



**An Roinn Gnóthaí  
Eachtracha agus Trádála**  
Department of  
Foreign Affairs and Trade

### **Administrative Assistant Embassy of Ireland Ottawa**

The Embassy of Ireland in Ottawa is responsible for representing and promoting Ireland's interests in Canada, as well as working to develop bilateral relations between Ireland and Canada. The Embassy is headed by the Ambassador of Ireland, supported by a team of diplomatic staff and a team of locally-engaged colleagues.

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

Applications are invited for an Administrative Assistant position at the Embassy of Ireland Ottawa.

#### **Administrative Assistant- Roles and Responsibilities:**

The Administrative Assistant(s) will be required to support the diplomatic staff of the Embassy in their work, through processing passport and visa applications, working on the Embassy Accounts, processing Working Holiday Visas, and other administrative duties as required (an indicative and non-exhaustive list of duties is set out below).

The successful candidate(s) will require excellent analytical ability and attention to detail, strong organisational skills, and the capacity to process high volumes of passport applications, visa applications or accounts vouchers and receipts to tight deadlines. Applicants should have strong ICT skills, with an ability to learn new systems quickly. The successful candidate(s) will have excellent oral and written communications skills.

As members of the Embassy team, they will also assist in the general duties of the Embassy as required, such as assisting with the organisation of large-scale events around the St. Patrick's Day period, and associated duties relating to inward high-level visits.

The successful candidate(s) must therefore be a self-starter and a highly motivated, energetic and enthusiastic individual, willing to take the initiative, under the direction of the Ambassador and diplomatic staff of the Embassy.

**The precise range of duties will vary over time according to the exigencies of the needs of the Embassy but, depending on the particular office the successful candidate(s) is assigned to, may include the following:**

- Processing incoming passport applications.
- Timely dispatch of passports to customers.
- Ensuring provisions of high quality customer service to applicants, in liaison with colleagues at the Embassy and Headquarters in Ireland.
- Assisting in the planning and organization of Embassy events and initiatives, for example, bilateral cultural initiatives and promotional events.

- Processing incoming visa applications
- Timely dispatch of visas to applicants
- Using the SUN system to log all financial transactions in and out of the Embassy
- Balancing the accounts at the end of each month
- Ensuring all bills are paid in a timely manner
- Maintaining the Embassy budget, and ensuring that each subhead is monitored closely to avoid any overspending
- Preparation of routine payments for processing by the Office Manager
- Keeping records of all payments on the Embassy account and credit card
- Travel support including booking flights / accommodation and processing advances for local and posted staff (other than the Head of Mission)
- General administration duties such as stock taking and minor procurement
- Processing Working Holiday Visa applications as part of the International Experience Canada Programme
- Ensuring provisions of high quality customer service to citizens and other interlocutors, in liaison with colleagues at the Embassy and Headquarters in Ireland
- Assisting in the planning and organization of Embassy events and initiatives, for example, bilateral cultural initiatives and promotional events
- Front of office duties to include dealing with visitors to the office and dealing with calls by telephone and email queries
- Provision of information on Ireland
- Other tasks from time to time as assigned by Head of Mission or other Diplomatic officers at the Mission.

**Candidate profile:**

To be eligible the following qualifications and competencies are required:

- Fluency in English
- Minimum of three years relevant work experience
- The legal right to work in Canada. All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring
- Experience of administration and financial management
- Effective teamwork and communication skills (including ability to manage team and mediate problems)
- Strong IT skills (Microsoft Office i.e. Excel, Word etc.)

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

- Degree in a discipline of relevance to the role of Administrative Assistant or relevant job experience in similar roles
- Knowledge of the French language
- Experience working in an International Organisation, Diplomatic Mission or other International Environment

Further details regarding this position is available on the website [www.dfa.ie/canada](http://www.dfa.ie/canada), or by emailing [Laura.Finlay@dfa.ie](mailto:Laura.Finlay@dfa.ie)

**How to Apply:**

Interested persons are required to send a letter of application, together with the completed application form and at least two work references, to [Laura.Finlay@dfa.ie](mailto:Laura.Finlay@dfa.ie) **before 18:00 (Ottawa Time) on 5<sup>th</sup> July 2019**. Please identify your email clearly in the subject heading with “application for the post of Administrative Assistant”.

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

Embassy of Ireland  
Suite 1105, 130 Albert St  
Ottawa, ON  
K1P 5G4

**Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the candidate profile above.

**Data Protection:**

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

**Security Clearance for Local Staff**

Police vetting 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 Embassy of Ireland Ottawa is committed to a policy of Equal Opportunity.***