



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Office Assistant **Permanent Representation of Ireland to the EU, Brussels**

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 Permanent Representation of Ireland to the EU, Brussels, is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Office Assistant position.

Roles and Responsibilities:

The precise range of duties will vary over time according to the needs of the Permanent Representation, but will include the following:

- Carrying out a wide variety of office administrative tasks
- Office management, including event management and policy support skills
- Front of office duties including taking and forwarding phone calls, noting messages etc.
- Providing administrative support to diplomatic staff as needed
- Diary, appointments management, and general assistant support
- The position may require occasional overnight travel including for attendance in Luxembourg and Strasbourg
- The position requires attendance at both the office of the Permanent Representation of Ireland to the EU as well as at its delegation office in the Europa Building

Essential Requirements candidates must be able to demonstrate:

- Applicants must have a degree in a relevant field
- At least 2 years' experience in an administrative role. Experience in a customer-facing role in an international organisation is an advantage.

- Strong IT skills. The candidate must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel)
- Fluent English and French language skills (both written and spoken). Proficiency in Dutch is a strong advantage.
- Strong planning, organisational and time management skills, with very good attention to detail
- Excellent interpersonal and communication skills, the ability to work as part of a team, and an ability to exercise discretion
- Highly flexible to changing priorities with the ability to work under pressure
- ***Applicants must have an unrestricted legal right to reside and work in Belgium***

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term contractual basis and will be based at the Permanent Representation of Ireland to the EU, Brussels
- Monday to Friday, 38 hours per week, with standard office hours from 09.15 to 17.45. However, a considerable degree of flexibility will be required
- The salary for the position is €43,911.68 per annum, paid locally on a monthly basis. Salaries are paid direct to a bank account; therefore, the successful candidate must have a bank account.
- The contract will be subject to the relevant provisions of Belgian tax and labour law.
- Applicants must have an unrestricted legal right to reside and work in Belgium.
- There is no entitlement to civil service status

How to apply

The Job Description and Application Form for this position are available on our website:

<https://www.dfa.ie/prep/brussels/vacancies/>

Completed application forms should be sent via e-mail only to prbcorpserv@dfa.ie

with the subject line **Office Assistant Vacancy**.

Applications must be received before 17:30 hrs (local time) on 21 January 2022

Depending on response rates the deadline may be extended. Please note that only short listed applicants will be contacted.

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 Requirements above.
- It is planned that interviews will be held in January 2022

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 Permanent Representation of Ireland to the EU is committed to a policy of Equal Opportunity.