

The Embassy of Ireland in Vienna is seeking an

EU Presidency Liaison and Administrative Officer

The Role

This is an important position in the locally-recruited staff of the Embassy for a **fixed term contract from 1st June 2018 until 31st December 2018**.

During Austria's Presidency of the European Council, the Embassy of Ireland in Austria will facilitate official visits to ministerial, official and expert level meetings. In this context, the Embassy is seeking to employ a liaison and administrative officer. The main purpose of this role will be to ensure that visits of Irish delegations coming to Austria in the second half of 2018 are facilitated by the Embassy in a professional manner. The role will require very strong logistical skills, flexibility and willingness to work evenings and weekends if necessary. Given the sensitive nature of the documentation involved, discretion and confidentiality are essential.

Main duties and responsibilities

- Liaising with EU Presidency desk officers in the Federal Chancellor's Department and Austrian Ministry of Foreign Affairs and with Irish Government Departments (ministries) to ensure all arrangements are in place for receiving official visits from Ireland
- Making logistical arrangements
- Carry out any other EU Presidency related tasks as requested
- Providing administrative support to the Embassy staff on a range of matters if required, including support for multilateral and consular sections and public outreach

Experience, qualifications and personal qualities required

- University degree preferably in international relations, political science or a related field
- Interest in government and international relations
- Preferably with a good knowledge of Ireland and European Union affairs
- Both oral and written proficiency in English and in German
- Experience in administrative work
- Excellent IT skills incl. Microsoft Office, Outlook, social media
- High degree of motivation
- Ability to work under pressure
- Proactive and flexible (work out of office hours if required)
- Cooperative, responsible, reliable and well organised

Terms and Conditions

This is a full-time position for a fixed term of 7 months (1st June-31st December 2018). The monthly gross salary will be €2,385.26.

To apply, please send your CV together with a short (max A4) cover letter by e-mail to viennaem@dfa.ie **by Friday 6 April 2018**.

Please note: Only short-listed candidates will be contacted and invited for an interview, which is planned to be held in April.