



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Personal Assistant & Accounts Officer Embassy of Ireland, Kyiv

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.

The Embassy of Ireland in Kyiv, Ukraine will open in 2021 to promote and protect the values, interests and economic well-being of Ireland and its people in Ukraine. We do this through promoting Irish culture and our economic interests, working with the local Irish community and fostering the political relationship between Ireland and Ukraine. The Embassy is seeking to employ a Personal Assistant/Accounts Officer to the Ambassador. The position is challenging and rewarding and would suit a resourceful, proactive and flexible self-starter capable of working on their own initiative who has held a similar position in Ukraine for a period of at least two years.

PA & Accounts Officer - Role and Responsibilities

- Managing the Ambassador's office and diary;
- Interpretation between English and Ukrainian at official meetings;
- Translation of official and administrative documents between English and Ukrainian;
- Preparation of monthly Embassy accounts and budget;
- Accounts system administration in consultation with diplomatic staff;
- Payment of Embassy invoices and liaison with service providers
- Managing invitations and logistics for events;
- Drafting official communications; including messages from the Ambassador to the local Irish community and other mission contacts; official messages to Ukrainian government Ministries;
- Booking hotels and/or restaurants for guests;
- Event management (incl. drawing up guest lists, preparing invitations and menu cards, arranging catering staff, rental, etc.);
- Protocol duties;
- Accompanying the Ambassador or attending meetings relating to cultural initiatives of the mission (upon request);

- Logistical support for official visits from Ireland (incl. arranging bilateral meetings, local transportation, accommodation, etc.);
- Communication with the landlord and other service providers re office maintenance; and
- Providing cover for annual leave and any other tasks as required.

Required Skills and Experience:

- The candidate should have a third level relevant qualification;
- The candidate should have at least two years previous relevant experience as a PA, including diary management;
- The candidate must be fluent in both Ukrainian and English languages;
- The candidate should demonstrate excellent administrative and organisational skills;
- The candidate should demonstrate excellent interpersonal skills and the ability to work well in a team;
- The candidate should demonstrate the ability to work well under pressure;
- The candidate should demonstrate attention to detail and the ability to multitask and work reliably to deadlines;
- The candidate should demonstrate good working knowledge of Microsoft Office suite (Outlook, Word, Excel); and
- The candidate should demonstrate an ability to work on own initiative and be flexible taking on new work areas;

Desired Skills and Qualifications:

- Experience working in a diplomatic mission; and
- The candidate should demonstrate an interest in Irish culture and in EU affairs generally.

Additional information

- This is a full time position.
- Monday to Friday, 40 hours per week, with standard office hours.
- The **gross** salary for this role is UAH 27,600 per month (UAH 359,046 per annum).
- Annual leave entitlement is 24 days per year, plus public holidays in line with local labour law.

The successful candidate is expected to commence employment during July 2021.

How to apply

Applicants must submit their completed application form together with an updated current curriculum vitae (two pages maximum).

Please submit your application by email to KyivJobs@dfa.ie, with the subject line **PA and Accounts Officer Position** before close of business on Friday 14 May 2021.

Please note that only short-listed applicants will be contacted. It is envisaged that two rounds of interviews (including practical testing) for selected candidates will take place during early June.

The successful candidate must have a legal entitlement to live and work in Ukraine prior to recruitment.

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.

The Embassy of Ireland is committed to a policy of Equal Opportunity.