



Ambasáid na hÉireann | Vársá  
Embassy of Ireland | Warsaw  
Ambasada Irlandii | Warszawa

## Temporary Research Assistant

### JOB PROFILE

The Embassy of Ireland in Poland is hiring a Temporary Research Assistant. This is a part-time paid position and applicants must be available for approximately 20 hours of work per week during the Embassy's core hours of 09.00 - 17.00, Monday - Friday. The appointment will be for a period of 11 months starting in September 2016.

The successful applicant will be part of the small Embassy team and will focus on:

- Media monitoring and reporting;
- Translation of media articles and documents;
- Political, economic and social research;
- General assistance to diplomatic staff as required;
- General administrative work.

Applicants for the position of Temporary Research Assistant should have:

- Native-level Polish;
- Fluent English;
- Good written and oral language skills;
- Good communication, interpersonal and IT skills;
- Experience in translating to and from both Polish and English;
- An interest in national and international affairs.

Applicants must be under 26 years of age and in full-time education until June 2017.

Applicants should send a CV and a cover letter in English outlining their interest and suitability for the role to: [warsawembassy@dfa.ie](mailto:warsawembassy@dfa.ie), subject line: Temporary Research Assistant.

The deadline for applications is Wednesday 3 August. Applicants may be called to an interview in the period 10-12 August 2016. The successful candidate should be available to start work on 1 September 2016.

Embassy of Ireland  
Warsaw  
13 July 2016

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*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.*