



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

## **Vacancy at Embassy of Ireland in Mexico: Gender Equality Project Assistant**

**6-month temporary full-time contract**

The mission of the Department of Foreign Affairs and Trade is to promote and protect abroad the values, interests and economic well-being of Ireland and its citizens. 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 Mexico holds the Presidency of the International Roundtable of Gender Equality in Mexico. The roundtable membership includes 25 embassies and international organisations working together to promote Gender Equality in Mexico.**

**The Embassy is recruiting a project assistant to support the work of the Roundtable during the Embassy of Ireland's Presidency.**

**The position is for an immediate start and will be for six month fixed term contract.**

### **Role and Responsibilities**

The appointee will be required to undertake the following duties:-

- Event management support (including receptions, cultural events, conferences)
- Administrative support for roundtable meetings
- Administrative support to the diplomatic team (including briefing, speech-writing and logistics)
- Report writing and note-taking
- Monitoring and reporting on gender-equality related developments
- Attendance at meetings, conferences and seminars
- Media and Social Media outreach
- General administrative support

The successful candidate will be a highly motivated, enthusiastic individual with a capacity to multi-task in a busy and demanding environment. They will have an interest in matters relating to Gender Equality, International relations, and Current Affairs. They will work as part of a very busy and flexible Embassy team. The position will also involve undertaking occasional out of hours' attendance.

### **Essential requirements:**

To be eligible, the following qualifications and competences are required:

- Work experience (or extra-curricular experience) relevant to the role
- Excellent written and oral communication skills in Spanish and English. The candidate should be a native speaker of Spanish or English and have a **minimum C1** in the other language. In some cases, applicants may be telephoned in advance to establish language proficiency
- Very good research, analysis and reporting skills
- Well-developed interpersonal skills
- Completed at least a high school diploma (certificado de preparatoria o bachillerato), with completion of a Bachelor's Degree (Licenciatura) an advantage
- A high level of organisational and administrative skills, including proficiency in Microsoft Outlook, Word and Excel
- 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
- A high level of discretion, commitment and reliability
- A good understanding of Ireland and Ireland's multilateral priorities and values

**The successful candidate must have a legal entitlement to live and work in Mexico prior to recruitment.**

**Salary is \$105,000 MXN gross for the 6-month period (including holiday payments). Annual leave will be 10 days for the duration of this contract. Working hours are full-time (35 hours) with occasional attendance out of hours.**

**How to apply:**

**The deadline for applications is 24 January 2020**

Applications must be submitted in English by email only to the following email address: [mexicoembassy@dfa.ie](mailto:mexicoembassy@dfa.ie) The email should contain the subject line **RECRUITMENT GE PROJECT ASSISTANT** and must be no larger than 15 MB. Language certificates in English or Spanish do not need to be translated. The application must contain:

- Letter of motivation (1 page max) addressing your suitability for the position and interest in working with the Embassy of Ireland
  - CV/résumé (2 pages max)
  - Two nominated referees with contact details
- Copies of relevant language qualifications scanned into one PDF attachment

**Selection process:**

All emails received will be acknowledged. Shortlisting of candidates is part of the process. Please note that only short listed candidates will be contacted.  
The Embassy reserves the right to extend the deadline.

Interviews are expected to be held in early February.

**General Data Protection Regulation:**

All personal information received will be kept in line with GDPR guidelines.

**Security Clearance for Local Staff**

Police vetting may 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**

**08/01/2020**