



Ambasáid na hÉireann
Embassy of Ireland

Vacancy: Office Manager, Embassy of Ireland

Opened in 1994, the Embassy of Ireland in Uganda aims to strengthen bilateral cooperation between the two countries and to promote Ireland's interests and values in Uganda. The Embassy's work encompasses development cooperation, political engagement, visa and consular services, and the promotion of Irish culture and trade.

Purpose

The purpose of the Office Manager post is to lead and manage the corporate services function of the Embassy in liaison with the second secretary. Specifically, the office manager will oversee human resources, procurement, and administration to ensure the efficient and effective functioning of the Embassy.

Specific Tasks include:

- Management of Embassy administrative staff.
- Management of human resources, including overseeing payroll and employee insurance schemes, recruitment and personnel management, and training.
- Ensuring Embassy compliance with all relevant statutory and internal human resources obligations.
- Management and planning of procurement processes.
- Participation in preparation and oversight of Embassy administration budget.
- Participation in business planning, risk management, and other activities as a member of senior management team.

Qualifications and Experience

Essential:

- Must have excellent written and verbal English language skills.
- Management-related qualification and/or at least five years' experience at a senior middle-management level with full responsibilities for corporate services and/or organisational operations.
- Knowledge of operational budgeting, budget monitoring, procurement processes and systems.
- Knowledge of and experience in direct supervision of staff and overall human resource management.
- Effective supervision of a range of differently skilled staff to ensure effective performance.
- Excellent interpersonal and presentation skills, and ability to work on own initiative and as part of a team.
- Excellent computer skills with knowledge of word processing, spreadsheets, internet and data base programmes for the performance of above duties.
- Excellent analytical skills and writing skills, as evidenced by a proven ability to collate and distil large amounts of information for use in management decisions and planning.

Desirable:

- Relevant experience working with embassies, government, or donor agencies or similar environment.

How to apply

Please complete an Application Form which along with the job description for this position are available on our website www.dfa.ie/uganda

Completed Application Forms may be sent by e-mail to Recruitment.Kampala@dfa.ie with the heading "Office Manager".

Applications must be received before 16:30 Hrs. Wednesday 4th November 2020.

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

Salary will be paid by electronic transfer so the chosen candidate must have a bank account.

Data Protection

By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to the Embassy 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.

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.**