



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Political Officer Embassy of Ireland, Brasília

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 above.

The Embassy of Ireland in Brasília is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a **full-time Political Officer position on a two-year fixed term contract**.

The Embassy of Ireland in Brasília, supported by the Consulate General of Ireland in Sao Paulo, is responsible for managing the Government of Ireland's relationship with Brazil, as well as three secondary accreditations: Guyana, Suriname and the Caribbean Community (CARICOM). The promotion of diplomatic, political, economic and cultural ties between Brazil and Ireland is integral to the work of the Embassy.

The purpose of the position is to facilitate Ireland's identification of and reporting on political and economic areas of interest, and to enhance the profile of Ireland in Brazil through strategic and effective public outreach.

The successful candidate will play a key role in supporting the Embassy's political and economic work, and public diplomacy efforts. Responsibilities will include monitoring press and social media; reporting on political and economic developments; research on political, economic, and broader policy areas of interest; actions to facilitate increased bilateral trade between Brazil and Ireland; and management of the Embassy's messaging on social media. As part of a small team, the officer will also be required to assist in covering other areas of the Embassy's work from time to time.

The position will require a candidate with a high degree of professionalism, demonstrable political analysis skills, third-level education, fluency in oral and written English and Portuguese, good organisational skills, and the ability to be flexible as demands and priorities change.

Roles and Responsibilities

The precise range of duties will vary depending on the business needs of the Embassy at any given time, but will include:

- Monitoring, analysing and reporting on political and economic developments in Brazil and secondary accreditations, and on topical issues and events, with a focus on areas of bilateral interest including Brazil's tenure on the UN Security Council, 2022 elections in Brazil, EU-Mercosur ratification, OECD accession, human rights issues, and environmental and climate change issues in Brazil;
- Preparing briefing material, speaking points and speeches in advance of meetings and events;
- Supporting the Embassy's efforts to strengthen economic links with private and public sector commercial actors, including preparation of field visits to key states in Brazil and secondary accreditations, and collaboration with the Consulate General in Sao Paulo, State Agencies and the Irish Business Network;
- Assist the Embassy in responding to commercial and compliance enquiries from State Agencies and private companies, particularly in relation to agricultural imports from Ireland;
- Develop a digital outreach plan for the Embassy's public diplomacy work including effective use of social media platforms and the Embassy website;
- Ensure the Embassy's social media accounts are active on a day to day basis;
- Additional responsibilities depending on business needs, including representing the Embassy at official events in Brazil, assisting with high-level in-country visits and Embassy events.
- Candidates must be available to accompany the Head of Mission and Deputy Head of Mission on official travel within Brazil and to countries of secondary accreditation;

Essential Requirements

- Candidates must have a degree or postgraduate degree, in a related discipline such as international relations, politics, economics or business;
- At least 3 years relevant professional experience in a relevant area, with a demonstrated track record in political and policy analysis;
- Fully bilingual in English and Portuguese, with excellent oral and written skills (language test may be required);
- Evidence through examples showing a strong knowledge and understanding of Brazilian political and economic situation and a high level of analytical skills (examples of previous political analysis may be requested, and a written exercise may be required);
- Evidence of flexibility, efficiency and effectiveness showing strong organizational skills, attention to detail, able to work under pressure and to manage multiple tasks;
- Demonstrate using work based examples of providing excellent interpersonal skills, being persuasive, working in a team but also dealing effectively with external stakeholders;
- A high level of organisational and administrative skills, including proficiency in Microsoft Outlook, Word, Powerpoint and Excel;
- Be flexible with regard to working hours (including occasional weekend work).
- **The successful candidate must have a legal entitlement to live and work in Brazil prior to recruitment.**

In addition to the essential criteria above, the following criteria are desirable:

- Previous experience working with an Embassy, NGO, or international organisation;
- Experience of working or studying abroad; and
- A good understanding of Ireland, Irish foreign policy priorities, and the role of the Department of Foreign Affairs.

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term (two years) contractual basis and will be based at Embassy of Ireland, Brasilia
- The salary for the position is R\$7,744.61 per month, paid locally. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- The position is also eligible for standard Embassy monthly food and transport allowances
- The position will have an annual leave allowance of 30 days per annum, exclusive of public holidays, adjusted *pro rata*.

How to apply

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

Completed application forms should be sent via **e-mail only** to recruitment.brasilia@dfa.ie with the subject line **Political Officer**.

To fill out the form, it will be necessary to convert the PDF to a Word document – applicants may wish to use the following: <https://www.adobe.com/acrobat/online/pdf-to-word.html>

Applications must be received before 23:59 hrs. (Local time) on Sunday 26 June 2022.

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

No phone enquiries please.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held in late June to early July 2022.

General Data Protection Regulation:

All personal information received will be kept in line with GDPR/data protection 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 in Brasília is committed to a policy of Equal Opportunity.