

Research & Administrative Assistant, Political and Economic Sections, Embassy of Ireland Washington:

Application Deadline: 5p.m. EST Friday 13 July 2018

The Embassy of Ireland in Washington DC is seeking to recruit a self-motivated and organised research and administrative assistant to work to both the Political and Economic & Trade Counsellors at the Embassy. The appointment is a full-time position, with the possibility of ongoing employment after satisfactorily completing an initial six month probationary period.

Research & Administrative Assistant, Political and Economic Sections, Embassy of Ireland Washington

The research and administrative assistant will be required to support the Political and Economic & Trade Counsellors in their work, including calendar and contacts database management and organising meetings, receptions and events and they will therefore be required to possess excellent organisational skills. In addition, the individual recruited will have excellent research and analytical skills, and will be able to draft under pressure high quality written reports. A policy generalist, he or she will also possess the ability to master distinct and complex issues within a short timeframe. The successful candidate will have excellent oral and written communications skills.

As part of the small but vibrant Embassy team, he or she will also assist in the general duties of the Embassy, as required, for example in assisting with the organisation of large-scale events around the St. Patrick's Day period, and associated duties relating to inward high-level visits.

The research and administrative assistant may be required from time to time to represent the Economic & Trade and Political Counsellors at meetings or events. The successful candidate must also be a self-starter and a highly motivated, energetic and enthusiastic individual,

willing to take the initiative, under the supervision of the Economic & Trade and Political Counsellors.

The Embassy of Ireland in Washington is responsible for representing and promoting Ireland's interests in the United States, as well as working to develop bilateral relations between Ireland and the U.S. The Embassy is headed by the Ambassador of Ireland, supported by a team of diplomatic staff (including the Political and Economic & Trade Counsellors) and a team of locally-engaged colleagues.

Position Details

Start date: Late August 2018

Contract duration: Ongoing, upon successful completion of a six-month probation period.

Working hours: Full-time. Minimum 40 hours per week, based on a five day work week, with some additional hours being required, from time to time.

Salary: The starting salary for this position is \$43,861 per annum (Gross). Following the probationary period, the successful candidate will receive yearly increments if performance is satisfactory. The top of the salary scale is currently \$63,743 (Gross).

Annual Leave: Minimum of 20 days per annum, exclusive of public holidays observed by the Embassy of Ireland.

How to Apply:

Interested candidates should submit the following (addressed to the Administrative Attaché) via email to Yvonne.Gilbride@dfa.ie by **5 p.m. EST on Friday 13 July 2018:**

- Cover letter (1 page maximum) addressing how the candidate meets the qualifications, requirements and competencies outlined above

- Résumé (2 pages maximum)
- Two nominated referees
- Copies of relevant academic and professional qualifications

Please note that cover letters over 1 page and résumés over 2 pages will not be considered.

Shortlisted applicants must be available for interview at the Embassy of Ireland in Washington, DC, during the weeks of 16 and 23 July.

Parties may alternatively send their submissions by post to:

- **Yvonne Gilbride, Embassy of Ireland,
2234 Massachusetts Avenue NW,
Washington DC 20008**

Requirements, Qualifications and Competencies:

- High school graduation diploma as a minimum. A third level qualification is highly desirable.
- Ideally, at least 2 years professional experience in an office-based, client or public-facing role. Research experience would also be an advantage.
- Proof of eligibility to work in the U.S.A. (for U.S. Citizens – U.S. passport, U.S. birth certificate or U.S. naturalization; for Permanent Residents - Green Card).
- Excellent written and oral English communication skills.
- Ability to quickly research and summarise/present key points from policy statements and documents.
- Ability to draft succinct, concise and timely reports when necessary.
- High level of proficiency in Microsoft Office, specifically Outlook, Word, Excel, PowerPoint.

- High level of general administrative skills, including typing, letter drafting, filing and diary and contacts data base management.
- Excellent organisational skills, including hospitality supervision and event management support.
- High level of discretion, commitment, reliability and attention to detail, with thorough follow-through on projects assigned.
- High level of motivation, willing to work independently as well as within a team.
- Flexible with regard to working hours and able to handle pressure.

Further Information

The successful candidate will receive a conditional offer of employment, which will include a breakdown of the salary and benefits offered as well as general information about terms and conditions of employment. The conditional offer will also outline medical and security requirements, whereby the successful candidate will be required to provide a satisfactory medical report on the state of their health and may also be required to pass relevant background and security checks. The conditional offer will relate to an initial six month probationary period, which will only be extended upon satisfactorily completing that initial period of probation.

Data Protection Acts

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 and 2003 and The General Data Protection Regulation (GDPR) (commencing 25th May 2018).

To make a request under the Data Protection Acts 10 1988 and 2003 and the new GDPR, please submit your request in writing to FOI Unit, Department of Foreign Affairs and Trade. As per the provisions of the Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR) and subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post as outlined in the paragraph titled “Closing Date” on page 8 of this booklet. 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.