



Office Manager/Accounts Officer/Executive Assistant to the Ambassador Embassy of Ireland, Amman

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 Mission is now looking to recruit an Office Manager/Accounts Officer/Executive Assistant to the Ambassador. The role includes providing direct secretarial support to the Head of Mission and processing and maintaining Embassy accounts in line with the Department's financial procedures.

Role

- Providing secretarial support to the Head of Mission (HoM)
- Managing the HoM's diary (including invitations/transport/other arrangements)
- Coordinates arrangement of HoM events (dinners/lunches/receptions/speeches etc.)
- Prepares all documentation relating to payments from Embassy account including vouchers, cheques, withdrawal slips, authorisations, on instruction from the responsible diplomatic officer
- Maintains Embassy accounts and responds to account queries from HQ
- Liaises with bank for Embassy bank account
- Ensures full compliance with Irish Government and Department of Foreign Affairs Financial Management Guidelines and requirements
- Supports diplomatic staff on local staff management including on allocation of duties, leave arrangements, coordination of events and business planning
- Maintenance of annual and sick leave records for local staff members
- Coordinates facilities management to ensure effective and timely responses
- Liaises with government ministries and authorities to assure the proper administration of the Embassy in accordance with Jordanian practice
- Liaises with MFA and other relevant Government Ministries regarding Diplomatic privileges and immunities
- Other duties as prescribed

Essential requirements candidates must be able to demonstrate:

- Bachelor degree in a relevant field is a minimum qualification;
- Demonstrated capacity to work effectively, constructively and flexibly in a smaller-sized office environment;
- Candidate must be fluent in written and spoken Arabic and English (language test may be included as part of the shortlisting process);
- Candidates must have at least 5 years' relevant professional experience;
- Experience of working in an international environment;
- 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 (Outlook, Word, Excel etc.);
- **The successful candidate must have a legal entitlement to live and work in Jordan prior to recruitment.**

Desirable requirements:

- Public Relations / Media Relations experience will be an advantage

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland in Jordan
- The gross annual salary for the position is JOD 15,365.92 paid locally on a monthly basis
- Salaries will be paid directly into your bank account. All employees are therefore required to have a bank account.
- The positions will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.

How to apply

The Job Description for this position is available on our website <https://www.dfa.ie/irish-embassy/jordan/>.

Please send your CV with an accompanying Cover Letter outlining why you are suitable for this job, via e-mail only to ammanemhr@dfa.ie, with the subject line **Office Manager/Accounts Officer/Executive Assistant**.

Applications must be received before 16:30 hrs. (Local time) on December 4th 2022.

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 Jordan 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 in **mid-December**, with an anticipated start date in **January**.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates;

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, Amman is committed to a policy of Equal Opportunity.