



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Business and Outreach Officer Embassy of Ireland, Jordan

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, Jordan is looking to recruit a full-time permanent Business and Outreach Officer. Application are invited for a determined, dynamic and flexible individual to further its presence and agenda in Jordan. The role of the Business & Outreach Officer will be to support the Ambassador and Diplomatic Staff in promoting the visibility and understanding of Ireland in Jordan and in identifying opportunities to assist in the further growth of trade between Ireland and Jordan/Iraq.

The closing date for applications is Wednesday 9th June

Role

- Contribute to the planning and delivering of the Business Promotion function of the Embassy of Ireland in Jordan (as reflected in the Whole of Mission Strategy and the annual Embassy Business Plans).
- Develop further the already existing opportunities for Irish companies and commission studies to identify opportunities for Irish business in defined sectors
- Engage pro-actively with the Jordan Ireland Business Association network;
- Maintain a database of Irish business interests in Jordan/Iraq
- Assist in developing and updating the Embassy 'Doing Business in Jordan' template;
- Engage in the planning of awareness and outreach campaigns, and when appropriate, contribute to the planning/delivery of (Minister-led) trade missions to Jordan
- Liaise directly with the Enterprise Ireland, Bord Bia, Tourism Ireland and IDA representatives in the UAE
- Assist and advise the Embassy in promoting institutional links between Universities/HEI's in Ireland and Jordan and in increasing the number of Jordanian students travelling to Ireland for graduate and post-graduate education
- Assist with the development of Embassy systems to capturing, updating, storing and communicating information – in areas relevant to our Business Promotion responsibilities
- Provide advice about the capture and measurement of results achieved in the area of Business Promotion
- Assist with outreach to relevant organisations (Irish, regional, country specific) that can contribute to enhancing trading relationships between Ireland, Jordan and Iraq

Essential requirements candidates must be able to demonstrate:

- Candidates must have a relevant postgraduate qualification in economics/business or other discipline relevant to the Job Description.
- Demonstrated experience working with private sector trade outreach activities or with public sector institutions involved in trade promotion.
- Fluency in written and spoken English and Arabic.
- A good understanding of the opportunities and constraints of working with the Department of Foreign Affairs and the Irish Embassy network.
- Experience and recognition of the importance of instituting and maintaining good management systems.
- Understanding of complexities of doing business in Jordan and in Iraq
- Excellent communication, writing and reporting skills.
- Flexibility and good team working.
- Self-motivation and a capacity for creative thinking.
- **The successful candidate must have a legal entitlement to live and work in Jordan prior to recruitment.**

Desirable requirements:

- Other post-graduate qualifications will be considered an advantage.
- Proficiency in other languages 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 Embassy of Ireland in Amman, Jordan for a period of 3 years.
- The gross salary for the position is 14,842 JOD per annum, 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 position 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/>

CV and short personal statement should be sent via e-mail only to ammanemhr@dfa.ie with the subject line **Business and Outreach Officer**.

Applications must be received before 16:30 hrs. (Local time) on Wednesday 9th June 2021.

No applications will be accepted after this deadline.

Please note that only short listed applicants will be contacted. The Embassy reserves the right to re-advertise or extend the call for applications.

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.
- There is an anticipated start date of September 2021 for this position.

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, Jordan is committed to a policy of Equal Opportunity.