

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 PA and Research Assistant (Economic) on a one-year contract (renewable up to a maximum of three years).

Job Description

As a member of a small team, and working closely with the Economic Counsellor in particular, the PA & Research Assistant (Economic) will be responsible for two areas of work:

- *Supporting the Economic Counsellor as PA by making logistical arrangements, contact management, translation and informal interpretation, etc.*
- *As Research Assistant (Economic) providing timely analysis on economic developments in Japan and the wider region; attending briefings and other meetings with ministries, business associations, think-tanks and other organisations.*

The successful applicant will undertake a wide variety of tasks including general office administration, event organisation (e.g. around ministerial visits) and assisting with other Embassy priorities as required. While the research focus of the role is economic, other topics may also be covered.

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 public affairs, commerce, law, international trade or similar*
- *Excellent verbal and written communication skills*
- *Fluency in English and Japanese*

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 communicate effectively on economic issues with internal and external stakeholders*
- *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*
- *Excellent research and writing skills*

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. 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 PA & Research Assistant (Economic) 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 4 March. 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.