



## Temporary Administrative/Consular Assistant at Embassy of Ireland, Rome

*The mission of the Department of Foreign Affairs is to promote and protect abroad the values, interests and economic wellbeing 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 Embassy of Ireland to Italy is seeking flexible, motivated, enthusiastic and hardworking people with excellent communication and interpersonal skills to fill two temporary positions:

- **Temporary Administration Assistant** for a period of 6 months, with a possibility to extend further;
- **Temporary Consular Assistant** for a period of 9 months (maternity cover) with a possibility to extend further;
- A panel may be formed for any future temporary/short term vacancies that arise in the Embassy.

### Roles and Responsibilities

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

- Front of office duties including dealing with visitors to the Embassy, phone and email enquiries;
- Providing administrative and logistical support to local and diplomatic staff as needed;
- Responsibility for day-to-day administrative tasks including contract and resource management;
- Preparing draft budgets and accounts, including data entry of expenses, processing payments, and preparing estimates;
- Assisting with the organisation of a wide range of events, cultural activities, and public diplomacy initiatives;
- Assisting with the maintenance of the Embassy website and social media presence;
- Monitoring Italian government and media sources and preparing English language summaries of priority points;
- Attending briefings or conferences and contributing to follow-up reports;
- Management of individual projects including procurement;
- Working closely with the Line Manager and team to provide consular assistance to Irish citizens and support to Irish community networks across Italy;
- Providing support to the consular and visa sections to ensure the smooth running of the Embassy, including processing applications and dealing with enquiries;
- Ensuring strong records management practices are in place.

The successful candidates may be required to carry out other functions subject to the business needs of the Embassy. Occasional out of hours work may be required, for which time off in lieu is granted.

This role provides an excellent opportunity to expand and develop a wide-ranging skill set and take on diverse responsibilities across a range of areas in a busy Embassy.

### Essential Requirements candidates must be able to demonstrate:

- High level of both written and spoken English and Italian (minimum fluency in one, and C1 level in the other). Language testing will form a part of the interview process;
- Excellent interpersonal and communication skills;
- Excellent attention to detail and time-management skills;
- An ability to work on own initiative, to think creatively, and to operate independently when required;
- Proven ability to build relationships and maintain a network of contacts across academic, cultural, and public-sector communities, with evidence of being able to deal effectively with people in external organisations;

- Proven ability with the Microsoft Office Suite (Word, Outlook, Excel), and with social media platforms (Twitter, Facebook, Instagram);
- Candidates must provide evidence of flexibility, efficiency and effectiveness showing strong organisational skills, attention to detail, ability to work under pressure and to manage multiple tasks;
- All applicants must have a permanent legal right to reside and work in Italy.

**Desirable Skills and Experience:**

- A degree, preferably in disciplines such as international relations, politics, economics, communications or public affairs;
- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- Some prior understanding of Ireland's political, social and cultural landscape;
- Previous experience in a diplomatic mission is desirable, but not essential. The successful applicants will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission.

**Terms and conditions of employment:**

- The successful candidates will be hired on a temporary contractual basis and will be based at the Embassy of Ireland in Rome. Monday to Friday, 35 hours per week, with standard office hours from 9:15am to 5:30pm
- The annual salary for the position is **EUR 29,192.45 per annum (pro-rata)**, paid locally on a monthly basis.
- Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.
- All applicants must have a permanent legal right to reside and work in Italy.

**How to Apply**

The Job Description and Application Form for this position are available on our website [www.dfa.ie/italy](http://www.dfa.ie/italy)

Completed application forms should be sent, together with a short covering letter, **via e-mail only** to [EmbassyRomeRecruitment@dfa.ie](mailto:EmbassyRomeRecruitment@dfa.ie), with the subject line Administration Officer Vacancy.

**Applications must be received before 17:00 hrs (CET) on Friday 9<sup>th</sup> June 2023.**

Please note that only short listed applicants will be contacted.

A shortlist of candidates will be invited to attend for interview where experience in the above mentioned skills and overall suitability for the post will be assessed.

If, following the interview stage of this process, no suitable candidates have been found, the Embassy reserves the right to re-open the application process.

**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/Key Requirements above.
- It is planned that interviews will be held by video-conference before the end of June 2023.
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates.

**General Data Protection Regulation:**

All personal information received will be kept in line with GDPR and Data Protection 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 Embassy of Ireland to Italy is an equal opportunities employer.**