



Permanent Mission of Ireland to the OSCE

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Employment Opportunity

The Permanent Mission of Ireland to the Organisation for Security and Cooperation in Europe (OSCE) in Vienna is recruiting a full-time personal assistant to the Ambassador/secretary/administrator. Applicants should have the legal right to work in Austria, be fluent in both English and German, have excellent communication skills and experience of working in a busy professional environment.

A commitment to providing excellent customer service and a willingness to work as part of a team are essential, as are good computer skills, including familiarity with social media platforms. The role involves responsibility for the efficient administration of a small but busy office, and, in particular, responsibility for running the Office of the Ambassador. The role supports the work of the Irish team at the OSCE, and requires flexibility, teamwork and resourcefulness, as well as excellent German and English language skills and a minimum of two years working in an office environment.

Essential Requirements:

- National of an EU Member State;
- Proficiency in English;
- Proficiency in German (minimum B2);
- Minimum of two years relevant work experience;
- Excellent IT skills incl. Microsoft Office suite and social media;
- Good organisation and time management skills;
- Effective team player with the ability to operate effectively in an international work environment.

Salary and Conditions

The salary will be €37,092.16 gross per annum, paid in accordance with Austrian practice (incl. payments of 13th and 14th month salaries on a pro rata basis) and will be subject to Austrian tax and social security deductions.

This is a locally engaged position and successful candidates are responsible for their own accommodation.

The successful candidate will be entitled to 25 days annual leave calculated on a pro rata basis according to the length of contract.

Employees are required to work a 35 hour week and should be prepared to show flexibility in work patterns to accommodate multilateral meetings and other Mission-related events.

The Permanent Mission of Ireland is an equal opportunities employer.

The successful candidate will initially serve a one-month probationary period.

Application Process

Please submit a cover letter and a CV, which should include the names and contact details of two referees by email to: Sorcha.Casey@dfa.ie with the subject heading 'Secretary/Administrator' no later than 13.00 on Friday, 31 August 2018.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

Permanent Mission of Ireland to the OSCE
Attention: Sorcha Casey
Rotenturmstrasse 16-18,
1010 Vienna, Austria

Any personal information submitted to us 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.