

BUCHAREST 16 Sept 2016

Acting on behalf of the Department of Foreign Affairs and Trade, the Embassy of Ireland in Bucharest intends to hold a competition for the purpose of recommending a person for appointment to the position of:

COMMERCIAL ATTACHÉ AT EMBASSY OF IRELAND, BUCHAREST

Closing Date: 17h.30 Monday 03 October 2016

The Department of Foreign Affairs and Trade is an equal opportunities employer.
The Embassy 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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| <p style="text-align: center;">COMMERCIAL ATTACHÉ Embassy of Ireland, Bucharest</p> |
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Title of Position: **Commercial Attaché**

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

Location: **Embassy of Ireland, Bucharest**

A competition will be held for the post of Commercial Attaché at the Embassy of Ireland in Bucharest. This competition will be a public competition for a temporary, full time position based at the Embassy of Ireland in **Strada Buzeşti 50 – 52, Sector 1, Bucureşti** 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 Romania. The promotion of commercial and economic ties between Romania and Ireland, particularly Irish businesses operating in Romania, is integral to the work of the Embassy.

The Embassy wishes to recruit a Commercial Attaché to support the Embassy’s commercial work. The position requires a deep knowledge of the Romanian economy and commercial landscape, a high degree of professionalism, third level education, good oral and written communication skills in both Romanian and English, good organisational skills, and the ability to be flexible as demands and priorities change.

The Commercial Attaché will also be required to provide some support to the Irish Embassy in Sofia. A good knowledge of the economy and business environment in Bulgaria, while not a requirement, would be an advantage, as would a knowledge of the Bulgarian language.

The target recruit will be a self-starter, with demonstrable business and commercial acumen, with the capability to work within the Embassy framework and to achieve specific measurable results.

Tasks and Responsibilities

The Commercial Attaché will work closely with the diplomatic staff of the Embassies in Bucharest and Sofia on all aspects of the Embassies' trade promotion and commercial work.

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:

- Act as first point of contact for Irish companies contacting the Embassy for trade related assistance, working in collaboration with the Embassy local team and other Departments and State agencies;
- Build relationships with key clients who are seeking to develop commercial opportunities for Irish companies;
- Through provision of in-market support and the identification of strategic in-market partners, assist and support Irish company clients in securing, developing and maximising local commercial opportunities;
- Identify new business development opportunities for priority clients, and advise clients on how they can best position themselves to win sales and contracts in the region;
- 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;
- Develop expertise in key sectors of the market;
- Prepare material on trade developments as requested by the Deputy Head of Mission;
- Support the 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 commercial work of the Embassy;
- Facilitate in-country visits of Irish business or public sector contacts;
- Act as liaison point between the Embassy and the Romania Ireland Business Association (**RIBA**)
- Organise networking and other business events;
- Prepare briefing and speaking material for Ambassador/Deputy as appropriate;
- Act as liaison point between the Embassy and relevant Romanian ministries, agencies and NGOs.

Skills

To be eligible the following qualifications and competencies are required:

- A degree in a discipline of relevance to the role of Commercial Attaché (Irish NFQ Level 8/EQF Level 6);
- A post-graduate degree in a relevant discipline (Irish NFQ Level 9/EQF Level 7);
- Fluency in English and Romanian;
- Minimum of three years relevant work experience;

- Strong knowledge of the Romanian economy and commercial landscape;
- The legal right to work in Romania;
- 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);
- Good representational, networking and influencing skills;
- Results orientation and “can-do” attitude; good organisational skills, with ability to influence and rapidly build credibility with clients and buyers;
- Excellent interpersonal and communication skills with good presentation skills; and
- Independent means of transport (including public transport).

In addition to the essential criteria above, the following would also be taken into consideration:

- Knowledge of the Irish economy;
- Office administration experience;
- Database management skills;
- Experience of trade promotion work;
- Experience working in an International Organisation, Diplomatic Mission or other International Environment; and
- Knowledge of the Bulgarian market and language.

Principal Conditions of Service

The successful candidate will be based in the Embassy of Ireland, Bucharest. S/he will be required to undertake occasional travel within Romania; occasional visits to Bulgaria; and possibly other international travel in the region or to Ireland. The cost of official travel, which will generally be by public transport, will be refundable in appropriate circumstances.

Remuneration

The salary scale (gross monthly) shall be equivalent to €1,250 (Year 1) - €1,350 (Year 2) - €1,450 (Year 3) paid in arrears. Please note that, at the Ambassador’s discretion, the starting point on the scale may be amended to take account of a particular applicant’s qualifications and/or experience.

Standard deductions, including income tax, will be made at source in line with the laws of Romania. Payment of salaries will be made directly into your bank account by electronic transfer.

The position is not pensionable.

Duration

The successful applicant will be offered a one-year contract initially, with potential to renew for a maximum of a further two years at the Embassy's discretion and subject to satisfactory performance of the role. A three-month probationary period will apply and this may be extended for a further three months. The contract will include a requirement for regular performance assessment. The contract will be subject to the laws of Romania.

Tenure

You shall be employed within the Embassy of Ireland for the purposes outlined above, in Bucharest. Your continuing employment is contingent, *inter alia*, on the demands of the Irish Embassy in Bucharest. This is without prejudice to your rights under Romanian law. Changes in the business plan of the Embassy could 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.

During the first three 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.

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.

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 agreed role profile. Duties may vary from time to time, based upon the requirements of the Embassy and may include other tasks as instructed by your line manager and/or the Ambassador.

As a Commercial Attaché you are not a member of the technical and administrative staff of the Embassy.

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 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.

Monitoring and performance assessment, at quarterly intervals, with an emphasis on delivering commercial added-value, will be assessed against metrics which will capture elements such as (i) activity reporting, including logging of all contacts etc. (ii) measurable outcomes (iii) survey of interlocutors (iv) organisation of and attendance at relevant events.

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 Irish 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 are asked to 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 31st of December. Employees are entitled to 21 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, 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 09.00 to 17.00, Mondays-Friday inclusive, with a lunch break from 13.00 – 14.00.

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 Irish 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.

Pre-employment 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 Romanian authorities.

Applicable Law

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

COMPETITION PROCESS

How to Apply

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

1. A type-written and signed application letter (3/4 pages) specifically applying for this position and addressing the essential requirements as advertised and providing your contact details.
2. A current résumé or curriculum vitae (2 pages maximum) that provides;
 - Details of Third Level/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).

NOTE: Supporting documentation in the form of original documents will be required only from short-listed candidates, including:

- Proof of your legal right to work in Romania (e.g. ID Card, Residence Card, passport or working visa);
- References from former employers; and
- Original Third Level/University Degree certificates.

Only hard copy applications delivered to the Embassy by the closing date will be accepted. The full postal address of the Embassy is

**Embassy of Ireland
Strada Buzeşti 50 – 52
Sector 1
011015 Bucureşti**

Closing date

Your application must be submitted to the Embassy of Ireland at the above address not later than **17.30hrs on Monday 03 October 2016**. The Embassy reserves the right to extend this deadline if it deems it necessary to do so.

If you do not receive an acknowledgement of receipt of your application by 10 October, please contact us by email at bucharestembassy@dfa.ie

The interviews for this post are expected to be held in late October 2016 in the Embassy of Ireland in Bucharest.

Candidates selected for interview 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 letter 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.

As per the provisions of the Irish 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 Irish 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
- Have provided a satisfactory medical report and security clearance.

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.

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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