

Embassy of Ireland to the Holy See

Vacancy Notice -Office Manager / PA to the Ambassador

The Embassy of Ireland to the Holy See has a vacancy for one full-time locally-engaged member of staff as an **Office Manager / PA to the Ambassador**.

The Embassy relies heavily on the initiative, team-spirit and skills of locally-recruited staff to deliver a diverse range of functions. Each member of staff, while leading on particular areas, must be familiar with all aspects of the Embassy's work so that they may participate fully in the achievement of the Mission's objectives.

The responsibilities will include providing administrative assistance and other support functions to the Ambassador and ensuring that the Ambassador's office is run efficiently in line with the Embassy's policies and procedures.

Main duties and responsibilities

The successful candidate will be expected, under the general direction of the Ambassador to lead on:

- Providing high quality administrative support as necessary: developing up to date records, processing requests and maintaining real-time information flows;
- Handling of phone calls, enquiries and requests;
- Organising representational events;
- Occasional translation tasks from Italian to English and English to Italian;
- Dealing with maintenance companies and organising maintenance of equipment;
- Other related duties as required

Required skills and experience

The candidate must be fluent in *both* Italian and English, be able to work on their own initiative, have previous professional experience in an office-based, client or public-facing role, ideally in an executive assistant role and/or diplomatic mission, a knowledge of Holy See structures and a high level of general secretarial and IT skills.

Candidates must show capacity for flexibility and be willing to work to meet deadlines, sometimes under pressure. Excellent communication and interpersonal skills are required.

Duration

The contract is a fixed-term 12 month contract. It is a full-time position, 35 hours per week and the hours worked will usually be between 09.30 and 17.30. However there may be a necessity for the successful candidate to work hours outside of these during the contract. Time in Lieu will be given for any additional hours worked.

How to apply

Interested candidates are invited to send a CV with an accompanying cover letter in English to [romeembassy\[at\]dfa\[dot\]ie](mailto:romeembassy[at]dfa[dot]ie) for the attention of Embassy Holy See. The CV should include prior relevant experience as well as contact details for two referees. The subject message of the e-mail should be: Job Vacancy Embassy, Office Manager / PA to the Ambassador.

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

Ambassador Emma Madigan
Embassy of Ireland to the Holy See
Via Garibaldi, 29
00153 Roma

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.

The closing date for receipt of applications is **Wednesday, 13 April 2016**. Applications received will be short-listed for interview (likely to be held week beginning 18 April, 2016). Only those who are being short-listed for interview will be contacted.

ENDS