



**An Roinn Gnóthaí Eachtracha**  
Department of Foreign Affairs

## **Administrative Assistant Embassy of Ireland, Amman**

***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, Amman, is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Administration Assistant position.

### **Roles and Responsibilities:**

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Provide administrative support to the Mission.
- Event management for meetings, receptions, dinners and or other events taking place at the Embassy or the Ambassador's residence;
- Meeting room set-up and coordinating visitors to the Mission;
- Property management and general maintenance coordination. This will include liaising with the Missions service providers and identifying new providers where needed, as well as procurement processes;
- Coordinate relevant Embassy team members in delivery of allocated tasks under the administration function;
- Managing Embassy's social media accounts, including developing campaigns across the full range of the Embassy's work; assist Embassy colleagues in managing media for high-level visits and events;
- Answer telephone calls and deal with simple queries or direct to Consular Officer/PA/Accounts/Second Secretary;
- Managing correspondence, invitations & calls to the Mission;
- Management of Embassy files and contact database, including updating and maintenance;

- Other duties as may be required in a busy, dynamic office;

**Essential Requirements candidates must be able to demonstrate:**

- Candidates must have previous professional experience in a similar role;
- Candidates must have a Bachelor degree in a relevant field as a minimum qualification;
- Candidates must be fluent in written and spoken Arabic and English. Applicants may be telephoned in advance to establish language proficiency and a short written language test may be required;
- Candidates must have at least one year's professional experience;
- Candidates must provide evidence of strong interpersonal skills, flexibility, efficiency and effectiveness showing strong organizational skills, attention to detail, and an ability to manage multiple tasks at once including at high-level events;
- A high level of organisational and administrative skills, including proficiency in Microsoft Suite, Outlook, Word and Excel;
- Well-developed networking and interpersonal skills, including a flexible attitude, good judgement and the ability to work effectively as part of a team in a small office environment;
- Information management skills;
- Strong knowledge of international affairs and experience of working in an international environment;
- The candidate should provide examples of being solutions-oriented, and committed to delivering results, including by adapting approach if necessary;
- ***All applicants must have a permanent legal right to reside and work in Jordan.***

**Desirable Skills and Experience:**

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission. Previous experience in a diplomatic mission is desirable, but not essential.
- Knowledge of Social Media platforms and page administration 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 11,457.32, 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.

- Sunday to Thursday, 40 hours per week, with standard office hours from 8.00am to 4.00pm.
- The positions will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted pro rata.

### **How to apply**

The Application Form for this position is available on our website: <https://www.dfa.ie/irish-embassy/jordan/>

Completed applications forms should be sent via e-mail only to [ammanemhr@dfa.ie](mailto:ammanemhr@dfa.ie), with the subject line **Administrative Assistant Vacancy**.

**Applications must be received before 16:30 hrs. (local time) 16 November 2023.**

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

### **Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held before the end of December 2023.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates.

### **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.***