



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

## **Development Officer - Permanent Representation of Ireland to the OECD and UNESCO**

The Permanent Representation to the OECD, Paris is recruiting a temporary Development Officer to cover maternity leave. The successful candidate will be expected to take up duty in September 2019.

### **Position**

The precise range of duties will vary over time according to the needs of the Mission, but will principally involve work with the OECD Development Assistance Committee, ensuring that Ireland's international development policy and priorities are well understood in policy discussions and reflected in policy development.

Key tasks include the following:

- Keep abreast of the development strategies of the OECD DAC and its member countries and in particular DAC reform discussions;
- Work to influence best practice on development cooperation and aid effectiveness so that DAC policy reflects Irish priorities;
- Monitor the on-going implementation of the DAC's programme of work and budget and represent Ireland at key working groups, networks and subsidiary bodies as required;
- Support the Mission and Department of Foreign Affairs and Trade (DFAT) headquarters in preparation for DAC Peer Reviews of Ireland, including representing Ireland at any necessary co-ordination with the OECD DAC.
- Report on a regular basis to DFAT headquarters on policy discussions and decisions at the OECD DAC.
- Carry out other duties as assigned by the Head of Mission of the Permanent Representation of Ireland to the OECD.

### **Required skills and experience**

The successful candidate will have a background in international development cooperation and demonstrate a commitment to working in Paris in a busy and demanding environment. S/he will demonstrate skills in policy research and analysis, organisation and administration and written and oral communications.

To be eligible the following qualifications, qualities and competencies are required:

- A University Degree in International Development or in a discipline of relevance to the Development Officer role;

- At least two years development cooperation experience, in particular with bilateral governments and multilateral organisations and an understanding or experience of the work of the OECD DAC;
- Knowledge of current global trends in development cooperation and sustainable development;
- Understanding of key policy areas including financing for development, fragility, gender equality, climate, ODA expenditure and governance;
- An understanding of Ireland's international development policy and priorities;
- Ability to work without supervision on key tasks to agreed deadlines;
- Be a strategic thinker with good communication skills.
- Fluent spoken and written English; proficiency in French will be an advantage.

### **Salary**

The basic gross salary for the position will be €3,692.30 per month. Standard French working hours, leave allowance and arrangements will apply. The probationary period will be two months which may be extended for a second two month period.

All applicants must have a legal right to live and work in France prior to application.

### **Application**

Candidates are invited to submit a Curriculum Vitae with an accompanying cover letter, in English, and at least two work referees by close of business on Friday 26 July. Applications should be sent by email to [robert \[dot\] meade \[at\] dfa.ie](mailto:robert.meade@dfa.ie), or by post marked "Development Officer" to Robert Meade, Permanent Representation of Ireland to the OECD, 4 Rue Rude, Paris 75116, France

It is envisaged that interviews will be held during the week commencing 24 August – candidates will be interviewed either in person in Dublin or by videoconference from Paris. The cost of attendance at interview must be borne by the applicant. No expenses incurred will be reimbursed.

### **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).

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 as outlined above. 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/>

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

**Please note the Permanent Representation to the OECD, Paris is an equal opportunities employer.**

**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.