



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

Administration/Consular Officer 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 Embassy of Ireland in Jordan was established in January 2019. It is currently looking to hire determined, dynamic and flexible individuals to further its presence and agenda in Jordan.

The Embassy of Ireland is looking for a full-time permanent administrative/consular officer. The administrative/consular officer will split his/her time between administrative and consular roles. The Administrative/Consular officer will be required to support diplomatic staff for local staff management and lead on all administrative tasks such as office management, residence and chancery management. The Administrative/Consular Officer will play a key role communicating and coordinating with all Chancery and Residence staff both in day to day work of the Embassy and for events, as needed. He/she will also be required to support the Consul in his/her daily duties such as assisting with the processing of visas, passports, other official documentation, answering consular queries by either phone or email, and actively engaging in other consular aspects of the Embassy's work.

Role

- Support diplomatic staff for local staff management
- Maintenance of annual and sick leave records for local staff members
- Facilities management
- Official translator
- Communication relating to the Embassy's office general maintenance
- ICT support
- Liaise with government ministries and authorities to assure the proper administration of the Embassy in accordance with Jordanian practice
- Liaise with MFA and other relevant Government Ministries regarding Diplomatic privileges and immunities
- Provide consular support to the Consul
- Assist in processing of visas, passports and other official documentation
- Answering consular queries either over phone or via email

- Active role in all aspects of Embassy's consular work
- Maintaining all consular records
- Assist in preparation of official visits

Essential requirements candidates must be able to demonstrate:

- Candidates must have an undergraduate degree
- Candidates must be fluent in written and spoken Arabic and English
- Candidates must have at least 5 years' relevant professional experience, including previous positions related to office management and consular assistance at other Embassies/Consulates/delegations
- Strong experience of working in an international environment;
- A good understanding of the role of the Department of Foreign Affairs;
- 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.**

Desirable requirements:

- Post-graduate qualifications will be considered an advantage.
- Proficiency in other languages will be an advantage
- A proven ability to manage information effectively will also be considered 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 Jordan
- 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 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/>

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

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.
- There is an anticipated start date of 1st November 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 in Jordan is committed to a policy of Equal Opportunity.