



Regional Communications Officer

SINGAPORE

The mission of the Department of Foreign Affairs is to promote and protect abroad the values, interests and economic wellbeing 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.

Applications are invited for the position of Regional Communications Officer, based in the Embassy of Ireland in Singapore. The initial contract is for a duration of 12 months but may be extended. Applicants must already have the necessary permissions to live and work in Singapore.

The **Regional Communications Officer** will have primary responsibility for enhancing communications by Ireland's six embassies in South East Asia, in line with a new, region-wide push to increase our visibility in this dynamic and expanding media market. The Officer will work in a small team in Embassy Singapore, but have a wide regional remit to develop content, provide advice and assistance, and to procure services required to meet our high-level goals. The Regional Communications Officer will work closely with the Embassy's Diplomatic Officers to raise Ireland's profile in South East Asia. The successful applicant will undertake a wide variety of tasks and, while the focus of the role is public diplomacy, other areas of the Embassy's work may also require support.

Principal tasks of the role will include:

- Design and implementation of a communications plan across six countries in South East Asia which promotes Ireland as a great place to visit, study, trade with and invest in, and as a world-class producer of food and drink.
- Creation and curation of content for social media which promotes Ireland and can be used across our missions in South East Asia.
- Analysis of trends in public diplomacy in the South East Asia region, and advice and assistance to missions as they embark on public diplomacy initiatives.
- Identify training needs and work to upskill our team so that they can more effectively promote our interests.

Eligibility:

- Applicants must have an un-restricted right to reside and work in Singapore
- Ability to attain required security clearance

Requirements:

In addition to satisfying the above eligibility requirements, successful candidates will have:

- A Bachelor's level qualification in communications, public affairs or similar
- Excellent verbal and written communication skills
- Demonstrated capabilities in picture, video, audio editing software etc.
- English fluency is essential

Previous relevant work experience in an international environment would be desirable.

Qualities and Skills:

Successful candidates will have:

- The ability to adapt to a range of challenges and work under pressure
- Good interpersonal skills and the ability to work well in a team
- Strong administrative and organisational skills, and the ability to undertake duties using computer-based systems such as Microsoft Office
- The ability to work with minimal supervision, show initiative and to set priorities and organise workloads to meet deadlines

Further details:

The annual starting salary for this position is **SGD \$ 61,979** paid by electronic transfer therefore a bank account will be required. Full details of salary arrangements can be discussed at interview stage. The position is full time working Monday to Friday - (no less than 40 hours per week).

How to Apply:

Application letters accompanied by a curriculum vitae along with a photocopy of NRIC/FIN card and document(s) certifying educational qualifications should be sent by close of business on Friday, 11th June 2021.

to:

Recruitment Officer
Embassy of Ireland
541 Orchard Road
Liat Towers,
8th Floor
Singapore 238881
or via email to singaporeembassy@dfa.ie

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. Please note that only short listed applicants will be contacted.

Applicants should also be prepared to provide references and to obtain and maintain appropriate security clearances.

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. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

**The Embassy of Ireland, Singapore is an equal opportunities employer.
Please note that canvassing will disqualify applicants.**