



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

## **Policy Officer at the 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 is looking to recruit a full time Policy Officer on an initial one-year contract. The role of the Policy Officer will be to support the Ambassador and Diplomatic Staff in monitoring and analysing political and economic developments in Jordan and countries of accreditation.

### **Role**

- Monitoring, analysing and reporting on political and economic developments in Jordan and countries of secondary accreditation, with a particular focus on EU-related issues, and reporting on them in English.
- Creating and maintaining a network of contacts and stakeholders.
- Attending and reporting on conferences, briefings and other events.
- Working with the Embassy team on events and projects as required.
- Undertaking research on topical issues and events in Jordan
- Assisting with High Level visits between Ireland and Jordan
- Work flexibly with Embassy team members on agreed tasks

### **Essential requirements candidates must be able to demonstrate:**

- Relevant post-graduate qualification is necessary.
- Candidates must be fluent in written and spoken English and Arabic
- Candidates must have experience in report writing.
- Strong knowledge of international affairs and experience of working in an international environment
- Excellent administrative and organisational skills, including proficiency in Microsoft Office suite.
- A good understanding of the role of the Department of Foreign Affairs and Trade;
- Excellent interpersonal and networking skills;

- Advanced communication skills, with the ability to quickly distil and synthesise complex information in writing;
- Well-developed networking and interpersonal skills, including a flexible attitude, good judgement and the ability to work effectively as part of a team.
- The ability to work well under pressure while ensuring accuracy and attention to detail.
- Relevant work experience.
- **The successful candidate must have a legal entitlement to live and work in Jordan prior to recruitment.**

**Desirable requirements:**

- Additional post-graduate qualifications will be considered an advantage.
- Proficiency in other languages will 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 the Embassy of Ireland in Jordan.
- The gross annual salary for the position is JOD 14,842 per annum, paid locally on a monthly basis, through electronic transfer, therefore the successful candidate must 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](mailto:ammanemhr@dfa.ie), with the subject line **Policy Officer**.

**Applications must be received before 16:30 hrs. (Local time) on Thursday 9 July 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.

- The anticipated start date for this position is September 1<sup>st</sup>.

**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.***