



Ambasáid na hÉireann  
Embassy of Ireland  
Ambasada Irlandii

## **Vacancy: Temporary Research Assistant**

The Embassy of Ireland in Poland is hiring a Temporary Research Assistant. This is a part-time paid position and applicants must be available for approximately 20 hours of work per week during the Embassy's core hours of 09.00 - 17.00, Monday - Friday. The appointment will be for a period of 11 months starting in September 2018.

The successful applicant will be part of the Embassy team and will focus on:

- Media monitoring and reporting;
- Translation of media articles and documents;
- Political, economic and social research;
- General assistance to diplomatic staff as required;
- General administrative work.

Applicants for the position of Temporary Research Assistant should have:

- Native-level Polish;
- Fluent English;
- Good written and oral language skills;
- Good communication, interpersonal and IT skills;
- Experience in translating to and from both Polish and English;
- An interest in national and international affairs.

Applicants must be under 26 years of age and in full-time education until June 2019.

Applicants should send a CV and a cover letter in English outlining their interest and suitability for the role to: [warsawembassy@dfa.ie](mailto:warsawembassy@dfa.ie), subject line: Temporary Research Assistant.

The deadline for applications is 17.00 on Monday 23 July. Applicants may be called to an interview in the week starting 30 July 2018. The successful candidate should be available to start work on Monday, 3 September 2018.

### **Terms of Recruitment Process**

- Canvassing will disqualify applicants.
- This position carries no entitlement to a permanent position at the Embassy or an established position within the Irish civil service.
- The successful candidate must have an unlimited right to reside and work in Poland.
- Candidates who have previously undertaken an internship or employment of six months or more in the Department of Foreign Affairs and Trade or in an Irish Diplomatic Mission abroad are not eligible to compete. Successful applicants will also be ineligible for any future intern positions which may arise in other areas of the Department.
- The Department of Foreign Affairs and Trade is an equal opportunities employer. This recruitment process will be run in compliance with the [codes of practice](#) prepared by Ireland's Commissioners for Public Service Appointments.

## **Data Protection Acts**

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 and 2003 and The General Data Protection Regulation (GDPR) (commencing 25th May 2018). To make a request under the Data Protection Acts 10 1988 and 2003 and the new GDPR, please submit your request in writing to FOI Unit, Department of Foreign Affairs and Trade. As per the provisions of the Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR) and subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

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

Embassy of Ireland  
Ul. Mysia 5  
00-496 Warszawa

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.

<https://www.dfa.ie/about-us/our-commitments/privacy-policy/>

Embassy of Ireland  
Warsaw  
6 July 2018