

## **Executive Assistant Post at the Delegation of Ireland to the OECD and UNESCO**

A vacancy is expected to arise in the Permanent Delegation of Ireland to the OECD and UNESCO for an Executive Assistant during April 2019. This is a key position in ensuring that the Mission fulfils its objectives. This is a fulltime permanent post reporting directly to the Permanent Representative of Ireland to the OECD and UNESCO.

### **Candidate**

The successful candidate will demonstrate a commitment to working in Paris in a busy and demanding environment. She or he will demonstrate skills in teamwork, organisation and administration, research and analysis, written and oral communication, and ICT as well as a good working knowledge of the OECD and/or UNESCO and/or other international organisations. The successful candidate will have a third level degree.

The successful candidate will have excellent written and oral communication skills in French and English; written and oral French proficiency will be tested during the interview process.

Recent holders of this position in the Mission have subsequently obtained permanent positions in Ireland's diplomatic service, in other Irish Embassies and in international organisations.

### **Position**

The precise range of duties will vary over time according to the needs of the Mission but will include the following.

#### ***Personal Assistant to the Ambassador***

Manage the Ambassador's diary and appointments;

Coordinate and prepare briefing notes;

Manage and prioritise as appropriate incoming correspondence and follow up where necessary;

Plan and organise meetings, events, receptions, official dinners, official lunches and other promotional activities as required; and

Manage day to day running (rent, utilities, insurance etc) for Ambassador's residence.

#### ***Office manager***

Register if required Irish delegates from capital for OECD/UNESCO meetings;

Liaise with OECD and UNESCO Secretariat;

Liaise with Government Departments;

Retrieve, download and forward relevant documents;

Set up and manage telephone and IT accounts;

Manage the Delegation's social media and maintain the Delegation's website; and;

Organise logistics for Ministerial and high-level visits and Irish representation at key events, including the OECD Ministerial Council Meeting and the UNESCO General Conference

### ***Policy Assistant***

Assist the Permanent Representative and the Deputy Permanent Representative in representational activity;

Attendance, as required, at OECD and UNESCO meetings on behalf of diplomatic staff of the Mission, reporting and follow-up as required;

Report-writing, drafting and dissemination of relevant Government documents; and

Ensure professional relationships with OECD and UNESCO staff are maintained as well as with counterparts in Delegations.

### **Salary and conditions:**

The salary will be €2,542.69 per month with 13 payments per year.

Standard French working hours, leave allowance and arrangements will apply.

**Location:** The successful candidate will be based in the Irish Delegation in Paris to the OECD and UNESCO

**Probation:** The probationary period will be two months which could be extended by a second two month period.

**Closing Date for applications:** 18.00 CET on 15 February 2019

### **Submission of applications:**

Applicants should send to [sinead.collins@dfa.ie](mailto:sinead.collins@dfa.ie)

- 1) A comprehensive curriculum vitae outlining, but not limited to, a) educational attainments, b) other relevant training, c) employment history d) language proficiency levels and basis for same and e) employment history.
  
- 2) Candidates should also submit a motivation letter in English (max. 500 words) outlining  
- *relevant work experience and how, bearing in mind the job description, such experience qualifies the candidate for the post of Executive Assistant as described*  
- *the candidate's reasons for seeking the position and why the candidate would be suitable in and qualified for the role.*

Interviews will take place at the Irish Delegation in Paris or by video conference from Dublin. It is expected but not guaranteed that interviews will take place in mid-March. The cost of attendance at an interview must be borne by the applicant and no expenses 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/>