

Consular Officer/Clerk Secretary at the Consulate General of Ireland, San Francisco

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

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

The Consulate General is currently recruiting for the position of **Clerk Secretary** to join our busy team.

Role:

The role will involve, amongst others:

- Providing assistance to Irish citizens in difficulty and their families;
- Providing administrative support to the Mission.
- Answering queries relating to Ireland from the general public
- Assisting diplomatic staff with event planning and logistics
- Working with local welfare and emergency partners
- Executing other administrative tasks as required; and
- working on the consulate's communications and public outreach work

Essential Requirements which candidates must be able to demonstrate:

- Candidates must have at least **twelve months** relevant professional experience including previous consular work
- Candidates should have excellent interpersonal, organisational and administrative skills
- Work well under pressure
- Previous Office experience and flexibility in the work they are required to do
- Ideally candidates will have strong written and verbal communication skills, excellent English both written and verbal, and a demonstrable work ethic
- Familiarity with Ireland is desirable
- **The successful candidate must have a legal entitlement to live and work in the United States prior to recruitment.**

Terms and conditions of employment:

- This is a full-time position, 40 hours per week, with standard office hours from 8:30am to 4:30pm, Monday to Friday.
- The successful applicant will work alongside all other local employees of the Consulate, and will report directly to the Consul General.

- Having regard to current health and safety protocols in the county of San Francisco the successful candidate, to begin with, will largely work from home with some days based in our city centre office.
- Successful candidate will be paid by electronic transfer; therefore a bank account will be required.

How to Apply:

If you wish to apply for this position, please submit your resume (two pages maximum), a cover letter, and two nominated references by email to [sanfrancongen\[at\]dfa\[dot\]ie](mailto:sanfrancongen[at]dfa[dot]ie) or by post to One Post Street, Suite 2150, San Francisco, CA 94109, before **midnight on Wednesday, 9 December 2020**. Applications received after this time will not be considered.

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.

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.

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 of Ireland is an equal opportunities employer