



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

**Research & Administrative Assistant, Agriculture and Justice Embassy of
Ireland, Washington DC**

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, Washington DC is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Research & Administrative Assistant in the Agriculture and Justice Sections.

Roles and Responsibilities:

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Political, economic and other research, analysis and report writing.
- Media monitoring, reporting and analysis.
- Summary of relevant news, policy and other documents.
- Attendance and reporting on meetings, as required.
- Public diplomacy, including Embassy digital communications and supporting event organisation.
- Building and maintaining a network of contacts with key partners
- Contributing as part of the wider Embassy team to administration and other work as required.
- In addition to the above, the Research & Administrative Assistant, Agriculture and Justice Sections, may be required to carry out other functions subject to the business needs of the Embassy.
- Working on the Embassy's social media outreach.
- Provide Administrative assistance to the Agriculture and Justice Counsellors in their work.

Essential Requirements candidates must be able to demonstrate:

- Candidates should have a degree, preferably in disciplines such as Agriculture & Food and /or Law and Justice
- Candidates must have previous professional experience in a similar role;
- 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;
- The candidate must have proven ability to build relationships and maintain a network of contacts across academic, funding agency, industry and public-sector communities;

- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong **organisational 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 must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- **All applicants must have a permanent legal right to reside and work in the United States of America.**

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission. Previous experience in a diplomatic mission is desirable, but not essential.

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland, Washington DC.
- Monday to Friday, 40 hours per week, with standard office hours from 9am to 5pm
- Annual Leave entitlement 20 days per annum.
- The salary for the position is \$59,048.32 per annum, paid locally on a fortnightly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

How to apply

The Job Description and Application Form for this position are available on our website <https://www.dfa.ie/irish-embassy/usa/about-us/jobopportunities/>

Completed application forms should be sent via e-mail only to WASHINGTONEMExternalMail@dfa.ie with the subject line **Research & Administrative Assistant, Vacancy - Agriculture & Food, Law/Justice**

Applications must be received before 17:00 hrs. (Local time) on 26 August 2022

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held by video-conference before the end of September 2022.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates;

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.

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