

The Department of Foreign Affairs and Trade intend to hold a competition for the purpose of recommending a person(s) for appointment to the position(s) of:

COMMERCIAL ATTACHÉ AT EMBASSY OF IRELAND BUENOS AIRES

The Department of Foreign Affairs is an equal opportunities employer.

The Department will run this campaign in compliance with the codes of practice prepared by the new Commissioners for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on

<http://www.cpsa.ie/en/>

COMMERCIAL ATTACHÉ

Embassy of Ireland, Buenos Aires

Title of Position: Commercial Attaché

Department: Department of Foreign Affairs & Trade

Location: Embassy of Ireland, Buenos Aires

A competition will be held for the post of Commercial Attaché at the Embassy of Ireland in Buenos Aires. This competition will be an external competition for a full time position based at the Embassy of Ireland in Buenos Aires and is for a one year contract in the first instance.

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Job Description:

The Embassy of Ireland manages all aspects of Ireland's relationship with Argentina, Chile, Uruguay, Bolivia and Paraguay. The promotion of commercial and economic ties between the Southern Cone countries and Ireland is integral to the work of the Embassy.

The Embassy wishes to recruit a commercial officer to support the Embassy's commercial work. The position requires a deep knowledge of the local economy and commercial landscape in Argentina in particular and in Chile, a high degree of professionalism, third

level education, good oral and written communication, good organisational skills, and the ability to be flexible as demands and priorities change.

The target recruit will be a self-starter, with demonstrable business and commercial acumen, *fluent in Spanish and English* with the capability to work within the Embassy framework and to achieve specific measurable results.

Tasks and Responsibilities

The post of Commercial Attaché will work closely with the diplomatic staff of the Embassy on all aspects of the Embassy's trade promotion and commercial work.

Duties

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

- Acting as first point of contact for Irish companies contacting the Embassy for trade related assistance, working in collaboration with the Embassy local team and other Departments and State agencies;
- Build relationships with key clients who are seeking to develop commercial opportunities for Irish companies;
- Develop commercial opportunities through provision of in-market support and the identification of strategic in-market partners. Assist and support clients to turn opportunities into real commercial opportunity for Irish companies;
- Identify new business development opportunities for priority clients, and advise clients on how they can best position themselves to win these sales and contracts in the region;
- Ensure that the commercial advice provided by the Embassy is up-to-date and useful, that the commercial content on the website and in other channels is regularly updated
- Develop expertise in key sectors of the market

- Prepare material on trade developments as requested by the Deputy Head of Mission;
- Support the Deputy Head of Mission in developing annual Business Plans, risk profiles and reports;
- When required, represent the Mission at meetings with stakeholders of relevance to the commercial work of the Embassy;
- Facilitate in-country visits of Irish business or public sector contacts.

Skills

To be eligible the following qualifications and competencies are required:

- Degree in a discipline of relevance to the role of Commercial Attaché (Level 8);
- Fluency in English and Spanish;
- Minimum of three years relevant work experience;
- Strong knowledge of the local economy and commercial landscape;
- The legal right to work in Argentina;
- High degree of integrity and trust;
- Effective communication, networking and reporting skills (including understanding, reporting and communicating complex information);
- Good representational, networking and influencing skills;
- Results orientation and “can-do” attitude; good organisational skills, with ability to influence and rapidly build credibility with clients and buyers;
- Excellent interpersonal and communication skills with good presentation skills.

In addition to the essential criteria above, the following criteria are desirable:

- Knowledge of the Irish economy;
- Office administration experience;
- Database management skills;
- Experience of trade promotion work; and
- Experience working in an International Organisation, Diplomatic Mission or other International Environment.

Principal Conditions of Service

The successful candidate will be based in the Embassy of Ireland, Buenos Aires. Though Buenos-Aires based, s/he will be required to undertake in-country travel within Argentina and Chile and possibly also international travel in the region or to Ireland.

1.- Governing Law.

The labour relationship will be subject to the local labour legislation, which incorporates the Labour Contract Law – hereinafter, LCL-, the Colective Labour Agreement, applicable to the respective activity, and other protective regulations under the local Labour Law.

