

Job Title: Accounts Officer / Executive Assistant

Organisation: Embassy of Ireland in Jordan

The Embassy of Ireland in Jordan is seeking to recruit a full time Accounts officer/Executive Assistant on an initial one-year contract. The Accounts Officer/Executive Assistant will split his/her time between financial and secretarial roles (for the Head of Mission).

The Accounts Officer / Executive Assistant 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.

Key job duties:

- Providing secretarial support to the Head of Mission (HoM)
- Managing the HoM's diary (including invitations/transport)
- Arranges HoM's 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
- Ensure full compliance with Irish Government and Department of Foreign Affairs and Trade Financial Management Guidelines and requirements.

Essential Requirements

- Bachelor degree in a relevant field is a minimum qualification
- Candidate must be fluent in written and spoken Arabic and English
- 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 and Trade;
- Excellent interpersonal and networking skills;
- Demonstrated capacity to work effectively, constructively and flexibly in a smaller-sized office environment
- Advanced communication skills, with the ability to quickly distil and synthesise complex information in writing;
- Computer literacy and information management skills.
- **The successful candidate must have a legal entitlement to live and work in Jordan prior to recruitment.**

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 12,561.74. 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.