



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

Temporary Clerical Positions Consular Services, Embassy of Ireland, London

The mission of the Department of Foreign Affairs and Trade is to promote and protect abroad the values, interests and economic wellbeing 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, London expects to have a small number of temporary clerical positions to fill in the coming weeks.

The Embassy is seeking highly motivated, enthusiastic and hardworking persons with excellent communication and interpersonal skills to join our Consular Services administration and customer service team in the delivery of front line services to the public.

Candidates should have a good standard of education, be an excellent communicator with exceptional skills in customer care, organisation and communication (including information technology). You should be able to adapt and work well under pressure as part of a team in a busy environment and to demonstrate professional presentation, attention to detail, efficiency and courtesy. The precise range of duties will vary over time according to the needs of the Embassy.

A candidate information booklet and an application form are available [here](#)

Vacancy Summary:

Job Type: Temporary
Number: A small number of seasonal vacancies
Location: London SW7 or London SW1X
Duration: 20 weeks approximately with the possibility that this may be extended where required
Start Date: March 2019
Gross Salary: £364.64 per week

Applicants will be shortlisted based on the criteria set out in the completed application form.

Closing date for receipt of applications is 4.30 pm on 27 February 2019