



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

## **Personal Assistant to the Ambassador & Administrative Assistant Embassy of Ireland, Manila**

***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 Embassy is seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the position of Personal Assistant to the Ambassador and Administrative Assistant in the Embassy.

### **Roles and Responsibilities:**

- Managing the Ambassador's office and diary;
- Maintains a network with key contacts within the Government of the Philippines and other key partners
- Arranging meetings with Ministerial and other high-level partners.
- Maintaining updated contact databases for the Embassy; Acts as focal liaison for the Irish community, missionaries and business community
- Managing invitations and logistics for events;
- Attending meetings with the Ambassador and drafting of meeting records and reports.
- Prepare briefing papers on topical Political and Economic events in the Philippines for the Ambassador and DHoM
- Coordinate full service provision to Embassy, liaising between local Philippine suppliers (ICT, security, accounts, stationery, utilities) and Irish headquarters as needed
- Monitoring daily coverage of news, press releases both online as well as hardcopy;
- Managing the generic email inbox (incl. replying to invitations, replying to queries relating to travelling to Ireland, trade, media, cultural events, etc.);
- Drafting official communications; including messages from the Ambassador to the local Irish community and other mission contacts; official messages to the Philippine Government Ministries;
- Support administration of project funding support, including under the Human Rights, Conflict Resolution in BARMM and Gender Programmes.
- As a key member of a small team, occasionally represent the mission at meetings and working groups as requested by the Ambassador
- Dealing with requests for mission support relating to cultural, sports, educational events
- Organisation of all major representational events, receptions, dinners, incl. St Patrick's Day celebration(s) in March (incl. guest list, invitations, catering, communication with relevant state agencies);

- Office administration to the Embassy, including all file management (electronic and hardcopy)

#### **Other duties of the PA include**

- Booking hotels and/or restaurants for guests;
- Event management (incl. drawing up guest lists, preparing invitations and menu cards, arranging catering staff, rental, etc.);
- Protocol Duties;
- Accompanying the Head of Mission or attending meetings relating to cultural initiatives of the mission (upon request);
- Logistical support for official visits from Ireland (incl. arranging bilateral meetings, local transportation, accommodation, etc.);
- Conducting research, in particular with regard to requests from HQ;
- Communication with the landlord and other service providers re Office maintenance;
- Providing cover for annual leave and any other tasks as required.

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

- Candidates must have previous professional experience in the same field
- The candidate must demonstrate using work based examples of providing excellent **interpersonal skills**, being persuasive, **working in a team** but also dealing effectively with people in external organisations;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong **organizational skills**, attention to detail, able to work under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- The candidate must be **fully bilingual** in English and **Tagalog**; (language test may be included as part of the shortlisting process);
- The candidate must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- ***All applicants must have a permanent legal right to reside and work in the Philippines.***

#### **Desirable Skills and Experience:**

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission. Previous experience in a diplomatic mission is desirable, but not essential.

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

- The successful candidates will be hired on an indefinite contract basis and will be based at the Embassy of Ireland at Makati City.
- Monday to Friday, 40 hours per week, with standard office hours from 8:30 am to 4:30pm
- Annual Leave entitlement 20 days per annum.
- The salary for the position is Php594,280.68 per 13-month annum, paid locally on a 15 day basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a personal bank account.

## **How to apply**

Applicants must submit their current Curriculum Vitae (two pages maximum), include a brief cover letter (max. 300 words) explaining why they are interested in the Personal Assistant to the Ambassador and Administrative Assistant position. These must be submitted via e-mail to [manilarecruitment@dfa.ie](mailto:manilarecruitment@dfa.ie), with the subject line **PA to the Ambassador Vacancy**.

**Applications must be received before 16:30 hrs. (Local time) on 02 February 2024**

(No applications will be accepted after this deadline)  
Please note that only short listed applicants will be contacted.

### **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 before the end of February 2024
- 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;
- Successful candidate will be required to present at least 2 reference letters and valid NBI clearance.

### **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 Embassy of Ireland is committed to a policy of Equal Opportunity.***