

Post of Clerk Secretary (full-time temporary position)

Embassy of Ireland Stockholm

The Embassy of Ireland, Stockholm is currently recruiting for the post of Clerk Secretary for a period of twelve months, commencing in October 2018. This is a full time temporary position.

Summary of duties

As a member of a small team, the Clerk Secretary will be responsible for a range of tasks, including:

- Processing of Visa applications
- Attending and reporting on Government briefings and other policy fora
- Assisting in the planning and organisation of Embassy events and activities, for example, bilateral cultural initiatives and promotional events
- Providing logistical and administrative support for bilateral high-level visits between Ireland and Sweden
- Customer service duties to include dealing with visitors to the office and dealing with calls by telephone and email queries
- Monitoring press reports, and translating some of them, as may be required, and providing press summaries on a regular basis
- Assisting, as may be required, with consular cases that might arise
- Keeping the Embassy's social media accounts up-to-date, with posts in English and Swedish
- Records management
- Performing other related administrative duties, as required

Qualifications required

- Fluent Swedish and English, oral and written
- Completion of secondary school (Gymnasiet)
- Proficiency in computer programmes (Word, Excel, internet, databases) and social media
- Proficiency in using audiovisual technology
- Relevant third level qualifications and / or previous experience of administrative or clerical work will both be considered in applicants' favour. Special knowledge of Ireland and Irish affairs and / or a demonstrable interest in foreign policy and international relations will also be considered an advantage.

Competencies

- Aptitude and ability to work collaboratively and flexibly in a small team
- Organisational skills; ability to prioritise
- Ability to work independently, with limited supervision
- Efficient and results-orientated approach

Conditions of employment

- Ability to obtain required security clearance
- Valid work and residency permit

Selection Procedure

Interested applicants should send a short letter of application - outlining why they believe they are suited to the post and, specifically, how they have demonstrated the relevant competencies - and a CV (both in English) to stockholmembassy[at]dfa[dot]ie. The contact details of two referees should be included. **The closing date for receipt of applications is Friday 28 September 2018.**

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

Embassy of Ireland
Box 10326
100 55 Stockholm

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

Applicants qualifying for interview will be contacted by the Embassy to arrange a time and date for interview. It is anticipated that interviews will be held the week beginning Monday 01 October 2018.

The Embassy of Ireland is an equal opportunities employer.