

The Department of Foreign Affairs intend to hold a competition for the purpose of recommending a person(s) for appointment to the position(s) of:

**ECONOMIC DEVELOPMENT OFFICER**

**EMBASSY ABUJA**

**Closing Date: Midnight, Thursday, 3rd March 2016**

The Department of Foreign Affairs is an equal opportunities employer.  
The Department will run this campaign in compliance with the codes of practice prepared by the new Commissioners for Public Service Appointments (CPSA).  
Codes of practice are published by the CPSA and are available on  
<http://www.cpsa.ie/en/>

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## **Economic Development Officer**

**Title of Position:** Economic Development Officer

**Department:** Department of Foreign Affairs & Trade

**Location:** Embassy Abuja

A competition will be held for the post of Economic Development Officer at the Embassy of Ireland in Abuja. This competition will be an external competition for a full time position based at the Embassy of Ireland in Abuja and is for a one year contract in the first instance.

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

### **Job Description:**

The Embassy of Ireland manages all aspects of Ireland's relationship with Nigeria, with secondary accreditations to Ghana, Senegal and ECOWAS. The promotion of economic ties between Nigeria and Ireland, particularly Irish businesses operating in Nigeria, is integral to the work of the Embassy. The Embassy wishes to recruit a development officer to support the Embassy's economic work. The position requires a deep knowledge of the Nigeria economy, a high degree of professionalism, third level education, good oral and written communication, good organisational skills, and the ability to be flexible as demands and priorities change.

### **Tasks and Responsibilities**

The post of Economic Development Officer will work closely with the diplomatic staff of the Embassy on all aspects of the Embassy's trade promotion work.

The Economic Development Officer will be required to have a deep appreciation for, and the flexibility to respond to, the complex and evolving economic environment within which the Embassy is situated.

### **Duties**

The precise range of duties will vary over time according to the exigencies of the needs of the Embassy, but will include the following:

- Collation and analysis of economic data to inform the Embassy of business opportunities and constraints at State and Federal level. This will include the ability to summarise key issues of interest to Irish companies including any change in tariffs or import constraints potentially affecting Irish exports to Nigeria;
- Liaise with Enterprise Ireland, Bord Bia and other Irish State Agencies on areas of mutual interest;
- Acting as first point of contact for Irish companies contacting the Embassy for trade related assistance;
- Establishment of an Ireland-Nigeria alumni network;
- Assist in contacts with the EU, World Bank and IMF on trade and economic issues;
- Prepare economic and political economy briefs for all visits to Nigerian States level for the Head or Deputy Head of Mission and liaise with federal and local government officers in the development of work programmes for the visits;
- Ensure that the commercial advice on the Embassy website is up-to-date and useful, that the commercial content on the site is regularly updated and develop the Embassy's social media output on our commercial work;
- Prepare other papers on general economic and trade developments as requested by the Head of Mission;
- Support the Head of Mission and Deputy Head of Mission in developing annual Business Plans, risk profiles and reports;
- When required, represent the Mission at meetings with stakeholders of relevance to the economic work of the Embassy;
- Facilitate in-country visits of Irish business or public sector contacts;
- Ensure excellent communications with colleagues in the Mission, at Headquarters and with partners.

**To be eligible the following qualifications and competencies are required:**

- Degree in a discipline of relevance to the role of Economic Development Officer (Level 8),
- Post-graduate Degree in a relevant discipline (Level 9)
- Fluency in English;
- Minimum of seven years relevant work experience;
- Strong knowledge of the Nigerian Economy;
- Independent means of transport;
- The legal right to work in Nigeria;
- High degree of integrity and trust;
- Effective communication, networking and reporting skills (including understanding, reporting and communicating complex information);
- Initiative and Team Work (capacity to motivate staff; innovate; participate in / lead teams aimed at process or organisational reform); and
- Good representational, networking and influencing skills.

**In addition to the essential criteria above, the following criteria are desirable:**

- Knowledge of the Agricultural Sector;
- Knowledge of the Irish economy;

- Office administration experience;
- Database management skills;
- Fluency in a major Nigerian language;
- Experience of Trade Promotion work; and
- Experience working in an International Organisation, Diplomatic Mission or other International Environment.

### **Principal Conditions of Service**

The successful candidate will be based in the Embassy of Ireland, Abuja. Though Abuja based, s/he will be required to undertake in-country travel within Nigeria and possibly also international travel in the region or to Ireland. Independent means of transport is required.

#### **Remuneration**

The gross monthly salary shall be 575,000 naira to be paid in arrears by the 25th of each month.

Tax will be deducted in line with the Taxation Laws of Nigeria. Payment of salaries will be made directly into your bank account. You will also receive a 13<sup>th</sup> month salary together with your December salary. Thirteenth month salary is calculated on the basis of one year in service or part thereof.

