



## **A. Secretary to Ambassador and, B. Accounts/Admin Secretary**

### **Embassy of Ireland, Kuala Lumpur**

**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 is recruiting fulltime staff to work in a busy and challenging work environment: Position A – Secretary to Ambassador and Position B – Accounts/Administrative Secretary.

1 year Contract with the possibility of an extension.

Deadline for receipt of applications: 25<sup>th</sup> February 2019

#### **Position Description:**

As Secretary to the Ambassador, the successful candidate will be responsible for the Ambassador's schedule, assisting with visits and high level events, and other tasks as required.

The ideal candidate for the position of Accounts/Administrative Secretary will require a strong focus on accuracy and timely submission of monthly accounts and assist with other tasks as required.

In addition, the successful candidates will provide office administrative support, event support, translation and assistance to diplomatic staff.

#### **A. Secretary to the Ambassador:**

##### **Roles and Responsibilities:**

The Personal Assistant to the Ambassador will be expected to undertake a range of duties to support the work of the Ambassador. Such duties may vary over time according to the needs of the Embassy, but will include the following:

- Management of all aspects of the Ambassador's schedule
- Act as point of contact for the Ambassador, including responding to queries, arranging meetings, making relevant bookings
- Government liaison on behalf of Ambassador

- Management of Ambassador's travel arrangements, accommodation arrangements and on-site transportation arrangements for business trips
- Ensure appropriate briefing is provided to the Ambassador for meetings and travel
- Management of the schedule for Embassy drivers
- Event management and organisation, particularly event catering oversight and event services procurement

The starting salary for Secretary to Ambassador is 43,966 MYR per annum

## **B. Accounts/Administrative Secretary:**

### **Roles and Responsibilities:**

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

- Preparation of monthly Embassy accounts;
- Preparation of Embassy budget and pre-budget submissions;
- Accounts system administration in consultation with diplomatic staff;
- Payment of invoices and liaison with service providers;
- Dealing with public enquiries;
- Procurement as required;
- Oversight of filing system (hard copy & electronic);
- Assisting with event management as required;
- Administration including assisting other officers;
- Providing cover for leave; and other duties as required from time to time and directed by the Embassy or other diplomatic staff.

The starting salary for Accounts/Administrative Secretary 37,648 MYR per annum.

### **Requirements for the roles:**

- Be an effective team member and willing to be flexible in contributing to Embassy key deliverables
- Be a proactive and creative self-starter with strong interpersonal skills who has the ability to learn quickly
- Able to prioritise in a fast-paced work environment, sometimes working unsupervised, delivering to deadlines and agreed targets
- Strong judgement and discretion
- Excellent interpersonal, written and oral communication skills

The positions will be based in the Embassy of Ireland, South Block, The Amp Walk, 218 Jalan Ampang 50450 Kuala Lumpur. Successful candidates must have the right to live and work in the country.

**How to apply:**

Interested candidates should forward a CV of no more than 2 pages and a cover letter of 500 words maximum (in English) to [klembassyrecruitment@dfa.ie](mailto:klembassyrecruitment@dfa.ie) by **25<sup>th</sup> February 2019**.

**The Department of Foreign Affairs and Trade is an equal opportunities employer.**

**Canvassing will automatically disqualify.**

*Any personal information submitted to the Mission will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts. Application letters should be accompanied by a curriculum vitae along with a photocopy of Identity Card and document(s) certifying educational qualifications. Applicants should also be prepared to provide references and to obtain and maintain appropriate security clearances.*