



**Interested in helping people? Want to make a difference?**

**We are recruiting.....**

## **Consular Officer Position at the Embassy of Ireland in Berlin**

**1 year temporary fixed term contract with the possibility of an extension**

**Deadline for receipt of applications: 14.00 Friday, 17 November 2017**

### **Position**

We are recruiting a new consular officer to join our team at the Irish Embassy in Berlin. The position will primarily involve the provision of general consular assistance to the Irish community under the supervision of the Consul. This is a diverse and rewarding position which involves providing practical advice and assistance to clients in vulnerable situations as well as emergency planning and response. The position involves processing of some routine consular applications, review work in the visa section and, where necessary, support to other parts of the Embassy team.

The successful candidate will be a calm, flexible individual with strong problem solving and customer service skills. This is a very rewarding role for persons who enjoy working with people and providing hands on practical assistance to clients in need of assistance. The officer will work as part of a diverse, bilingual, multicultural team in an open and supportive environment.

### **The position will involve on-the-job learning and the successful candidate will ideally have:**

- A vocational or university qualification such as languages, translation/interpreting, administration, legal studies or international relations; (for example – Fremdsprachenkorrespondent/in or Ausbildung zur Kauffrau /zum Kaufmann in Bürokommunikation)
- Experience in a customer service or client support role;
- **Excellent written and oral communication skills in German and English, a native speaker in one of these languages, with a minimum of C1, ideally C2 level in the other;**
- A high level of administrative skills, including proficiency in Microsoft Outlook, Word and Excel;
- Exceptional interpersonal, customer service and problem-solving skills;
- The ability to work well under pressure, pay attention to detail, and follow-up tasks;
- A flexible attitude and the ability to make a positive contribution to the overall team spirit;
- A high level of discretion, commitment and reliability.

### **Interviews**

Candidates will be short-listed for interview in late November. Only short-listed candidates will be contacted prior to interview. Interviewed candidates will be asked about their professional experience, qualifications, suitability for the position and interest in working at the Embassy. **The selection process will include an oral and written language assessment. Applicants who do not meet the required language proficiency in both languages will not be considered.** The Embassy does not refund travel expenses.

### **How to apply**

Applications must be submitted in English by email only to the following email address: **ambofficeberlin[at]dfa[dot]ie** The email should contain the subject line **Consular Assistant** and must be no larger than 15MB. Certificates and degrees in German or English do not need to be translated. The application must contain:

- Cover letter (1 page max) addressing your suitability for the position and interest in working with us;
- CV/résumé (2 pages max);
- Two nominated referees with contact details;
- Copies of relevant academic and professional qualifications scanned into one PDF attachment.

**Contract details**

Starting date: December 2017 / January 2018  
 Contract duration: 1 year temporary fixed term contract (with the possibility of an extension)  
 Working hours: Full time (35 hours) with occasional out of hours attendance  
 Out of hours duty service on four occasions in the course of the year compensated by additional leave.  
 Salary: €2108 per month (gross) plus 13<sup>th</sup> month  
 (in the event of an extension an increase would apply.)  
 Annual Leave: 24 days annual leave in a calendar year  
 Probation Period: Six months

Please note:

- Deadline for receipt of applications is **14:00 Friday, 17 November 2017;**
- Canvassing/lobbying will disqualify;
- The embassy will not confirm receipt of applications;
- The successful candidate must have an unlimited right to reside and work in Germany;
- This position carries no entitlement to a permanent position at the embassy or an established position within the Irish civil service;
- 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 Ireland’s Data Protection Acts;
- By submitting information electronically, applicants accept that data may not be fully secure.