



JOB OPENING Driver/Admin Officer

Consulate General of Ireland, New York

The Consulate promotes and protects Irish interests through its work with the Irish community in the region, promoting Irish economic interests, supporting the strong partnership between the US and Ireland, and providing a range of consular services. The Consulate in New York is one of a network of Irish representative offices across the US and covers the states of New York, New Jersey, Pennsylvania, Connecticut, Delaware and Ohio from our office in midtown Manhattan.

Position	Driver/Admin Officer (Full time 40 hours a week)
Location	200 Park Avenue, New York, NY10166 surrounding areas, and other states within the Consulate's area, as required
Salary	\$65,779 - \$75,646 (increments based on satisfactory performance). Overtime is paid in line with local labour laws for hours worked in excess of contract hours.
Pension	Benefit from a <u>Non-Contributory</u> Pension Scheme (Terms and Conditions apply)
Paid Annual Leave	20 days paid per annum plus public holidays
Health Insurance (medical)	80% (Terms and Conditions apply)
Access to Learning & Development	Yes
Deadline for Application	10 th of June 2025

The Consulate General of Ireland is seeking applications for the position of a full-time Driver/Admin Officer, for a one-year period, renewable. The work will include driving the Consul General and other staff to meetings, events and briefings in New York City, surrounding areas, and other states within the Consulate's cover, as required. It will also involve security responsibilities, and providing support to the Consulate General administration team, including basic administrative tasks. The successful candidate will work as part of a busy and flexible Consulate General team and will be a highly motivated, enthusiastic individual with a proven capacity to multi-task

The closing date for applications is Tuesday, 10th of June 2025

Roles and Responsibilities

The precise range of duties will vary over time according to the needs of the Consulate General, but will include the following:

- Official driver for the Consul General for all official engagements and for other Consulate General staff as required, including paid overtime for evening and weekend events;
- Collection/delivery of post;
- Administrative support, including reception;
- Responsible for the maintenance of Consulate General vehicles;
- Liaises with diplomatic staff and Consul General Personal Assistant on schedule;
- Plans transport programmes to ensure passenger(s) reach required destinations safely and on time;
- Provides back-up support to other local staff within the Consulate General as directed and when required;



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- Supports all aspects of incoming Ministerial and senior official visits;
- Courier Runs, to include the handling of baggage and light cargo;
- Any other tasks requested by the Consul General and Consulate management team as required.

Key requirements candidates must be able to demonstrate:

- Clean and current driving licence, and highly competent driving skills;
- Candidate must be fluent in English; Excellent written and oral communication skills in English;
Applicants may be telephoned in advance to establish language proficiency.
- Extensive previous driving experience;
- A very good geographical knowledge of New York City and surrounding states.
- Security management skills, understanding of security operations and procedures;
- Willingness to work out of hours when required;
- Able to exercise good judgement and decision making;
- Good administrative skills, including proficiency in Microsoft Office;
- A flexible attitude, good judgement and the ability to work effectively as part of a team;
- A high level of discretion, commitment and reliability;
- Ability to communicate professionally, effectively and efficiently;
- A good team player;
- Be self-motivated;
- Ability to prioritise tasks and meet tight deadlines;
- **The successful candidate must have a legal entitlement to live and work in the United States of America prior to recruitment and will be subject to US employment and taxation law. Must be entitled to live and work in the US for 3+ years.**
- **Must be available to start June 2025.**

Terms and conditions of employment:

- Salaries are paid direct to a bank account: therefore, the successful candidate must have a bank account.
- The successful candidate will be hired on an initial 1 year fixed-term contractual basis.
- Will be based at the Consulate General of Ireland, 200 Park Avenue, New York, NY 10166.
- Contracts are governed by US labour laws in accordance with US, State and Local Employment Law.
- Please note that, where applicable, the Consulate does not withhold taxes at source, therefore the successful candidate is responsible for all taxes including social security contributions.
- On request, successful candidate must be in a position to provide evidence of their compliance with applicable tax and social insurance obligations.
- The successful candidate will be responsible for making their own arrangements regarding local transport, health insurance and accommodation whilst employed by the Consulate General of Ireland.
- Hours of attendance will be as fixed from time to time, but will amount to on average not less than 40 hours per week. Overtime is paid in line with local labour laws for hours worked in excess of contract hours.
- The position will have an annual leave allowance of 20 days per annum, adjusted where necessary *pro rata*.



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To apply:

- Please send a letter of application (not exceeding 1 Letter size page) and a resume with the subject line "Driver/Admin Officer" to Recruitment.NYCG@dfa.ie
- Applications must be received **before 17.00** (New York Time) on **Tuesday, 10th June 2025**.
- 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 Key Requirements above.
- Candidates who are successful at interview stage may be asked to complete a technical test and to undergo an eyesight exam.
- It is planned that interviews will be held in mid June;
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process;
- 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 Consulate General of Ireland, New York, is committed to a policy of Equal Opportunity.