



An Roinn Gnóthaí
Eachtracha
Department of
Foreign Affairs

Policy & Outreach Officer Embassy of Ireland, New Delhi

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 to India is located in Chanakyapuri, New Delhi. It was the first Irish Mission established in Asia and supports the strong and friendly relationship between India and Ireland through political engagement, support for Irish and Indian communities, and promoting trade. The Ambassador, H.E. Brendan Ward, is also accredited to Bangladesh, Maldives, Nepal, and Sri Lanka.

The Embassy is looking to recruit a Policy & Outreach Officer on an initial two-year contract.

The Policy & Outreach Officer will work to the Ambassador and senior diplomats on a broad and varied range of tasks in a busy workplace.

Their principal role will be to assist the Political and Economic Counsellor in analysing Indian domestic, foreign and economic policy, in order to better promote close diplomatic, friendship and economic ties between Ireland and India. They will also assist in the analysis of broader economic trends and support engagement with Bangladesh, Maldives, Nepal, Sri Lanka, multilateral groups and think-tanks. They will support Ireland's work as a European Union member state in India and engage with the EU Delegations in Delhi, Colombo, Dhaka, and Kathmandu. They will engage with the Consulate General of Ireland, Mumbai and the Irish economic state agencies based in that city, to help promote trade between Ireland and the South Asia region.

The Policy & Outreach Officer will work to the Ambassador and the Press Officer on Irish outreach in the region, principally engaging with Indian media and citizens through events, social media and press engagement. They will work with the Press Officer to implement a new social media policy and manage it closely. They will work with the Ambassador on planning large and small events to promote Irish goals in the region and to build closer people-to-people ties. They will engage with Irish alumni groups, Irish community groups and with Irish affinity groups to build contacts and support community work. They will support the Cultural outreach of the Embassy and the promotion of cultural ties between Ireland and India. They will also have other duties as may be required.

Essential requirements candidates must be able to demonstrate:

- Candidates must have a degree, preferably in disciplines such as:
 - political science;
 - international relations;
 - law;
 - economics.

- Fluent written and spoken English and Hindi;
- Strong knowledge of international affairs
- A good understanding of the role of the Department of Foreign Affairs;
- Excellent interpersonal and networking skills;
- Advanced communication skills, with the ability to quickly distil and synthesise complex information in writing;
- Computer literacy and information management skills.
- **The successful candidate must have a legal entitlement to live and work in India prior to recruitment.**

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term contractual basis of two years and will be based at the Embassy of Ireland to India, in New Delhi.
- The salary for the position is 606,893.29 INR 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 position will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.

How to apply

A CV with cover letter should be sent via e-mail only to recruitmentnewdelhi@dfa.ie

with the subject line **Policy & Outreach Officer**.

Applications must be received before 11.59pm (Local time) on Wednesday 31st March 2021.

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

The successful candidate must have a legal entitlement to live and work in India prior to recruitment.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held by video-conference before the end of April 2021.

General Data Protection Regulation:

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

Security Clearance for Local Staff

Police security clearance 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, India is committed to a policy of Equal Opportunity.