2. Remuneration .

Remuneration is established at AR\$ 30,000 (basic) from the beginning of the recruitment. Any variations to the remuneration amounts will be subject to the salary variations set out for the activity, and the pay raises defined by “The Embassy”, based on criteria aiming at safeguarding the salary integrity, as guaranteed by the local Constitution. Payment of salaries will be made on a monthly basis by electronic transfer to the salary bank account, envisaged by section 124 of the LCL and Act 26,590.

Express note is made hereunder that you are subject to the provisions which regulate access to a retirement plan, under the framework of local regulations (Act 24,241 and amending clauses), which expressly excludes you from the Non-contributory Pension Scheme for Non-Established State Employees. Neither do any of the above benefits extend to spouses and children.

3. Tenure and nature of employment

This is a temporary full-time position of one year duration, based on specific requirements which are further detailed below. Employment will begin on the X and terminate on X. The position is regulated by Articles 93, 94 and 95 of the Labour Contract Law. There may be the option to extend the contract for second and third year by mutual agreement. As per section 92 bis of LCL, the first three months of your employment will be on a trial basis, and your performance will be under continuous evaluation.

During the trial period, the relationship may be brought to an end without reason, by initiative of any of the parties. In such event, there will be no right for any compensation whatsoever, and the termination of the relationship must, as an unavoidable requirement, be notified in writing with a 15-day notice.

4. Full-Time Employment.

The job will be full-time and, from the moment of the appointment, should you perform or commit yourself to any external job which might interfere with the performance of your tasks, it will be considered as a breach of the terms and conditions of this contract. Consequently, your performance at the job must be permanent, regular and exclusive.

5. Description of Tasks.

Your duties will include those listed in the job description received with your contract and updated from time to time in your role profile. As this is a new and temporary position, the successful candidate is required to be both innovative with regard to creating a role profile, and flexible with regard to the demands of the job.

As a Commercial Attaché you are not a member of the technical and administrative staff of the Mission.

6. Supervision of tasks.

Over the period in which you are doing your job, your performance will be appraised by your supervisor, who will determine, based on the principles governing the performance of labour relationships under the local law (sections 62, 63, 84, 85, 86 and matching sections of the LCL), whether:

- (1) You have performed the assigned tasks satisfactorily;
- (2) Your general behaviour has been satisfactory.

7. Termination of the Contract.

Should any of the parties wish to terminate the contract within one year, they must do it by observing the rules governing the notice terms. In this sense, in the case of resignation, the employee must give a fifteen (15) day notice, whereas in the case of dismissal by the employer outside of the trial period hypothesis, the notice will be of one (1) month.

In the case of inappropriate behavior, amounting to occupational offense, which would render the continuance of the relationship impossible, the working relationship will be immediately terminated by the Minister of Foreign Affairs and Trade of Ireland without a previous notice, and the cause will be effectively notified, in accordance with the local law requirement. Should this be the case, no remuneration will be paid, and compensation to the employee will be limited to the termination pay, corresponding to tasks performed and to the submission of the certifications required by section 80 of the LCL.

This contract is supplemented by: (i) Procedures related with harassment, sexual harassment and bullying (Circular AO 01/2005), (ii) Procedures related to offenses at the workplace

(Circular AO 02/2005), and (iii) Disciplinary Code for personnel (Circular AO 03/2005), which (with amending clauses that might be added eventually) are added to this contract for reference.

The above mentioned procedures, as published on the date of this contract, are an Annex thereto, and you must receive a full copy of said circulars at the time of signing the labour contract.

8. Confidentiality.

The labour relationship will be subject to the confidentiality principle, in accordance with that established by section 85 of the LCL. In its merits, any information received or revealed to you during the performance of your job at the Embassy will be considered *confidential*. Should the Minister require so, you hereby agree to submit any kind of documentation in your name, which in the Minister's opinion was reasonably necessary to ensure confidentiality (including any documentation required by the provisions of the Official Secrets Act of 1963). Disclosure of any such information to third parties will be considered a violation of the elementary duty of loyalty consecrated in this clause, and a serious contractual breach and cause for immediate dismissal. In the case of natural termination of your contract, or should stop working for the Embassy, you will continue to be under the obligation of respecting the confidentiality/secretcy rule regarding the information received during the performance of your duties. In other respects, by signing this contract, you are committing yourself to complying with every and all security requirements set by the Embassy.

