



**NEW ZEALAND**  
FOREIGN AFFAIRS & TRADE

## **POSITION DESCRIPTION**

### **Position Title**

Driver / Team Administrator (locally-employed)

### **Reports To**

Administration Manager, New Zealand Embassy Warsaw

### **Group**

Europe, Middle East, Africa and Australia Group

### **Date Created/Updated**

July 2019

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### **About the Ministry**

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the Government's international priorities, and providing advice to the Government on its implications. By building connections and influence in other countries we act to promote and protect New Zealand's interests.

We seek to deliver value to New Zealand and New Zealanders, through:

- improved prosperity for New Zealand and our region
- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand's influence and standing in the world
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

Our values are:

### **Impact**

- We achieve for New Zealand, everyday, everywhere

### **Kotahitanga**

- We draw strength from our diversity

### **Courage**

- We do the right thing

### **Manaakitanga**

- We honour and respect others

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## **Diversity and Inclusion**

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

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## **About the Post**

The New Zealand Embassy Warsaw (the Post) represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with Poland and accreditations (Estonia, Georgia, Latvia, Lithuania and Ukraine) that enable the New Zealand Government to achieve more than it could alone.

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## **About the Position**

The Driver/Team Administrator is responsible for supporting the efficient and effective operation of the Post by providing driving services and general administrative support, including vehicle maintenance, messenger services and routine office tasks.

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## **Key Accountabilities**

This position has the following key accountabilities:

### **Driving duties**

- Regularly check the driving schedules and liaise with the Executive Assistant (and others if required) regarding the driving requirements for the post.
- Provide safe and punctual driving services to all passengers, including assisting with luggage etc., also outside of core working hours if required.
- Be familiar with the best routes to and from destinations, and be able and prepared to alter driving routes when traffic/weather conditions warrant.
- Undertake long-distance driving tasks in Poland and other accreditations, as required.
- Ensure vehicle running sheets are maintained for each vehicle used, per policy.
- Ensure availability via an office-provided cell phone at all times while on duty.

### **Vehicle maintenance**

- Maintain the post's vehicles to a high standard, ensuring they are clean and safe to drive at all times.
- Carry out regular maintenance checks on vehicles and submit maintenance log to Administration Manager at end of each month.
- Arrange for regular servicing of vehicles, if possible at a time that does not conflict with post needs.
- Ensure the vehicles have adequate fuel at all times.

- Prepare the cars for seasonal driving conditions (e.g. fitting of snow tyres, addition of antifreeze, etc.)
- Assist in the repair, purchase or sale of official vehicles.
- Assist with the registration and deregistration of official and Seconded Staff personal vehicles.
- Assist with the annual review of local vehicle insurance requirements.

### **Office Administration Support**

- Undertake general administration tasks including scanning documents for electronic filing, filing documentation, assisting with the mail process (e.g. sort incoming mail, prepare and despatch mail for postage) and other routine tasks as required.
- Undertake messenger and delivery services as required.
- Assist Team Administrator in preparation of VAT and Fuel Rebate claims as per requirements (incl. scanning invoices and supporting documents).
- Assist Team Administrator in managing the stationery stock and orders of office supplies, including kitchen supplies.
- Assist Team Administrator with annual property inspections, asset register and inventory checks.
- Provide assistance for visitors to the Embassy, e.g. escort contractors within the Embassy.
- Supervise contractors undertaking work in the Embassy, Official Residence and staff accommodation.
- Ensure mission first aid kits are kept stocked at all times.

### **Other duties**

- Assist with routine office maintenance matters (e.g. emptying of shredders, managing paper supply in printers, changing of printer toner and ink cartridges, etc.)
- Assist with arrangements for representation functions at the Embassy or Residence as required.
- Other duties as required.

### **Additional comments**

- The Driver/Administration Assistant should have a high standard of personal grooming and deportment.
- The job holder is expected to occasionally perform other duties that can reasonably be regarded as incidental to the position description and are reasonably within their experience and capabilities.
- The job holder may be required to carry out additional duties and after-hours duties.

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### **Qualifications, Skills, Knowledge & Experience**

You should have the following qualifications, skills and experience:

- Hold a current, clean driver's licence and be able to drive post vehicles safely in local conditions.
- Demonstrate minimum five years previous professional driving experience e.g. providing chauffeur services, driving for senior officials or dignitaries.

- Obtain a police clearance certificate.
- Good standard of written and spoken English, fluency in Polish.
- Good competence in Microsoft Office suite (Word, Excel, Outlook).
- Good knowledge and experience of basic car maintenance.
- Experience in an administration role and administration procedures.
- Well-developed organisational skills and the ability to prioritise tasks effectively and work under pressure.
- Strong customer focus, with the ability to communicate effectively in English and in Polish with a range of people.
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement.
- Demonstrated commitment to continuous improvement, including adaptability and openness to change.
- Ability to anticipate issues and problems and think of creative solutions.
- Able to maintain the highest standards of accuracy, discretion and tact.
- Acts in compliance with the Embassy's Code of Conduct, displaying personal integrity and an honest and ethical approach.
- Willing, inclusive and effective team member.
- High degree of familiarity with environs of Warsaw.

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## **Relationships**

The position is required to build and maintain the following relationships:

Internal (within Embassy)

- Ambassador
- Administration Manager
- Team Administrator
- Other embassy staff

External (outside Embassy)

- Visitors from the New Zealand Government (e.g. Ministers), Ministry of Foreign Affairs and Trade, and other departments and agencies in New Zealand
- Embassy service providers (contractors, property and facilities management providers, vehicle service providers)
- Staff from other missions, including drivers
- Members of the public

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## **Delegations**

The position has no delegated authority. Any commitment of Embassy funds needs to be pre-approved by the Administration Manager, the Deputy Head of Mission or the Ambassador.