



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Humanitarian and Migration Advisor at the Permanent Mission of Ireland to the United Nations, Geneva

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

Applications are invited for the position of Humanitarian and Migration Advisor at the Permanent Mission of Ireland to the United Nations in Geneva. This position will commence in early autumn 2022 and will be for 24 months.

The successful candidate will be part of the team at the Mission, working to a member of Diplomatic Staff leading on Humanitarian and Migration Affairs. Guidance and support will be provided from the relevant advisors in the Humanitarian Unit in Headquarters. The successful candidate will be tasked with a range of duties, particularly focused on the humanitarian and migration organisations in Geneva. This will include advancing Irish positions in policy discussions on global and context-specific humanitarian responses, migration issues, and engagement on priority areas as outlined in Ireland's policy for international development, *A Better World*, and related to Ireland's term on the United Nations Security Council.

The successful candidate will have a legal right to live and work in Geneva prior to recruitment.

The successful candidate will monitor, report, and proactively engage in the Geneva multilateral system, including through governing bodies, financial management mechanisms and policy fora as well as with key partner organisations for Ireland including the EU, ICRC, IFRC, UNHCR, IOM, and OCHA.

The successful candidate will also represent Ireland at EU and other policy coordination, through the provision of technical input as well as other duties as required, including in relation to humanitarian, migration, and development issues.

The successful candidate will possess the following competencies:

- ✓ Excellent understanding of humanitarian, migration and development affairs;
- ✓ Experience of working in the field or within the multilateral system, particularly with the EU, ICRC, IFRC, UNHCR, IOM, OCHA or similar would be an added advantage;
- ✓ Knowledge and experience of international policy frameworks on humanitarian and migration matters in the multilateral system, including with the EU and UN;
- ✓ Excellent interpersonal and networking skills;
- ✓ Advanced communication skills, with the ability to quickly distil and synthesise complex information in writing;

- ✓ An ability to self-start and work with clear focus, direction and a strong results orientation;
- ✓ Knowledgeable and committed to best practice quality standards in overseas development and humanitarian assistance;
- ✓ Relevant and demonstrable experience in policy analysis and support.

Essential Criteria:

- ✓ At least two years' experience in development or humanitarian affairs;
- ✓ A first or second class honours degree in Humanitarian Affairs, Development, International Relations, Law, Politics or another relevant discipline. Additional post-graduate qualifications will be considered an advantage;
- ✓ A good knowledge of international affairs and a good understanding of the role of the Department of Foreign Affairs;
- ✓ Knowledge of international humanitarian law or refugee law while not essential, is desirable;
- ✓ Proven communications expertise: research and analysis, written and verbal communication skills;
- ✓ Ability to work on own initiative and as part of a team;
- ✓ Availability for desk-based services as well as international travel as appropriate;
- ✓ Excellent computer skills;
- ✓ Excellent English language skills;
- ✓ Proficiency in the French language is desirable but not essential.

How to apply

Candidates should submit the following:

- ✓ A covering letter of expression of interest in which candidates should highlight their relevant professional experience that demonstrates their ability to meet the competencies and criteria outlined in the advertisement. The covering letter should be no longer than 2 pages.
- ✓ A completed application form should be returned to genevampmrecruit@dfa.ie
- ✓ Applications should be submitted by email to genevampmrecruit@dfa.ie. By submitting information electronically, candidates accept that data may not be fully secure.
- ✓ Candidates may alternatively send their submissions by post to:

Administrative Attaché,
Permanent Mission of Ireland to the UN,
Rue de Moillebeau 58,
Case Postale 339,
1209 Geneva,
Switzerland

The closing date to submit an application is close of business **Friday, 23 September 2022**

A shortlist of candidates will be prepared on the basis of qualifications and professional experience relevant to the post and these candidates will be called for an interview. All shortlisted candidates will be required to present the name of two references with whom they have worked within the past four years.

Information on the post is being communicated publicly through the Mission's website; the Mission cannot provide responses to individual phone/e-mail queries received regarding the post/application process. Canvassing Mission staff will disqualify candidates. The Mission regrets that it will not be able to acknowledge applications received or provide feedback to applicants at any stage of the application/interview process due to the likely high volume of applications received.

Process: Selection will be on the basis of a competitive interview. Candidates may be shortlisted for interview on the basis of information supplied in their application. Following interview, a panel of suitable candidates will be established from which the position will be filled. Only short-listed candidates will be contacted.

Canvassing: it should be noted that any attempt, direct or indirect, by or on behalf of a candidate to influence the selection process will automatically disqualify the candidate.

Data Protection: *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."*

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.*

Equal Opportunity: *The Department of Foreign Affairs and Trade is committed to a policy of Equal Opportunity.*

Pay: *CHF 61,295.30 gross annual paid by electronic transfer therefore a bank account is required.*