



**An Roinn Gnóthaí  
Eachtracha agus Trádála**  
Department of  
Foreign Affairs and Trade

**Events, Visits and Protocol Officer - Embassy of Ireland, Paris**

**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, Paris has a vacancy for a permanent, full-time Events, Visits and Protocol officer working to senior diplomatic and administrative staff (*contrat à durée indéterminée - CDI*).

The main duties and responsibilities will be:

- Event management: coordination and oversight of embassy events, including all aspects of event organisation both in-house and externally.
- Visit management: Support for incoming visits by Head of State or Government Ministers in liaison with lead diplomat including organising hotels, protocol etc.
- Protocol: Liaising with French administration, including management of diplomatic cards, airport badges, documentation for official vehicles etc.
- Other related duties and assisting in other aspects of the embassy's work, as required.

**Required skills and experience:**

The following are key competencies or experience required for the position:

- Fluent French and English (written and spoken). This will be tested during the interview process;
- Excellent organisation and time management skills, with a high level of attention to detail;
- Excellent communication skills;
- Calendar management;
- Contacts and contacts management systems;
- Excellent IT skills, with experience of community management.

The following competencies are desirable:

- Experience of financial management and budget planning;
- Experience working in an international office environment;
- Experience of working to or with high level people;
- An interest in Ireland and Franco/Irish relations.

Candidates must show capacity for flexibility and be willing to work to meet deadlines. A French social security number is required. The successful candidate must have the right to live and work in France.

**Salary:**

The basic gross salary will be €2,542.69 per month. The statutory probation period will apply.

**Application:**

Candidates are invited to send in a CV with an accompanying cover letter and at least two work referees by close of business on Friday 3 January 2020.

Applications should be sent by **email** to tracey[dot]culloty[at]dfa.ie marked "Events, Visits and Protocol Officer". Only candidates invited to interview will be contacted.

**Data Protection Acts**

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 and 2003 and The General Data Protection Regulation (GDPR). To make a request under the Data Protection Acts 10 1988 and 2003 and the new GDPR, please submit your request in writing to FOI Unit, Department of Foreign Affairs and Trade. As per the provisions of the Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR) and subject to the provisions of the Freedom of Information Act, 2014, applications will be treated in strict confidence. By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post as outlined above. Any personal information submitted to us 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. <https://www.dfa.ie/about-us/our-commitments/privacy-policy/>

**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. Please see Annex 5 for the Vetting form.