

Attaché (Economic & Commercial), Embassy of Ireland in Mexico

The Embassy of Ireland in Mexico is recruiting an Attaché (Economic & Commercial) who will report to the Deputy Head of Mission responsible for trade and economic promotion and public diplomacy.

The successful candidate will be offered a one year contract, renewable for a further year subject to satisfactory performance.

The primary objective for the role of the Attaché will be:

- to promote Ireland's economic interests in Mexico, including analysis of economic and developments;
- to facilitate and support Irish companies wishing to enter or expand in the Mexican market, principally in the areas of agribusiness (particularly dairy), ICT (particularly software services for the telecoms industry and digital media), financial services and education; and to understand and develop market opportunities for Irish businesses; to identify potential FDI sources for Ireland.

An important role in the context of an expanded EU-Mexico Trade Agreement, will be to support Irish authorities and work with EU colleagues in the pursuit of market access opportunities, notably in agrifood, which will inevitably involve significant engagement with Mexican authorities on a variety of issues, including Health Regulation (COFEPRIS) and Sanitary and Phyto-sanitary (SPS) procedures (SAGARPA and SENASICA).

A secondary role will be to support the Deputy Head of Mission on market access issues in the Embassy's countries of secondary accreditation, notably Colombia and Peru and ensuring that economic diplomacy opportunities are maximised in the context of the Embassy's public diplomacy initiatives.

Role Profile

Specifically, the new Attaché will:

- Cooperate with strategic partners in Mexico to identify and capture economic opportunities for Irish companies, including drafting market opportunity assessments;
- Expand the Embassy contact network in the agribusiness, ICT, financial services and education sectors and in other sectors as identified by the Embassy as priorities;
- Expand the embassy's information on Irish companies operating in the Mexican market or seeking to enter the market, as well as maintain a comprehensive contacts database and networking with key Irish business people;
- Support Irish businesses seeking market access (particularly in the agribusiness, ICT and financial services sectors) by producing market analysis reports on specific products or sectors, responding to information requests from individual firms and Irish state agencies, liaising with the pertinent Mexican authorities (particularly SENASICA, SAGARPA and COFEPRIS), and developing a network of importers and distributors, among other things;
- Liaise with and support the development of the recently established Irish-Mexican Chamber of Commerce and work with the Chamber, ProMéxico, COMCE and other Mexican business

organisations, as well as Irish state agencies to organise events to promote Irish business and highlight Ireland as a destination for foreign direct investment;

- Liaise with and develop contact networks with other European Chambers of Commerce in Mexico and with EU Embassies and state agencies active in promoting European business;
- Support the Dublin-Guadalajara 'Digital Twinning' partnership and the MoU between Dublin and Mexico City on economic, education and cultural cooperation including through facilitating visits by government, business and academic stakeholders;
- Support the Embassy's economic diplomacy efforts including through drafting speeches, articles and social media/web content as well as producing – or translating into Spanish – promotional materials related to Irish economic, trade and business issues;
- Follow and report on developments in the negotiations of a new EU-Mexico Global Agreement, particularly in areas of relevance to Ireland (agriculture and phyto-sanitary issues), as well as developments in NAFTA and BREXIT;
- Build and maintain contacts in Irish and Mexican universities, student mobility agencies and other education institutions to support the promotion of Ireland as a destination for third level education and English language training;
- Support the Embassy's public diplomacy efforts, ensuring, in particular, that economic opportunities are maximised from public diplomacy events;
- Report regularly on activities

Requirements

The successful candidate will:

- Have oral and written fluency in English and Spanish (Qualifying Criteria);
- Have a Post-Graduate Degree **OR** Bachelor's Degree in Business or Public Administration (Qualifying Criteria);
- Have a at least 2 years' experience in business or relevant government/public administration role in Mexico (Qualifying Criteria);
- Have at least 6 months experience of studying or working abroad or equivalent experience of working in a dynamic multinational environment.
- Be a dynamic and innovative self-starter, capable of delivering specific measurable results in a busy environment;
- Be familiar with the Irish business environment and key Irish companies in the priority sectors;
- Have excellent written analysis skills;
- Be an effective team member, and willing to be flexible in contributing to Embassy key deliverables;
- Have knowledge of SPS measures in Mexico;
- Have excellent networking and public diplomacy skills.

Application procedure

Interested applicants should submit an application by email (in Microsoft Word or PDF) and in English to Ariadna.Alcocer@dfa.ie on or before **close of business on Monday 29 January 2018** consisting of:

- A CV (maximum 2 pages) setting out the relevant qualifications and experience;

- The names and contact details of 3 referees* that can testify to the character and the experience/qualifications of the applicant;
- A personal statement in **English** (maximum 1,000 words) clearly detailing how they meet the **requirements** of the Role (education, knowledge, experience); and
- A personal statement in **Spanish** (maximum 300 words) setting out their motivation for working for the Embassy of Ireland.

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

Applicants may alternatively send their submissions by post (Embassy will not be responsible for delays to the postal system), to arrive by the closing date, to:

Embajada de Irlanda
 Cda. Blvd. M. Ávila Camacho 76-3
 Lomas de Chapultepec
 CP 11000, Ciudad de México, CDMX
 México

Selection Procedure

Only applications received on or before the deadline will be considered. The Embassy will acknowledge receipt of application.

Application will be shortlisted initially based on the criteria for the job set out above.

Shortlisted candidates **may** be asked to complete a written “In-Tray” exercise. Such an exercise would involve some desk research, data analysis and report writing. The “In Tray” exercise will be primarily through English and will be conducted by email. Applicants will be required to be available at short notice to complete the exercise (indicatively the exercise could take place on Saturday 3 or Saturday 10 February) and could take up to 3 hours.

Only candidates who have been shortlisted and who have been successful in the written exercise will be called to interview. Interviews will be conducted in English and in Spanish (and candidates should expect to be questioned extensively in the language other than their mother tongue).

Letters of recommendations or references should not be submitted in any circumstances. Any attempt to canvass on behalf of an applicant will disqualify them from consideration from the post.

The Embassy is an Equal Opportunities Employer

- * The Embassy will only contact referees if a candidate has been shortlisted for interview. At this point in the process, the candidate will be deemed to have given their consent to contact their nominated referees.