



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Operations and Administration 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 Operations and Administration Officer working to senior diplomatic and administrative staff (*contrat à durée indéterminée - CDI*). The expected start date is May 2023.

Main duties and responsibilities:

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Operations lead on renovation works
- Prepare and manage building and renovation projects, including liaising with all relevant stakeholders and HQ Dublin;
- Support to the Office and Accounts Manager in the preparation of monthly accounts;
- Administration of contract procurement and compliance;
- Day to day management of ICT and phone infrastructure;
- Prepare annual archive return and general administration in respect of paper and electronic records
- Provide support to, and work closely with, the administration team;
- Operation of procurement and management of high value contracts;
- Operation of building maintenance and operations;
- Operation of security and compliance, including GDPR;
- The successful candidate will report to the Head of Administration;
- Other related duties and assisting in other aspects of the embassy's work, as required.

Qualifications/experience/competencies required:

A: Essential

- Education qualification in a related area;
- Excellent interpersonal skills, initiative and good judgement;
- Native French or English, with a good understanding of the other language;
- Knowledge of Microsoft office Suite (Outlook, Excel, Word);
- Good administrative and organisational skills;
- A self-starter, used to taking initiative. Capable of working well independently and as a member of a team;
- An ability to meet deadlines, manage time, prioritise tasks, attend to detail and work well under pressure;

- A determination to contribute to a positive working environment based on dignity, diversity, inclusion and respect;
- **The successful candidate must have the right to live and work in France. A French social security number is required.**

B: Desirable

- Work experience of at least 24 months' cumulative duration in a relevant field;
- Previous experience in building management and operations;
- Experience working in an international office environment

Terms and conditions of employment:

- The successful candidates will be hired on a *contrat à durée indéterminée (CDI)* and will be based at Embassy of Ireland, France located at 12 Avenue Foch, 75116, Paris.
- Monday to Friday, 35 hours per week, with standard office hours from 9:15am to 5:30pm.
- Annual Leave entitlement 25 days per annum.
- The starting salary for the position is **€34,525.40** per annum, paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.
- The statutory probation period will apply. The expected start date is May 2023.

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 **5pm on 21 April 2023**.

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** with the subject line **"Operations and Administration Officer"**.

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.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held in person before the end of April.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates.

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 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