



Ambasáid na hÉireann Embassy of Ireland

Vacancy: Press and Public Affairs Assistant

The Embassy of Ireland to Cyprus, based in Nicosia, is seeking to recruit a
Press and Public Affairs Assistant

Our mission 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 network abroad.

Role

The Press and Public Affairs Assistant will support the Embassy in the delivery of a public diplomacy strategy for the mission. The successful candidate will work as part of a busy and flexible Embassy team, and will have opportunities to develop their skills and gain hands-on experience. Reporting to the Ambassador, this role will include, but is not limited to, the following:

- Develop and implement a social media strategy for the Embassy;
- Act as press liaison for the Embassy;
- Support for high level visits;
- Support production of Embassy publications;
- Assist with management of Embassy events.

Requirements

Applicants must hold a third level qualification, or be currently undertaking study at a third level institution, and should be able to demonstrate:

- Excellent written and oral communication skills in both Greek and English.
- A background in communications or diplomacy with an understanding of international relations.
- Excellent administrative and organisational skills, including proficiency in Microsoft Outlook, Word and Excel.
- Well-developed networking and interpersonal skills, including a flexible attitude, good judgement and the ability to work effectively as part of a team.
- The ability to work well under pressure while ensuring accuracy and attention to detail.
- A high level of discretion, commitment and reliability.
- Relevant working experience.
- The legal right to work in Cyprus; All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring.

Desirable

- Social media experience
- Press experience

Salary and Conditions

The position is strictly temporary with a fixed term contract for a period of 4 months, based on 30 hours per week.

The monthly gross salary will be €1,200. Salary will be paid in accordance with local labour laws. The Officer will be based at the Embassy of Ireland, Cyprus but may be required to work off-site, where necessary.

Application process

The closing date for receipt of applications is **Wednesday 31 July 2019**. **The successful candidate should be available to take up the position on Monday 2 September 2019.**

Please submit in English only:

- A CV of not more than 2 pages (this is a strict limit)
- A personal statement (maximum 700 words) setting out the applicant's suitability for the role;
- The names and contact details of 2 referees that can testify to the character and experience of the applicant. Letters of recommendations should not be submitted. The Embassy will only contact referees if a candidate has been shortlisted for interview.
- Copies of any English language proficiency test scores if available

Applications should include an e-mail address and a phone number, and should be submitted by email to arrive by close of business, **31 July 2019** using the address nicosiaembassy@dfa.ie. **No applications will be accepted after this date.** The subject line of the e-mail should read '**Press and Public Affairs Assistant Vacancy**'. Queries regarding the application process may be sent to the same email address.

By submitting information electronically, parties accept that data may not be fully secure.

Applications may also be submitted by post to Embassy of Ireland, P.O. Box 23848, 1686 Nicosia.

A shortlist of candidates will be called for interview on the basis of the above criteria and the information supplied in their applications. Only those who have been short-listed for interview will be contacted. The position will be filled on the basis of this competitive interview.

Interviews are likely to be arranged during August 2019. Interviews will be conducted in English. Language skills will be tested as part of the selection process.

Terms of Recruitment Process

- The Department of Foreign Affairs and Trade is an equal opportunities employer. This recruitment process will be run in compliance with the [codes of practice](#) prepared by Ireland's Commissioners for Public Service Appointments.
- Canvassing will disqualify applicants.
- This position carries no entitlement to a permanent position at the Embassy or an established position within the Irish civil service.

Data Protection

By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to the Embassy 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.

Security Clearance for Local Staff

Police vetting 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.

Embassy of Ireland Nicosia
Date 4 July 2019