

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 IN BRASÍLIA

Closing Date: Midnight, Tuesday, 22 November 2016

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, Brasília

Title of Position: Commercial Attaché

Department: Department of Foreign Affairs & Trade

Location: Embassy of Ireland, Brasília

A competition will be held for the post of Commercial Attaché at the Embassy of Ireland in Brasília. This competition will be an external competition for a full time position based at the Embassy of Ireland in Brasília. The appointment will be for a one-year period. The successful candidate will be offered an appointment with the agency providing employee services to the Embassy, and deployed for duty at the Embassy. The successful candidate will be employed by an agency and allocated for duty at the Embassy of Ireland.

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 Brazil. The promotion of commercial and economic ties between Brazil and Ireland, particularly Irish businesses operating in Brazil, is integral to the work of the Embassy.

The Embassy is recruiting a Commercial Attaché who will report to the Deputy Head of Mission responsible for trade and economic promotion. This is a new role and the successful candidate will be offered a one-year contract of employment, subject to an initial probationary period. The key objective for the role of the Commercial attaché will be to promote the marketing of the English Language Market (ELT) sector in Ireland by engaging in brand promotion, gathering market intelligence and engaging with on Brazilian alumni who have studied in Ireland.

The target recruit will be a self-starter, with demonstrable business and commercial acumen, excellent written and oral English and Portuguese communication skills, the

capability to work within the existing Embassy framework and to achieve specific measurable results.

Tasks and Responsibilities

The Commercial Attaché will work closely with the diplomatic staff of the Embassy in Brasília, the Consulate General in São Paulo and local agents of Education in Ireland and Enterprise Ireland on all aspects of ELT work.

Duties

Flexibility will be required to undertake tasks across a range of duties according to the needs of the Embassy, but will include the following:

English Language (ELT) Market Intelligence

- Keep informed of all Irish government policy changes that are relevant to Brazilian students wishing to study in Ireland. e.g. student immigration reforms
- Monitor changes in the Irish and Brazilian system that may impact student traffic to Ireland; scholarships at both national and regional level, visa issues, competitor initiatives, qualifications recognition, policy advances, relevant points of contact.
- Submit quarterly intelligence reports to Irish Embassy in Brasília, and to Tourism Ireland, sharing same with Irish Consulate General in São Paulo, and Education in Ireland.

ELT Brand Promotion

- Support diplomatic staff (particularly the Deputy Heads of Mission in Brasília and São Paulo) in their attendance at and participation in student recruitment fairs and presentations to students and agents.
- As required, participation in fairs and presenting to students/agents. When appropriate, this can be delivered jointly with Education in Ireland, who will cover the Higher Education aspect of student marketing.
- Draft responses to students' queries, in a timely manner, with up-to-date information.
- Develop content for Embassy and Consulate General twitter accounts and websites, e.g. developing information on scholarships, student supports etc. As appropriate, work with Embassy, Consulate General, Brand Manager Education in Ireland and local providers with marketing campaigns.

Alumni

- Support Embassy and Consulate General engagement to engage with Brazilian alumni who have studied in Ireland
- Develop database of alumni
- Explore development of alumni social media presence to continue alumni engagement
- Support Embassy and Consulate General in organising alumni events.

Skills

To be eligible the following qualifications and competencies are required:

- Eligible to work in Brazil
- A third level qualification.
- Excellent written and oral English and Portuguese communication skills.
- Experience of working in the Brazilian education sector and profound knowledge of the area.
- Outgoing personality, with experience of presenting to large groups. Ability to develop rapport with students and young people
- Excellent organisational skills
- Ability to establish relationships with other agencies
- High level of discretion, commitment, reliability, and attention to detail.
- Personable and willing to work independently as well as within a close-knit team, flexible with regard to working hours and able to handle pressure.
- High level of proficiency in Microsoft Office, specifically Outlook, Word, Excel, PowerPoint.

