



Skills and Employment Manager – Embassy of Ireland, Pretoria

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 recruiting a **Skills and Employment Manager** to join our Development and Trade/Economic Team.

Outline of Main Duties:

Under the direction of the Second Secretary manage and coordinate the Trade, Education and Skills portfolio to support Ireland's linked objectives of supporting inclusive economic growth and raising Ireland's profile as a Trade and Investment partner in South Africa and the region.

This will include:

- Developing institutional linkages and cooperation between Ireland and South Africa
- Managing the Embassy's Fellowship programme and support growth of the Alumni network
- Coordination of other areas of work to support skills development and employment in South Africa
- Support trade promotion to raise Ireland's profile as a trade, investment and institutional partner in South Africa

1) Institutional linkages, networks and cooperation between Ireland and South Africa

- Develop and map institutional linkages and cooperation between Ireland and South Africa in all sectors, including student mobility, research links and peer to peer learning.
- Develop a short strategy/action plan outlining key objectives in relation to partnerships between third level and research institutions in Ireland and South Africa, with a focus on supporting Higher Education Institutes of historical disadvantage.
- Support the development of the existing partnerships between Universities of Technology in South Africa and Ireland.
- Develop linkages between this areas of work and promoting 'Education in Ireland' - attracting students from South Africa and the region to study in Ireland.

2) Skills and Employment Development in South Africa

- Stay abreast of key issues and develop knowledge networks to support the Embassy of Ireland's work on skills and employment in South Africa.

- Manage existing projects of support to skills and employment in South Africa ensuring lesson learning from these engagements.
- Engage with private sector for partnerships on skills development and employment,
- Manage the delivery of the fellowship programme in South Africa, Zimbabwe and Lesotho ensuring a strategic and targeted approach to selection of candidates and courses of study
- Support the development of a strong South African Alumni of Irish Higher Education Institutes and other affinity diaspora groups.

3) Expand Ireland's trade, investment tourism and cultural links with South Africa and the region

- Engage with targeted elements of private sector to develop knowledge of trade and business interests between Ireland and South Africa, and support growth of Irish business networks.
- Support coordination across 'Team Ireland' - Ireland's Trade focused bodies in South Africa, and regional coordination on trade issues with other Embassies of Ireland in Southern Africa.
- Stay abreast of key issues and develop knowledge networks to support the work of the Embassy in this area, particularly on economic trends and sectors of interest to Ireland and Irish business.
- Carry out targeted trade promotion activities to raise Ireland's profile as a trade and investment partner in South Africa.
- Support on ad-hoc projects as necessary, for example coordinating trade visits or ensuing trade promotion focus in cultural activities
- Ensure familiarity with all key documents outlining Ireland's Foreign Policy and Development objectives (Global Island, Global Ireland, A Better World, Ireland's Africa Strategy) and the linkages between these policies and the Embassy Strategy.
- Provide strategic input and advice on trade and skills development across the work of the Embassy and input to relevant cross Embassy Teams, including political, development and public diplomacy.
- Contribute to the development of annual business plans, performance management framework and budgets to effectively implement and monitor progress of activities under each Key Performance Area set out in this Job Description.

Required skills and experience:

- A degree in one of the following disciplines: arts and humanities, economics, trade, business management, or law.
- A minimum of 5 years relevant experience in Southern Africa.
- A proven track record of all aspects of project and grant management.
- Excellent written and oral communication skills (including computer literacy).
- Excellent interpersonal skills and the ability to work independently (self-starter) and as part of a team.
- Proven ability to collate and distil large amounts of information, summarising findings to be used for management decisions and planning.
- Police clearance and valid work permit to work in South Africa

Desirable:

- Master's degree in a related field.
- Experience working with third level institutions or working on projects related to third level institutions.
- Demonstrated capacity in strategic and results focused thinking and planning.

Terms and Conditions:

- **Working hours:** Full time, or 37 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. Occasional travel is required.
- **Overtime:** Time off in lieu for agreement with line manager
- **Remuneration:** ZAR44,520 per month (depending on experience)
- **Benefits:** Medical Aid, Pension
- **Primary work location:** Embassy of Ireland, Pretoria
- **Start date:** 01/04/2020. A 12-month probationary period will apply, after which time performance will be reviewed.
- **The successful candidate must have a legal entitlement to live and work in country prior to recruitment.**

How to apply:

Applicants should email their CV to nokwazi.nhleko@dfa.ie by close of business on 31st January 2020. No applications will be accepted after this deadline. A shortlisting of candidates for interview may take place.

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 Mission is committed to a policy of Equal Opportunity.