



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Events officer
Embassy of Ireland, Paris

The Embassy of Ireland, Paris represents Ireland's interests in France and Monaco. 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, full-time Events officer working to senior diplomatic and administrative staff (contrat à durée indéterminée - CDI), based at the Embassy of Ireland, Paris.

Main duties and responsibilities:

- Welcome guests to the chancery/residences;
- Provide high-level professional hosting services for all events at the embassy;
- Working with the relevant staff to ensure representational areas are kept presentable;
- Working closely with the events team to ensure correct and timely event preparation, including room set-up and clear-up;
- Engage and direct external service providers, including external wait staff;
- Event related stock inventory and ensuring event stocks are maintained;
- Light house-keeping relevant to role, including laundering of reception linen and flower arrangement;
- Purchase of small items such as bread, tea and coffee;
- Administrative follow up with accounts manager for purchases.

The nature of the work may evolve over time to include other tasks related to event organisation and hosting

Qualifications/experience/competencies required:

A: Essential

- Candidates must have a hospitality or related qualification, including knowledge of service at a high level and/or;
- A minimum of one-year relevant experience;
- Native level French or English and the ability to communicate in the other language. Shortlisted candidates will be tested;
- Excellent organisational skills, imagination and initiative;
- Excellent interpersonal skills;
- Good personal presentation;
- Ability to follow instructions and implement routines as directed;
- Early morning, evening and occasional weekend work is required for this role;
- The successful candidate must have the right to live and work in France. A French social security number is required.

B: Desirable

- Knowledge of excel, word and outlook;
- Calendar and contacts management;

- Knowledge of Ireland;
- Experience working in an international office environment;

Salary:

The basic gross salary will be € 2,418.38 per month. The statutory probation period will apply.

How to apply:

Please apply in English or French by sending a CV with an accompanying cover letter and at least two work referees by **close of business** on 2 December. 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 “**Events Officer**”.

Candidates will be shortlisted for interview. 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.

Equal Opportunity: Reasonable accommodation request

The embassy 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 [administration\[at\]dfa\[dot\]ie](mailto:administration[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 Embassy of Ireland, Paris, is committed to a policy of Equal Opportunity