



**An Roinn Gnóthaí Eachtracha**  
Department of Foreign Affairs

**Public Outreach, Multilateral and Administrative Officer**  
**Embassy of Ireland Vienna**

***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.***

The Embassy of Ireland and Permanent Mission of Ireland to the United Nations, Vienna wishes to invite applications from suitably qualified candidates who wish to be considered for appointment to this full-time, fixed-term position. This role will assist with administrative and public outreach duties in the Embassy and support the Embassy's role in relation to the Vienna-based International Organisations.

The contract will be for a fixed-term period of 12 months from 31<sup>st</sup> July 2023 with no entitlement to extension or diplomatic or Irish civil servant status.

**Tasks and Responsibilities**

Tasks and responsibilities will include, but are not confined to,

- Research and information retrieval,
- Attendance and reporting on meetings, as required,
- Drafting of texts and briefing material,
- Assisting with the organisation of events, which can range from large-scale meetings, to in-house lunches or high-level visits and meeting with partners,
- Social media & Public Diplomacy, including Cultural promotion.
- Performance of administrative tasks,

- Any other duties as reasonably directed by the diplomatic staff.
- In addition to the above, the successful candidate may be required to carry out other functions subject to the business needs of the Embassy, including periodic out of hours and weekend cover for the Embassy's consular duty service.

### **Essential Requirements**

- Legal right to work in Austria;
- Fluency in English and German, knowledge of other languages will be an advantage;
- Honours undergraduate degree in a relevant discipline such as international relations, law, economics or politics;
- Minimum of six months relevant work experience;
- Familiarity with Microsoft Office applications;
- High level of written and oral communication skills;
- Team player with the ability to operate effectively in an international work environment;
- High level of analytical skills and attention to detail;
- Good organisation and time management skills;
- Knowledge and understanding of the work of the Vienna based international organisations will be an advantage.
- Experience in public outreach/event planning will be an advantage.

### **Salary and Conditions**

The salary will be € 44,236.08 gross per annum, paid in accordance with Austrian practice (incl. payments of 13<sup>th</sup> and 14<sup>th</sup> month salaries on a pro rata basis) and will be subject to Austrian tax and social security deductions.

Salaries are paid directly to a bank account, therefore, the successful candidate must have a bank account.

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 40 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.

### **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](mailto: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

Applications must be submitted by 14:00 Vienna time on Wednesday 7<sup>th</sup> June 2023. Depending on the number of applications received, a short-listing of candidates to be called for a competency-based interview may be undertaken based on the Essential/Key Requirements above. 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.

### **General Data Protection Regulation:**

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

### **Security Clearance for Local Staff**

Police security clearance 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 for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

***Please note that canvassing will disqualify applicants.***

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