

Head of Administration - Embassy of Ireland, Paris

The Embassy of Ireland, Paris is recruiting a permanent, full-time Head of Administration.

Embassy

The Head of Administration will support the work of the Embassy of Ireland to France and the Permanent Representation to the OECD and UNESCO. The Embassy of Ireland to France is responsible for representing and promoting Ireland's interests in France and Monaco and developing bilateral relations, working closely with Ireland's state agencies. Information on the Embassy is available at www.embassyofireland.fr. Information on the Permanent Representation is available at www.dfa.ie/prep/paris

Candidate

The successful candidate will demonstrate experience of leading and managing teams, strong interpersonal and communication skills and an ability to work as part of a diverse, international team as well as on their own initiative. They will have a track record of delivering results, including managing a range of different projects at the same time, ideally including managing events, and experience in the areas of human resources, financial and budgetary management, and property and ICT systems management. They will have a commitment to public service values and customer service. They will demonstrate knowledge of French workplace legislation and best practice.

Candidates should have excellent written and oral communication skills in French and English. The candidate should be a native speaker of English or French and be fluent (minimum C1 level) in the other language. Both languages will be tested during the interview process.

Position

The Head of Administration is a new position, leading the Embassy's small but busy administrative team, and reporting to senior diplomats including the Ambassadors. The main duties and responsibilities include:

- Financial and budgetary management, and oversight of procurement and financial compliance.
- Management of the State-owned Embassy building, including oversight of utilities, maintenance, ICT, gardening, and other relevant works.
- Human Resources, including recruitment, contracts, and HR issues.
- Strategic administrative issues including information management, research on French administrative policy, and networking with key contacts in Paris, Dublin, and throughout the diplomatic mission network.
- Security and Compliance issues including building oversight and GDPR.
- Oversight of Embassy Event management and liaison with domestic staff.
- Management of the Office and Accounts manager and coordination of the work of the admin team.
- General coordination of Embassy administrative issues across all desks.

Salary and conditions

The basic gross salary will be €3,214.84 per month, paid over thirteen months. Standard French working hours, leave allowance and arrangements, and a two-month probationary period, extendable once, will apply.

Application

Candidates are invited to send in a CV (max. two pages) with an accompanying cover letter, in English, and at least two work referees by close of business on Friday 22 February. Candidates must be available for interview in late February and early March – a shortlist of candidates will be interviewed either in person in Paris or by telephone or videoconference elsewhere. Please note that we are unable to cover travel costs for candidates invited to interview.

Applications should be sent by **email** to **peter[dot]oconnor[at]dfa.ie**, marked “Head of Administration”. By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to Peter O’Connor, Embassy of Ireland, 4 rue Rude, Paris 75116, France.

Data Protection

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/>