you reported to) and number of direct reports		
Reason for leaving this position		
Nature of your work / Description of main responsibilities		

Employer Name & Address / Project		
Date	From	To
Position Held / Title		
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Reason for leaving this position		
Nature of your work / Description of main responsibilities		

Major Achievements suitability for the role:

Please focus on 1-2 specific examples from experience to outline your suitability for this role with regard to the below headings. Please focus on your own specific actions when describing previous experiences. In each example, you may wish to focus on describing the situation, the task needed, your actions and the result.

1. DRIVING EXPERIENCE AND ABILITY TO USE SYSTEMS [Maximum of 250 words]

2. KNOWLEDGE OF SECURITY AND WORK EXPERIENCE IN THIS AREA [Maximum of 250 words]

3. INTERPERSONAL SKILLS, PROBLEM SOLVING AND EXPERIENCE DEALING WITH CUSTOMERS
[Maximum of 250 words]

4. IT SKILLS AND ABILITY TO WORK AS PART OF A TEAM [Maximum of 250 words]

Statement of Motivation:

Please outline your motivation for applying for this position [**Maximum of 300 words**]

References:

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers. (Note: your current employer will not be contacted without first confirming with you that it is in order to do so)

Name and position	Relationship	Email address	Contact Number

Any Other Relevant Information or Comments:

Please provide any **additional** information which you feel may be **relevant** to your application and highlight your suitability for the role **[Maximum 250 words]**

Confirmation:

I have read the terms and conditions and I satisfy all the requirements as set out in this advertisement, I am eligible to apply. I confirm that my application form is true and complete to the best of my knowledge without any material omissions.

I am willing to allow enquiries to be made of the Police regarding any offence which may be registered against me. I understand that any information released to the Embassy of Ireland in this regard will be held in the strictest confidence. I also consent to the Embassy of Ireland contacting any referees named in my application.

Name (signature):

Date:

Instructions to submit your application:

1. Save your completed form as: **FAMILYNAME_FIRSTNAME_SENIOR DRIVER**
2. Send the completed application form by e-mail only to embassydarjobs@dfa.ie with the heading **“SENIOR DRIVER”**
3. Further information on the post is available on the Embassy’s website:
<https://www.ireland.ie/en/tanzania/daressalaam/about/job-opportunities/>

***All personal information received will be kept in line with GDPR guidelines.
Applications received after the closing time and date will not be considered.***



Job Title	Properties Management Officer	Drafting Date	02/2024
Reports to	Operations Manager	Review Date	02/2024
Embassy Team	Administration staff		
Location	Dar es Salaam, Tanzania		
Nº Reporting Staff	Three (Head Driver and two gardeners)		
Job Profile	The Properties Management Officer is a key member of the Embassy of Ireland’s Administration team and he/she will work closely with the Operations Manager, with staff of the Chancery and Ambassador’s Residence, and with the Embassy drivers.		

Key Performance Areas	KPA detail	Competency Requirements (must relate to the KPA requirements)	% time
1. Inventory and Property Management	<ul style="list-style-type: none"> • Ensure the health and safety of the staff by adherence to Embassy safety guidelines • Update premises profiles and assets register as required • Prepare for and respond to emergency issues that arise (breaches the safety, security or usability of facilities) • Liaise with the procurement officer on disposal of Embassy equipment which is no longer in usable condition • Monitor the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and Embassy and residence compounds/gardens • Ensure both properties – the Chancery and the Residence – along with the facilities in both buildings are well maintained and are in good condition 	<ul style="list-style-type: none"> • Has a clear understanding of own roles and objectives, • Communications skills, ensuring information is provided clearly and understandable, • Time Management, • Innovative. 	20%



Key Performance Areas	KPA detail	Competency Requirements (must relate to the KPA requirements)	% time
Contract Management	<ul style="list-style-type: none"> • Ensure that contracts with service providers for office equipment maintenance, supply of goods (consumables) and services are operational, provide good value for money and deliver quality services • Meet as and when needed with service providers to address any challenges encountered, escalating issues to the Operations Manager where needed 	<ul style="list-style-type: none"> • Customer service skills, • Communications skills, • Coordination skills. 	10%
Facilities Management Chancery and Residence:	<ul style="list-style-type: none"> • Ensure properties are well maintained and secure • Ensure that basic facilities are well-maintained (e.g. plumbing, wiring) • Perform routine and proactive maintenance on facilities and arrange repairs as needed • Ensure scheduled routine inspections and emergency repairs, with outside vendors are done • Create reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff • Prepare facilities for changing weather conditions • Ensure repair and maintenance of fittings and furniture • Supervise two gardeners to ensure that the grounds are well maintained at both Chancery and Residence • Oversee building projects and renovations 	<ul style="list-style-type: none"> • Problem solving abilities • Delivery of results, ensuring high quality, optimal use of resources • Delivery of results, ensuring high quality, with accurate monitoring and reporting, • Flexibility and ability to adapt to change. • Supervision skills, 	40%
Utilities Management – Chancery &	<ul style="list-style-type: none"> • Maintain records of utility usage (generator, solar installation, electricity and water) 	<ul style="list-style-type: none"> • Attention to detail • Communication skills 	5%