9. Annual Leave.

The annual holidays leave will be 20 days.

10. Working Hours.

The hours of attendance may be prescribed from time to time. At present, normal working hours are from 9am-5pm Mondays-Friday inclusive, with a lunch break from 1-2pm

11. Medical Report.

Your appointment will be subject to reception of a satisfactory medical report about the state of your health, or pre-occupational examination required by local law, within a week from the date of signing this contract.

12. Tax Obligations.

By accepting this job at this Embassy, you must know that said job does not affect in any way your tax obligations of any kind that you might hold with the Argentinean authorities.

13. Specific Terms and Conditions.

The provisions detailed on the various terms and conditions, such as the leave of absence (including maternity leave, adoption leave, sick leave and precaution leave), which might be of interest to you are the ones contemplated under the local legislation and, in your case, the agreement between parties, and they are available to you with a previous request to your employer.

If you are willing to accept the appointment as Secretary under the above specified terms, please fill in and send the acceptance form to the signatory hereto.

How to Apply

Interested candidates should apply via email, to [buenosairesembassy\[at\]dfa\[dot\]ie](mailto:buenosairesembassy[at]dfa[dot]ie) for the attention of Mr. Dermot Fitzpatrick. By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to: Embassy of Ireland, Edificio Bluesky, 6th Floor, Avenida del Libertador 1068, Recoleta, Buenos Aires

- 1. A current resume or curriculum vitae (In English - 2 pages maximum) that provides;**
 - **Details of Third Level/University degree(s) or diploma(s) and details of subjects studies and grades earned;**
 - **Names and contact details for three referees (Please note: we will not contact your referees without your prior permission)**

- 2. A type-written and signed application letter (In English - 2 pages maximum) specifically applying for this position and addressing the essential requirements as advertised.**

- 3. Supporting documentation in the form of original documents will be required from short-listed applicants, including:**
 - **Passport (for Argentine citizens) or proof of your legal right to work in Argentina (non-Argentine citizens)**
 - **References from former employers; and**
 - **Original Third Level/University Degree certificates.**

Only electronic applications sent via email will be accepted. Application emails should include the subject – “..... Commercial Attaché Applicant [*insert name*] 2016”. Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB.

Please submit attachments in PDF and Word formats, not pictures or other formats.

Only applications fully submitted online will be accepted into the campaign.

Candidates should make themselves available at the time and date(s) specified by the Embassy of Ireland and should make sure that the contact details specified on the application form are correct. Costs associated with attendance at interview will be borne by the candidate.

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application;
- presentation or other exercises;
- one or more competitive interview; and
- Any other tests or exercises that may be deemed appropriate.

Confidentiality

Applications will be treated in strict confidence.

Candidates' Rights - Review Procedures in relation to the Selection Process

The Embassy of Ireland will consider requests for review in accordance with the provisions of the codes of practice published by the Commissioners for Public Service Appointments (CPSA) and referred to in the cover sheet at the front of this booklet. Requests for review must be received within 10 working days of the notification of the decision. Where the decision relates to an interim stage of the selection process, the request must be received within 3 working days. Any further requests for review must be referred to the Decision Arbitrator within 7 working days of the notification of the outcome of the review. The outcome of the investigation must be notified to the candidate in the form of a written report within 10 working days.

Where a candidate believes that an aspect of the process breached the CPSA's Code of Practice, he/she can have it investigated under Section 8 of the code of practice.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not impersonate a candidate at any stage of the process.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

where he/she has not been appointed to a post, he/she will be disqualified as a candidate;
and

- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;

And if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Embassy of Ireland, or who do not, when requested, furnish such evidence as the Embassy of Ireland requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Data Protection Acts, 1988 and 2003

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: **The Data Protection Co-Ordinator, Department of Foreign Affairs & Trade, 80 St. Stephens Green Dublin 2,** ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the 'Accounting Officer, CSSO'. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.