



**Research Advisor
Embassy of Ireland Ottawa**

The Embassy of Ireland in Ottawa is responsible for representing and promoting Ireland's interests in Canada, as well as working to develop bilateral relations between Ireland and Canada. The Embassy is headed by the Ambassador of Ireland, supported by a team of diplomatic staff and a team of locally-engaged colleagues.

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.

Applications are invited for a self-motivated and organised Research Advisor to work to the Ambassador and the diplomatic staff at the Embassy.

Research Advisor - Roles and Responsibilities:

The Research Advisor will be required to support the diplomatic staff of the Embassy in their work, through research, analysis and administrative duties (an indicative and non-exhaustive list of duties is set out below). The successful candidate will require excellent research and analytical ability; strong organisational skills, and the capacity to draft quality briefing and report to deadline. Applicants should have a strong knowledge of and interest in Canadian and Irish political and economic developments. The successful candidate will have excellent oral and written communications skills.

As members of the Embassy team, they will also assist in the general duties of the Embassy as required, such as assisting with the organisation of large-scale events, and associated duties relating to inward high-level visits.

The successful candidate(s) must therefore be a self-starter and a highly motivated, energetic and enthusiastic individual, willing to take the initiative, under the direction of the Ambassador and diplomatic staff of the Embassy.

The precise range of duties will vary over time according to the exigencies of the needs of the Embassy but will include the following:

- Providing research support to diplomatic officers on key policy areas by analysing data sets, and reading/summarizing existing research, media and journal reports etc.;
- Producing first drafts of policy memos, topic briefs, reports, briefing materials, etc.;
- Producing weekly Canadian media summaries for onward transmission;
- Providing research support on Canada's provinces, territories and municipalities from the economic and political perspectives;
- Preparing economic data sets and research for economic analysis;
- Inputting research into the planning of visits and other events.
- Providing support to the diplomatic staff as required, including assisting in administrative tasks, the coordination and planning of public and private meetings, and the organisation of Ministerial visits and other events;



- Performing other duties as assigned.

Candidate profile:

To be eligible the following qualifications and competencies are required:

- Fluency in English;
- Minimum of three years' relevant work experience;
- The legal right to work in Canada. All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring;
- At least three years' research experience;
- Ability to condense research into concise briefing material to deadlines;
- Effective teamwork and communication skills;
- Strong IT skills (Microsoft Office i.e. Excel, Word etc.).

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

- Degree in a discipline of relevance to the role of Research Advisor or relevant job experience in similar roles;
- Knowledge of the French language;
- Experience working in an International Organisation, Diplomatic Mission or other International Environment.
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Further details regarding this position is available on the website www.dfa.ie/canada or by emailing OttawaEmbassyRecruitment@dfa.ie

How to apply

Interested persons are required to send their applications to OttawaEmbassyRecruitment@dfa.ie **before 18:00 (Ottawa Time) on Friday 19 February 2021**. Please identify your email clearly in the subject heading with "Research Advisor".

By submitting information electronically, parties accept that data may not be fully secure.

Parties may alternatively send their submissions by post, to arrive by the above deadline, to:

Embassy of Ireland
Suite 1105
130 Albert St
Ottawa, ON
K1P 5G4

The application must contain:

- Letter of application (1 page max) addressing your suitability for the position and interest in working with the Embassy of Ireland;
- CV/résumé (2 pages max);



- Two nominated referees with contact details;
- Copies of professional references and relevant academic, professional and language qualifications (scanned if applying by email).

Salary

\$40,904 per annum paid by electronic transfer therefore a bank account is required.

Contract details

Contract duration: 1 year temporary fixed term contract with possible 1 year extension based on satisfactory job performance.

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 candidate profile above.

Please note only successful candidates will be contacted.

Data Protection:

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

Security Clearance for Local Staff

Police vetting 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 Ottawa is committed to a policy of Equal Opportunity.