

EMBASSY OF IRELAND: STAFF VACANCY

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 is inviting applications for a full-time position as a Public Diplomacy Assistant on a one-year contract (renewable up to a maximum of three years).

Job Description

As a member of a small team, the Public Diplomacy Assistant will support the Embassy's broad public diplomacy work including press, social media, tourism, education and cultural engagement. The Public Diplomacy Assistant will work closely with the Embassy's Press & Culture Attaché and Diplomatic Officers to raise Ireland's profile in Japan. The successful applicant will undertake a wide variety of tasks including general office administration, contact management, translation and informal interpretation, social media posting, supporting production of promotional materials, event organisation and assisting with other Embassy priorities as required. While the focus of the role is public diplomacy, broadly defined, other areas of the Embassy's work may also require support.

Eligibility

- *Applicants must have an un-restricted right to reside and work in Japan*
- *Those under consideration for a position will be required to provide a medical certificate and to complete a health and character declaration*
- *Ability to attain required security clearance*

Requirements

In addition to satisfying the above eligibility requirements, successful candidates will have:

- *A Bachelor's level qualification in communications, public affairs or similar*
- *Excellent verbal and written communication skills*
- *Native-level Japanese and English fluency*

Previous relevant work experience in an international environment would be desirable

Qualities and Skills

Successful candidates will have:

- *The ability to adapt to a range of challenges and work under pressure*
- *Good interpersonal skills and the ability to work well in a team*
- *The ability to build a network and effectively promote Ireland with a broad range of stakeholders including journalists and social media influencers*
- *Strong administrative and organisational skills, and the ability to undertake duties using computer-based systems such as Microsoft Office*
- *The ability to work with minimal supervision, show initiative and to set priorities and organise workloads to meet deadlines*

Salary

The annual starting salary for this position will be JPY 4,638,740. Full details of salary arrangements can be discussed at interview stage.

Working hours per week: 32.5

Application Process

Please submit:

- A CV, in English, of not more than two pages including contact details for two referees (referees will only be contacted if applicants have been successful at interview stage)
- A letter setting out your interest and suitability for the position (max 1 page)
- Copies of any English language proficiency test scores if available
- Applications should be sent to tokyoembassy@dfa.ie with the subject line Public Diplomacy Assistant Application
- **The closing date for receipt of applications is 20 February, 2019. No applications will be accepted after this date.**
- Applicants qualifying for interview will be contacted by the Embassy to arrange a time and date for interview. It is anticipated that interviews will be held the week beginning 04 March 2019. Unsuccessful applicants will not be contacted.
- We regret that we cannot accept emails, faxes or telephone calls regarding this matter.

Data Protection

By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to the Embassy 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.

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.

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 requirements set out above.
- The Embassy of Ireland is committed to a policy of equal opportunity.
- Please note that canvassing will disqualify applicants.