

## **Vacancy Announcement**

### **Temporary Visa Assistant - Embassy of Ireland, Moscow**

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.

**Closing date 26<sup>th</sup> April 2019 @ 17:00**

#### **Roles and Responsibilities:**

**The Visa Office is recruiting a Temporary Visa Assistant. A panel may be created from which future vacancies will be appointed from. The precise range of duties may vary over time according to the demands/needs of the Visa Office, but will include the following:**

- Receiving visa applications from our Visa Applications Centres
- Registering Visa Applications including postal applications
- Ensuring that application storage and retrieval is kept orderly
- Affixing Visa stickers to passports
- Preparation and packing Visa decisions and documentation
- Ensuring information is saved for statistical purposes
- Answering public telephone and email queries
- General administration duties

#### **Candidate profile:**

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

- Qualification in a discipline of relevance to the role of Administrative Assistant;
- Fluency in English, both spoken and written;
- Minimum of two years relevant work experience;
- The legal right to work in the Russian Federation;
- Experience of administration and logistical operations;
- Effective teamwork and communication skills
- Flexibility and ability to work on own initiative
- Strong IT skills (Microsoft Office i.e. Excel, Word etc.)

**In addition to the essential criteria above, the following is desirable:**

- Experience working in an International Organisation, Diplomatic Mission or other International Environment.

#### **How to apply:**

Applicants must submit (i) **letter of suitability**; (ii) their **current Curriculum Vitae** with a list of referees including current manager by 26<sup>th</sup> April 2019.

Completed applications should be sent by e-mail to [IrishVisaMoscow@dfanet.ie](mailto:IrishVisaMoscow@dfanet.ie) or hand delivered to the Embassy of Ireland no later than 5pm on 26<sup>th</sup> April 2019. Please type '**Temporary Visa Assistant**' in the email subject line. Envelopes should be clearly marked

**'Temporary Visa Assistant'**. All emails received will be acknowledged. Shortlisting of candidates is part of the recruitment process. Please note that only short listed applicants will be contacted.

**Data Protection:**

All personal information received will be kept in line with GDPR and Data Protection guidelines.

**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.

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

**The Embassy of Ireland is committed to a policy of Equal Opportunity.**