



An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

Vacancy: Graduate Policy Officer at the Permanent Representation of Ireland to the European Union

The Permanent Representation of Ireland to the EU is inviting applications for the position of **Graduate Policy Officer**. There are at least two positions on offer with the possibility of additional vacancies arising in accordance with the needs of the Permanent Representation.

Role

The positions on offer are in (i) the Institutional Affairs section and (ii) the Business, Enterprise and Innovation section. Additional vacancies may also arise in the coming period in other sections of the Permanent Representation.

(i) The Institutional Affairs section is a small horizontal team with responsibility for monitoring trends and issues across the EU Institutions.

The role will include, *inter alia*, the following areas of work: (i) the European Parliament, (ii) Ireland's footprint in the EU Institutions, (iii) major areas of Institutional policy development, such as EU-UK relations, and (iv) press relations.

Responsibilities will include, but are not limited to, reporting on meetings and/or proceedings in the EU institutions; planning and preparation for meetings and events; liaison with officials from the EU institutions and from other Member States; and coordination with Irish Government Departments and Agencies.

(ii) The Business, Enterprise and Innovation section covers EU policy and regulatory issues within the remit of the Department of Business, Enterprise and Innovation, some of which include EU single market, industry, trade, investment, research, competition & state aid.

The role will be to support the team, in particular in tracking specific legislative and policy developments in the European Parliament. Responsibilities will include, but are not limited to, report writing; researching specific policy issues; planning and preparing for meetings and events; liaising and co-ordinating.

Criteria

Applicants should have a third level qualification or qualifications, at least to second class honours standard in a primary degree, and should be able to demonstrate:

- An ability to work well in a team and under pressure
- Excellent verbal and written communication skills
- Strong analytical capacity
- A high degree of commitment and an ability to adapt to a range of challenges
- Administrative and organisational skills
- A strong interest in and knowledge of EU affairs, procedures and institutions
- A strong interest in and knowledge of Irish public affairs
- Some previous work experience

- IT skills, including proficiency in Microsoft Word and Outlook

Desirable

- English is the main working language required. Further language skills (especially in Irish and French) are desirable

Contractual Information

- Gross Monthly Salary: €2804.46
- Location: Permanent Representation of Ireland, Brussels
- Hours of work: 09h00-17h45 - however, a considerable degree of flexibility will be required.
- The contract will be of 11 month duration and subject to the relevant provisions of Belgian tax and labour law. There is no entitlement to civil service status. Applicants must have an unrestricted right to reside and work in Belgium.

Application Process

Applications should be submitted by e-mail to **institutionssection@dfa.ie** to arrive by close of business (18h00 CET) on Thursday, 15 March 2018. Any queries regarding the application process may be sent to the same e-mail address.

Applicants are required to submit:

- A completed application form including contact details for two referees
- A letter setting out your interest in and suitability for the position (max 1 page)

A shortlist of candidates will be called for interview on the basis of the information supplied in their applications. On the basis of competitive interview, a short panel of candidates will be established from which the positions will be filled. Candidates under consideration for appointment will be asked to complete a Garda Vetting Form for security clearance purposes.

Please note that applications will only be considered from new applicants, or candidates who have undertaken a previous internship of six months or less in the Department of Foreign Affairs and Trade, or in an Irish diplomatic mission abroad.

Terms of Recruitment Process

The Permanent Representation of Ireland is committed to a policy of equal opportunities. Please note that canvassing will disqualify.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to: Ms. Sarah Lucas, Institutions Section, Permanent Representation of Ireland to the EU, Rue Froissart 50, Brussels 1040.

Any personal information submitted 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.