



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

Economic 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 Economic Officer on a 12-month contract.

Economic 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.
- The gross salary for this role is 2,224,000 CLP per month (26,688,000CLP per annum). 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.

Economic Officer – Roles and Responsibilities:

This key role will involve, amongst other functions:

- Building networks within the Chilean business community, especially in sectors of particular interest;
- Analysing general market trends across sectors and providing critical analyses of economic issues in Chile;
- Monitoring media for relevant economic or commercial developments;
- Preparing material on economic developments as requested for briefing;
- Representing the Embassy at meetings with stakeholders of relevance in the economic sphere;
- Facilitating in-country visits and virtual meetings of Irish business or higher education representatives;
- Working in collaboration with the Embassy local team and other Irish Government Departments and State agencies as appropriate.

Essential Requirements - candidates must be able to demonstrate:

- Previous relevant professional experience;
- Bilingualism: Spanish and English; should be fluent in both languages;
- Excellent organisational skills;
- A good understanding of the role of the Department of Foreign Affairs;
- Excellent interpersonal and communication skills;
- A proven ability to work on own initiative showing great attention to detail;
- Computer literacy and information management skills;
- Flexibility and adaptability;
- **The successful candidate must have a legal entitlement to live and work in Chile prior to recruitment.**

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.

How to apply

Applicants must submit their current Curriculum Vitae (two pages maximum), include a cover letter explaining why they are interested in the Economic Officer position and provide the contact details for two nominated referees.

Please submit your application by email to Santiagojobs@dfa.ie with the subject line *Economic Officer position*, **before close of business on Friday 18th June 2021.**

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 Essential Requirements above.
- It is envisaged that interviews for selected candidates will take place in early July.

General Data Protection Regulation:

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