



**An Roinn Gnóthaí Eachtracha**  
**Department of Foreign Affairs**

## **Political and Cooperation Affairs Officer Embassy of Ireland, Bogotá**

***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 Embassy of Ireland in Bogotá is currently recruiting for the full-time post of Political and Cooperation Affairs Officer, commencing in March 2023.

### **Roles and Responsibilities:**

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

- Monitor and report on local and regional political developments, including a focus on the implementation of the peace agreement and peace process, and draft reports on the current situation.
- Provide analysis of pertinent news stories within areas of remit, as well as detailed summaries of partners' reports, as appropriate/required.
- Monitor developments on Human Rights, the security situation and development cooperation issues.
- Identify opportunities for Ireland to strengthen its relationship with partners (development/humanitarian) in Colombia and in countries of secondary accreditation (particularly Venezuela) and make recommendations on areas of cooperation.
- Assist the Deputy Head of Mission by conducting research into matters of concern across the political, human rights, development and peace spectrum.
- Assist the Ambassador and Deputy Head of Mission in preparing for meetings on matters across the development and political spheres, including through the preparation of written or oral briefings.
- Assist the Deputy Head of Mission by engaging with and preparing for and attending meetings of the UNMPTF, EU and other cooperation partners, presenting Ireland's views and reporting on outcomes.
- Assist the Deputy Head of Mission with the implementation of Ireland's Lesson Sharing programme, liaise with interested parties, implementing partners and headquarters on logistical and administrative issues.

- Liaise with colleagues at the Embassy to profile the political, peace and security, human rights and cooperation work of the Embassy through public messaging, including social media posts.
- Ensure accurate digital and physical records are kept and maintain a filing system in area of responsibility.
- Attend and minute other meetings at or on behalf of the Embassy, as required.
- Perform occasional translation/interpretation work, as required.
- Execute other administrative tasks and work as part of the Embassy team, supporting colleagues and providing cover for the communications officer when she is on leave.

**Essential Requirements candidates must be able to demonstrate:**

- Proven advanced English language skills, including excellent writing skills
- Spanish level, native or DELE C2/SIELE equivalent
- A minimum of two years' experience working on *either* political issues *or* cooperation matters in Colombia, or alternatively a combination of both;
- Familiarity with Colombian and regional politics, development cooperation and human rights in the local and regional contexts and a deep understanding of the peace process
- An ability to provide quick, specific and balanced analysis on the range of topics listed above
- Ability to work as part of a team and manage a variety of tasks simultaneously
- Understanding of the role of an Embassy in the domestic context
- Strong IT skills (including in Microsoft Office)
- ***All applicants must have a permanent legal right to reside and work in Colombia***

**Desirable Skills and Experience:**

- Experience working in an international organisation, diplomatic mission or other international environment.
- An established network of contacts across the Colombian administration and civil society
- Familiarity with Irish culture and administration.

**Terms and conditions of employment:**

- The successful candidates will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland, Bogotá.
- Monday to Friday, 48 hours per week, with standard office hours from 08.30am to 5.30pm
- Annual Leave entitlement is 20 days per annum.
- The gross salary for the position is COP 75,105,680 per annum, paid locally on a monthly basis. The salary is subject to all local taxes. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

### **How to apply**

Candidates are required to submit a CV with an accompanying cover letter (of maximum 500 words) **in English** to the following email address: **bogotaemexternalmail@dfa.ie** by midnight (Colombian time) on **February 15 2023**

Applications should be sent with the following subject message:

#### **Political and Cooperation Affairs Officer Vacancy**

Applications will be shortlisted against the requirements outlined above and on the basis of their length and breadth of experience. Please note that only shortlisted applicants will be subsequently contacted by the Embassy and invited to interview.

#### **Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held in February 2023.

#### **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, Bogotá is committed to a policy of Equal Opportunity.***