#### **Duration**

The successful applicant will be offered a 1 year contract. A 5 month probationary period will apply. At the discretion of the Minister the probationary period may be extended for a further period of 5 months. The contract will include a requirement for regular performance assessment. The contract will be subject to the laws of Nigeria.

#### **Tenure**

You shall be employed within the Embassy of Ireland for the purposes outlined above, in Nigeria. Your continuing employment is contingent, inter alia, on the demands of the Irish Embassy in Nigeria. This is without prejudice to your rights under Nigerian law. Changes in the business plan of the Embassy will lead to a review of the position of the employee.

The appointment carries no entitlement to established status in the Irish Civil Service, nor to a contract of infinite duration. As regards the Irish Civil Service, the appointment is to a “temporary un-established position”.

During the first five months of employment in the post you will be on probation and your performance will be subject to ongoing review. The appointment may be terminated without notice at any time during the probationary period if your services are deemed unsatisfactory from the point of view of conduct, performance, health or general efficiency.

Should your contract be renewed your salary will be reviewed and an increase may be granted on the basis of satisfactory performance in line with a defined salary scale.

### **Whole-time Employment**

The position is whole-time and, upon appointment thereto, it will be a breach of the terms and conditions of this contract if you engage in or become connected with any outside business which would interfere with the performance of your official duties. Candidates are required to declare any other employment, interests or potential sources of a conflict of interest.

### **Retirement**

The appointment is subject to a mandatory retirement age of 60 years (in accordance to local retirement laws).

### **Description of Duties**

Your duties will include those listed in the job description received with your contract and updated from time to time in your role profile. Duties may vary from time to time, based upon the requirements of the Mission and may include other tasks as instructed by your line manager and/or the Head of Mission.

As an Economic Development Officer you are not a member of the technical and administrative staff of the Mission.

### **Termination of Contract**

A minimum of one month's written notice must be given by either side seeking to terminate this contract outside of the probationary period. In such circumstances as an employee being found guilty of serious misconduct inconsistent with the fulfilment of the expressed or implied conditions of the contract of employment (or such other grounds for summary dismissal as specified in local labour law) the employee's appointment may be terminated by the Embassy (on behalf of the Minister) immediately and without notice. In the event of the appointment being terminated under the terms of this section, no remuneration, severance or compensation will be payable other than that applicable to work carried out.

### **Circulars**

This contract is supplemented by: (i) Procedures relating to Harassment, Sexual Harassment and Bullying (AO Circular 01/2005); (ii) Procedures relating to Grievances in the Workplace (AO Circular 02/2005); and (iii) a Disciplinary Code for Staff (AO Circular 03/2005) each of which (as may be amended from time to time) are incorporated by reference into this Agreement. The foregoing procedures as published at the date of this contract are set out as an Annex to this contract and you shall receive full copies of these circulars at the time of signing the employment contract.

### **Performance Review**

During your period of appointment your performance will be subject to review by your supervisor(s) to determine whether you:

- I. have performed the duties assigned to you in a satisfactory manner,

- II. have been satisfactory in general conduct, and
- III. are suitable from the point of view of health with particular regard to sick leave.

### **Confidentiality**

All information which comes to your attention or which is disclosed to you in the course of your work in the Embassy is to be regarded as confidential. If so required, you hereby agree to execute on your own behalf any documentation reasonably deemed necessary to ensure confidentiality (including any documentation necessitated by the provisions of the Official Secrets Act, 1963). The disclosure of such information to a third party will be cause for immediate dismissal, in accordance with the Disciplinary Code for Staff.

In the event of the termination of your contract or when you leave the employment at the Embassy, you will remain bound to respect the confidentiality/secretcy regulation in regard to any information obtained in the course of your duties. By executing this contract you agree to comply with any and all security requirements at the Embassy which may be prescribed from time to time.

### **Annual Leave**

The leave year commences on 1 January and terminates on the 31<sup>st</sup> of December. Employees are entitled to 20 working days paid leave per leave year (such days to be calculated on a pro rata basis for employees taking up their position during the year). Leave must be taken during the period in which it is earned and may not be carried forward. No payment will be made in lieu of leave days.

In addition to annual leave the employee is entitled to leave for days designated as official holidays by the Embassy. The Embassy reserves the right to ask employees to work on a Public Holiday. On such occasions as the employee may be required to work on a Public Holiday, an entitlement to time off in lieu shall arise. All leave should be approved in advance by the Line Manager using the Annual Leave request forms.

