



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

Personal Assistant & Accounts Officer

Embassy of Ireland in Santiago, Chile

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 Personal Assistant & Accounts Officer in the Embassy.

Personal Assistant & Accounts Officer – Roles and Responsibilities:

- This is a full-time position
- Monday to Friday, 40 hours per week, with standard office hours from 9.00am to 5.00pm
- The gross salary for this role is: \$1,500,000 CLP per month (\$18,000,000 CLP per annum)
- Annual Leave entitlement 20 days per annum, plus public holidays.

Personal Assistant & Accounts Officer – Roles and Responsibilities:

This key role will involve, amongst other functions:

- Managing the Ambassador's office and diary
- Managing invitations & logistics for embassy events
- Arranging travel for diplomatic staff
- Logistical support for official visits from Ireland (including arranging bilateral meetings, local transportation, accommodation, etc.).
- Preparation of monthly Embassy accounts.
- Accounts system administration in consultation with diplomatic staff.
- Payment of Embassy invoices and liaison with service providers
- Liaison with service providers for Ambassador's residence as appropriate.
- Helping to maintain contact databases
- Others duties as required from time to time and directed by the Ambassador and Deputy Head of Mission as necessary. This may include providing cover as necessary when other staff are absent.

Candidate profile:

To be eligible the following qualifications and competencies are required:

- Previous relevant experience, including basic understanding of book-keeping and accounts;
- Bilingual: Spanish and English, candidates should be fluent in both languages;
- Good numerical, administrative and organisational skills;
- Excellent interpersonal skills and the ability to work well in a team;
- The ability to work well under pressure;
- The ability to multitask, be reliable and have good attention to detail;
- Good working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- The ability to work on own initiative and to be flexible in taking on new work areas

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 Personal Assistant & Accounts Officer position, & have two nominated referees.

Please submit your application by email to Santiagojobs@dfa.ie with the subject line *PA & Accounts Officer Position* before close of business on Friday 3 January 2020.

It is envisaged that interviews for selected candidates will take place before the end of January 2020.

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.