



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

Programme Executive Vacancies (4) - Embassy of Ireland - Maputo

The goal of the Embassy of Ireland is to promote Ireland's values and interests in Mozambique and in countries of secondary accreditation, in line with Ireland's commitments to delivering the Sustainable Development Goals. Through the promotion of Ireland's values, the Embassy seeks to contribute to a fairer, more just, secure and sustainable society in Mozambique.

The Embassy of Ireland in Maputo is seeking to recruit up to four highly motivated and dynamic individuals to join its growing team in the position of Programme Executive. The successful candidates will play a key role in supporting the effective implementation and administration of Ireland's development programme in Mozambique, while also providing essential support to the operational aspects of the Embassy.

Programme Executive - Position details:

- The positions are full-time and will be based at the Embassy of Ireland, Maputo. The role may require occasional travel within Mozambique.
- Contracts will be offered on a one-year renewable basis, including a probationary period.
- Competitive salary plus benefits and training.

Main responsibilities:

- Under the direction of the Head of Mission, Head of Development, a Development Specialist and/or a Second Secretary, work directly with Programme Officers and Programme Managers to support the achievement of results in the relevant sectors and Embassy business outcomes.
- Support the effective administration of programme partnerships in accordance with Ireland's grant management standards including taking responsibility for tracking project development, appraisal, monitoring, evaluation and closure. This includes supporting adherence to grant financing agreements accountability mechanisms and that progress reports, audit and financial reports, evaluations and risk management information are up-to-date.
- Provide key administrative support to Embassy in Maputo and to the Local Development Teams in Ireland's provincial offices in Inhambane and Niassa. This will include key support to, *inter alia*, procurement (managing supplier invoices, preparing terms of

references and consultant contracts etc.), preparing payments, human resources administration, building management and support to Embassy events.

- Maintain all documentation (hard and electronic copies) of programme grants and specifically maintain all files relating to the Grant Management Standards.
- Support the Embassy's participation in relevant meetings with Government officials and development partners, and support field missions to project sites.
- Support the documentation and dissemination of partner knowledge products. This will also include drafting communication of results for Ireland's social media pages and websites.
- Other administrative and logistical support as required including, but not limited to, tracking meetings on shared calendars, preparing minutes of meetings, and preparing itineraries for field visits etc.

Candidate profile:

Essential Requirements:-

To be eligible the following qualifications and competencies are required:

- A bachelor's degree in one or more of the following; international relations, social sciences, sustainable development, economics, governance, public sector management, administration, business or human resources;
- Fluency in spoken and written English and Portuguese.
- Minimum of two years relevant experience working in a diplomatic mission, NGO, or multi-national organisation.
- Good analytical and organisational skills, and the ability to think and plan logically.
- Good interpersonal and communication skills.
- The ability to work as part of a team, with a proven capacity for delivering timely results.
- Proficiency in the Microsoft suite of applications i.e. Word, Excel, Outlook and PowerPoint.

In addition to the essential criteria above, the following criteria are desirable:

- Experience in office administration – including human resources, procurement and/or communications.
- Good knowledge and understanding of key public policy and strategy documents and frameworks relating to the health, education, social protection and governance sectors in Mozambique;
- Relevant experience in programme cycle and grant management;
- Knowledge and understanding of the development and humanitarian situation in Mozambique;
- Experience in project and event management.

Note: Candidates must have the legal right to work in Mozambique. All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring.

Note: All applications must be submitted in English. Failure to do so will result in the application being disqualified.

Further details regarding the work of the Embassy is available on the website

<https://www.dfa.ie/irish-embassy/mozambique/>. Further information on the positions can be requested by email embassymaputojobs@dfa.ie.

How to apply:

Applicants must submit a completed application form with a list of referees including current manager by the **extended** deadline of 17.00 on Monday

16th September 2019

Applications must be submitted by e-mail to embassymaputojobs@dfa.ie with the subject line 'Application for Position of Programme Executive'. All emails received will be acknowledged. Shortlisting of candidates is part of the recruitment process. Please note that only short listed applicants will be contacted.

Data Protection:

All personal information received will be kept in line with the General Data Protection Regulation (GDPR) and Data Protection guidelines.

Security Clearance for Local Staff

Police vetting 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 is committed to a policy of Equal Opportunity.