



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Administrative & Consular Assistant position at the Embassy of Ireland in Argentina

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

The Embassy of Ireland in Buenos Aires is looking to recruit a full time Administrative and Consular Assistant. The role will involve a mixture of administrative and customer service tasks including accounts, consular services and assistance.

Role

- Providing administrative support for the day to day management of Embassy finances and administrative tasks including liason with suppliers and service providers, compliance and procurement matters, and accounts system administration in consultation with diplomatic staff;
- Providing consular assistance and visa services including processing of passport and visa applications, emergency travel documents and providing assistance to Irish citizens in difficulty and their families;
- Providing secretarial and administrative assistance to the Embassy including answering enquiries from the public by phone, email and at the public counter;
- Assuming responsibility for the out of hours duty phone for one weekend a month;
- Liaison with the relevant Ministries and other government authorities with regard to the provision of consular assistance, Embassy events and queries from Irish authorities;
- Translating written documents, drafting letter and verbal notes, contact with the Irish-Argentinean community;
- Making arrangements for Embassy events and official visits;
- Performing other tasks at the Embassy whenever necessary as directed by the Ambassador or Consul including project based work.

Essential requirements candidates must be able to demonstrate:

- Candidates must have at least 12 months relevant professional experience;
- Candidates must be fluent in written and spoken English and Spanish. Please provide evidence in support of your skill level;
- Candidates must demonstrate excellent **administrative and organisational skills**, including proficiency in Microsoft Office suite;

- Candidates must have a good understanding of the role of the Embassy in providing consular assistance and familiarity with Argentine culture and administration, including legal and healthcare systems;
- Candidates must provide examples of excellent **customer service skills** and demonstrate an ability to show compassion and understanding when dealing with citizens in distress;
- Candidates should possess well-developed **interpersonal skills**, including a flexible attitude, good judgement and the ability to work effectively as part of a team;
- Candidates must demonstrate an ability to work well under pressure while ensuring accuracy, attention to detail and **commitment to delivering results**, including by adapting approach if necessary;
- **The successful candidate must have a legal entitlement to live and work in Argentina prior to recruitment.**

Desirable requirements:

- Knowledge of Ireland and Irish-Argentine relations will be considered an advantage;
- Knowledge and experience with accounts and Argentine banking procedures is desirable;
- Experience in a similar role in an Embassy or international organisation will be considered an advantage.

Terms and conditions of employment:

- The successful candidates will be hired on a full time basis on an initial one year contract, subject to probation, with the possibility of permanency.
- The working hours will be from Monday to Friday, from 9am to 5pm. In exceptional circumstances, these hours may be adjusted with prior notice;
- The entry point salary for the position is €12,159 per annum, paid locally on a monthly basis.
- The positions will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.

How to apply

Applicants should submit a completed application form, available at www.dfa.ie/irish-embassy/argentina/about-us/jobopportunities/ in English via e-mail only to buenosairesembassy@dfa.ie , with the subject line **Administrative Assistant**.

Applications must be received before 16:30 hrs. (Local time) on Wednesday 6th October 2021.

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

The successful candidate must have a legal entitlement to live and work in Argentina prior to recruitment.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for virtual interview may be undertaken based on the Essential Requirements above.

General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.

Security Clearance for Local Staff

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland in Argentina is committed to a policy of Equal Opportunity.