



Consular Clerk (part-time post)

An excellent opportunity is available to work at the Embassy of Ireland, Canberra for a Consular Clerk. We are seeking to recruit a resourceful and flexible colleague to join a team of diplomatic and locally recruited staff at a busy diplomatic mission.

The position is offered initially on a fixed-term basis of one year, and may be reviewed thereafter. The position is part-time working a pattern of three days per week, Wednesday, Thursday and Friday.

Remuneration

The annual remuneration for the post is **AUD\$30,841 p.a.** based on a three day week, with annual incremental increases.

In addition to the salary, the employer will pay superannuation into a scheme of your choice.

Hours of attendance

9:15am - 13:00 and 13.45 - 17:00.

Main Duties include

- Processing passport and visa applications, including data entry
- Dealing with clients face-to-face, on the telephone, and in writing
- General administration and receptionist duties

Requirements

- Fluency in English (native speaker level) is essential
- Knowledge of the Irish language would be an advantage
- Good organisation and communication skills
- Flexibility and ability to work within a team and autonomously
- Experience of administration tasks and procedures
- Aptitude for IT and technical work processes

A knowledge of Ireland, and an understanding of passport, visa and consular functions of an Embassy are desirable, but not essential. On the job training will be provided.

Applicants must have an appropriate Australian work visa where necessary. The Embassy is not in a position to sponsor a work visa application.

How to apply

Application letters should be sent by close of business on **Thursday 25 May 2017** to:

Recruitment Officer
Embassy of Ireland
20 Arkana Street
Yarralumla, ACT 2600

or via email to [canberraembassy\[at\]dfa\[dot\]ie](mailto:canberraembassy[at]dfa[dot]ie).

Application letters should be accompanied by a curriculum vitae along with photocopies of passport and work visa where necessary and document(s) certifying educational qualifications. Applicants should also be prepared to provide references and to obtain and maintain appropriate security clearances.

The Embassy of Ireland, Canberra is an equal opportunities employer. Canvassing will automatically disqualify.