



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Policy Officer

Embassy of Ireland, Warsaw

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.

The Embassy of Ireland wishes to invite applications from suitably qualified candidates to be considered for appointment as a full-time Policy Officer, focused on Research, Analysis and Digital Communications.

The successful candidate will be offered a one-year contract, including a three-month probation period, with the possibility of extending the contract after one year.

Role:

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

- Political, economic, energy and other research, analysis and report writing;
- Media monitoring, reporting and analysis;
- Translation and summary of relevant news, policy and other documents;
- Attendance and reporting on meetings, as required, including translation / interpretation;
- Public diplomacy, including Embassy digital communications and supporting event organisation;
- Contributing as part of the wider Embassy team to administration and other work as required, including occasional temporary cover for the Ambassador's PA.

In addition to the above, the Policy Officer may be required to carry out other functions subject to the business needs of the Embassy, including periodic out of hours and weekend cover for the Embassy's consular duty service.

Essential Requirements candidates must be able to demonstrate:

- Honours undergraduate degree in a relevant discipline such as international relations, law, economics or politics;
- Minimum of six months relevant work experience;
- High level of analytical skills and attention to detail;
- Excellent interpersonal and communication skills (Excellent written and oral language skills, (i.e. min. C1/C2 level in both English and Polish);
- Experience in translating efficiently to and from both Polish and English;
- A strong interest in news media and good knowledge of Polish current affairs, particularly economic and energy issues;
- Strong IT skills, including good familiarity with Microsoft Office applications and social media tools;
- A strong interest in and experience of digital communications;
- Strong team player with the ability to operate effectively in an international work environment;
- Good planning, organisation and time management skills.
- Excellent organisational skills;
- Excellent management & delivery of results;
- The successful candidate must have a legal entitlement to live and work in Poland prior to recruitment.

Desirable Skills and Experience:

- A good knowledge of EU and international political, economic and energy issues;
- Interest in and experience of event organisation, social media campaigns, graphic design and video editing.

Terms and Conditions of Employment:

- The successful candidate will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland, Warsaw.
- The salary for the position is PLN 8,310.24 gross per month, paid over 13 months locally on a monthly basis and will be subject to Polish tax and social security deductions. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- Successful candidates are responsible for their own accommodation.
- The successful candidate will be entitled to annual leave in accordance with Polish labour law. The timing of all annual leave must be agreed in advance.
- Employees are required to work a 35-hour week, with normal office hours being between 09.00 and 17.00. Employees should be prepared to show flexibility in work patterns to accommodate meetings and other Embassy related events, outside of core hours, where necessary.
- The successful candidate should be in a position to start shortly after the completion of the recruitment process and will initially serve a three-month probationary period.

Application Process

How to apply

Please submit a completed application form which should include the names and contact details of at least two, preferably three, referees, to Malgorzata.Szweda@dfa.ie with the subject line **Policy Officer**.

Applications (in English) must be received before 17.00 hrs. (CEST) on Friday 7th October 2022

Selection process:

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above. This interview will be conducted online or in-person.
- It is planned that interviews will be held before the end of October 2022.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates.

General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.

Security Clearance for Local Staff:

Police security clearance 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 Embassy of Ireland Warsaw is committed to a policy of Equal Opportunity.