



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Temporary Consular & Accounts Officer Embassy of Ireland, Belgium

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 is seeking to recruit a resourceful, proactive and flexible individual to fill the position of Temporary Consular & Accounts Officer in Brussels. The person will work effectively as part of a busy and flexible small Embassy team. The position will also involve undertaking occasional out-of-hours' duty.

Training on consular services and mission-specific software programmes will be provided to the successful candidate.

Role Profile

This role involves carrying out a wide variety of office administrative tasks including:

- Acting as the first point of contact in handling and monitoring public enquiries, including face-to-face, telephone and written enquiries;
- Processing consular documents and liaising with the relevant authorities in Belgium and Ireland;
- Preparation of monthly Embassy accounts and payroll;
- Payment of Embassy invoices and liaison with service providers;
- Assisting in the organisation of events, as necessary; and
- Other duties as required from time to time and directed by the Ambassador and Deputy Head of Mission as necessary.

Essential Requirements:

- Educational and work experience relevant to the job description;
- Understanding of the Belgian political, economic and social landscape and experience conducting research/drafting reports;

- The candidate must demonstrate using work based examples of providing excellent **interpersonal skills**, being persuasive, **working in a team** but also dealing effectively with people in external organisations;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong **organisational skills**, attention to detail, able to work under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- Fluent **English** and **French** language skills are required. Knowledge of **Dutch** and **Irish** would be an advantageous (Language testing may be included as part of the shortlisting process);
- The candidate must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- ***All applicants must have a permanent legal right to reside and work in Belgium.***

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- Previous professional experience of book-keeping and accounts and/or in a customer-facing role in an international organisation;
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission. Previous experience in a diplomatic mission is desirable, but not essential.

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term contractual basis for 6 months under Belgian law and will be based at Embassy of Ireland, Rue Froissart 50, 1040 Etterbeek.
- Annual Leave entitlement is 20 days per annum (accrued & applied pro rata). A policy of time-off-in-lieu is in place for out-of-hours duty.
- The salary for the position is €46,599.43 per annum (applied pro rata), paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

How to apply

The Job Description and Application Form for this position are available on our website www.dfa.ie/belgium

Completed application forms **in English** should be sent via e-mail only to brusselsembassy@dfa.ie, with the subject line “**Temporary Consular & Accounts Officer**”.

Applications must be received before 16:30 hrs (Local time) on 29/06/2022

Depending on response rates the deadline may be extended.

Please note that only shortlisted applicants will be contacted.

Selection Process:

- 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.
- It is planned that interviews will be held in person in early July 2022.

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 to Belgium is committed to a policy of Equal Opportunity.