

## **Job Title: Policy Officer**

### **Organisation: Embassy of Ireland in Jordan**

The Embassy of Ireland in Jordan is seeking to recruit a full time Policy Officer on an initial one-year contract. The role of the Policy Officer will be to support the Ambassador and Diplomatic Staff in monitoring and analysing political and economic developments in Jordan and countries of accreditation.

A central aspect of the Policy Officer position is to incorporate political/economic analysis and monitoring into policy planning and strategy recommendations. The establishment and maintenance of database of high-value contacts and resources will be essential. The Policy Officer will work closely with, and report to, Diplomatic Staff and the Ambassador.

#### **Key job duties:**

- Monitoring, analysing and reporting on political and economic developments in Jordan and countries of secondary accreditation, with a particular focus on UN Security Council and EU-related issues, and reporting on them in English
- Incorporating analysis and reporting into policy planning recommendations and strategy.
- Creating and maintaining a network of contacts and stakeholders.
- Attending and reporting on conferences, briefings and other events.
- Working with the Embassy team on events and projects as required.
- Undertaking research on topical issues and events in Jordan, Iraq and Syria.
- Assisting with high level visits between Ireland and Jordan, and Iraq.
- Work flexibly with Embassy team members on agreed tasks.

#### **Essential Requirements**

- Relevant post-graduate qualification in political science, political economy, international relations, security/conflict, or another relevant field.
- Candidates must be fluent in written and spoken English and Arabic
- Candidates must have experience in report writing
- Strong knowledge of international affairs and experience of working in an international environment
- Excellent administrative and organisational skills, including proficiency in Microsoft Office Suite
- A good understanding of the role of the Department of Foreign Affairs and Trade
- Knowledge of UN systems including relevant UN Security Council portfolios, mandates and resolutions.
- Excellent interpersonal and networking skills
- Advanced communication skills, with the ability to quickly distil and synthesise complex information in writing
- Well – developed networking and interpersonal skills, including a flexible attitude, good judgement and the ability to work effectively as part of a team
- The ability to work well under pressure while ensuring accuracy and attention to detail

#### **Terms of Employment**

- i. This is a full time position on an initial one-year contract. A probationary period of 3 months will apply. In the event of non-performance or incompatibility in the workplace, the employer reserves the right to terminate the contract, giving a period of at least 4 weeks' notice to the employee. Signature of this contract does not confer rights for longer term employment.

- ii. Salary and benefits: Gross annual salary is JOD 14,842. Employees contributions will be deducted at source, as will tax contributions.
- iii. Working hours: working hours are 40 hours a week, from 08.00 – 16.00. When official events, visits, meetings are being held outside of these hours, flexibility on behalf of the employee will be required.
- iv. Illness provision: if you are unable to attend for duty due to illness, you should immediately notify your line manager at the Embassy of Ireland. All sick leave requires certification by a medical practitioner. In case of illness, salary will continue to be paid for up to, but not beyond, 4 weeks.
- v. Annual Leave: your annual leave entitlement is 20 days per year. Extra to this you are entitled to Jordanian public holidays. If you are required to work a public holiday, you will receive compensatory leave within a reasonable timeframe.
- vi. Confidentiality: all information which comes to your attention or is disclosed to you in the course of your work at the Embassy of Ireland is to be regarded as confidential. The disclosure of such information to a third party will be cause for immediate dismissal.