Key Performance Areas	KPA detail	Competency Requirements (must relate to the KPA requirements)	% time
Residences:	<ul style="list-style-type: none"> • Verify and reconcile utility bills prior to submitting them for approval • Liaise with service providers to maintain supply of services 		
Management and Driving	<ul style="list-style-type: none"> • Manage transport and logistics • Manage maintenance and supplies for Embassy vehicle fleet • Monitor correct usage of vehicles in line with Embassy policies • Assist the Embassy as a back-up driver during busy periods <p><i>Note: the officer will have access to an Embassy vehicle in the course of daily duties</i></p>	<ul style="list-style-type: none"> • Excellent driving skills • Communication skills • Attention to detail • Management skills 	25%
Qualifications and skills requirement	<p>Essential:</p> <ul style="list-style-type: none"> • The candidate <u>must</u> have an Advanced Level Certificate of Education or Diploma • The candidate <u>must</u> have Advanced mechanical skills and knowledge of plumbing, electricity and other building systems • The candidate <u>must</u> have at least 5 years working experience in a similar field and setting requiring a high standard of outputs. • The candidate <u>must</u> be able to drive and possess a clean driving licence Class C <p>Skills required:</p> <ul style="list-style-type: none"> • Excellent communication in both English and Kiswahili • Good interpersonal skills, and the ability to work both independently and as part of a team. • Ability to use email and software packages eg MS Word, Excel, Outlook. • Ability to manage time, organise, problem solve and prioritise work schedules • Basic mechanical skills and ability to use repair tools • Ability to lift heavy equipment and comfortable standing or walking for long periods of time 		



Key Performance Areas	KPA detail	Competency Requirements (must relate to the KPA requirements)	% time
	<ul style="list-style-type: none"> • Ability to work with people from different cultures • Must be of good character, trustworthy and honest <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working with other Embassies or international organisations, reputable hotels, serviced properties or companies. 		
Terms and conditions	<ul style="list-style-type: none"> • Working hours: full time, or 38 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. (occasional travel may be required) • Remuneration: Pay Scale G, basic pay, starting at step 1 on the scale (currently TSH 2,529,950 per month and TSH 32,889,348 annually, including a 13th month). Salary scales are fixed by HQ and non-negotiable. • Benefits: Staff medical insurance scheme • Primary location: Embassy of Ireland, Touré Drive, Dar es Salaam • Performance management: The Embassy of Ireland Dar es Salaam operates a Performance Management Development System (PMDS) based on that used in the Irish Civil service. Staff members agree, with their line manager, goals, key tasks and targets aligned to an annual business plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed on-going professional development actions. The incumbent agrees his/her profile with the line manager. This post requires annual compliance with the PMDS system. 		



POSITION: Properties Management Officer
Embassy of Ireland, Dar es Salaam
EMPLOYMENT APPLICATION FORM

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Personal & Contact Information:

Name:	Address:
Email:	
Phone:	
Nationality:	
Are you currently eligible to work in Tanzania?	
Any other relevant personal or contact information	

Academic Qualifications and Relevant Training:

Year of Award	Name of Professional Awarding Body University / College	Main Subject Areas or specialisation	Qualification awarded (including level of qualification)

Please provide details of other relevant or academic training, if you feel relevant:

Skills: Language:

Please insert yes or tick the most relevant box for each language as appropriate

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Other, please specify:				

Skills:

Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise			
Customer Service		Interpersonal; developing effective working relationships with people at all levels and different cultures	
Public relations		Time Management	
Strategic networking		Other – please include below	
Report Writing			
Mechanical; including knowledge of plumbing, electricity and other building systems			

Skills - IT:

Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and 0 = No expertise			
MS Word		Manipulating large data sets	
MS Excel		Other – please include below:	
MS PowerPoint			
MS Outlook			

Career History:

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Major achievements, which demonstrate suitability for the role:

Please focus on 1-2 specific examples from past experience to outline your suitability for this role with regard to the below headings. Please focus on your own specific actions when describing previous experiences. In each example you may wish to focus on describing the situation, the task needed, your actions and the final result.

1. Problem solving skills [Maximum of 250 words]

2. Facilities Management [Maximum of 250 words]

3. Ability to set up simple systems that improve efficiency [Maximum of 250 words]

4. Team work and interpersonal relations [Maximum of 250 words]

Statement of Motivation:

Please outline your motivation and summarise why you believe you have the necessary qualifications, skills and experience for this position. **[Maximum of 300 words]**

References:

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers. Note: your current employer will not be contacted without first confirming with you that it is possible to do so.

Name and position	Relationship	Email address	Contact Number

Any Other Relevant Information or Comments:

Please provide any **additional** information which you feel may be **relevant** to your application [**Maximum 250 words**]

Confirmation:

I have read the terms and conditions and I satisfy all the requirements as set out in this advertisement, I am eligible to apply. I confirm that my application form is true and complete to the best of my knowledge without any material omissions.

Name:

Date:

Instructions to submit your application:

1. Save your completed form as: **FAMILYNAME_FIRSTNAME_PROPERTIES MANAGEMENT OFFICER**
2. Send the completed application form by e-mail only to embassydarjobs@dfa.ie with the heading **“PROPERTIES MANAGEMENT OFFICER”**
3. Further information on the post is available on the Embassy’s website:
<https://www.ireland.ie/en/tanzania/daressalaam/about/job-opportunities/>

All personal information received will be kept in line with GDPR guidelines.