



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Two Consular Officers, Clerk Secretary Positions Consulate General of Ireland, San Francisco

The mission of the Department of Foreign Affairs is to promote and protect abroad the values, interests and economic wellbeing of Ireland and its people, under the political direction of our Ministers, through our staff at home and our mission network abroad.

The Consulate General of Ireland, San Francisco works to promote and protect Irish interests in the Western United States, through working with the Irish community, promoting Irish economic interests, supporting the strong partnership between Ireland and the states of the Western US, and helping Irish citizens in difficulty.

The Consulate also provides a range of key consular services: processing visa applications; authenticating documents; providing information on travelling to, living and working in Ireland, and much more.

The Consulate General is currently recruiting for **two** resourceful, proactive and flexible individuals to fill the position of **Clerk Secretary** at our busy team.

Roles and Responsibilities:

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

- 'Front of house' work representation, meeting citizens during Consular public hours;
- Providing excellent customer service at the Consulate's public office;
- Providing assistance to Irish citizens, and their families, who are in difficulty;
- Responding to public queries received by the Consulate over telephone and email;
- Assisting diplomatic staff with event planning and logistics;
- Working with local welfare and emergency partners;
- Providing administrative support to the Mission;
- Working in our webchat function in answering queries from Irish passport applicants;
- Assisting in processing emergency travel documents;

- Other duties as required from time to time and directed by the Deputy Head of Mission as necessary.

Essential Requirements candidates must be able to demonstrate:

- at least 12 months relevant professional experience, ideally featuring previous consular work
- Excellent interpersonal, organisational and administrative skills
- Work well under pressure
- Previous Office experience of no less than one year
- A flexible approach to the work they are required to do and have a demonstrable work ethic
- Strong written and verbal communication skills
- Excellent English language skills, both written and verbal
- Working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- ***All applicants must have a permanent legal right to reside and work in the USA.***

Desirable Skills and Experience:

- Familiarity with Ireland
- Previous consular work experience in a diplomatic mission

Terms and conditions of employment:

The successful applicants will work alongside all other local employees of the consulate and will report directly to the diplomatic staff in the consulate.

This is a **full-time position**, 40 hours per week, with standard office hours **from 8:30am to 4:30pm, Monday to Friday**. The gross salary for this role is **\$50,136.59** per annum along with an entitlement to 20 days annual leave, plus public holidays.

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). As a US citizen/resident, you are personally subject to US social security and self-employment taxes while employed at the Consulate General of Ireland, San Francisco.

If you wish to apply for this position, please submit the application form, a cover letter, and 2 nominated references by email to SANFRANCGExternalEmail@dfa.ie or by post to One Post Street, Suite 2300, San Francisco, CA 94104, before midnight **on Friday 15th July**. Applications received after this time will not be considered.

How to apply

Applicants must submit the attached application form (two pages maximum), include a cover letter referencing the position, & have **two nominated references**

Applications must be submitted by email to with the subject line
'Consular Officer Position' by midnight on Friday 15th July

Applications received after this time will not be considered.

It is envisaged that interviews for selected candidates will take place shortly.

Candidates will need to be available to begin work in short order.

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 by video-conference before the end of July 2022.

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.

By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts. The Consulate General of Ireland, San Francisco is committed to a policy of equal opportunity