



**An Roinn Gnóthaí Eachtracha**  
**Department of Foreign Affairs**

## **Consular Officer** **Consulate General of Ireland, São Paulo**

*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 Consulate General of Ireland in São Paulo is seeking a dynamic and experienced individual to join our team as Consular Officer. Reporting directly to diplomatic staff, the Consular Officer will provide consular services and assistance to Irish citizens in Brazil, manage the social media accounts of the mission and provide administrative support to the Consulate and Consul General.

The Consulate General of Ireland in São Paulo relies heavily on the initiative, team-spirit and skills of locally-recruited staff to deliver a diverse range of functions ranging from efficient delivery of passport and consular services to the management of large-scale events and inward high-level visits. Each member of staff, while leading on particular areas, must be familiar with the various aspects of the Consulate's work so that they may participate fully in the achievement of the Mission's objectives.

The successful applicant will be employed on a full-time locally-engaged contract, subject to satisfactory completion of a probationary period and will receive on-the-job training. They will be responsible for any relocation costs that arise and must have the right to live and work in Brazil.

### **Roles and Responsibilities:**

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

- Being the first point of contact for telephone calls, emails and public enquiries;
- Providing advice on passport and visa services and all queries related to visiting, living, working, and studying in Brazil and/or Ireland;
- Providing consular assistance to Irish citizens and their families in emergency cases;
- Building relationships with consular counterparts and relevant public authorities;
- Updating of the consular assistance database, in consultation with diplomatic staff;
- Processing of passport applications and other consular certificates;
- Liaising closely with the Embassy in Brasilia and Headquarters in Dublin;
- Management of Consulate's Contact Management Database;
- Management of Consul's diary and Consulate's calendar;
- Under the guidance of diplomatic staff, manage the Consulate's social media and website; communications, including preparation of the mission's weekly and monthly plans;
- Produce content that reflects key messages and speaks effectively to our audience;
- Assist with the organisation of official visits and representational events;
- Support to cultural activities organised by the Consulate;
- Other related duties as required.

**Essential requirements candidates must be able to demonstrate:**

- An educational qualification in a discipline of relevance to the role of Consular Officer;
- A minimum of three years' relevant experience, including in an administrative role;
- Fluent English and Portuguese;
- A good understanding of the role of the Department of Foreign Affairs;
- Effective teamwork and communication skills;
- Excellent interpersonal skills, empathy and sound judgement;
- Detail oriented, good organisational skills and ability to meet deadlines under pressure;
- Computer literacy, strong IT skills and creative use of social media;
- **The successful candidate must have a legal entitlement to live and work in Brazil prior to recruitment.**

**Desirable requirements:**

- Experience of working in a diplomatic mission or other international environment.

**Terms and conditions of employment:**

- The successful candidate will be employed on a full-time locally-engaged contract, subject to satisfactory completion of a probationary period and will be based at the Consulate General of Ireland in Sao Paulo.
- The starting salary is R\$6,573.74 per month, paid locally on a monthly basis. The position also provides contributions to the following benefits: health plan, meal ticket, life assurance and transport, if required.
- The position has an annual leave allowance of 30 days per annum in accordance with Brazilian labour law.

**How to apply**

The Job Description and Application Form for this position are available on our website

<https://www.dfa.ie/irish-consulate/sao-paulo/about-us/jobopportunities/>

Completed application forms should be sent via e-mail only to [saopaulorecruitment@dfa.ie](mailto:saopaulorecruitment@dfa.ie),

with the subject line **Consular Officer**, before 17:30 hrs. (local time) on Wednesday, 7 June 2023

No applications will be accepted after this deadline. Only shortlisted applicants will be contacted.

**Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held before the end of June.

**General Data Protection Regulation:** Personal information 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 Consulate General of Ireland in Sao Paulo is committed to a policy of Equal Opportunity.*