



Vacancy at Embassy of Ireland, Helsinki

Personal Assistant to the Ambassador of Ireland

The Embassy of Ireland in Helsinki is seeking a highly-organised, self-motivated professional for the role of Personal Assistant to the Ambassador.

This is a full time position for a fixed-term period of approximately 18 months for maternity leave cover. The successful applicant will begin work on 19 May 2018 with a probationary period of 6 months.

Position Description

Personal Assistant Duties:

- Management of all aspects of Ambassador's diary and weekly schedule.
- Maintaining contact database for Embassy contacts.
- Translations into English from Finnish & Swedish and vice versa as required.
- Verbal and Circular Notes to the Ministry for Foreign Affairs and Missions resident in Finland.
- Drafting letters, documents and certificates.
- Filing of documents on behalf of the Ambassador.
- Processing Ambassador's VAT claims and Mission expenses.
- St Patrick's Day arrangements.
- Liaising with the Ambassador and / or Ambassador's spouse regarding functions being held at the Official Residence (e.g. liaison with chefs, caterers, florists etc).
- Ensuring all arrangements for departing and incoming Ambassadors are in place.
- Miscellaneous duties for the Ambassador and family.

Administrative Duties

- Daily review of all Media to find any relevant coverage about Ireland or of interest to Ireland; translation of relevant articles for attention of Ambassador and Deputy.
- Fact finding/research on various topics as requested.
- Assisting with ministerial and official programmes and cultural event arrangements.
- Making travel, accommodation and other arrangements for diplomatic staff.
- Management and improvement of all databases including Citizens' lists, mailing lists, St Patrick's Day lists, Embassy contact lists.
- Issuing regular news updates to the Irish Community / Friends of Ireland.
- Management of Embassy Website.
- Shared responsibility as receptionist/switchboard.
- Opening and distribution of the morning postal mail.
- Preparing and sending the weekly diplomatic bag in liaison with Driver/Messenger.
- Shared management of the Embassy's external e-mail.
- Filling in for Accounts and Consular Officer as required.

This role provides an excellent opportunity to expand skills and take on responsibilities across a range of areas in a small, busy Embassy.

Skills required:

- Written and oral fluency in Finnish and English with a working knowledge of Swedish is essential.
- Knowledge and experience of working with Microsoft Office programmes including Word, Excel and Outlook.
- Good organisational skills.
- A strong work ethic, drive and commitment to the role.
- Discretion and confidentiality are essential.
- Excellent professional interpersonal skills and ability to work both independently and within a team.

Skills desired:

- Translation experience for Finnish and Swedish to English and vice versa would be valuable.
- Experience of working with social media and websites would be a plus. Other computer and clerical skills are an advantage.
- An interest in current affairs, Finnish, Irish and international political developments would be of value to the role.
- Knowledge and experience of Ireland is a plus.
- Other relevant experience will be taken into account.

Additional Information:

The position will be full-time and some out of hours work in the evenings for Embassy events will be required with time-in-lieu offered. An annual holiday bonus, in line with Finnish legislation, applies.

To Apply:

Interested candidates should forward a CV and short cover letter setting out their suitability for the role and including contact details of two referees, by email to helsinkiembassyvacancy@dfa.ie (*subject*: PA to the Ambassador – First Name and Surname). Parties may alternatively send their submissions by post to: Embassy of Ireland, Erottajankatu 7 A, 00130 Helsinki.

The closing date for receipt of applications is Wednesday 11 April 2018 at 17:00.

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

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Following Submission of Application:

After the closing date for receipt of applications, a shortlist of candidates will be invited to attend for interview where the experience in the above mentioned skills and overall suitability for the post will be assessed. It is anticipated that interviews will be held early in the week of **16 April 2018**. Terms and Conditions can be further discussed by shortlisted candidates during the interview.

The Embassy of Ireland is an equal opportunities employer.