



Ambasáid na hÉireann Embassy of Ireland

Public Affairs Officer, Embassy of Ireland to the Kingdom of the Netherlands

A competition will be held for the post of Public Affairs Officer at the Embassy of Ireland in The Hague. This competition will be for a full time position based at the Embassy of Ireland in the Hague and is for a two year, non-renewable contract.

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 the Netherlands. The promotion of diplomatic, political, commercial and economic and cultural ties between the Netherlands and Ireland is integral to the work of the Embassy.

The Embassy wishes to recruit an officer to support the Embassy's public diplomacy work. The position requires a deep knowledge of the Dutch political, economic and commercial landscape, a high degree of professionalism, third level education, good oral and written communication in the Dutch and English languages, good organisational skills, and the ability to be flexible as demands and priorities change. The purpose of the position is to further build the capacity of the Embassy to maintain an effective overview and analysis of current political, economic, cultural and commercial developments in The Netherlands, and to help enhance the profile of the Irish Embassy in the Netherlands through effective networking and public outreach.

The target recruit will be a self-starter, with demonstrable political and/or economic commercial acumen, fluent in Dutch and English, with the capability to work within the Embassy framework and to achieve specific measurable results.

Tasks and Responsibilities

The Public Affairs Officer will work closely with the diplomatic and administrative staff of the Embassy on all aspects of the Embassy's political, economic, commercial and cultural outreach work.

Duties

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

- Maintaining an overview of current political and economic developments in the Netherlands through media scanning, government and civil society / think tank reports, and networking with key individuals from Dutch government, business, arts and civil society.
- Supporting the Ambassador and diplomatic staff in further developing the network of Dutch political, economic and commercial contacts and interlocutors.
- Providing accurate and timely translations of key documents and media news reports for circulation within the DFAT network.
- Supporting the Embassy's diplomatic staff in the planning and implementation of the annual public diplomacy plan – including the provision of assistance for the organisation of key Embassy outreach events.
- Supporting the Embassy's efforts in export trade promotion through support for the Second Secretary's collaboration with the Local Market Team (which involves the main Irish State agencies both present and absent from The Netherlands - Enterprise Ireland, Bord Bia, Tourism Ireland and the IDA);
- Prepare briefing material on political, economic and trade developments as requested by the Ambassador;
- When required, represent the Mission at meetings with stakeholders of relevance to the work of the Embassy;
- Ensure that the advice and information 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 outreach work;
- Help facilitate in-country visits of Irish Ministers and business or public sector contacts.

Skills

To be eligible the following qualifications and competencies are required:

- Degree in a discipline of relevance to the role of Policy Officer (Politics, Economics, Business, Media / Communications, International Relations or Law);
- Post-graduate degree in a relevant discipline;
- Fluency in English and Dutch;
- Minimum of two years relevant work experience;
- Strong knowledge of the Dutch political, economic and commercial landscape;
- Knowledge of Irish political, economic and commercial landscape
- The legal right to work in the Netherlands
- High degree of integrity and trust;
- Effective communication, networking and reporting skills (including understanding, summarising, reporting and communicating complex information);

- Initiative and Team Work (; 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.

COMPETITION PROCESS

How to Apply

Interested applicants for this position **must submit** the following in addition to a completed Application Form (incomplete applications will not be considered):

1. **A current resume 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 two 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 the Netherlands (e.g. passport or working visa);**
 - **References from former employers; and**
 - **Original Third Level/University Degree certificates.**

Applications sent by email should be addressed to Robert.jackson@dfa.ie and should include the subject – “Public Affairs Officer Applicant [*insert name*] 2018”. Please submit attachments in PDF and Word formats, not pictures or other formats. Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to: Robert Jackson, Embassy of Ireland, Scheveningseweg 112, 2584 AE, the Hague.

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.” <https://www.dfa.ie/about-us/compliance/compliance-and-customer-services/>

Closing date

Applications will not be accepted after 17.00 CET on Monday 30 April 2018.

The interviews for this posts are to be held in mid May 2018 in the Embassy of Ireland in The Hague. Arrangements can be made, if necessary, to provide Video Conferencing facilities from Dublin (only) for those not in a position to travel to the Hague.

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.

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.

Principal Conditions of Service

The successful candidate will be based in the Embassy of Ireland, The Hague.

Remuneration

The rate of pay will €2,900.18 per month. Payment of the salary will be made each month by electronic transfer to your bank account. In accordance with Dutch Holiday Allowance Act a holiday allowance currently equal to 8% of the employee's annual salary will be paid in March 2018.

The position is not pensionable.

Duration

The successful applicant will be offered a 2 year contract. A six month probationary period will apply. At the discretion of the Ambassador the probationary period may be extended for a further period of 3 months. The contract will include a requirement for regular performance assessment. The operation of this contract is governed by the law of The Netherlands.

Tenure

You shall be employed within the Embassy of Ireland for the purposes outlined above. Your continuing employment is contingent, inter alia, on the demands of the Irish Embassy in The Hague. This is without prejudice to your rights under Dutch 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". As a Public Affairs Officer, you are not a member of the diplomatic staff of the Mission as defined by the Vienna Convention on Diplomatic Relations.

During the first six 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 or entity 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 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.

Performance review

Monitoring and performance assessment, at six-monthly intervals, with an emphasis on delivering added-value, will be assessed against metrics as outlined in an annual Role Profile.

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 31st of December. Employees are entitled to 25 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 9am to 5pm Mondays-Friday inclusive, with a lunch break from 1pm to 2pm. The Embassy reserves the right to request the employee to work beyond those hours where necessary for the needs of the Embassy. On such occasions as the employee may be required to work beyond these hours, an entitlement to time off in lieu shall arise.

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 Dutch authorities.