



**Vacancy – Visa Assistant – Irish Visa Office:**

This vacancy is for a locally engaged position in the Irish Visa Office. The position on offer is a full time post. The work requires supporting the Visa Officers in delivering the objectives of the unit.

**Main Duties:**

- Verification work liaising with external Governmental and non-Governmental departments/offices
- Dealing with enquiries from internal and external stakeholders
- Making appropriate recommendations for consideration by Immigration Officers
- Translation and interpreting, as required
- Maintaining accurate records
- To undertake project research as directed
- Administrative support (filing, photocopying, faxing)
- Other duties, as required in line with the objectives of the unit or the Ambassador.

**Requirements on competencies and skills:**

- Fluent written and spoken English and Mandarin (**essential**).
- Good inter-personal and organisational skills
- Good drafting and report writing skills in English and Mandarin
- Ability to work independently and as part of a busy team with minimum supervision
- Proactive with an ability to manage own workload and time effectively (including ability to work well under pressure/to tight deadlines)
- Ability to understand, produce and interpret statistics
- Knowledge of Microsoft Office, particularly Excel and Word
- Experience of previous visa office work (**essential**)
- Personal integrity and an honest and ethical approach
- Flexibility

**Application process:**

If you are interested in making an application for this position please submit a one-page letter of introduction outlining why you feel you are suitable for the this position accompanied by a current CV, both in English and Mandarin. We will also require two written references upon request.

Applications should be submitted to [irishvisabeijing@dfanet.ie](mailto:irishvisabeijing@dfanet.ie) titled Vacancy – Visa Assistant – Irish Visa Office before 5pm on Friday 16<sup>th</sup> June, 2017. Candidates will receive confirmation of their application and, if called for interview, will be contacted directly before Friday 23<sup>rd</sup> June, 2017. Interviews are due to take place week commencing 26<sup>th</sup> June, 2017.

**Salary:**

Salary expectations should be stated in the letter of application.

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