



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

**Consular Officer (Temporary)
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.

Application are invited for a temporary Consular Officer working to senior diplomatic and administrative staff (*contrat à durée déterminée - CDD*), at the Embassy of Ireland, Paris, beginning on 2 May 2023 for a period of 6 months only.

The officer will support the Embassy's consular response to the Rugby World Cup in France in 2023.

Main duties and responsibilities:

- Assist in the development of social media content aimed at ensuring the safety and security of travelling fans
- Liaise with French institutions and authorities
- Research and maintain files of key information about and resources available in match cities
- Staff the dedicated Rugby World Cup hotline based in Embassy Paris, including outside normal working hours
- Respond to general phone and email queries
- Work closely with embassy colleagues to provide advice and assistance to Irish citizens
- Visitor and event organisation and management, including hotel and transport booking
- Respond to consular and travel queries, including processing visa applications
- Provide business support to senior diplomatic officers
- Provide backup administrative and communications support to Embassy colleagues
- Provide holiday cover for other members of staff and general administrative support
- Undertaking other tasks across Embassy functions appropriate to grade, as decided by Head of Mission

Qualifications/experience/competencies required:

A: Essential

- Excellent written and oral communication skills in French and English. The candidate should be a native speaker of French or English and have **a C2 level (CEFR)** in the second language; **Applicants may be telephoned in advance to establish language proficiency;**
- A high level of administrative skills, including proficiency in Microsoft Outlook, Word and Excel;
- Excellent interpersonal and customer service skills, initiative and good judgement;
- Calendar and contacts management experience;
- An ability to meet deadlines, manage time, prioritise tasks and work well under pressure;
- A determination to contribute to a positive working environment based on dignity, diversity, inclusion and respect;
- Flexibility and capability to work well both independently and as a member of a team;
- **The successful candidate must have a legal entitlement to live and work in France prior to recruitment. A French social security number is required.**

B: Desirable

- Experience working in an international office environment;
- An interest in Ireland and the bilateral relations between Ireland and France.

Salary:

The basic gross salary will be €2,655.80 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 24 March 2023**.

Your cover letter should describe your suitability for the role and should not exceed one page.

Applications should be sent by **email** only to **administrationparis[at]dfa [dot] ie** with the subject line “**Consular Officer- Temporary**”.

Candidates will be shortlisted for interview 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 Embassy reserves the right to re-advertise or extend the call for applications.

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 **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 here [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