



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Public Diplomacy Officer Embassy of Ireland, Mexico

The Embassy of Ireland in Mexico works to promote and protect Irish interests in Mexico whether it is working with the Irish community, promoting Irish economic interests, or supporting the strong partnership between our governments. We also provide a range of key consular services.

Applications are invited for a full-time Public Diplomacy Officer position at the Embassy of Ireland, Mexico. The position will commence immediately, and will be for an initial period of 12 months, eligible for permanent appointment subject to satisfactory performance.

The closing date for applications is Friday 11 June, 17.00 Mexico City time

Job description

The Embassy of Ireland manages all aspects of Ireland's relationship with Mexico, as well as six secondary accreditations: Costa Rica, Cuba, El Salvador, Guatemala, Honduras and Nicaragua. The promotion of diplomatic, political, economic and cultural ties between Mexico and Ireland, as well as Ireland and the secondary accreditations is integral to the work of the Embassy.

The successful candidate will be tasked with supporting the Mission's workload in the area of Public Diplomacy, as well as Executive Support. With the guidance and oversight of a supervisor from among the full-time diplomatic staff, the Public Diplomacy Officer will be tasked with supporting, and sometimes leading, on key Public and Cultural Diplomacy initiatives in the Embassy.

The purpose of the position is to help enhance the profile of Ireland in Mexico and the secondary accreditations through strategic and effective public outreach, networking, and event management.

Key duties

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

- Under the guidance of diplomatic staff, lead on the development and implementation of an annual public and cultural diplomacy plan for the Embassy, paying particular attention to virtual engagement, which will raise the profile of Ireland in Mexico and the region;
- Lead on the planning, organisation and delivery of key Embassy public and cultural diplomacy, including the St Patrick's Day programme of events;
- Maintain an overview of trends in Mexico through monitoring and networking with key individuals;

- Support the Ambassador and diplomatic staff in further developing the network of relevant contacts; virtual event organisation and logistics in line with public diplomacy goals, including researching speakers and potential attendees; prepare briefing material/presentations/speeches on issues related to public and cultural diplomacy as requested by the Ambassador;
- When requested, represent the Mission at meetings with stakeholders of relevance to the work of the Embassy;
- Develop a digital outreach plan for the Embassy's public diplomacy work including effective use of social media platforms and the Embassy website;
- Contact and network management including maintenance of the customer relationship management database with regular identification of strategic new contacts and target audiences
- Help facilitate in-country visits of Irish Ministers and other high level visitors;
- Provide accurate and timely translations of key documents as required;
- Support other activities of the Embassy as requested by the Ambassador.

Key/Essential requirements:

- Candidates must have a degree or postgraduate degree, preferably in a related discipline such as international relations, politics, human rights, economics, public relations or communications,;
- At least 2 years relevant professional experience in public and cultural diplomacy/public relations/communications/digital communications/public affairs/policy/event management;
- Fluency in both English and Spanish (DELE C1/C2 or equivalent);
- At least 6 months experience of studying or working abroad or equivalent experience of working in a dynamic multinational environment;
- A good understanding of Ireland, Irish culture, Irish foreign policy priorities, and the role of the Department of Foreign Affairs;
- Practical experience of using digital tools (e.g. online meeting and webinar platforms etc.) to organise events;
- Knowledge of social media platforms, awareness of digital trends and practical knowledge of using digital communication tools;
- Strong organisational and event management skills;
- An ability to self-start and work with clear focus, direction and a strong results orientation;
- The ability to work as part of a team;
- Candidates must have a legal right and permission to live and work in Mexico and be available to travel within Mexico and to countries of secondary accreditation in the Latin America region, if necessary.

Other desirable attributes:

- Familiarity with Mexico and Mexican culture;
- Familiarity with other countries in the Latin America region;
- Previous experience working with an Embassy, NGO, or international organisation
- Experience in basic multimedia production/editing, vlogs, graphic design, Microsoft office and publishing tools
- Familiarity with data analytics
- Advanced networking, representational and influencing skills;
- Excellent understanding of writing for digital, including different styles and tones of voice;
- Practical experience of using digital tools (e.g. online meeting and webinar platforms etc.) to extend the reach of an organisation;

- Advanced verbal and written communication and reporting skills, with the ability to quickly distil and synthesize complex information in writing/orally;

Terms and conditions of employment:

- The successful candidate will be hired for an initial 6 month probationary period, as part of a permanent, indefinite contract.
- The position will be based at the Embassy of Ireland, Mexico, located in Mexico City.
- The annual salary for the position is MXN \$282,392.25 MXN, paid twice a month (MXN 10,458.97) and including 45 days of Aguinaldo. This salary is eligible for annual increases. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- The successful candidates must already have the legal right to work in Mexico.
- The successful candidates will be responsible for making their own arrangements regarding tax compliance, local transport, health insurance and accommodation whilst employed by the Embassy of Ireland in Mexico.
- The successful candidates will be responsible for making any relocation arrangements and/or costs that might arise.
- Hours of attendance amount to on average not less than 43¼ hours gross, or 37 hours net per week. Officers are also required to cover the out-of-hours duty officer roster on four occasions in the course of each year, in exchange for leave in lieu.
- The position will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.
- Subject to the provisions of the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence.

How to apply

Please send your completed application form by 23.59 (Mexico City Time) on 12 June to MexicoEmbassy@dfa.ie with the heading “Public Diplomacy Application”

No applications will be accepted after this deadline.

The Embassy reserves the right to re-advertise or extend the call for applications.

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 Key/Essential Requirements above.

Shortlisted candidates will be interviewed by diplomatic staff over video conference.

Candidates may also be asked to take part in a written exercise in Spanish or English, and/or a short presentation. Such an exercise would involve some desk research, data analysis and report writing.

Information on the post is being communicated publicly through the Embassy web and social media channels; the Embassy cannot provide responses to individual phone/e-mail queries received regarding the post/application process.

Receipt of applications will be confirmed, but only short-listed candidates will be contacted by the Embassy. The Embassy regrets that, due to the high volume of applications received, it will not be able to provide feedback to applicants not invited to interview.

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, Mexico, is committed to a policy of Equal Opportunity