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

- Experience of living/working in Ireland or abroad
- Experience in mobilising alumni or other networks
- Experience of engaging with Brazilian education agencies
- 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, Brasília. Though Brasília based, the attaché will be required to undertake in-country travel within Brazil and possibly international travel in the region or to Ireland. Independent means of transport, within Brasília, is required.

Remuneration

The gross monthly salary shall be R\$4000 to be paid in arrears by the end of each month.

Brazilian legal obligations on tax, social welfare, pension, medical etc. are fully applicable. The Embassy's employment agency will arrange the appropriate payments and deductions in compliance with local law.

The position is temporary, endows no permanent employment status at the Embassy of Ireland and attracts no pension entitlements from the Embassy or the Irish authorities.

Duration

The position is for a one-year period. A 90 day probationary period will apply. The attaché will be required to undergo regular performance assessment, conducted by the Deputy Head of Mission as line manager. The contract of employment will be subject to the laws of Brazil, and no waiver of the Embassy's diplomatic immunities or privileges is expressed or implied by this.

Tenure

The successful candidate will be employed by a recruitment agency and assigned for work at the Embassy of Ireland for the purposes outlined above. The continuance of employment is contingent, inter alia, on the needs and requirements of the Irish Embassy in Brasília. This is without prejudice to rights under Brazilian law. Changes to the business plan of the Embassy may lead to a review of the position of the attaché.

The appointment carries no entitlement to established status in the Irish Civil Service, nor to a contract of infinite duration. As regards the Irish Civil Service, the appointment is categorised as a "temporary un-established position".

During the first 90 days of employment in the post, the successful candidate will be on probation and performance subject to ongoing review. The appointment may be terminated without notice at any time during the probationary period if services are deemed unsatisfactory from the point of view of conduct and performance.

Whole-time Employment

The position is whole-time and, upon appointment thereto, it will be a breach of the terms and conditions of your employment if the attaché engages in or become connected with any supplementary business which would interfere with the performance of your official duties. Candidates are required to declare any other employment, interests or potential sources of a conflict of interest or sources of reputational damage.

Description of Duties

Your duties will include those listed in the job description received with the contract of employment and updated from time to time in the role profile. Flexibility regarding tasking, based upon the requirements of the Mission will be required and tasks will be clearly instructed by the Deputy Head of Mission, Head of Mission and/or other diplomatic officers.

As a Commercial Attaché, the successful candidate is not considered a member of the technical and administrative staff of the Mission.

Performance review

Monitoring and performance assessment, at quarterly intervals, with an emphasis on delivering commercial added-value, will be assessed against metrics, will capture elements such as (i) activity reporting, including logging of all contacts etc. (ii) measurable outcomes (iii) survey of interlocutors.

During your period of appointment, your performance will be subject to review by your supervisor(s) to determine whether you:

- I. have performed the duties assigned to you in a satisfactory manner,
- II. have been satisfactory in general conduct, and

Termination of Contract of Employment

A minimum of one month's written notice must be given by either side seeking to terminate the contract of employment outside of the probationary period. In such circumstances should the attaché be found guilty of serious misconduct inconsistent with the fulfilment of the expressed or implied conditions of the contract of employment (or such other grounds for summary dismissal as specified in local labour law) the attaché's appointment may be terminated by the Embassy immediately and without notice. In the event of the appointment being terminated under the terms of this section, no remuneration, severance or compensation will be payable other than that applicable to work previously carried out.

Circulars

The contract of employment is supplemented by: (i) Procedures relating to Harassment, Sexual Harassment and Bullying (AO Circular 01/2005); (ii) Procedures relating to Grievances in the Workplace (AO Circular 02/2005); and (iii) a Disciplinary Code for Staff (AO Circular 03/2005), of the Irish Civil Service each of which (as may be amended from time to time) are incorporated by reference into this Agreement. You shall receive full copies of these circulars at the time of signing the contract of employment.

