



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Personal Assistant to the Ambassador Embassy of Ireland, Madrid

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 Madrid is currently recruiting for the full-time post of **Personal Assistant to the Ambassador**. The position is challenging and rewarding and would suit a self-starter, capable of working on their own initiative.

Role

The Personal Assistant (PA) to the Ambassador will

- work closely with the Ambassador, organising her/his diary, correspondence and travel arrangements;
- translate documents as required (English-Spanish, as well as Spanish-English) for the Ambassador and other Embassy colleagues;
- undertake protocol functions such as support in planning for events hosted by the Ambassador at the Residence, administration of arrangements relating to high-level visits and liaison with the Spanish Foreign Ministry on all issues relating to accreditation of diplomatic personnel;
- liaise with the Spanish Foreign Ministry, other Ministries, and a wide range of stakeholders so as to support the Ambassador's programme of activities;
- ensure strong records management, maintaining a network of relevant contacts;

As a member of the Embassy team, the PA will also

- perform general administrative tasks;
- participate in the Embassy's duty rota for the provision of emergency consular assistance outside of office hours [which involves being on after-hours duty approx. 6 weeks a year];
- other duties as may be required

Essential Requirements

- The candidate must have at least 12 months relevant professional experience;
- The candidate must be **fully bilingual** in English and Spanish;
- The candidate must be able to demonstrate strong written and oral **communication skills** in both English and Spanish;
- The candidate must demonstrate using work based examples of providing excellent **interpersonal skills**, being persuasive, working in a team but also dealing effectively with people in external organisations;

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- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong **organizational skills**, attention to detail, able to work under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- The candidate is competent in the use of relevant IT applications (Word, Excel, PowerPoint, Outlook);
- The candidate has familiarity with Spain and Ireland;
- A third-level qualification would be desirable;
- **The successful candidate must have a legal entitlement to live and work in Spain prior to recruitment**

Terms and conditions of employment

- This is a full-time position of 5 days (40 hours per week)
- The starting annual salary for the position is €26,028 (gross)
- The successful candidate is expected to commence employment during July 2021

How to apply

Applications should consist of a **cover letter** (maximum two pages) outlining your suitability for the role and the **completed application form**. The application form is available on our website <https://www.dfa.ie/irish-embassy/spain/about-us/job-opportunities/>. Both must be completed in English and submitted by email to madridembassy@dfa.ie with the subject line **PA to the Ambassador**

Applications must be received before 17.00hrs on **Wednesday 5th May 2021**

Selection process

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on candidates' experiences, qualities and skills. Only shortlisted candidates will be contacted.
- It is planned that interviews will be held by video-conference before the end of May 2021, with the possibility of a second interview in person (with full respect for public health measures in force).

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 automatically.

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