

Recruitment of Administrative Support Officer, Permanent Mission of Ireland to the United Nations

The Permanent Mission of Ireland to the United Nations in New York is looking to recruit a dynamic and highly motivated person to fill the role of Administrative Support Officer. The successful candidate will require strong organisational, analytical and communications skills. They will have the drive, flexibility and interpersonal skills needed to deliver as part of a small and busy team.

Position details

Start date:	Immediate
Location:	Permanent Mission of Ireland to the UN, New York
Contract duration:	Initial twelve-month temporary contract
Working hours:	40 hours per week (and occasionally outside of normal office hours)
Conditions:	Subject to US employment and taxation law
Annual Leave:	Minimum of 20 days per annum, plus public holidays
Closing Date:	July 27 th 2018 at 18.00 (EST)

Role

- Providing administrative support to the Mission. This will include reception duties as well as managing correspondence, invitations & calls to the Mission.
- Assisting with the set-up and organisation of events, which can range from large-scale meetings, to in-house lunches or high-level visits. This will include meeting room set and coordinating visitors to the Mission.
- Assisting the rest of the administration team with tasks ranging from accrediting delegates, ordering supplies and accounts processing.
- Other duties as may be required.

Minimum requirements

- Excellent organisational and communications skills
- Demonstrated IT skills and a customer service focus
- Works well and contributes positively in a team environment
- Self-starter with initiative and problem-solving skills
- Permanent legal right to reside and work in the USA (for US Citizens – US passport, US birth certificate or US naturalization; for Permanent Residents - Green Card)

How to apply

Candidates should submit a CV of not more than two pages and a covering letter of not more than 500 words by email to PMUN.Jobs@dfa.ie by 18.00 noon (EST) on 27 July 2018.

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

Anne Kane
Permanent Mission of Ireland to the UN
1 Dag Hammarskjold Plaza
885 2nd Avenue, 19th Floor
New York
NY 10017

to arrive no later than 18.00 noon (EST) on 27 July 2018.

Any personal information submitted to the Mission 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.

In their applications, candidates should highlight relevant professional experience that demonstrates they meet the competencies and requirements outlined above. A shortlisting of candidates for interview will take place.