

Administration Clerk (full time post)

Embassy of Ireland, Canberra

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.

Administration Clerk – Roles and Responsibilities

- Assist in the provision of consular assistance to Irish citizens and the delivery of consular services.
- Assist members of public with queries in accordance with Department of Foreign Affairs and Trade customer charter
- General administration and receptionist duties
- Support the work of the Embassy by performing other duties as directed by management.

Candidate Profile

To be eligible the following qualifications and competencies are required:

- Fluency in English
- Experience in customer service
- Strong attention to detail, organisational and communication skills
- Flexibility and ability to work within a team and autonomously
- Experience of administration tasks and procedures
- The legal right to work in Australia. All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring.

Please note that a knowledge of Irish would be an advantage.

Remuneration

The annual remuneration for the post is **AUD\$57,542 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

09h15 – 13h00 and 13h45 – 17h00.

Due to the nature of the work staff are at times required to work during evenings and weekends. Time in lieu is granted in such cases.

How to apply

Applicants must submit (i) a cover letter outlining their interest and suitability for the position; (ii) their current Curriculum Vitae with a list of referees including current manager by 24 June 2019.

Applications will only be accepted by e-mail to canberraembassy@dfa.ie All emails received will be acknowledged. Shortlisting of candidates is part of the recruitment process. Please note that only shortlisted applicants will be contacted.

Data Protection

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

Security Clearance for Local Staff

Police vetting 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 resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required by supply this information again.

Please note that canvassing will disqualify applicants.

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