



Ambasáid na hÉireann
Embassy of Ireland
Ambasciata d'Irlanda

Graduate Policy Officer/Embassy of Ireland to Italy

The Embassy of Ireland in Rome wishes to recruit a Graduate Policy Officer for a fixed-term appointment of one year from January 2021.

Job Description

The successful candidate will work as part of a busy Embassy team and will report to the Deputy Head of Mission in the Embassy, under the overall direction of the Ambassador. The day-to-day role, subject to the Embassy's business needs, will be across some or all of the following areas:

- Political, economic and other research and report writing;
- Press and media monitoring and report writing;
- Representing the Embassy at briefings, meetings and conferences;
- Assisting in the organisation of Embassy events and trade promotion activities;
- Assisting in the administration of the Chancery and in the work of the Consular section, including participating in the out of hours duty service cover for Irish citizens;
- Assisting with high-level visits between Ireland and Italy, and support for attendance at international summits and other high-level events;
- Supporting the cultural work of the Embassy.

Essential Requirements for the Role

- Applicants must hold a third level qualification or qualifications, at least to second class honours standard in a primary degree;
- Applicants must be a native speaker of either English or Italian and have a **C1** or, preferably, a **C2** level of fluency in the other language. Competency in both languages will be tested as necessary and excellent oral and written skills in both are essential.
- Applicants must have a legal right to live and work in Italy prior to recruitment.

Desirable Competencies/Skills/Experience

- Knowledge of Irish and other European languages;
- Report writing skills,
- Knowledge of social media/digital communications;
- Familiarity with Irish, Italian and EU political, economic and security contexts;
- Networking skills and public speaking experience;
- Ability to work both on own initiative and as part of a team;
- High level of judgement, analytical capacity, commitment and reliability;
- Proficiency in Microsoft Outlook, Word and Excel;

- Relevant work experience and evidence of administrative and organisational skills;
- Experience of researching and summarising topical political issues.

Some Contractual Information

- The position is strictly temporary and for a fixed term contract of one year from January 2021. A three month probation period will apply;
- Normal workplace: Embassy of Ireland, Via Giacomo Medici, 1, 00153 Rome, Italy;
- This is a full time position, with normal working hours being 41 hours per week; Normal office hours are between 09:15 and 17:30 Monday to Friday. There may be a requirement for the successful candidate to work outside of these hours at times, according to the business needs of the Embassy;
- The salary is currently €31,000 gross and no additional cost of living or accommodation allowances are payable, nor is accommodation provided;
- This appointment carries no entitlement to established status in the Civil Service of Ireland and the successful candidate will not be a member of the diplomatic staff of the Embassy. Other terms and conditions of the contract will be discussed as necessary with candidates being considered for appointment.

Application process

Please submit by email in English or Irish only:

- The attached application form, fully completed;
- A covering letter explaining your suitability of strictly no more than two pages.

Applications should be submitted by email **ONLY** to EmbassyRomeRecruitment@dfa.ie to arrive by **17.00 Irish time/18.00 CET on 30 November 2020**. The subject line of the e-mail should read 'Embassy Vacancy - Temporary Officer/NAME OF CANDIDATE'.

Selection Process

Interviews are provisionally scheduled for mid-December 2020. Interviews will be conducted by Video Conference for all candidates, in light of current travel restrictions. No travel expenses are payable. The successful candidate should be available to take up the position from **January 2021**.

A shortlist of candidates will be called for interview on the basis of the information supplied in their applications. Only those who have been short-listed for interview will be contacted. The position will be filled on the basis of this competitive interview.

Queries regarding the application process can be submitted to EmbassyRomeRecruitment@dfa.ie. By submitting information electronically, parties accept that data will not be fully secure.

General Data Protection Regulation:

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

Security Clearance:

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.

The Embassy of Ireland is an equal opportunities employer.

Please note that canvassing will disqualify applicants.