



**An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade**

**Administrative Officer
Consulate General of Ireland, Boston**

The Consulate General of Ireland promotes and protects Irish interests through its work with the Irish community in the New England region, supporting the strong partnership between the US and Ireland, and providing a range of consular services.

The Consulate General of Ireland in Boston is seeking a dynamic, motivated and resourceful **Administrative Officer** to assist with the work of the Consulate in providing consular services, strengthening relationships with the Irish community and promoting Ireland's interests in the US. The successful applicant will work alongside other locally engaged staff of the Consulate, and will report directly to the diplomatic staff.

All applicants must have a permanent legal right to reside and work in the USA (US passport/ US birth certificate/ US naturalization/ valid Green Card).

Responsibilities:

The range of duties will vary over time according to the requirements of the Consulate. The role will include but will not be limited to the following:

- Providing consular and visa services, assisting Irish citizens, answering queries from the public, strengthening relationships with the Irish community;
- Providing administrative support to the Mission;
- Working with the Consul General and Vice Consul on event planning, outreach (including digital and social media) and logistics;
- Conducting research under the direction of diplomatic staff;
- Executing other tasks as required

Essential Requirements:

The successful candidate will have:

- at least twelve months relevant professional experience
- excellent written and verbal communication skills
- strong interpersonal, organisational and administrative skills
- the ability to perform under pressure, both independently and as part of a team
- a flexible approach and demonstrable work ethic
- knowledge of Ireland and the work of Ireland's diplomatic missions.
- familiarity with public outreach tools and platforms
- experience with event management

Terms and Conditions of Employment

Start Date	23 August 2021
Location	Consulate General of Ireland in Boston
Working Hours	40 hours per week with occasional additional hours including evening and weekend work. Individuals unable to occasionally work outside regular office hours should not apply for this post.
Salary	\$46,108 per annum
Annual Leave	20 days per annum plus public holidays
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.

How to apply

- Apply by email only to boston.recruitment@dfa.ie with the subject line 'Administrative Officer Application' followed by your name, by **9am EST, 5 July 2021**.
- Applications received after this time will not be considered.

The application email must contain:

- Letter of application (1 page max.) addressing your suitability for the position and interest in working with the Consulate General of Ireland in Boston
- Résumé (2 pages max.) clearly demonstrating the required competencies and experience
- Two nominated referees with contact details
- Copies of any relevant academic, professional qualifications scanned into one PDF attachment

By submitting information electronically, applicants accept that data may not be fully secure. Any personal information submitted to the Consulate will only be used for its intended purposes and will be destroyed when no longer needed. All personal information received will be kept in line with General Data Protection Regulation (GDPR) guidelines.

Selection Process

A shortlist of candidates will be prepared on the basis of qualifications and professional experience relevant to the post, and these candidates will be invited for interview.

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/ application process. The Consulate regrets that it will not be able to acknowledge applications received or provide feedback to applicants due to the likely high volume of applications received. Only short-listed candidates will be contacted.

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 Consulate General of Ireland, Boston is committed to a policy of Equal Opportunity.