



# Ambasáid na hÉireann Embassy of Ireland

## Administration Clerk

The Embassy of Ireland in Canberra is seeking to recruit a full time Administration Clerk to cover maternity leave for six months. The main roles and responsibilities include;

- Assist in the administration of the accounts function of the Embassy.
- Assist members of public with queries in accordance with Department of Foreign Affairs and Trade customer charter including in the area of consular assistance
- General administration and receptionist duties
- Support the work of the Embassy by performing other duties as directed by management

The successful applicant will be a dynamic and experienced individual who is fluent in English. For further details see our website: <https://www.dfa.ie/irish-embassy/australia/about-us/jobopportunities/vacancy-administration-clerk.html>.

### **How to apply**

Please submit a cover letter outlining your suitability in the role as well as your curriculum vitae.

Applications will only be accepted by e-mail to [canberraembassy@dfa.ie](mailto:canberraembassy@dfa.ie) **by 5.00 pm on Wednesday, 14 August 2019**. No applications will be accepted after this deadline, only shortlisted applicants will be contacted.

Please note that canvassing will disqualify applicants. The successful candidate must have a legal entitlement to live and work in Australia prior to recruitment. Police vetting will be sought in respect of individuals who come under consideration for appointment.

No phone enquiries please. By submitting information electronically parties accept that data may not be fully secure. All personal information received will be kept in line with GDPR/data protection guidelines.

***The Embassy of Ireland in Canberra is an equal opportunities employer.***