



We are expanding and recruiting.....

New Opportunities at the Embassy of Ireland in Berlin

Consular and Visa Officer

Administrative and Consular Officer

Assistant Policy Officer in the Political & Economic Section

Deadline for receipt of applications: 26 September 2018

Positions

The Embassy of Ireland in Berlin is currently recruiting for upcoming new and existing positions with the possibility that further opportunities may arise in the course of the coming months. The immediate positions are:

- **Consular and Visa Officer**
- **Administrative and Consular Officer**
-
- **Assistant Policy Officer in the Political & Economic Section**

The **Consular and Visa Officer** will work primarily in the Consular and Irish Abroad Unit, which is responsible for the provision of services and assistance to Irish citizens and visa applicants, as well as emergency planning and response. The position will involve general consular work, visa work and work with the Irish community in Germany.

The **Administrative and Consular Officer** will be responsible for a wide range of administrative tasks including building management, IT and equipment management, contracts and leave management. They will also be involved in the provision of consular services.

The **Assistant Policy Officer** position, based in the Political and Economic Sections of the Embassy, will involve policy analysis and research, attendance at meetings and events, administrative support, event support, translation, contact management and back up support for other Embassy functions. Applicants for the policy officer position should have a strong knowledge of and interest in German and Irish political and economic developments.

Start dates for the positions will be in October or November. The successful candidates will be highly motivated, enthusiastic individuals with a proven capacity to multi-task in a busy and demanding

environment. The successful candidates will work as part of a very busy and flexible Embassy team and will have significant opportunities to develop their skills and gain hands on experience in these areas. All three positions will also involve undertaking occasional out of hours duty (up to four times in a year).

Candidates should have:

- A third level qualification in a relevant area.
- Excellent written and oral communication skills in German and English. The candidate should be a native speaker of German or English, have **a minimum C1, ideally C2 level** in the other language. **Applicants who do not have the requisite language skills will not be shortlisted.** **An oral and written language test will be conducted at the interview. In some cases applicants may be telephoned in advance to establish language proficiency.**
- Well-developed inter personal and customer service skills.
- A high level of administrative skills, including proficiency in Microsoft Outlook, Word and Excel and a willingness to become proficient in other design platforms if needed.
- A flexible attitude, good judgement and the ability to work effectively as part of a team.
- The ability to work well under pressure while ensuring accuracy and attention to detail;
- A high level of discretion, commitment and reliability.
- (For the Assistant Policy Officer position): Strong knowledge of German and Irish political and economic developments.

Interviews

Candidates will be short-listed for interview which will take place in late September / early October. There will be one shortlisting and interview process for all three positions but separate panels will be created for each position. Phone interviews may be possible in certain circumstances. Interviewed candidates will be asked about their professional experience and educational background, suitability for the position and knowledge of Germany and Ireland. The selection process will include job simulation questions and an oral and written language assessment. The Embassy does not refund travel expenses.

How to apply

Applications must be submitted in English by email only to the following email address: **ambofficeberlin[at]dfa[dot]ie** The email should contain the subject line **RECRUITMENT** and must be no larger than 15MB. Certificates, degrees and references in German or English do not need to be translated. The application must contain:

- Letter of motivation (1 page max) addressing your suitability for the position and interest in working with the Embassy of Ireland;
- CV/résumé (2 pages max);
- Two nominated referees with contact details;
- Copies of professional references and relevant academic, professional and language qualifications scanned into one PDF attachment.

Applicants should indicate if they are interested in one or more of the positions.

Depending on response rates the deadline may be extended.

Contract details

Starting date: October / November 2018

Contract duration: 1 year temporary fixed term contract
Contract extension may be possible.

Working hours: Full-time (35 hours) with occasional additional attendance outside of hours
Out of hours duty service on four occasions during the year compensated by additional leave.

Salary: €2108 per month (gross) plus 13th month

Annual Leave: 24 days annual leave in a calendar year

Probationary period: 6 months

Please note:

- Deadline for receipt of applications is **26 September 2018**;
- Canvassing/lobbying will disqualify;
- The embassy will not confirm receipt of applications;
- The embassy will only contact shortlisted candidates before the interviews;
- The successful candidate must have an unlimited right to reside and work in Germany;
- This position carries no entitlement to a permanent position at the embassy or an established position within the Irish civil service;
- Any personal information submitted to the embassy will only be used for its intended purposes and will be destroyed after one year. Any other processing or disclosure of personal data is not permitted other than in the exceptional circumstances provided for under Ireland's Data Protection Acts;
- By submitting information electronically, applicants accept that data may not be fully secure.