



Ambasáid na hÉireann  
Embassy of Ireland

## Vacancy at the Embassy of Ireland in Berlin

### Cultural and Administrative Assistant (m/f)

The Embassy of Ireland in Berlin wishes to recruit a Cultural and Administrative Assistant on an initial 1 year fixed term contract.

#### Position:

This is a demanding role in a busy working environment. The successful candidate will divide her/his time between cultural and administrative tasks and will report to the Embassy Press & Cultural Affairs Officer and the Consul. Her/his main duties will include: assisting in the organisation of cultural events; drafting and translating the monthly newsletter; conducting social media outreach; maintaining cultural and administrative databases and files; supervising the Embassy Interns; liaising with service providers; and supporting the diplomatic and consular teams.

#### Qualifications, competencies and skills required:

- A university degree or equivalent third level qualification.
- Excellent verbal and written communication skills in English and German (a native German speaker with at least C1 level proficiency in English would be preferable but is not essential).
- Exceptional interpersonal, organisational and customer service skills.
- High degree of familiarity with MS Outlook, Word, Excel, PowerPoint and social media platforms.
- Ability to prioritise work, to offer solutions and to work independently on assigned tasks without needing close supervision.
- Experience in a similar role would be an advantage.

#### Interviews:

Candidates will be short-listed for interview. Interviews will be conducted at the Embassy in Berlin in the week beginning **23 May 2016**. The selection process will include an oral and written language assessment. Please note that the Embassy does not refund travel expenses incurred by the interviewee and that canvassing will disqualify.

#### Post duration:

The position will be full-time (35hrs/week) and may involve occasional out-of-hours duties for which time in lieu will be given. The role is a fixed-term contract initially for 1 year. Preferred starting date: **01 July 2016**. Applicants must have an unrestricted right to reside and work in Germany. This position carries no entitlement to an established position within the Irish civil service.

#### How to apply:

Interested candidates should submit their application in English including a CV, cover letter, copies of previous employer references and academic qualifications by post to:

Botschaft von Irland  
Büro des Botschafters  
Jägerstr. 51  
D-10117 Berlin

or by e-mail to **ambofficeberlin[at]dfa[dot]ie** (subject: “Cultural and Administrative Assistant”; max. 8MB).

Certificates and degrees in German or English do not need to be translated.

**The closing date for applications is Friday, 13 May 2016.**

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*By submitting information electronically, parties accept that data may not be fully secure.*

*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 the Data Protection Acts.*