

Temporary job Vacancy at the Consulate General of Ireland, San Francisco: Passport Officer

The Consulate General of Ireland in San Francisco works to promote and protect Irish interests in the Western United States, through working with the local 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 services. Included in these are processing passport and visa applications; authenticating documents; providing information on travelling to, living and working in Ireland, amongst many other areas of work.

The Consulate General is currently recruiting for the position of passport officer for a strictly defined four week period starting Monday 10 June 2019, ending Friday 5 July 2019 to offer support to our busy passport office.

The role will involve: processing passport applications, following up with applicants on individual applications where relevant and necessary, liaising with our passport office at HQ on applications, supporting the work of our fulltime passport officer, and executing other administrative tasks as required.

The successful candidate should work well under pressure, be flexible in the work they are required to do, display solid administrative and organisational skills, be able to work as part of a team, and be an effective communicator.

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 \$930 per week. The successful applicant will work alongside all other local employees of the Consulate, and will report directly to the Consul General.

Previous office experience, a familiarity with Ireland, strong written and verbal communication skills, and a demonstrable work ethic are preferred.

If you wish to apply for this position, please submit your **résumé** (two pages maximum), a **cover letter**, and **two nominated references** by email to sanfrancongen@dfa.ie or by post to 100 Pine Street, Suite 3350, San Francisco, CA 94111, before **midnight on Sunday 2 June 2019**. Applications received after this time will not be considered. It is planned to hold interviews later that week with the successful candidate starting work on Monday 10th.

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.

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 is an equal opportunities employer