



**Recruitment Notice – Driver
Embassy of Ireland, Rabat**

The Embassy of Ireland in Rabat, Morocco opened in October 2021 to promote and protect the values, interests and economic well-being of Ireland and its people in Morocco. The Embassy does this through promoting Ireland's political and economic interests, fostering the political relationship between Ireland and Morocco, working with the local Irish community and promoting Irish culture.

The Embassy Driver is responsible for the safe and efficient transport of the Ambassador, other Embassy staff, and visitors, in the Embassy vehicle, including the maintenance and management of the Embassy vehicle, as well as providing administrative and logistic support to the work of the Embassy as a whole. This role involves a wide variety of tasks as detailed below:

Role and Responsibilities:

The precise range of duties will vary over time according to the requirements of the Embassy. Significant out-of-hours work will be expected but within the local employment law provisions. There will also be occasional overnight travel within Morocco. This role will include, but may not be limited to the following activities:

- Driving the Ambassador, other Embassy staff, and official visitors as required;
- Maintaining the official vehicle (bringing for regular service, washing and cleaning etc.);
- Assisting in the renewal of Embassy's car insurance, vehicle registration and any other administration related to the vehicle;
- Keeping the vehicle journey log and track of mileage, fuel, and toll expenses;
- Contributing to the development of Embassy visit programmes, including route planning and logistics;
- Assisting with Embassy events – transporting, loading and setting up equipment and furniture as required;
- Collection/delivery of post; managing the dispatch and delivery of diplomatic letters and packages; and coordination of purchases;
- Assisting with maintenance issues at the Chancery and Residence as required;
- Answering telephones and assisting and dealing with members of the public;
- Assisting with other administrative duties at the Chancery or Residence as required and as requested by diplomatic staff.

Essential requirements:

- Candidates must be fluent in French, Arabic and English (language test may be included as part of the shortlisting process);
- Extensive previous driving experience including at executive level;
- Clean and current driving licence and highly competent driving skills. A driving test will be part of the latter stages of the recruitment campaign;



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

- A very good geographical knowledge of Morocco;
- Able to exercise good judgement and decision making;
- Excellent administrative skills, including proficiency in Microsoft Office;
- A high level of discretion, commitment and reliability, with understanding of diplomatic protocol an advantage;
- 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;
- Smart formal appearance and dress at all times;
- Availability to work out-of-hours and additional hours, as required;
- Medical/Health checks will apply.
- Honesty is an essential requirement of the role;
- The role and nature of the work requires a high level of confidentiality;
- **The successful candidate must have a legal entitlement to live and work in Morocco prior to recruitment.**

Start date:	As soon as possible
Location:	Embassy of Ireland, Rabat
Contract duration:	Contract with probationary period
Working hours:	44 hours per week including evening and weekend work. Additional payment or time off in lieu for hours in excess of 44 hours per week. Travel and Subsistence is paid for nights working outside of Rabat. Individuals unavailable to work out-of-hours should not apply for this post.
Salary:	195,743 MAD per annum. Salaries are paid directly to a bank account.
Annual leave:	20 days per annum and a mixture of Moroccan and Irish public holidays.
Eligibility:	Candidates must have a permanent, legal right to reside and work in Morocco and will be subject to employment and taxation law.
Closing date:	Monday 26 January 2026



How to apply

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

Applications must be received by 17:00 on Monday 26 January 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;
- Interviews will be held, in person, in Rabat;
- A skills test may be included in the recruitment process;
- Applicants must be able to use a laptop and undertake mandatory training modules including Cyber Security, GEDI and Data Protection. A laptop and mobile phone will be provided to the successful applicant;
- 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 in Rabat is committed to a policy of Equal Opportunity.