

## Senior Driver

**Position title:** Senior Driver

**Appointment Process Number:** 2021-TAVIV-07

**Employment Type:** Indeterminate

**Number of Vacancies:** 1

**Department:** Canadian Armed Forces

**Location:** Jerusalem and the West Bank, under the administration of the Embassy of Canada in Tel Aviv

**Level:** General Services

**Classification:** LE G3

**Salary range:** ILS 107,742 per annum plus benefits (under review)

**Details:** This position is an LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in Tel Aviv, Israel

**Closing date:** 28 of November 2021, at midnight UTC/GMT

### Summary of Duties:

The Embassy of Canada in Israel is looking for a driver to join our team, working primarily in Jerusalem and in the West Bank. The successful candidate will provide safe driving services to senior officials, program managers, mission staff, and other visitors or dignitaries. They provide courier and logistics services, arrange for vehicle maintenance and cleaning, undertake vehicle administrative duties, and may additionally support the mission by assisting with basic administrative, protocol, maintenance and other support services following established mission and departmental policies. Driver provides transportation, delivery and/or errand services to the Canadian Armed Forces program.

### Area of selection/eligibility:

This position is open to applicants who are eligible to work in Israel and to all mission employees occupying an indeterminate or term position, who meet all of the essential qualifications stated and whose applications are received by the closing date.

Please note that the Embassy of Canada in Tel Aviv does not sponsor work authorizations directly or indirectly.

The Government of Canada is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered on merit regardless of ethnic origin, religious belief, gender, age, sexual orientation, disability or any other irrelevant factor.

### Essential Qualifications:

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Candidates will initially be screened against the Essential Qualifications relating to experience and language. Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications.

**Education:** Completion of secondary level education from a government recognized school. An acceptable combination of education and experience will be considered.

**Language:** Fluency in English language.

**Experience:** The candidates must have:

- a valid class C driving license
- Minimum of 4 years (within past 6 years) as official driver with any of the following:
  - multinational company (ex: major hotel chain)
  - a diplomatic missions/ or personal driver to a diplomat

- an international or non-governmental organization
- a federal or state level government agency

The Rated Requirements are part of the essential requirements and are relating to knowledge, abilities and competencies. Methods of assessment for rated requirements may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.

**Knowledge:**

- Knowledge of local routes of Tel Aviv, Jerusalem, Ramallah, Jericho and the West Bank
- Knowledge of local and safe driving regulations and practice
- Knowledge of good vehicle maintenance procedures

**Abilities:**

- Coordinate conflicting priorities within tight deadlines and meet work targets
- Work independently as well as a team member
- Ability to follow instructions and apply rules at short notice
- Ability to use GPS + internet mapping systems

**Competencies**

- Professional Integrity
- Adaptability & Flexibility
- Judgement
- Client Service

**Asset Qualifications**

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Preference maybe given to candidates who also meet the Asset Qualifications. Where applicable, candidates must clearly demonstrate how they meet any asset qualifications in their cover letter and CV.

- Spoken and written Arabic
- Spoken and written Hebrew

**Operational Requirements**

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- Hours of Work: 40 hours per week, Monday to Thursday: 7:00 to 16:00, Friday: 7:00 – 13:00
- Availability to work overtime – evenings, weekends if necessary – sometimes on short notice

**Conditions of Employment:**

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- Able to obtain a reliability clearance (security clearance)
- Must have (pre-existing) and retain legal status to live and work in Israel
- All new hires on or after the effective date of October 6, 2021 are required to be fully vaccinated against COVID-19 as a condition of employment and to attest that they are fully vaccinated against COVID-19 prior to their starting date unless accommodation measures are granted.

**How to apply:**

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Please follow the link <https://www.wfca-tpce.com/vacancyView.php?requirementId=4697&> and complete the online application form.

- Applicants must submit a cover letter not exceeding one page in length, as well as a curriculum vita (CV, résumé) not exceeding two pages in length.
- Applications which do not include all of the requested documents or information will be rejected.
- Candidates who are unable to submit their application due to technical difficulties must report these to: [CSDPDHHumanResources/RessourcesHumaines@international.gc.ca](mailto:CSDPDHHumanResources/RessourcesHumaines@international.gc.ca) prior to the closing date. Failure to do so will result in the application being rejected

#### **Important notes:**

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- Only applications submitted in one of the official languages of Canada will be accepted (English or French). Candidates are entitled to participate in the recruitment process in the official language of their choice and to indicate their preferred official language in their application.
- Communication for this process will be sent via email. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required.
- Candidates who apply to this selection process should include an email address that accepts email from unknown users (some email systems block this type of email).
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Embassy of Canada does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special accommodation for exams or interviews, please let us know in advance of these assessments.
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the Embassy of Canada in Tel Aviv which might arise in the 12 months following the completion of this recruitment process.
- If you have any questions at any stage of the process please send an email to [CSDPDHHumanResources/RessourcesHumaines@international.gc.ca](mailto:CSDPDHHumanResources/RessourcesHumaines@international.gc.ca)