Buantoscaireacht na hÉireann
don Eagraíocht um Comhoibriú agus Slándáil san Eoraip
Permanent Mission of Ireland to the
Organisation for Security and Co-Operation in Europe

Vacancy Notice

Graduate Policy Officer at Permanent Mission of Ireland to the OSCE

The Permanent Mission of Ireland to the OSCE is inviting applications from suitably qualified candidates who wish to be considered for appointment as temporary whole-time Graduate Policy Officer.

The contract will be on the basis of a 12 month temporary contract with no right of permanency. Candidates should be available to assume their position no later than Monday 13 January 2020

Tasks and Responsibilities

Acting as an integral part of the Permanent Mission of Ireland to the OSCE, the Graduate Policy Officer will primarily provide support to diplomatic staff in the areas under their responsibility.

Tasks and responsibilities will include but are not confined to servicing of meetings, drafting of texts, the performance of administrative tasks and research and information retrieval.

Basic Requirements

- National of an EU Member State
- Proficiency in the English language to mother tongue level
- Working knowledge of a second language of the OSCE
- Honours primary degree in relevant discipline such as international relations, law, economics or politics
- Minimum of six months relevant work experience
- Familiarity with Microsoft Office applications
- High level of written and oral communication skills
- Effective team player with ability to operate effectively in an international work environment
- High level of analytical skills and attention to detail
- Good organisational and time-management skills

- High degree of flexibility

In addition, candidates are expected to have a good knowledge of relevant Irish policy issues and the work and structures of the EU, the UN and the OSCE.

Applicants who do not meet all basic requirements will not be considered

Salary and Conditions
The monthly salary will be €2,758 gross, paid in accordance with Austrian practice (incl. payment 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.

Successful candidates 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 40 hour week and should be prepared to show flexibility in work patterns to accommodate OSCE meetings and events. From time to time attachés may be required to attend meetings outside Vienna.

Successful candidates will initially serve a one month probationary period.

The Permanent Mission of Ireland to the OSCE is an equal opportunities employer.

Application Process
Please submit a full C.V., which should include the names and contact details of two referees, together with a cover letter in English, in which the candidate will outline their interest in and suitability for the position to:

Ms Susanna Stopka
Permanent Mission of Ireland to the OSCE
Ireland-osce@dfa.ie

Applications must be submitted by **17:00 CET on Friday, 22 November 2019**. Shortlisted candidates will be invited for interview in Vienna or by video conference from Dublin or another Irish diplomatic mission. Please note that travel expenses will not be paid.

Data Protection:

All personal information received will be kept in line with 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.

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Canvassing will automatically disqualify.