



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Graduate Policy Officer – Human Rights Permanent Mission of Ireland to the OSCE, Vienna

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this through our Mission Network abroad and at Headquarters under the political direction of the Minister for Foreign Affairs

The Permanent Mission of Ireland to the OSCE, Vienna is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Policy Officer position.

Roles and Responsibilities:

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Research and information retrieval;
- Report writing and drafting of briefing material;
- Preparation of meetings and agendas including arranging speakers;
- Coordination on policy issues with interlocutors in other delegations, the OSCE Secretariat, NGOs and international organisations;
- Servicing meetings and acting as rapporteur;
- Grant management;
- Contributing as part of the wider mission team to administration and other work as required;
- Social media outreach;
- In addition to the above, the Graduate Policy Officer – Human Rights may be required to carry out other functions subject to the business needs of the mission including periodic out of hours work

Essential Requirements

Candidates must have:

- A university degree preferably in disciplines such as International Human Rights, International Relations, Politics;
- A good knowledge of International Affairs and International Human Rights and a strong understanding of the role of the Department of Foreign Affairs;
- At least one year's relevant professional experience;
- Excellent written and spoken English;
- Excellent interpersonal and communication skills and the ability to quickly distil and synthesise complex information in writing;
- The ability to work well as part of a team;
- Evidence of flexibility, efficiency and effectiveness showing strong **organizational skills**, attention to detail, ability to work under pressure and to manage multiple tasks;
- Flexibility, initiative, good judgement and the ability to manage and deliver results within tight deadlines;
- Computer literacy, information management skills and knowledge of social media
- ***All applicants must have a permanent legal right to reside and work in Austria prior to recruitment.***

Desirable Skills and Experience:

- A good knowledge of German would be an advantage;
- Additional post graduate qualifications in relevant disciplines will be considered an advantage.

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at The Permanent Mission of Ireland to the OSCE, Vienna
- Monday to Friday, 40 hours per week, with standard office hours from 9am to 5pm
- Annual Leave entitlement 25 days per annum.
- The salary for the position is €41.284.17 per annum, paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

How to apply

The Job Description and Application Form for this position are available on our website

<https://www.dfa.ie/osce/>

Completed application forms should be sent via e-mail only to Recruitment.vienna@dfa.ie, with the subject line **Policy Officer Vacancy**.

Applications must be received before 16:30 hrs. (Local time) on 8 December

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential Requirements above.
- It is planned that interviews will be held by video-conference before the end of December 2022.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates;

General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.

Security Clearance for Local Staff

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Permanent Mission of Ireland to the OSCE is committed to a policy of Equal Opportunity.