

Job Title: Administration/Consular Officer

Organisation: Embassy of Ireland in Jordan

The Embassy of Ireland in Jordan is seeking to recruit a full time Administration/Consular Officer on an initial one-year contract. 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 in communicating/coordinating with all Chancery and Residence staff both in day to day work of the Embassy and for events, as needed.

He or 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.

Key job duties:

- Support diplomatic staff or 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
- Liaises with government ministries and authorities to assure the proper administration of the Embassy in accordance with Jordanian practice
- Liaising with MFA and other relevant Government Ministries regarding Diplomatic privileges and immunities
- Provides 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
- Assisting in preparation of official visits

Essential Requirements

- 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 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 14,842. 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.