



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

Personal Assistant to the Ambassador and Cultural Assistant, Embassy of Ireland, Bucharest

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 is currently seeking to employ on a temporary basis for 1 year a Personal Assistant to the Ambassador. The position is challenging and rewarding and would suit a self-starter capable of working on their own initiative who has held a similar position for a period of at least 1 year.

The Personal Assistant (PA) to the Ambassador will work closely with the Ambassador organising his diary and assisting with his daily schedule. Lists of contacts in the political parties, media, Irish communities, business, diplomatic, NGO, cultural and academic communities in Romania and in the countries of secondary accreditation will be retained and updated. Meetings will be arranged with individuals from these lists - and with new contacts - as required by and in consultation with the Ambassador.

The PA will administer the Ambassadors correspondence.

Support will be provided to and contacts maintained with the Romanian Irish Business Association (RIBA).

The PA in consultation with the Ambassador and the Embassy Driver will organise the Ambassadors travelling arrangements within Romania. The PA will also have responsibility for the organising of the Ambassadors travelling and accommodation arrangements outside of Romania and for Irish Government Ministers and senior officials who visit Romania. Among these duties will be liaising with Romanian Government Departments, airport officials, hotels and car rental agencies.

Other duties of the PA include the administration and maintaining of political, economic and general files; translation of documents for the Ambassador when required; the provision of administrative support to the Ambassador; and ensuring the maintenance of clear records and filing system.

The PA will also have responsibility for assisting in the organising of the Embassy's cultural programme. Advice and assistance will be provided with respect to acts and venues in and around Bucharest in particular but also in other cities that events may be held in. Administrative support will be provided in the booking of venues, accommodation and of flights when required.

The PA will be obliged to have responsibility for the Embassy duty phone one week in every five and to deal with any consular issues that may arise while in possession of the duty phone.

Applications for the position should be received at the Embassy by 4.30 pm on Wednesday the 26th February. It is envisaged that interviews will take place on the week commencing 2nd March. The successful applicant should be able to take up their appointment by the week commencing 23rd March. The gross monthly salary for the post will be 4,704 RON.

Required skills and qualifications:

- A University degree (preferably in the following or related fields: Economic, Journalism and Communication, Political Sciences, Law, Public Administration, Foreign Languages);
- Solid command of the Romanian and English languages, both oral and written;
- The ability to work on one's own initiative and to be flexible and creative in handling challenging tasks;
- An interest in Irish culture and in EU affairs generally;
- Good communication and inter-personal skills;
- Well-developed organizational skills;
- Good IT skills (MS Office, Internet Explorer and Outlook);
- Experience in the diplomatic field would be an advantage.

Additional information

This is a full time position of 5 days (40 hours per week) for a period of 12 months. There will be an annual leave entitlement of 21 days per year pro rata. The Embassy also enjoys an average of 11 Romanian/Irish public holidays per year. The successful candidate is expected to commence employment on 23rd March 2020.

How to apply

The Job Description and Application Form for this position are available on our website www.dfa.ie/irish-embassy/romania/

Completed application forms should be sent via e-mail only to Patrick.Coleman@dfa.ie, with the subject line **Personal Assistant to the Ambassador**.

Applicants are welcome to submit a CV along with the completed application form.

Applications must be received before 16:30 hrs. (Local time) on Wednesday 26th February 2020.

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

The successful candidate must have a legal entitlement to live and work in Romania prior to recruitment.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held at the Embassy of Ireland, 3rd. Floor, 50-52 Buzesti Street, Bucharest 011015 on the week commencing 2nd March, 2020.

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 Bucharest Embassy is committed to a policy of Equal Opportunity.

APPLICATION FORM

Personal Assistant to the Ambassador and Cultural Assistant (one position – temporary) at the Embassy of Ireland Romania

Forms must be completed in English and submitted to Patrick.Coleman@dfa.ie by 16:30 on Wednesday 26th February. Please note the word limits in Part 3 of the application form. If applicants wish to submit a CV along with the completed Application Form, they are welcome to do so.

PART 1: CONTACT AND GENERAL INFORMATION

A. Contact Information

Name	
Cellular Number	
Postal Address	
Email Address	

B. Qualifications (completed and ongoing)

Qualification and Subjects Studied	Awarding Body (College/University/Institution)	Year Awarded	Result Achieved/Level of Qualification

C. Other Training Relevant to the Position of Personnel Assistant to the Ambassador and Cultural Assistant at the Embassy of Ireland, Bucharest

Nature of Training	Year Completed	Other Relevant Information

Part 3: Employment Experience relevant to the Position of Personnel Assistant to the Ambassador and Cultural Assistant at the Embassy of Ireland, Bucharest

Please outline your relevant career experience (if applicable) under each of the following headings in 200 words or less.

1. *Please outline your experience of working in a Diplomatic Mission and/or an international organisation (max. 200 words)*

2. *Please outline your experience working as a Personal Assistant to a Senior Management Official (max. 200 words)*

3. Please outline any relevant experience in planning, organising and managing events (max. 200 words)

4. Please outline experience of engagement with members of the public in a customer services role (max. 200 words)

5. Please outline experience of work undertaken in the cultural sphere (max. 200 words)