



Permanent Mission of Ireland to the OSCE

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Vacancy Notice

Graduate Policy Officer at Permanent Mission of Ireland to the OSCE

The Permanent Mission of Ireland to the OSCE is inviting applications from suitably qualified candidates who wish to be considered for appointment as temporary whole-time Graduate Policy Officer.

The contract will be on the basis of a 12 month temporary contract with no right of permanency. Candidates should be available to assume their position from Monday 16 July 2018.

Tasks and Responsibilities

Acting as an integral part of the Permanent Mission of Ireland to the OSCE, the Graduate Policy Officer will primarily provide support to diplomatic staff in the areas under their responsibility.

Tasks and responsibilities will include but are not confined to servicing of meetings, drafting of texts, the performance of administrative tasks and research and information retrieval.

Basic Requirements

- National of an EU Member State
- Proficiency in the English language to mother tongue level
- Working knowledge of a second language of the OSCE
- Honours primary degree in relevant discipline such as international relations, law, economics or politics
- Minimum of six months relevant work experience
- Familiarity with Microsoft Office applications
- High level of written and oral communication skills
- Effective team player with ability to operate effectively in an international work environment

- High level of analytical skills and attention to detail
- Good organisational and time-management skills
- High degree of flexibility

In addition, candidates are expected to have a good knowledge of relevant Irish policy issues and the work and structures of the EU, the UN and the OSCE.

Applicants who do not meet all basic requirements will not be considered

Salary and Conditions

The monthly salary will be €2,649.44 cent gross, paid in accordance with Austrian practice (incl. payment of 13th and 14th month salaries on a pro rata basis) and will be subject to Austrian tax and social security deductions.

This is a locally engaged position and successful candidates are responsible for their own accommodation.

Successful candidates will be entitled to 25 days annual leave calculated on a pro rata basis according to the length of contract.

Employees are required to work a 40 hour week and should be prepared to show flexibility in work patterns to accommodate OSCE meetings and events. From time to time attachés may be required to attend meetings outside Vienna.

Successful candidates will initially serve a three month probationary period.

The Permanent Mission of Ireland to the OSCE is an equal opportunities employer.

Application Process

Please submit a full C.V., which should include the names and contact details of two referees, together with a photo and a letter in English, in which you highlight why you are applying and why you think you are suitable for the position to:

Ms Isabella Neri

Permanent Mission of Ireland to the OSCE

Ireland-osce@dfa.ie

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

<https://www.dfa.ie/about-us/compliance/compliance-and-customer-services/>

Applications must be submitted by **17:00 CET on Thursday 6 May, 2018**. Shortlisted candidates will be invited for interview in Vienna or by video conference from Dublin or another Irish diplomatic mission. Please note that travel expenses will not be paid.

The Permanent Mission of Ireland to the OSCE is an equal opportunities employer. Canvassing will automatically disqualify.

Francis X. O'Donoghue
Deputy Head of Mission,
Permanent Mission of Ireland to the OSCE

Thursday 18 April, 2018