



Ambasáid na hÉireann
Embassy of Ireland

Consular Clerk (full time post)

An excellent opportunity is available to work at the Embassy of Ireland, Canberra for a Consular Clerk. We are seeking to recruit a resourceful and flexible colleague to join a team of diplomatic and locally recruited staff at a busy diplomatic mission.

The position is offered initially on a temporary basis for 12 months, and may be reviewed thereafter. The position is full time working Monday to Friday.

Remuneration

The annual remuneration for the post is **AUD\$51,402 p.a.** with the possibility of further incremental increases.

In addition to the salary, the employer will pay superannuation into a scheme of your choice.

Hours of attendance

9:15am - 13:00 and 13.45 - 17:00.

Main Duties include

- Providing Consular Assistance to Irish citizens
- Data processing e.g. passport and visa applications
- Dealing with clients face-to-face, on the telephone, and in writing
- General administration and receptionist duties

Requirements

- Fluency in English is essential
- Good organisation and communication skills
- Flexibility and ability to work within a team and autonomously
- Experience of administration tasks and procedures
- Aptitude for IT and technical work processes

A knowledge of Ireland, and an understanding of passport, visa and consular functions of an Embassy are desirable, but not essential. On the job training will be provided.

Applicants must have an appropriate Australian work visa where necessary. The Embassy is not in a position to sponsor a work visa application.

How to apply

Application letters should be sent by close of business on **Thursday 26 April 2018** to:

Recruitment Officer
Embassy of Ireland
20 Arkana Street
Yarralumla, ACT 2600

or via email to canberraembassy@dfa.ie

Any personal information submitted to the Mission 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.

Application letters should be accompanied by a curriculum vitae along with photocopies of passport and work visa where necessary and document(s) certifying educational qualifications.

Applicants should also be prepared to provide references and to obtain and maintain appropriate security clearances.

The Embassy of Ireland, Canberra is an equal opportunities employer. Canvassing will automatically disqualify.