



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Office Assistant Permanent Representation of Ireland to the EU, Brussels

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 Permanent Representation of Ireland to the European Union in Brussels seeks to recruit a number of highly motivated and experienced Office Assistants to work with its Administration and EU Institutions Teams. Candidates should have excellent communication and interpersonal skills in both English and French.

Role and Responsibilities

The range of duties may include the following:

- Carrying out a wide variety of front-of-house and office administrative tasks;
- Event management and policy support skills;
- Providing support to diplomatic staff as needed;
- Diary, appointments management and general assistant support;
- Positions may require occasional overnight travel including for attendance in Luxembourg and Strasbourg;
- Liaison with the Belgian host authorities and EU agencies.

Essential Requirements candidates must be able to demonstrate:

- Strong background in administration and working with cross-government teams;
- At least 2 years' experience in an administrative and client-facing role with an EU Institution, international organisation, or similar agency;
- Strong IT skills, with evidence of recent knowledge and use of Microsoft Office Suite (Outlook, Word, Excel);
- Proficiency in English and French (both written and spoken). Knowledge of Dutch is also an advantage;
- Work based examples of excellent interpersonal skills, strong planning, organisational and time management skills, with good attention to detail;
- The ability to work as part of a team and to exercise discretion;
- Highly flexible to changing work demands and priorities and a proven ability to work under pressure;
- ***Applicants must have an unrestricted legal right to reside and work in Belgium.***

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term contractual basis and will be based at the Permanent Representation of Ireland to the EU, Brussels;
- Monday to Friday, 38 hours per week, with standard office hours from 09.15 to 17.45. However, a considerable degree of flexibility will be required;
- The salary for the position is €50,440.65 per annum, paid locally on a monthly basis. Salaries are paid direct to a bank account; therefore, the successful candidate must have a bank account.

- The contract will be subject to the relevant provisions of Belgian law in regard to tax, labour and social insurance.
- There is no entitlement to civil service status within the Irish public service.

How to apply

The Job Description for this position is available on our website:

<https://www.dfa.ie/prep/brussels/vacancies/>

One page covering letter and CVs by e-mail only to PRBRECRUIT@dfa.ie

with the subject line **Office Assistant Vacancy**.

Applications to be received before 17:30 hrs (local time) on 17th April 2023

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 Requirements above.
- It is planned that interviews will be held after the **24th April 2023**.
- 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;
- References will be required of short-listed candidates prior to any position being offered.

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 Permanent Representation of Ireland to the EU is committed to a policy of Equal Opportunity.