

## **Vacancy for Communications and Administrative Officer at the Embassy of Ireland, Sofia**

The Embassy of Ireland is recruiting a smart, ICT-savvy, can-do person to take on the job of Communications and Administrative Officer. The person will be expected to contribute dynamically and use their initiative in a modern, outward-looking workplace, taking primary responsibility for:

### **Communications and press monitoring:**

- Creating content for the Embassy's social media channels and website;
- Advising on the local social, political and cultural environment, practices and contacts;
- Identifying opportunities for Embassy public outreach, including via media and other channels;
- Monitoring and analysing Bulgarian media and current events.

### **Administrative support:**

- Managing Embassy accounts and procurement according to set procedures;
- Carrying out other administrative duties as may arise in the day-to-day office environment, including file management, handling incoming queries by phone and email, managing ICT connections etc.

As this is a small Embassy the person recruited will be expected to be adaptable and assist with other areas of the Embassy's work as required: providing consular services including visas, passports etc.; interacting with Irish citizens in need of assistance; and occasionally acting as PA to the Ambassador.

The successful candidate will:

- Display an interest in public and foreign policy issues in general and a knowledge of Ireland;
- Show a keen knowledge of issues and key actors in Bulgaria;
- Be capable of working on his/her own initiative and motivated to provide new ideas and solutions;
- Work well in a team environment;
- Communicate effectively internally and externally, in writing and orally;
- Be fluent in English and Bulgarian and capable of translation and interpretation when required;
- Be numerate, with a good level of attention to detail.

CVs should be limited to a maximum of two pages and accompanied by a covering note outlining your motivation for applying for the position, experience, and how you fulfil the requirements outlined above. CVs should also include the details of two referees. Referees will not be contacted without the candidate's prior consent.

Applications should be submitted through the [jobs.bg portal](https://jobs.bg) by the deadline of 17.00 on Friday, 3 May 2019. Early applications are welcome.