



Ambasáid na hÉireann | An tSile  
Embassy of Ireland | Chile  
Embajada de Irlanda | Chile

## **Public Diplomacy & Culture Officer**

### ***Embassy of Ireland in Santiago, Chile***

***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 new Embassy of Ireland in Santiago, Chile opened in March 2019 to promote and protect the values, interest and economic well-being of Ireland and its people in Chile, Peru and Ecuador. We do this through promoting Irish culture and economic interests, working with the local Irish community and fostering the political relationship between Ireland and Chile, Peru & Ecuador

The Embassy is seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the position of Culture and Public Diplomacy Officer.

#### **Public Diplomacy & Culture Officer – Conditions of employment:**

- This is a full-time position
- Monday to Friday, 40 hours per week, with standard office hours from 9.00am to 5.00pm
- Annual Leave entitlement 20 days per annum, plus public holidays.

#### **Public Diplomacy & Culture Officer– Roles and Responsibilities:**

This key role will involve, amongst other functions:

1. Building relationships with political, business & cultural institutions in Santiago and across Chile and areas of accreditation.
2. Providing recommendations for cultural events to diplomatic staff.
3. Planning and delivery of local Embassy cultural events, including with Ireland-based artists, performers etc.
4. Building relationships with Chilean universities
5. Advice/Support to diplomatic staff on Embassy social media activity.
6. Updating of Embassy website/Facebook and other social media accounts.
7. Daily monitoring of local & regional media and contact-building with journalists
8. Identification of speaking and event opportunities
9. Attendance at political, business and other events.
10. Liaison with Irish community or business groups
11. Drafting official communication.

12. Mapping of existing Ireland-Chile connections in business, education, culture etc., in consultation with respective Irish state agencies
13. Other duties as required from time to time and directed by Head of Mission and Deputy Head of Mission

### **Candidate profile:**

To be eligible the following qualifications and competencies are required:

- Previous relevant experience
- Bilingual: Spanish and should be fluent in both languages.
- Strong organisational skills.
- Excellent interpersonal skills
- Can work on own initiative with attention to detail.
- Flexibility and adaptability

The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Embassy. Previous experience in a diplomatic mission is desirable, but not essential.

***All applicants must have a permanent legal right to reside and work in Chile.***

### **How to apply:**

Applicants must submit their current Curriculum Vitae (two pages maximum), include a cover letter explaining why they are interested in the Public Diplomacy & Culture Officer position, & have two nominated referees.

Please submit your application by email to [Santiagojobs@dfa.ie](mailto:Santiagojobs@dfa.ie) with the subject line *Public Diplomacy & Culture Officer position* before close of business on Tuesday 14 April 2020.

It is envisaged that interviews for selected candidates will take place the same week. Due to the current situation regarding COVID-19, interviews will take place on a video conferencing app.

### **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.

**Data Protection:**

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

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

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