

The Embassy of Ireland in Helsinki is seeking an

EU Presidency Liaison and Administrative Officer

The Role

This is an important position in the locally-recruited staff of the Embassy for a **fixed term contract from 1st May 2019 until 31st December 2019**.

During Finland's Presidency of the European Council, the Embassy of Ireland in Finland will facilitate official visits to ministerial, official and expert level meetings. In this context, the Embassy is seeking to employ a liaison and administrative officer. The main purpose of this role will be to ensure that visits of Irish delegations coming to Finland in the second half of 2019 are facilitated by the Embassy in a professional manner. The role will require very strong logistical skills, flexibility and willingness to work evenings and weekends if necessary. Given the sensitive nature of the documentation involved, discretion and confidentiality are essential.

Main duties and responsibilities

- Liaising with EU Presidency desk officers in the Finnish Ministry of Foreign Affairs and with Irish Government Departments (ministries) to ensure all arrangements are in place for receiving official visits from Ireland
- Making logistical arrangements
- Carry out any other EU Presidency related tasks as requested
- Providing administrative support to the Embassy staff on a range of matters if required, including support for consular section and public outreach.

Experience, qualifications and personal qualities required

- University degree preferably in international relations, political science or a related field
- Interest in government and international relations
- Preferably with a good knowledge of Ireland and European Union affairs
- Both oral and written proficiency in English and in Finnish. Proficiency in Swedish is desirable.
- Experience in administrative work
- Excellent IT skills incl. Microsoft Office, Outlook, social media
- High degree of motivation
- Ability to work under pressure
- Proactive and flexible (work out of office hours if required)
- Cooperative, responsible, reliable and well organised

Terms and Conditions

This is a full-time position for a fixed term of 8 months (1st May-31st December 2019). The gross salary will be €31,145 per annum (i.e. €19,160 total for the 8 months).

To apply, please send your CV together with a short (max A4) cover letter by e-mail to helsinkiembassy@dfa.ie **by 5pm on 15 March 2019**. No applications will be accepted after this deadline.

Please note: Only short-listed candidates will be contacted and invited for an interview, which is planned to be held in March.

By submitting information electronically parties accept that data may not be fully secure. All personal information received will be kept in line with data protection guidelines.