



Clerk Secretary: Consular and Administrative Officer **Consulate General of Ireland, New York**

The Consulate promotes and protects Irish interests through its work with the Irish community in the region, promoting Irish economic interests, supporting the strong partnership between the US and Ireland, and providing a range of consular services. The Consulate in New York is one of a network of Irish representative offices across the US and covers the states of New York, New Jersey, Pennsylvania, Connecticut, Delaware and West Virginia from our office in midtown Manhattan.

The Consulate General of Ireland in New York City is seeking a dynamic, motivated and resourceful Clerk Secretary: Consular and Administrative Officer to help ensure the smooth delivery of customer services and with the Consulate's promotion and outreach activities.

Responsibilities:

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

- Assisting with Passport, Visa, Citizenship and other consular services
- Consular assistance to Irish nationals in emergency situations
- Liaising with community organisations and strengthening relationships with the Irish community
- Assisting with the Visits & Events program of the Consulate (both in-person and online)
- Providing administrative support where required to members of the diplomatic team, including diary management and travel planning
- Records management and conducting research
- Assisting with the administration of the Consulate's grants schemes
- Assistance in all other areas of the Consulate's work as and when required.

The specific role profile of the successful candidates will be determined based on the business needs of the Consulate and may change as required. Flexibility and willingness to adapt is therefore essential.

The successful candidates will have a proven track record in customer service skills with experience of working in a team environment. They will be expected to deliver a quality service at a fast pace, have attention to detail, and be motivated to work on their own initiative. They should have a track record of delivery in a similar office environment.

Essential Requirements - candidates must be able to demonstrate:

The successful candidate will have:

- Candidates must have a minimum of an Associate's Degree in a relevant field or at least three years relevant professional experience;
- Excellent interpersonal, written and verbal communication skills;
- The ability to perform under pressure, both independently and as part of a team;
- A flexible approach and demonstrable work ethic;
- Excellent organisational and time-management skills;
- Excellent management & delivery of results;
- Competence in the use of the Microsoft Word and Excel;
- **The successful candidate must have a legal entitlement to live and work in the US prior to recruitment.**

Desirable Skills and Experience:

- Ability to show commitment to and knowledge of the work of the Consulate General of Ireland will be an advantage.

- A proven ability to manage information effectively will also be considered an advantage, with the ability to quickly distil and synthesise complex information in writing.

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis. The salary for the position is paid directly to a bank account, therefore the successful candidate must have a bank account.

Location	Manhattan, New York
Working Hours	40 hours per week with occasional additional evening and early morning work (with time off given in lieu). Those unable to occasionally work outside regular office hours should not apply for this post.
Salary	\$54,219.80 (gross) per annum, paid locally on a weekly basis.
Annual Leave	20 days per annum plus public holidays.
Eligibility	Candidates must have a legal right to reside and work in the USA and will be subject to US employment and taxation law.

How to apply

The Job Description for this position is available on our website <https://www.dfa.ie/irish-consulate/newyork/about-us/job-opportunities/>

Please send your resumé with a detailed cover letter explaining your motivation for applying, how you meet the requirements and your desire to work for the Consulate General of Ireland, New York. Your cover letter should also set out your legal entitlement to live and work in the US.

Applications should be sent via e-mail only to newyorkcongen@dfa.ie, with the subject line **Clerk Secretary: Consular and Administrative Officer.**

Applications must be received before 9am (Eastern Time) on Monday 22 November 2021.

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

Applications will not be discussed with third parties.

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.

A panel may be established from this competition to fill similar positions that may arise over the lifetime of the panel.

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 canvassing will disqualify applicants.

The Consulate General of Ireland in New York is committed to a policy of Equal Opportunity.