



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

Temporary Personal Assistant - 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 is recruiting a temporary Personal Assistant (contrat à durée déterminée - CDD) to start on 24 June 2019 for a period of ten weeks to the start of September 2019.

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.

Candidate Profile

The successful candidate will demonstrate the skills required for the position of personal assistant – diary management, administrative knowledge, organisation of events, and management of correspondence. They will demonstrate a commitment to public service values and customer service.

Knowledge of, and interest in, Irish and French politics and international relations will be an advantage, as will previous professional experience in a Personal Assistant position. Applications are invited from graduates with a third level qualification in a relevant field or experience in similar positions. Candidates should have good 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 or C2 level) in the other language. Both languages will be tested during the interview process. A French social security number is required. The successful candidate must have the right to live and work in France.

Role and Responsibilities

The temporary Personal Assistant will work for the Ambassador of Ireland to France, and to senior diplomats. The main duties and responsibilities include:

- Diary management – making and managing appointments
- Event support – preparing and translating speeches
- Contact management and oversight
- Management of correspondence
- Information management – ensuring proper records and files are kept

Salary and conditions

The basic gross salary will be €2,542.69 per month. Standard French working hours, leave allowance and arrangements, and probationary period 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 Tuesday 11 June**. Candidates must be available for interview immediately after that date – 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.oconnor@dfa.ie, marked “Temporary Personal Assistant”. 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

All personal information received will be kept in line with GDPR and Data Protection guidelines.

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.