### **Hours of Attendance**

The hours of attendance may be prescribed from time to time. At present, normal working hours are from 8.30-17.00 Mondays-Thursdays inclusive, with a lunch break from 13.00-14.00. Normal working hours on Fridays are 8.30 - 13.30.

Unauthorised absences will be considered grounds for disciplinary action. Punctuality is compulsory at all times.

### **Sick Leave**

In general, sick leave will be granted in line with the Public Service Management (Sick Leave) Regulations, 2014 (S.I. No. 124 of 2014). The grant of sick leave will be at the discretion of the Head of the Mission and will be subject to any service regulations in regard to leave. In particular it will be subject to the conditions (i) that the absence is properly certified and (ii) that there is no evidence of permanent disability for service.

Sick leave will be paid in the probationary period and beyond this period in accordance with the current guidelines.

### **Medical Report**

The appointment is subject to the receipt within one week of a request of a satisfactory medical report on the state of your health from a doctor or clinic approved by the Embassy in advance. The cost of this report will be borne by the candidate.

### **Fiscal Obligations**

On accepting this position, you should understand that such employment does not affect in any way, fiscal or other obligations you may have towards the Nigerian authorities.

### **Applicable Law**

The operation of this contract is governed by the law of Nigeria.

## **COMPETITION PROCESS**

### **How to Apply**

Interested applicants for this position **must submit** the following (incomplete applications will not be considered):

1. **a current resume or curriculum vitae (2 pages maximum) that provides;**
  - **Details of University degree(s) or diploma(s) and details of subjects studies and grades earned;**
  - **Names and contact details for three referees (Please note: we will not contact your referees without your prior permission)**
2. **A type-written and signed application letter (2 pages maximum) specifically applying for this position and addressing the essential requirements as advertised.**
3. **Supporting documentation in the form of original documents will be required from short-listed applicants, including:**
  - **proof of your legal right to work in Nigeria (e.g. Nigerian passport or working visa);**
  - **References from former employers; and**
  - **Original University Degree certificates.**

Only electronic applications sent via email will be accepted. Application emails should include the subject – “Abuja Economic Development Officer Applicant [*insert name*] 2016”. Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB.

Please submit attachments in PDF and Word formats, not pictures or other formats.

Only applications fully submitted online will be accepted into the campaign. **Applications will not be accepted after the online closing date.**

### **Closing date**

**Your application must be submitted electronically to [economicdevelopmentvacancyabuja\[at\]dfa\[dot\]ie](mailto:economicdevelopmentvacancyabuja[at]dfa[dot]ie) not later than **midnight, 3 March, 2016.****

If you do not receive an acknowledgement of receipt of your application by Wednesday the 9<sup>th</sup> of March, please contact us by email at [economicdevelopmentvacancyabuja\[at\]dfa\[dot\]ie](mailto:economicdevelopmentvacancyabuja[at]dfa[dot]ie).

The interviews for these posts are to be held in late March/ early April 2016 in the Embassy of Ireland in Abuja.

Candidates should make themselves available at the time and date(s) specified by the Embassy of Ireland and should make sure that the contact details specified on the application form are correct. Costs associated with attendance at interview will be borne by the candidate.

### **Selection Methods**

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application;
- presentation or other exercises;
- one or more competitive interview; and
- Any other tests or exercises that may be deemed appropriate.

### **Confidentiality**

As per the provisions of the Data Protection Act 1988 and 2003 and subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

### **Candidates' Rights - Review Procedures in relation to the Selection Process**

The Department of Foreign Affairs will consider requests for review in accordance with the provisions of the codes of practice published by the Commissioners for Public Service Appointments (CPSA) and referred to in the cover sheet at the front of this booklet. Requests for review must be received within 10 working days of the notification of the decision. Where the decision relates to an interim stage of the selection process, the request must be received within 3 working days. Any further requests for review must be referred to the Decision Arbitrator within 7 working days of the notification of the outcome of the review. The outcome of the investigation must be notified to the candidate in the form of a written report within 10 working days.

Where a candidate believes that an aspect of the process breached the CPSA's Code of Practice, he/she can have it investigated under **Section 8** of the code of practice.

### **Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way



A third party must not impersonate a candidate at any stage of the process.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

### **Specific candidate criteria**

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other test when and where required by the Embassy of Ireland, or who do not, when requested, furnish such evidence as the Embassy of Ireland requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **Quality Customer Service**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

### **Data Protection Acts, 1988 and 2003**

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: **The Data Protection Co-Ordinator, Department of Foreign Affairs & Trade, 80 St. Stephens Green Dublin 2**, ensuring that you describe the records you seek in the greatest possible detail to enable us

to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the 'Accounting Officer, CSSO'. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

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

Embassy of Ireland  
PMB 5087, Wuse  
Abuja

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.

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