

## **Job Title: Business & Outreach Officer**

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

The Embassy of Ireland in Jordan is seeking to recruit a full time Business & Outreach Officer. The post is for three years but tenure for this period will be subject to a satisfactory review of performance after one year.

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.

Institutional outreach, business diplomacy and economic promotion have been a core element of the work of the mission since its establishment in Jordan in January 2019. The Embassy was instrumental in supporting the establishment of the Jordan Ireland Business Association in September 2019 and works very closely with its Board in promoting increased trade with Ireland. Irish State Agencies (Enterprise Ireland, IDA, An Bord Bia, Tourism Ireland) serve the Jordanian and Iraqi markets from their base in the UAE and work closely with the Embassy team in advancing trade opportunities.

The Business and Outreach Officer will assist the Embassy in building on achievements made to date, in collecting information and establishing key contacts relevant to this responsibility and in recommending further initiatives that can strengthen Ireland's visibility and our trade with Jordan/Iraq.

#### **Key responsibilities of this post**

The following areas will constitute the work focus of the Business & Outreach Officer assigned to the Embassy:

*Working with the support and supervision of the Head of Mission at the Embassy Amman the Business & Outreach Officer will:*

- 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

#### Key skills and competencies required for this post

- Relevant postgraduate qualification in economics/business or other discipline relevant to the Job Description
- Experience in working with private sector trade outreach activities or with public sector institutions involved in trade promotion
- 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
- Fluency in written and spoken English and Arabic
- Excellent communication, writing and reporting skills
- Flexibility and good team working
- Self-motivation and a capacity for creative thinking

#### Terms of Employment

**Commencement date:** Early September 2021

**Duration of contract:** This is a full time position contracted for 3 years. Tenure for this period will be subject to a satisfactory review of performance after one year. 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.

**Salary and benefits:** Gross annual salary is JoD 14,842. Salary will be paid electronically therefore, the successful candidate must have a bank account. Employees contributions will be deducted at source, as will tax contributions.

**Working Hours:** working hours are 40 hours per week, from 08.00 – 16.00. When official events, visits meetings etc. are being held outside of these hours, flexibility on behalf of the employee will be required.

**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 up to, but not beyond, 4 weeks.

**Place of work/travel:** Your workplace will be the Chancery building of the Embassy of Ireland in Amman. From time to time, travel outside of Amman or outside of Jordan may be required. In these situations, agreed costs related to this travel will be reimbursed by the embassy together with Embassy determined costs relating to subsistence and accommodation.

**Working arrangements:** You will report directly to the Head of Mission. They will work closely with the Second Secretary and with local staff at the mission. You will avail of the existing transport arrangements at the mission.

**Annual leave:** Your annual leave entitlement is 20 days per year. In addition to this, you are entitled to Jordanian public holidays. If you are required to work on a public holiday, you will receive compensatory leave within a reasonable timeframe.

**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 unauthorised disclosure of such information to a third party will be a cause for immediate dismissal.

*Embassy of Ireland, Amman  
May 25<sup>th</sup> 2021*