



**Recruitment of Research Assistant
Consulate General of Ireland – Austin**

The Consulate General of Ireland in Austin is seeking to recruit a motivated and experienced individual to join our team for the position of **Research Assistant**. The Research Assistant will support the work of the Consulate by completing research projects on trade, economic, and political issues. The successful candidate will also be responsible for the Consulate’s programs and support services supporting Irish citizens and people of Irish descent in Texas and the southwest US region. The Research Assistant will also assist colleagues by providing consular services, planning/running of events and other initiatives, and communicating and engaging with a range of clients and partner organisations. The successful candidate will be part of the small dynamic team working directly to the Consul General.

The Consulate General of Ireland in Austin represents and promotes Ireland in Texas, Colorado, New Mexico, Oklahoma, Arkansas, Louisiana, Kansas, and Kansas City. The Consulate’s functions include economic and political work, consular affairs, and engagement with the large Irish and Irish American communities in Texas and the southwest region.

Position details:

Start date:	Immediate
Location:	Consulate of Ireland, Austin (remote working options not available)
Contract duration:	Ongoing upon successful completion of a twelve-month probation period
Working hours:	40 hours per week with some occasional additional hours including some evening and weekend work (leave time-in-lieu will normally be offered for this work). Individuals unable to occasionally work out-of-hours should not apply for this post.
Salary:	\$48,716 gross per annum (starting salary with annual increment increases).
Annual leave:	20 days per annum and public holidays with leave time-in-lieu for occasional evening/weekend work.
Eligibility:	Candidates must have a permanent, legal right to reside and work in the USA and will be subject to US employment and taxation law.
Closing date:	5:00pm on Wednesday, April 24, 2019 (US central time).

The main duties will include, but not be limited to:

- Management of the delivery of programs and support services aimed at helping Irish citizens and people of Irish descent in Texas and the southwest US region.
- Researching trade, economic and political issues pertinent to the relationship between Ireland and the United States.
- Communication and engagement with a range of Consulate clients, contacts and partner organisations including responsibility for an e-newsletter, social media and other channels.
- Event planning and organisation of meetings and other initiatives.
- Contact database management.
- Support for high-level cultural, commercial and government visits.
- Assisting with provision of information on Irish consular services and emergency assistance to Irish citizens.
- Other general support for the activities of the Consul General and other Consulate staff.

Knowledge, skills and experience

- Candidates must be fluent in English and have excellent written and oral English communication skills.
- Spanish language skills would be strongly advantageous.
- Very high degree of integrity and trustworthiness.
- Willing to work independently on specific projects and to work effectively as part of a team.
- High level of discretion, commitment, reliability, and attention to detail.
- Proven ability to work under pressure.
- Ability to work under minimal supervision, to set priorities, and to organise workloads to meet deadlines.
- Experience of problem-solving in a work environment.
- Knowledge and experience of Ireland's culture, government, business, and society would be desirable.
- Interest in foreign policy and international relations.
- Excellent IT skills, including working proficiency in Microsoft Office programmes such as Outlook, Word, PowerPoint and Excel.
- Event planning/management skills.
- Previous relevant work experience in grant funding administration would be an advantage.
- Eligibility to work in the USA (for US Citizens – US passport, US birth certificate or US naturalization; for Permanent Residents - Green Card).
- Candidates must possess a full U.S. driving licence.

How to apply and application process:

Candidates should submit the following via email only to recruitment.Austin@dfa.ie by 5:00pm on Wednesday, April 24, 2019 (US central time):

- A résumé of not more than two pages and a covering letter of not more than 500 words by email to recruitment.Austin@dfa.ie. All applications should include an e-mail address and a phone number.
- In their applications, candidates should highlight relevant professional experience that clearly demonstrates the competencies outlined in ‘main duties’ and ‘knowledge, skills and experience’ sections above.
- The submission of non-requested information (photographs, certificates or any other large files) will disqualify.

Please note: No applications will be accepted after the deadline (5:00pm on Wednesday, April 24, 2019).

A shortlist of candidates will be prepared based on evidence of qualifications/professional experience relevant to the post outlined in applications. Only shortlisted candidates will be called for an interview. All shortlisted candidates will be required to present the name of at least one manager with whom they have worked within the past two years as a reference.

Information on the post is being communicated publicly through the Consulate’s web and social media channels; the Consulate cannot provide responses to individual phone/e-mail queries received regarding the post or the application process. The Consulate of Ireland regrets that due to the high volume of applications it cannot provide feedback to applicants at any stage of the application/interview process.

Any offer of employment will be subject to security clearance and confirmation of satisfactory employment references.

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

By submitting information electronically, parties accept that data may not be fully secure. The Department of Foreign Affairs and Trade of Ireland is an equal opportunities employer. Please note that canvassing Consulate staff at any stage of the recruitment process will result in the immediate disqualification of candidate. Interview-related expenses will not be refunded by the Consulate

Further information:

The successful candidate will receive a conditional offer of employment which will include a breakdown of the salary and benefits offered as well as information about terms and conditions of employment. The conditional offer will also outline medical and security requirements; the successful candidate will be required to provide a satisfactory medical report on the state of their health and may also be required to pass relevant background and security checks.