



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

**Policy and Administrative 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 has a vacancy for a permanent, full-time Policy and Administrative Assistant working to senior diplomatic and administrative staff (*contrat à durée indéterminée - CDI*).

The main duties and responsibilities will be:

- Administrative support to diplomatic officers: managing calendars and contacts, keeping records, processing requests and maintaining information flows.
- Organising travel including booking transport, hotels and organising visas.
- Research and policy analysis.
- High quality translation into both French and English.
- Organisation of official visits and representational events.
- Communications, including direct customer service and queries from Irish, French and international contacts
- Occasional travel, within France and Ireland and occasional out of hours work.
- Other related duties and assisting in other aspects of the embassy's work, as required.

**Required skills and experience:**

The following are key competencies or experience required for the position:

- Fluent French and English (written and spoken). This will be tested during the interview process;
- Excellent organisation and time management skills, with a high level of attention to detail;
- Excellent communication skills;
- Calendar management;
- Contacts management;
- Excellent IT skills, with experience of community management.

The following competencies are desirable:

- Experience working in an international office environment;
- Experience of working to or with high level people;
- An interest in Ireland and Irish international relations.

Candidates must show capacity for flexibility and be willing to work to meet deadlines.

The successful candidate must have the right to live and work in France. A French social security number is required.

**Salary:**

The basic gross salary will be €2,542.69 per month. The statutory probation period will apply.

**Application:**

Candidates are invited to send in a CV with an accompanying cover letter and at least two work referees by close of business on Friday 31 August 2019.

Applications should be sent by **email** to [tracey.culloty@dfa.ie](mailto:tracey.culloty@dfa.ie) marked "Policy and Administrative Assistant".

**Data Protection Acts**

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/>

**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.

***Please note that canvassing will disqualify applicants.***

***The Embassy of Ireland is committed to a policy of Equal Opportunity.***