

Vacancy: Graduate Policy Officer at the Permanent Representation of Ireland to the European Union

Based in Brussels, the Permanent Representation of Ireland to the EU brings together civil servants from nearly every Irish government department, making it the Irish state's largest diplomatic Mission abroad. The main function of the Permanent Representation is to promote and represent Ireland's interest in the EU.

The Permanent Representation of Ireland to the EU is inviting applications for the position of **Graduate Policy Officer**.

Role

The positions currently on offer are in (i) the Brexit Unit, (ii) the Press and Information Unit and (iii) the Business, Enterprise and Innovation section. Additional vacancies may also arise in other sections of the Permanent Representation as business needs necessitate.

(i) **The Brexit Unit** is a small horizontal team with responsibility for monitoring developments related to the UK's departure from the EU, representing Irish positions through the relevant Council structures, though direct engagement with the Commission Article 50 Task Force as well as through engagement with EU member states and others on the ground in Brussels.

The role will be to support the work of the Brexit Unit. Responsibilities will include, but are not limited to, monitoring and reporting on Brexit related policy papers and attending events, assisting with the management and preparation of events and meetings, liaising with attachés at the Permanent Representation and other Government officials, carrying out research and analysis as required.

(ii) **The Press and Information Unit** is responsible for the Permanent Representation's outreach and engagement with Brussels-based media, the handling of media and press queries, and supporting the visits of the Taoiseach and Government Ministers to Brussels for EU meetings.

The role will be to support the work of the Press Officer. Responsibilities will include, but are not limited to, preparing the daily press summary, monitoring EU news, using creativity and imagination in maintaining social media channels and the website of the Permanent Representation, assisting with the management and preparation of events, meetings and Ministerial visits to Brussels, liaising with attachés at the Permanent Representation and other Government officials.

(iii) **The Business, Enterprise and Innovation section** covers EU policy and regulatory issues within the remit of the Department of Business, Enterprise and Innovation, some of which include EU single market, industry, trade, investment, research, competition & state aid.

The role will be to support the team, in particular in tracking specific legislative and policy developments in the European Parliament. Responsibilities will include, but are not limited to, report writing; researching specific policy issues; planning and preparing for meetings and events; liaising and co-ordinating.

Criteria

Applicants should have a third level qualification or qualifications, at least to second class honours standard in a primary degree, and should be able to demonstrate:

- An ability to work well in a team and under pressure
- Excellent verbal and written communication skills
- Strong analytical capacity
- A high degree of commitment and an ability to adapt to a range of challenges
- Administrative and organisational skills
- A strong interest in and knowledge of EU affairs, procedures and institutions
- A strong interest in and knowledge of Irish public affairs
- Some previous work experience
- IT skills, including proficiency in Microsoft Word and Outlook
- Fluency in English both written and verbal

Please note that applications will only be considered from new applicants, or candidates who have undertaken a previous internship of six months or less in the Department of Foreign Affairs and Trade, or in an Irish diplomatic mission abroad.

Desirable

- Further language skills (especially in Irish and French) are desirable.

Contractual Information

- Gross Monthly Salary: €2804
- Location: Permanent Representation of Ireland, Brussels
- Hours of work: 09h00-17h45 - however, a considerable degree of flexibility will be required.
- The contract will be of 11 month duration and subject to the relevant provisions of Belgian tax and labour law. Annual leave will be granted up to 18 days over eleven months. There is no entitlement to civil service status. Applicants must have an unrestricted right to reside and work in Belgium.

Application Process

Applications should be submitted by e-mail to EUJobsBrussels@dfa.ie to arrive by close of business (18h00 CET) on Friday 8 February 2019. Any queries regarding the application process may be sent to the same e-mail address.

Applicants are required to submit:

- A completed application form including contact details for two referees
- A letter setting out your interest in and suitability for the position (max 1 page)

A shortlist of candidates will be called for interview on the basis of the information supplied in their applications. On the basis of competitive interview, a short panel of candidates will be established from which the positions will be filled. Candidates under consideration for appointment will be asked to complete a Garda Vetting Form for security clearance purposes.

Terms of Recruitment Process

The Permanent Representation of Ireland is committed to a policy of equal opportunities. Please note that canvassing will disqualify.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to: Graduate Policy Officer Recruitment, Institutions Section, Permanent Representation of Ireland to the EU, Rue Froissart 50, Brussels 1040.

Any personal information submitted 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.

The appointment carries no entitlement to the established status in the Irish Civil Service.

Employment with the Permanent Representation will not exempt the successful candidate of any fiscal responsibilities to the Belgian government.

Published: 21 January 2019