



Ambasáid na hÉireann | An Danmhairg  
Embassy of Ireland | Denmark  
Irlands Ambassade | Danmark

## Part-Time Consular and Public Affairs Officer Embassy of Ireland Copenhagen

*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 Copenhagen is currently recruiting for the part-time post of Consular and Public Affairs Officer, commencing in July 2021. The role will be Monday-Friday, 9:30-13:30. This post carries no entitlement to civil-servant status.

The successful candidate will demonstrate an understanding of the important role of consular services, and the ability to show compassion and good judgement in delicate and complex situations. The successful candidate will also be a good team player who enjoys working collaboratively.

### **Roles and responsibilities:**

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

- Responding to public queries received by the Embassy over telephone and email;
- Providing excellent customer service at the Embassy's public office;
- Taking receipt of and processing visa applications for travel to Ireland, including giving advice on the process to the applicant and liaising with HQ and the Department of Justice on any issues;
- Providing consular assistance to Irish citizens and their families ;
- Assisting in processing emergency travel documents;
- Working on the Embassy's social media outreach ;
- Assisting with updates of the Embassy website;
- Assisting with the Embassy's cultural and promotional events;
- Communicating with the Irish community registered in Denmark;
- Providing support to the Consul and undertaking other administrative and consular tasks as required.

### **Essential Requirements:**

To be eligible the following qualifications and competencies are required:

- A proficiency in the English language, both written and spoken;
- A proficiency in the Danish language, both written and spoken;
- A legal right to live and work in Denmark;

- Excellent interpersonal skills and initiative;
- Excellent communication skills, both written and oral;
- Strong IT skills, with experience and competency in using Microsoft Office;
- Familiarity with social media and communications strategies.

#### **Desirable Requirements:**

The following criteria would be an advantage:

- Experience working in an international organisation, diplomatic mission or other international environment;
- Familiarity with Irish culture and administration.

Successful candidates will be subject to a three-month probation period. Further details regarding this position are available by contacting the Embassy by email: [copenhagenexternalmail@dfa.ie](mailto:copenhagenexternalmail@dfa.ie)

#### **How to apply:**

Candidates are required to submit a CV with an accompanying cover letter (of maximum 500 words) **in English** to the following email address: [copenhagenexternalmail@dfa.ie](mailto:copenhagenexternalmail@dfa.ie) by midnight CET on **May 13<sup>th</sup> 2021**.

Applications should be sent with the following subject message:

#### **Consular and Public Affairs Vacancy**

All applications received with that subject line will be acknowledged.

Shortlisting of candidates is part of the recruitment process. Please note that only shortlisted applicants will be subsequently contacted by the Embassy. Candidates who are successful at the shortlisting stage will be required to complete a written exam prior to interview.

#### **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, Copenhagen is committed to a policy of Equal Opportunity.***