

Vacancy Notice

The Embassy of Ireland to Austria and Permanent Mission of Ireland to the International Organisations in Vienna wishes to invite applications from suitably qualified candidates who wish to be considered for appointment as a full-time, fixed-term **Multilateral and Administrative Attaché**. This role will assist with administrative duties in the Embassy and to support the Embassy's role in relation to the Vienna-based International Organisations.

The contract will be for a fixed-term period of two years with no extensions and with no entitlement to Irish civil servant status.

Tasks and Responsibilities

Tasks and responsibilities will include, but are not limited to:

- Assisting with the administration of the Embassy's consular duties, including passports, visas and assistance to Irish citizens;
- Attending and reporting on meetings and briefings, including those in International Organisations;
- Assisting with Public Diplomacy and cultural activities with a particular emphasis on social media, including St Patrick's Day celebrations in March;

Essential Requirements

- National of an EU Member State;
- Proficiency in English;
- Proficiency in German (minimum B2);
- Minimum of six months relevant work experience;
- Excellent IT skills incl. Microsoft Office suite and social media;
- Good organisation and time management skills;
- Effective team player with the ability to operate effectively in an international work environment.

Desirable

- University degree preferably in international relations, political science or a related field
- Interest in government and international relations
- Good knowledge of Ireland, European Union and UN matters

Salary and Conditions

The salary will be €37,092.16 gross per annum, paid in accordance with Austrian practice (incl. payments of 13th and 14th month salaries on a pro rata basis) and will be subject to Austrian tax and social security deductions.

This is a locally engaged position and successful candidates are responsible for their own accommodation.

The successful candidate will be entitled to 25 days annual leave calculated on a pro rata basis according to the length of contract.

Employees are required to work a 35 hour week and should be prepared to show flexibility in work patterns to accommodate multilateral meetings and other Embassy related events.

The successful candidate will initially serve a one-month probationary period.

The Embassy of Ireland and Permanent Mission of Ireland to the International Organisations in Vienna is an equal opportunities employer. Canvassing will automatically disqualify.

Application Process

Please submit a cover letter and a CV, which should include the names and contact details of two referees, to vienna@dfa.ie.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

Embassy of Ireland,
Rotenturmstrasse 16-18,
A-1010 Wien,
Austria

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.

Applications must be submitted by close of business on Tuesday 24 April 2018. Shortlisted candidates will be invited for interview in Vienna or by video conference from Dublin or an Irish diplomatic mission. Please note that travel expenses will not be paid.