

Job Vacancy at the Consulate General of Ireland, San Francisco: Clerk Secretary (Consular Assistant)

The Consulate General of Ireland in San Francisco works to promote and protect Irish interests in the Western United States, whether it is working with the Irish community, promoting Irish economic interests, supporting the strong partnership between Ireland and the states of the Western US, or helping Irish citizens in difficulty. The Consulate also provides a range of key consular services: processing passport and visa applications; authenticating documents; providing information on travelling to, living and working in Ireland, and much more.

The Consulate General is currently recruiting for the position of Clerk Secretary (Consular Assistant) to join our busy team on a 12 month contract. The role involves providing assistance to Irish citizens in difficulty and their families, working with local welfare and emergency partners, and emergency response planning. The successful candidate should work well under pressure, be able to absorb large volumes of information, and display solid event planning and event management skills.

The successful candidate may be called upon to support passport and visa officers with the processing of consular services, answer queries relating to Ireland from the general public, assist diplomatic staff with event planning and logistics, and execute other administrative tasks as required.

This is a whole-time position, 40 hours per week, with office hours from 8:30am to 4:30pm, Monday to Friday. The gross salary for this role is \$865.42 per week along with an entitlement to 20 days annual leave, plus public holidays. The successful applicant will work alongside all other local employees of the Consulate, and will report directly to the Consul General.

Previous office experience, a familiarity with Ireland, strong written and verbal communication skills, and a demonstrable work ethic are preferred.

If you wish to apply for this position, please submit your resume (2 pages maximum), a cover letter, and 2 nominated references by email to sanfrancongen@dfa.ie or by post to 100 Pine Street, Suite 3350, San Francisco, CA 94111, before **midnight on Sunday, 4 March 2018**. Applications received after this time will not be considered.

All applicants must have a permanent legal right to reside and work in the USA (US passport / US birth certificate / US naturalization / valid Green Card). As a US citizen/resident, you are personally subject to US social security and self-employment taxes while employed at Consulate General of Ireland, San Francisco.

By submitting information electronically, parties accept that data may not be fully secure. 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.