



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

Personal Assistant & Accounts Officer

Embassy of Ireland in Santiago, Chile

The 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.

Roles and Responsibilities:

- 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; and
- Other 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.

Essential requirements candidates must be able to demonstrate:

- The candidate must have at least 12 months relevant professional experience;
- The candidate must be **fully bilingual** in English and Spanish;
- The candidate must be able to demonstrate strong written and oral **communication skills** in both English and Spanish;
- The candidate must demonstrate using work based examples of providing excellent **interpersonal skills**, being persuasive, working in a team but also dealing effectively with people in external organisations;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong **organizational skills**, attention to detail, able to work under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- Candidates must have previous experience of book-keeping and accounts;
- Good working knowledge of Microsoft Office Suite (Outlook, Word, Excel); and
- **All applicants must have a permanent legal right to reside and work in Chile.**

Terms and Conditions of Employment

- 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.
- This is a full-time position
- Monday to Friday, 40 hours per week, with standard office hours from 9.00am to 5.00pm.
- The salary for the position is 15,881,712.29 CLP per annum, paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- Annual Leave entitlement 20 days per annum, plus public holidays.

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 19 July 2021.

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 envisaged that interviews for selected candidates will take place before the end of July 2021

Data Protection:

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