



Ambasáid na hÉireann
Embassy of Ireland

Job Vacancy at the Embassy of Ireland in Berlin

PA to the Ambassador (m/f) Temporary Employment – Maternity Leave Cover

The Embassy of Ireland in Berlin will shortly have a temporary vacancy for a Personal Assistant to the Ambassador.

Position description:

This is a demanding role in a busy working environment. As PA to the Ambassador and event manager with responsibility for protocol matters, the incumbent simultaneously fulfils a wide variety of functions including: managing the Ambassador's office, organisation of events and high-level visits, key liaison with external and internal Embassy contacts.

Qualifications and requirements:

- We are looking for a candidate with a university degree and preferably work experience in a similar role.
- Excellent written and oral communication skills in English and German are required (a native German speaker would be preferable).
- Great organisational and planning skills with consistent attention to detail and the ability to perform well under pressure.
- Ability to work independently, effectively and flexibly as part of a small team.
- Strong communication and interpersonal skills as well as personal integrity and confidentiality.

Application/interview process:

Due to the high volume of responses, only candidates called for interview will be contacted. Interviews will be conducted at the Embassy in Berlin in the week starting **23 May 2016**. Language assessment tests or tests for other required skills may be conducted as part of the selection process. 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). The role is a fixed-term contract to cover maternity leave. Preferred starting date: **01 August 2016**. Expected ending date: **31 August 2017**.

How to apply:

Interested candidates should submit their application in English including a CV, cover letter, copies of previous employer references as well as relevant academic qualifications by postal mail to

Botschaft von Irland
Büro des Botschafters
Jägerstr. 51 D-10117 Berlin or e-mail to [ambofficeberlin\[at\]dfa\[dot\]ie](mailto:ambofficeberlin[at]dfa[dot]ie) (subject: "PA to Ambassador"); max. 8MB).

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

The closing date for applications is Friday, 29 April 2016.

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.