



**Policy Advisor Posts (Security Council term)
Permanent Mission of Ireland to the United Nations, New York**

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 Mission network abroad.

Applications are invited for full-time temporary Policy Advisor positions at the Permanent Mission of Ireland to the United Nations in New York for the period of Ireland's membership of the United Nations Security Council (2021-2022).

Policy Advisors, under the guidance and oversight of full-time diplomatic staff, will support Ireland's engagement on issues of policy across the UN agenda. This could include supporting Ireland's work on Security Council agenda items, as well as in other priority areas such as sustainable development, human rights or humanitarian affairs. Policy Advisors will be expected to build contacts across the wider UN membership. In addition, Policy Advisors will support other activities, such as assisting in the organisation of events hosted by Ireland and providing logistical support to visiting high-level delegations.

Policy Advisors are required to support the Mission's work across a range of geographic & thematic areas, including:

- Middle East & North Africa
- Asia, Europe & the Americas
- Africa
- Peace & Security (including peacebuilding & conflict prevention, disarmament & non-proliferation, counter-terrorism & cyber security)
- Legal Affairs & Sanctions
- Human Rights & Humanitarian Affairs
- Sustainable Development and Climate (including climate related security threats)
- General Affairs and UN Boards & Agencies

Candidates should indicate in their application under which of the above areas they wish to be considered. It is possible to be considered for more than one thematic or geographical area.

The closing date for applications is 5 PM - Monday, 14th September 2020.

Key requirements (1-3):

1. Candidates must be able to demonstrate

- A strong interest in and knowledge of international affairs;
- A strong understanding of Ireland's foreign policy objectives and the role of the Department of Foreign Affairs and Trade;
- A strong understanding of the United Nations policy issues and system;
- 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; and
- Computer literacy and information management skills.

2. Qualifications, Skills and Experience

- Candidates must have a Degree, preferably in disciplines such as:
 - International Relations;
 - Political Science;
 - International Security Policy;
 - Law;
 - Development Policy;
 - Human Rights; or
 - Humanitarian Affairs
- Additional post-graduate qualifications will be considered an advantage.
- Candidates must have at least one year of relevant professional experience. This experience should include working in the field or working with International Organisations / Civil Society Organisations in New York, Brussels and other key locations.

3. Other attributes

- A working level of French will be considered an advantage, as will proficiency in other UN languages.
- A proven ability to manage information effectively will also be considered an advantage.

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis (up to 30 months) and will be based at Ireland's Permanent Mission to the UN in New York.
- The salary for the position is \$1,233 per week, paid locally.
- The Permanent Mission will contribute 80% of the receipted cost of a reasonable personal health insurance policy for the duration of the employment within a set limit.
- The successful candidates must already have, or be in a position to obtain, the right to live and work in the United States.
- The successful candidates will be responsible for making their own arrangements regarding tax compliance, local transport, health insurance and accommodation whilst employed by the Permanent Mission of Ireland.
- On request, successful candidates must be in a position to provide evidence of their compliance with applicable tax and social insurance obligations.
- The successful candidates will be responsible for making any relocation arrangements and/or costs that might arise.
- Hours of attendance will be as fixed from time to time, but will amount to on average not less than 43 ¼ hours gross, or 37 hours net per week. Where extra attendance is necessary, time off in lieu will be allowed in accordance with the overtime regulations.
- The positions will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.
- Subject to the provisions of data protection regulation and the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence. All personal information received will be kept in line with GDPR guidelines.
- It is important to note that canvassing will disqualify applicants.
- Police vetting will be sought in respect of individuals who come under consideration for appointments.

To apply:

- Please send a letter of application and résumé in Word or PDF format to PMUN.Jobs@dfa.ie before 17.00 (New York Time) on Monday, 14th September 2020. No application will be accepted after this deadline. The total should not exceed 5 A4 pages.

Selection Process:

- A short-listing of candidates to be called for interview will be undertaken based on the Key Requirements above.
- It is planned that interviews will be held by video-conference in September 2020.
- Successful candidates will be placed on a panel, which will be used to fill vacancies occurring in the autumn.
- The Department of Foreign Affairs and Trade is committed to a policy of equal opportunity.