



Ambasáid na hÉireann Embassy of Ireland Ambasada Irlandii

Vacancy: Political and Economic Affairs Officer

The Embassy of Ireland to Poland, based in Warsaw, is seeking to recruit a **Political and Economic Affairs Officer**.

Role

The Political and Economic Affairs Officer will play an active role in supporting the Embassy's political and economic reporting and work. The successful candidate will work as part of a busy and flexible Embassy team, and will have opportunities to develop their skills and gain hands-on experience in these and related areas. Reporting to Ambassador and diplomatic officers, this role will include, but is not limited to, the following:

- Political, economic and other research and report writing;
- Press and media monitoring and report writing;
- Assisting with high-level visits between Ireland and Poland;
- Representing the Embassy at meetings and events with Polish authorities and other external partners;
- Public outreach projects, including support for civil society, economic, trade promotion, and cultural events.

In addition to the above, the Political and Economic Affairs Officer may be required to carry out other functions subject to the business needs of the Embassy, including periodic out of hours and weekend cover for the Embassy's consular duty service.

Requirements

Applicants must hold a third level qualification or qualifications, at least to second class honours standard in a primary degree, and should be able to demonstrate:

- Excellent written and oral communication skills in both Polish and English. The candidate should be a native speaker of Polish or English, have a **minimum C1**, ideally C2 level in the other language, and have some experience of written translation.
- A good knowledge of EU and international political and economic issues.
- Excellent administrative and organisational skills, including proficiency in Microsoft Outlook, Word and Excel.
- Well-developed networking and interpersonal skills, including a flexible attitude, good judgement and the ability to work effectively as part of a team.
- The ability to work well under pressure while ensuring accuracy and attention to detail.
- A high level of discretion, commitment and reliability.
- Relevant working experience.

Desirable

- Experience of digital marketing and operation of social media campaigns
- Experience of event management and contacts management

Salary and Conditions

The position is strictly temporary. The contract will be for a period of 12 months, with the possibility of renewal. The contract will include a three-month probation period.

A gross salary of PLN 9,267 per month will be paid, paid over thirteen months. Cost of living allowances are not payable, and accommodation is not provided. The Officer will be based at the Embassy of Ireland, ul. Mysia 5, 00-496 Warsaw.

This is a full time position. Normal office hours are between 9.30 and 17.30, but there is also a requirement for the successful candidate to work outside of these normal office hours on a regular basis according to the business needs of the Embassy. The Officer will be required to work occasionally outside of the Embassy's core office hours, including at weekend and evening events, and at events held outside the Embassy.

The officer will be entitled to 26 days of annual leave.

Application process

The closing date for receipt of applications is **Monday 5 March 2018**. **The successful candidate should be available to take up the position in the first half of April 2018.**

Please submit in English only:

- A CV of not more than 2 pages (this is a strict limit)
- A personal statement (maximum 700 words) setting out the applicant's suitability for the role;
- The names and contact details of 2 referees that can testify to the character and experience of the applicant. Letters of recommendations should not be submitted. The Embassy will contact referees if a candidate has been shortlisted for interview.

Applications should include an e-mail address and a phone number, and should be submitted by email to Ms Julita Gallagher, to arrive by **17.00 hrs CET on Monday 5 March 2018** using the address 'warsawembassy@dfa.ie'. The subject line of the e-mail should read 'Political and Economic Affairs Officer Vacancy'. Queries regarding the application process may be sent to the same email address.

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

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 under the Data Protection Acts.

A shortlist of candidates will be called for interview on the basis of the above criteria and 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.

Interviews are likely to be arranged during the week beginning 19 March 2018. Interviews will be conducted in English. Language skills will be tested as part of the selection process. Arrangements can be made if necessary, to provide Video Conferencing facilities from Dublin (only) for those not in a position to travel to Warsaw on the date of the interview.

Terms of Recruitment Process

- The Department of Foreign Affairs and Trade is an equal opportunities employer. This recruitment process will be run in compliance with the [codes of practice](#) prepared by Ireland's Commissioners for Public Service Appointments.
- Canvassing will disqualify applicants.
- By submitting information electronically, parties accept that data may not be fully secure.
- Any personal information submitted to the Embassy 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 Irish Data Protection Acts.
- This position carries no entitlement to a permanent position at the Embassy or an established position within the Irish civil service.
- The successful candidate must have an unlimited right to reside and work in Poland.

Embassy of Ireland
Ul. Mysia 5
00-496 Warsaw

14 February 2018