



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

House and Events Coordinator
Permanent Representation of Ireland to the OECD and UNESCO,
Paris

The Permanent Representation of Ireland to the OECD and UNESCO, Paris represents Ireland's interests at the OECD and UNESCO. We serve the Irish people, promote their values and advance their prosperity and, provide the Government of Ireland with analysis, capabilities and influence. Our organisational values are: Diversity; Integrity; Leadership; Service; and Excellence.

Applications are invited for a permanent, part-time (25 hours per week) House and Events coordinator working to senior diplomatic and administrative staff (*contrat à durée indéterminée - CDI*), based at the Official Residence of the Permanent Representative of Ireland to the OECD and UNESCO, in the 7th arrondissement of Paris.

Main duties and responsibilities:

Under the direction of the Permanent Representative (PR):

- Liaising with external service providers to ensure the smooth running of the household, ensuring that maintenance schedules are met and supervising contractors while onsite;
- Prepare the Residence for official entertainment or events, and supervise set-up as necessary. Welcoming guests on arrival;
- Managing and updating inventory, including proactively identifying and notifying wear-and-tear, and items in need of maintenance;
- Cleaning and tidying so as to maintain the Residence premises to a standard suitable for official entertaining;
- Laundry, ironing, and arranging small clothing repairs and dry-cleaning as necessary;
- Any other related duties that may be required.

Experience required:

- Native or fluent French and good spoken English;
- Good organisational skills, imagination and initiative;
- Ability to follow instructions and implement routines as directed;
- Good sense of how to present a house at its best;
- Cooking skills an advantage;
- Flower arranging skills an advantage.

Salary:

The basic gross salary will be € 1,478.92 per month, over 13 months. The statutory probation period will apply.

How to apply:

Please apply in French or English by sending a CV with an accompanying cover letter and at least two work referees by **close of business** on 25 January 2022. Your cover letter should describe your suitability for the role and should not exceed 1 page.

Applications should be sent by **email** only to **[administrationparis\[at\]dfa\[dot\]ie](mailto:administrationparis[at]dfa[dot]ie)** with the subject line **“House and Events Coordinator PERM REP”**.

Candidates will be shortlisted for interview (video conference) and language testing. Please note that only shortlisted candidates will be contacted.

Any attempt, direct or indirect, by or on behalf of a candidate to influence the selection process will automatically disqualify the candidate.

The Permanent Representation reserves the right to re-advertise or extend the call for applications.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential Requirements above.

Equal Opportunity: Reasonable accommodation request

The Permanent Representation is committed to a policy of equal opportunity for people with disabilities. If you require a reasonable accommodation in order to participate in this selection process please email **[administrationparis\[at\]dfa\[dot\]ie](mailto:administrationparis[at]dfa[dot]ie)** when you are submitting your application stating the accommodation(s) required.

Data Protection Acts/GDPR:

All personal information received will be kept in line with GDPR guidelines. Further information is available in the linked [Data Privacy Notice](#).

Security Clearance:

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 note that canvassing will disqualify applicants.

The Permanent Representation of Ireland, Paris, is committed to a policy of Equal Opportunity