



**An Roinn Gnóthaí  
Eachtracha agus Trádála**  
Department of  
Foreign Affairs and Trade

## **Temporary Senior Policy Advisor Post 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 Embassy network abroad.***

Applications are invited for a temporary, full-time Senior Policy Advisor position at the Permanent Mission of Ireland to the United Nations in New York.

Policy Advisors at the Mission, with the guidance and oversight of a supervisor from among the full-time diplomatic staff, are tasked with supporting, and sometimes leading, on issues of policy across the UN agenda. This can include promoting Ireland's policy priorities in the UN General Assembly and its Committees, or following the agenda of the UN Security Council. In addition, Advisors are expected to participate in coordination sessions among EU Member States, as well as building contacts across the wider membership. Advisors may also be called upon to support other activities as they arise, including by assisting in the organisation of events hosted by Ireland and providing logistical support to visiting high-level delegations.

The Mission is now looking to recruit a Senior Policy Advisor on an initial one year contract. In addition to the roles outlined above, the Senior Policy Advisor will be expected to provide guidance and support to other temporary Advisors.

**The closing date for applications is **Friday 5<sup>th</sup> of July 2019****

### **Key requirements:**

#### **1. Candidates must be able to demonstrate**

- Strong knowledge of international affairs and experience of working in an international environment;
- Experience of United Nations policy issues and the United Nations system;
- A good understanding of the role of the Department of Foreign Affairs and Trade;
- 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;
  - law;
  - development policy;

- Additional post-graduate qualifications will be considered an advantage.
- Candidates must have at least 12 months relevant professional experience, including previous positions related to the UN or other international organisations.

**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 and will be based at Ireland's Permanent Mission to the UN in New York.
- The salary for the position is \$54,500 per annum, paid locally on a weekly basis.
- The Permanent Mission will contribute 80% of the cost of standard personal medical insurance for the duration of employment, with a maximum monthly contribution by the Mission of \$400.
- The successful candidates must already have, or be in a position to obtain, the right to 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 Civil Service 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 the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence.
- It is important to note that canvassing will disqualify applicants automatically.
- 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 and a recent passport-sized photograph in Word or PDF format to [PMUN.Jobs@dfa.ie](mailto:PMUN.Jobs@dfa.ie) before 18.00 (New York Time) on Friday 5<sup>th</sup> July 2019. The total should not exceed 5 A4 pages.
- Alternatively, candidates may mail their application and résumé to:  
Anne Kane,  
Permanent Mission of Ireland to the UN,  
1 Dag Hammarskjold Plaza, 885 2<sup>nd</sup> Avenue,  
New York, NY 10017

**Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Key Requirements above.
- It is planned that interviews will be held by video-conference in July 2019.

- The Department of Foreign Affairs and Trade is committed to a policy of equal opportunity.

**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.

***Please note that canvassing will disqualify applicants.***

***The Mission of Ireland is committed to a policy of Equal Opportunity.***