



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

## Executive Support & Public Outreach Officer

### Consulate General of Ireland, Hong Kong

*The mission of the Department of Foreign Affairs 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 and Consulate network abroad.*

The Consulate General of Ireland works to promote and protect Irish interests in Hong Kong and Macao, whether it is working with the Irish community and wider stakeholders, promoting Irish economic interests or supporting the strong bilateral partnership between Ireland and the Special Administrative Regions of Hong Kong and Macao.

At the Consulate, we work closely with the Embassy of Ireland in Beijing and with Irish state agencies to promote trade, tourism, and inward investment. We seek to build on the long-standing ties between Ireland and Hong Kong, dating back some 200 years.

We are fortunate to have a vibrant, longstanding community which has been actively promoting Ireland for many years, by building economic connections, promoting Irish culture, and creating a positive image of Ireland in Hong Kong and Macao. The Consulate is committed to supporting and engaging with the Irish community and wider stakeholders on a wide range of issues.

#### **Summary of the position:**

The Consulate General of Ireland is now looking to recruit an **Executive Support & Public Outreach Officer** on a full time permanent basis. The key focus of the role is to provide executive support to the Consul General in relation to political and economic outreach role of the office. In addition to this, the Officer will lead on the logistics and organisation of events which underpin the Consulate's promotion and outreach strategy, including engagement with the Irish community and wider stakeholders. The successful candidate will demonstrate strong organisation and communication skills and will have a keen interest in economic and current affairs.

#### **Role**

The key deliverables of this Role are to:

- Provide executive support to the Consul General in relation to political and economic outreach role of the Consulate, the responsibilities for which will include (but are not limited to) diary management, meeting preparations, venue bookings, implementing agreed protocols for meetings and making travel arrangements as appropriate;

- Ensure good outcomes from Consul General engagements, including basic research and data analysis in preparation for meetings, recording minutes/follow up actions and report on events/meetings, as appropriate;
- Lead on the logistics and organisation of events which underpin the Consulate's promotion and outreach strategy. Such events may include (but are not limited to) in-house meetings / events / seminars, national day reception and Irish cultural showcases, film/music festivals, promoting Ireland in schools and universities, attendance at trade expos, and periodic high-level political and trade promotion visits;
- Provide routine administrative support to ensure the efficient management of the Consulate, which may include (but is not limited to) managing correspondence, invitations, callers to the Consulate, routine procurement, organising, filing and retrieving records, documents, and reports.
- Deputise for the Consular Officer during periods of absence or at peak work times
- Perform other duties as may be specified from time-to-time as the Consulate's priorities evolve and change

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

- Candidates must have a degree;
- Candidates must have at least 12 months relevant professional experience;
- Good knowledge of international political and economic affairs;
- Excellent interpersonal and networking skills, especially assertiveness and a proactive approach to problem-solving;
- Advanced organisational skills, including the ability to organize a daily workload by priorities and be able to meet deadlines in a fast-paced quickly changing environment;
- Strong communication skills, with an advanced fluency in both written and spoken English.
- Computer literacy and information management skills, including an in-depth understanding of the Microsoft Office suite and social media platforms especially Facebook, LinkedIn and Twitter.

**The successful candidate must also have a legal entitlement to live and work in Hong Kong SAR prior to recruitment.**

**Desirable requirements:**

The following requirements will be considered an advantage:

- Fluency in Cantonese and/or Mandarin.
- Under graduate degree in a relevant area, for example, aviation, business, communications, economics, finance, law, management, politics, public policy or social sciences.
- A Post-graduate qualification.
- Experience of working in a multi-cultural or a multinational environment.
- A working understanding of the role of the Department of Foreign Affairs
- Good understanding of international political context, particularly, with regards to Hong Kong and Macao
- A strong appreciation of the bilateral economic opportunities, especially in the area of trade and financial services.

**Terms and conditions of employment:**

- The successful candidates will be hired on a fixed-term basis and will be based at **Consulate General of Ireland, Hong Kong**.
- The positions will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted pro rata.

**Salary**

The salary for this position, with effect from October 2019 is as follows:

**HKD207,073 – HKD347,625 (broken into 6 increments and one long service increment).**

Long service increments may be payable after 3 years satisfactory service at the maximum of the scale. Annual increments may be granted on the basis of satisfactory performance and conduct, and a good attendance record. Any increments that may be awarded are at the Mission's discretion and do not affect the other terms of your employment. Please note there is no obligation to award an incremental increase.

**Important Note**

Entry will be at the minimum of the scale (paid locally on a monthly basis over a 13 month period) and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Subject to satisfactory performance increments may be payable in line with current Government Policy

**How to apply**

The Job Description for this position is available on our website

<https://www.dfa.ie/irish-consulate/hong-kong/about-us/jobopportunities/>

Application forms can be requested via e-mail [HongKong@dfa.ie](mailto:HongKong@dfa.ie), with the subject line **Executive Support and Public Outreach Officer**.

The completed forms should be sent to [HongKong@dfa.ie](mailto:HongKong@dfa.ie) with the subject line outlined above.

**Application forms should be requested no later than 12:00 (local time) on Friday 4 September 2020**

**Applications must be received before 12:00 (Local time) on Wednesday 9 September 2020**

(Depending on response rates the deadline may be extended).

Please note that only short listed applicants will be contacted.

**The successful candidate must have a legal entitlement to live and work in Hong Kong SAR prior to recruitment.**

**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/Key Requirements above.
- It is planned that interviews will be held by video-conference before the end of September 2020.

**General Data Protection Regulation:**

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

**Security Clearance for Local Staff**

Individuals who come under consideration for appointment will be required to undergo a security clearance process. As part of this process, 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 with the Department of Foreign Affairs, they will be required to supply this information again.

***Please note that canvassing will disqualify applicants.***

***The Consulate General of Ireland, Hong Kong is committed to a policy of Equal Opportunity.***