Confidentiality

All information which comes to the attention of the Commercial Attaché or which is disclosed to the officer in the course of work at the Embassy is to be regarded as confidential. If so required, the attaché hereby agrees to execute on their own behalf any documentation reasonably deemed necessary to ensure confidentiality (including any documentation necessitated by the provisions of the Official Secrets Act, 1963 of the Irish Civil Service). The disclosure of such information to a third party will be cause for immediate dismissal, in accordance with the Disciplinary Code for Staff.

In the event of the termination of the contract or when the attaché leaves the Embassy, the officer will remain bound to respect the confidentiality/secretcy regulations in regard to any information obtained in the course of official duties. By executing the contract as Commercial attaché, the officer agrees to comply with any and all security requirements at the Embassy

Annual Leave

The Commercial Attaché is entitled to paid annual leave, as per Brazilian labour law. Leave must be taken during the period in which it is earned and may not be carried forward. No payment will be made in lieu of leave days.

In addition to annual leave the attaché is entitled to leave for days designated as official holidays by the Embassy. The Embassy reserves the right to ask the officer to work on a Brazilian and/or Irish Public Holiday. On such occasions as the attaché may be required to work on a Brazilian and/ or Irish Public Holiday, an entitlement to time off in lieu shall arise. All leave should be approved in advance by the Line Manager.

Hours of Attendance

At present, the working hours are established with a base of 44 hours per week. The hours of attendance may be prescribed as required by the Embassy.

Unauthorised absences will be considered grounds for disciplinary action. Punctuality is expected and is compulsory at all times.

Sick Leave

Sick leave will be granted in line with Brazilian legislation.

Medical Report

The appointment is subject to the receipt within one week of a request of a satisfactory medical report on the state of the applicant's health from a doctor or clinic approved by the Embassy in advance.

Fiscal Obligations

On accepting the position, the successful applicant should understand that this role does not affect in any way alter the fiscal or other obligations the attaché may have towards the Brazilian authorities.

COMPETITION PROCESS

How to Apply

Interested applicants for this position **must submit** the following, via email only, to [brasiliaembassy\[at\]dfa\[dot\]ie](mailto:brasiliaembassy[at]dfa[dot]ie) by close of business on midnight, Tuesday 22nd November -

- a CV, in English, (maximum 2 pages) setting out the relevant qualifications and experience;
- the names and full contact details of 3 referees* who can testify to the character and the experience/qualifications of the applicant;
- a typed personal statement, in English, (maximum 700 words) setting out the applicant's suitability for the job

Only applications received on or before the deadline will be considered. Incomplete applications will not be considered. The Embassy will acknowledge receipt of application by return of email.

Candidates will be shortlisted based on the criteria for the position as set out above.

Only candidates who have been shortlisted and who have been successful in the written exercise will be called to interview. Interviews will be conducted in English and in Portuguese.

The interviews for these posts are to be held at a date to be advised in early December 2016 at the Embassy of Ireland in Brasília.

** Letters of recommendation or references should not be submitted in any circumstances. Any attempt to canvass on behalf of an applicant will disqualify them from consideration from the post. The Embassy will only contact referees if a candidate has been shortlisted for interview. At this point in the process, the candidate will be deemed to have given their consent to contact their nominated referees.*

Selection Methods

The selection may include:

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

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- 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, available and capable to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates' Obligations

Candidates must not:

- knowingly or recklessly provide false information
- canvass with or without inducements
- interfere with or compromise the process in any way
- impersonation will not be tolerated

In addition, in the event a candidate is found guilty of an offence during the recruitment process, then:

- where the candidate has not been appointed to a post, they will be disqualified as a candidate; and
- where the candidate has been appointed subsequent to the recruitment process in question, they shall forfeit that appointment.

Deeming of candidature to be withdrawn

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

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, the candidate may request an investigation under Section 8 of the code of practice.

Confidentiality

As per the provisions of the Irish legislation, the Data Protection Act 1988 and 2003 and the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

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.

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

Embaixada da Irlanda
SHIS QL 12 conjunto 05 casa 09
Lago Sul
Brasília - DF
CEP 71630-255
Brazil

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 Irish legislation in the Irish Data Protection Acts.

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