



Ambasáid na hÉireann  
Embassy of Ireland  
Ambasciata d'Irlanda

## **Graduate Policy Officer/Embassy of Ireland to Italy**

The Embassy of Ireland in Rome wishes to recruit a Graduate Policy Officer for a fixed-term appointment of one year from May 2018.

### **Job Description**

The successful candidate will work as part of a busy Embassy team and will report to the Deputy Head of Mission in the Embassy, under the overall direction of the Ambassador. The day-to-day role, subject to the Embassy's business needs, will be across some or all of the following areas:

- Political, economic and other research and report writing;
- Press and media monitoring and report writing;
- Assisting with high-level visits between Ireland and Italy;
- Representing the Embassy at briefings, meetings and conferences;
- Assisting in the organisation of Embassy events and economic and trade promotion;
- Assisting in the administration of the Chancery and in the work of the Consular section, including participating in the out of hours duty service cover for Irish citizens;
- Assisting with high-level visits between Ireland and Italy;
- Supporting the cultural work of the Embassy.

### **Requirements for the Role**

- Applicants must hold a third level qualification or qualifications, at least to second class honours standard in a primary degree;
- Applicants must be a native speaker of either English or Italian and have a **C1** or, preferably, a **C2** level of fluency in the other language. Competency in both languages will be tested as necessary and excellent oral and written skills in both are essential.

### **Desirable Competencies/Skills/Experience**

- Knowledge of Irish and other European languages;
- Report writing skills, knowledge of social media/digital marketing;
- Familiarity with Irish, Italian and EU political, economic and security contexts;
- Networking skills and public speaking experience;
- Ability to work both on own initiative and as part of a team;
- High level of judgement, analytical capacity, commitment and reliability;
- Proficiency in Microsoft Outlook, Word and Excel;
- Relevant work experience and evidence of administrative and organisational skills.

### Some Contractual Information

- The position is strictly temporary and for a fixed term contract of one year from May 2018. A three month probation period will apply;
- Normal workplace: Embassy of Ireland, Via Giacomo Medici, 1, 00153 Rome, Italy;
- This is a full time position, with normal working hours being 41 hours per week; Normal office hours are between 09:15 and 17:30 but there will also be a requirement for the successful candidate to work outside of these hours on a regular basis, according to the business needs of the Embassy;
- The salary is currently €34,570 gross and no additional cost of living or accommodation allowances are payable, nor is accommodation provided;
- This appointment carries no entitlement to established status in the Civil Service of Ireland and the successful candidate will not be a member of the diplomatic staff of the Embassy. Other terms and conditions of the contract will be discussed as necessary with candidates being considered for appointment.

### Application process

The closing date for receipt of applications is 17.00 Irish time/18:00 CET on Thursday, 22 March 2018, with interviews likely to take place in the week of 16 April 2018. Arrangements can be made, if necessary, to provide Video Conferencing facilities from Dublin (only) for those not in a position to travel to Rome. No travel expenses are payable. The successful candidate should be available to take up the position from 14 May or shortly thereafter.

Please submit by email in English or Irish only:

- The attached application form, fully completed;
- A covering letter explaining your suitability of strictly no more than two pages.

Applications should be submitted by email **ONLY** to Ms. Francesca Spada, Administration Office of the Embassy to arrive by 17.00 Irish time/18.00 CET **on Thursday, 22 March 2018** using the email address [romeembassy@dfa.ie](mailto:romeembassy@dfa.ie). The subject line of the e-mail should read 'Embassy Vacancy - Temporary Officer/NAME OF CANDIDATE. Queries regarding the application process may be sent to [romeembassy@dfa.ie](mailto:romeembassy@dfa.ie). By submitting information electronically, parties accept that data will not be fully secure. Any personal information submitted to us will only be used for its intended purposes and will be destroyed within one year. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided under the Data Protection Acts of Ireland (1998 & 2003). Security (Police) or other vetting may apply. The Embassy of Ireland, Rome is an equal opportunities employer. Canvassing will disqualify.

Only a shortlist of candidates will be called for interview on the basis of the information supplied in their applications. Only those who have been short-listed for interview will be contacted. The position will be filled on the basis of this competitive interview.