



Ard-Chonsalacht na hÉireann Consulate General of Ireland

Recruitment of Senior Attaché, Consulate General of Ireland – Atlanta

The Consulate General of Ireland in Atlanta represents Ireland in the Southeast of the United States. We work in support of our people, our prosperity, our values, our influence and our place in Europe. The Consulate is now recruiting an Atlanta-based Senior Attaché. The successful candidate will require exceptional presentation, management, networking and analytical skills. She or he will have the drive, flexibility and interpersonal skills needed to deliver as part of a small and dynamic team and will report directly to the Consul General.

Position details

Start date:	Immediate
Location:	Consulate General of Ireland, Buckhead, Atlanta
Contract duration:	Initial twelve-month temporary contract
Working hours:	40 hours per week
Conditions:	Subject to U.S. employment and taxation law
Annual Leave:	Minimum of 20 days per annum, plus public holidays
Closing Date:	Saturday, April 8 th at 12.00 noon (EST)

Role

- Assist Consul General with management of Consulate team and output
- Communicate opportunities in Ireland in person and in writing
- Report and brief on commercial, economic, political and other topics
- Build network and identify economic development opportunities for mission
- Arrange and support high-level inward and outward visits
- Manage promotional, cultural and consular projects
- Deliver consular services to Irish Citizens
- Provide cover for Consulate team members during leave or travel
- Support the activities of the Consulate as required

Minimum requirements

- Permanent legal right to reside and work in the USA (for US Citizens – US passport, US birth certificate or US naturalization; for Permanent Residents - Green Card).
- University degree and four years of relevant experience.

How to apply

Candidates should submit a CV of not more than two pages and a covering letter of not more than 500 words by email to [Recruitment\[.\]ireat\[.\]dfa\[.\]ie](mailto:Recruitment@ireat[.]dfa[.]ie) by 12.00 noon (EST) on Saturday April 8th. Sending photographs, certificates or any other large files will disqualify. A very small number of candidates will be shortlisted for interview. We will not be able to provide individual feedback.

Data protection policy

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

The Consul General of Ireland
Suite 260, Monarch Plaza
3414 Peachtree Road, NE
Atlanta, GA 30326

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts. Further information on data protection policy may be found at:
<https://www.dfa.ie/about-us/compliance/compliance-and-customer-services/>