



**An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade**

Accounts Officer / Executive Assistant to the Ambassador Embassy of Ireland in 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 Mission is now looking to recruit an 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)
- Arranging HoM's events (dinners/lunches/receptions/speeches etc.)
- Preparing all documentation relating to payments from Embassy account including vouchers, cheques, withdrawal slips, authorisations, on instruction from the responsible diplomatic officer
- Maintaining Embassy accounts and responds to account queries from HQ
- Ensuring full compliance with Irish Government and Department of Foreign Affairs Financial Management Guidelines and requirements.

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
- 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.

- **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 12,561.74, 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/>

Completed application forms should be sent via e-mail only to ammanemhr@dfa.ie, with the subject line **Accounts Officer / Executive Assistant**.

Applications must be received before 16:30 hrs. (Local time) on Thursday 10 September 2020

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 early September, with an anticipated start date in early November.

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 in Jordan is committed to a policy of Equal Opportunity.