



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

## **Agri-food Market Access Officer Embassy of Ireland, Mexico**

***The Embassy of Ireland in Mexico works to promote and protect Irish interests in Mexico whether it is working with the Irish community, promoting Irish economic interests, or supporting the strong partnership between our governments. We also provide a range of key consular services.***

Applications are invited for a full-time Agri-food Market Access Officer position at the Embassy of Ireland, Mexico. The position will commence immediately, and will be for an initial period of 12 months.

**The closing date for applications is Monday 30<sup>th</sup> October, 17.00 Mexico City time**

### **Job description**

The Embassy of Ireland manages all aspects of Ireland's relationship with Mexico, as well as six secondary accreditations: Belize, Costa Rica, Cuba, El Salvador, Guatemala, Honduras and Nicaragua. The promotion of diplomatic, political, economic and cultural ties between Mexico and Ireland, as well as Ireland and the secondary accreditations is integral to the work of the Embassy. The role of AMAO relates to the promotion of Irish agri-food, including supporting securing market access across the Latin American and Caribbean region.

The successful candidate will be a bilingual, highly motivated, enthusiastic individual with a capacity to multi-task in a busy and demanding environment. They will have an interest in matters relating to agriculture, international trade and market access. They will work as part of a very busy and flexible Embassy team. The position will also involve undertaking occasional out of hours' attendance.

### **Key duties**

The precise range of duties will vary according to the business needs of the Agriculture Attaché, but will include the following:

- Under the guidance of Agriculture Attaché, assist with the progression of Market Access negotiations on behalf of Ireland;
- Lead on the researching of agri-food opportunities in Mexico and other Latin American and Caribbean regions, including in the areas of education, trade, and primary production;
- Monitor and report on agri-food trends in the Latin America and Caribbean region through desk research and networking with key individuals;
- Support the Agriculture Attaché in further developing the network of relevant contacts; virtual event organisation and logistics, including researching speakers and potential attendees; prepare briefing material/presentations/speeches on issues related to agri-food as requested;

- When requested, represent the Mission at meetings with stakeholders of relevance to the work of the Embassy;
- Help facilitate in-country visits of Irish Ministers and other high level visitors;
- Promotional activities relating to agri-food trade including attendance at trade fairs, market research and identifying opportunities for promotion of Irish agri-food products in market;
- Provide accurate and timely translations of key documents as required;
- Support other activities of the Embassy as required.

#### **Key/Essential requirements:**

- Candidates must have a degree or postgraduate degree, preferably in a related discipline such as economics, trade, marketing or international business relations;
- At least 2 years' professional experience in a relevant field;
- Fluency in both English and Spanish (DELE C1/C2 or equivalent);
- Significant knowledge and experience of local agri-food markets;
- Well-developed interpersonal skills;
- Ability to build and maintain professional networks;
- Understanding of market access and third country trading requirements;
- Excellent research, analysis and reporting skills, with the ability to quickly distil and synthesize complex information in writing/orally;
- A high level of organisational and administrative skills, including proficiency in Microsoft Outlook, Word and Excel;
- A flexible attitude, good judgement and the ability to work effectively as part of a team;
- The ability to work well under pressure while ensuring accuracy and attention to detail;
- A high level of discretion, commitment and reliability;
- **The successful candidate must have a legal entitlement to live and work in Mexico prior to recruitment.**

#### **Other desirable attributes:**

- Proficiency and experience in creating content for social media;
- Familiarity with data analytics.

#### **Terms and conditions of employment:**

- The successful candidate will be hired for an initial 12 month period with the possibility of extension, and will be based at the Embassy of Ireland, Mexico, located in Mexico City.
- The annual salary for the position is MXN 384,742.60 paid fortnightly and including 45 days of Aguinaldo. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- The successful candidate must already have the legal right to work in Mexico.
- The successful candidate will be responsible for making their own arrangements regarding tax compliance, local transport, health insurance and accommodation whilst employed by the Embassy of Ireland in Mexico.
- The successful candidate will be responsible for making any relocation arrangements and/or costs that might arise.
- Hours of attendance amount to on average not less than 43¼ hours gross, or 37 hours net per week.
- The position will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.
- Subject to the provisions of the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence.

### **How to apply**

**Please send your completed application form before 17.00 (Mexico City Time) on 30<sup>th</sup> October 2023 to [MexicoEmbassy@dfa.ie](mailto:MexicoEmbassy@dfa.ie) with the heading “AMAO Application”**

Receipt of all applications will be acknowledged by email.

No applications will be accepted after this deadline.

The Embassy reserves the right to re-advertise or extend the call for applications.

### **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 Key/Essential requirements above.
- Candidates may also be asked to take part in a written exercise in Spanish or English, and/or a short presentation. Such an exercise would involve some desk research, data analysis and report writing.
- Information on the post is being communicated publicly through the Embassy web and social media channels; the Embassy cannot provide responses to individual phone/e-mail queries received regarding the post/application process.
- Receipt of applications will be confirmed, but only short-listed candidates will be contacted by the Embassy for interview. The Embassy regrets that due to the high volume of applications received, it will not be able to provide feedback to applicants not invited to interview.

### **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.