



Ambasáid na hÉireann Embassy of Ireland

Vacancy: Consular Manager at Embassy of Ireland, Madrid

Applications are sought for the position of Consular Manager at the Embassy of Ireland in Madrid. This full-time position will attract a salary of €35,000. The contract is for a period of three years, starting in March 2015.

The Consular Manager will provide management support to the consular team of the Embassy, Ireland's busiest consular mission overseas. This includes, but is not limited to: supervision of the consular team in the Embassy and of the provision of consular services in Spain, Tunisia and Andorra; ongoing management of consular cases, including deaths, arrests, hospitalisations, and general difficulties encountered by Irish citizens, assistance with the Embassy's passport and visa functions; providing up-to-date travel advice and consular information for the Embassy website; general administrative tasks. It will also include participation in the Embassy rota for the provision of emergency consular assistance outside of office hours.

Requirements:

- Bilingual English and Spanish (excellent written and oral communication skills in both languages a necessity)
- Professional experience in managing staff
- Experience of leading a customer-service oriented team
- Ability to show compassion and understanding when dealing with Irish citizens in distress
- Prioritisation skills and ability to juggle various tasks under pressure essential
- Familiarity with Spanish and Irish culture and administration, including legal and healthcare systems
- Understanding of the important role of consular services
- Good judgement in delicate and complex situations

Applications should consist of a cover letter (maximum 2 pages) outlining your suitability for the role and a completed application form. Both must be submitted **in English**. Please [contact us](#) to request an application form and submission details. **Deadline for receipt of applications:** midnight, Sunday 8th February 2015.

Candidates will be short-listed for interview on the basis of information supplied in their application. Interviews will be held at the Embassy of Ireland in Madrid during the week beginning 16th February.

The Embassy of Ireland is committed to a policy of Equal Opportunity. It is important to note that canvassing will disqualify applicants automatically.