



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

**VACANCY- Facilities Officer,**  
**Embassy of Ireland, Washington DC**

***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 of Ireland, Washington DC is seeking a highly motivated, enthusiastic and hardworking person with excellent organisational skills to fill a full-time Facilities Officer position in the Administration Section of the Embassy to ensure the efficient functioning and maintenance of the Embassy's property portfolio.

**Roles and Responsibilities:**

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

- Responsibility for the day-to-day facilities management and preventative maintenance on existing facilities of the Embassy properties, including coordination with service providers and external contractors. In addition, maintain a supply of the inventory necessary for the property facilities, by initiating requests for maintenance supplies, machinery, equipment, parts and services as required;
- Oversee the set-up of operations for official Embassy events, including liaison between Embassy and Residence support staff, and organisation of any additional services, equipment, staff, or supplies required for events;
- Ensure that Embassy physical security arrangements are functioning and well maintained in consultation with Dept. Foreign Affairs(DFA) Security and Corporate Compliance (SCC); On-call responsibilities and occasional liaison with local law enforcement agencies, (may involve working outside of normal hours if an emergency situation arises);
- Ensure that health and safety standards are maintained, with respect to Embassy properties, in consultation with DFA and SCC health and safety colleagues;

To deliver on these responsibilities, specific tasks will include:

- Overseeing the purchase of household goods and supplies for the Ambassador's residence;
- Maintaining an inventory of Chancery and Residence contents;
- Tendering for supply and maintenance contractors as required;
- Overseeing the work of external contractors (electrician/plumbing services, building maintenance etc.);

- Complying with the Embassy records management and storage requirements ensuring that they align with Departmental procedures;
- Attending regular meetings and liaise with the Head of Administration on a daily basis;
- In addition to the above, the Facilities Officer may be required to carry out other functions subject to the business needs of the Embassy at the direction of the Ambassador and Head of Administration.

**Essential Requirements candidates must be able to demonstrate through examples:**

- All applicants must have a permanent legal right to reside and work in the United States of America prior to recruitment;
- Candidates should have a minimum of 3 years' experience as Facilities Officer, Project Manager, or other relevant position;
- Excellent organisational skills and attention to detail; ability to independently assess situations and work unsupervised where required;
- 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, safety standards and attention to detail;
- A high level of discretion, commitment and reliability;
- The candidate must have a competent level of computer skills to undertake the above requirements, with a working knowledge of Microsoft Office Suite (Outlook, Word, Excel).

**Desirable Skills and Experience:**

- 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 a fixed-term contractual basis and will be based at the Embassy of Ireland, Washington DC.
- Monday to Friday, 40 hours per week, with standard office hours from 9am to 5pm
- Annual Leave entitlement of 20 days per annum, exclusive of public holidays.
- The salary for the position is \$55,189.55 per annum paid locally on a weekly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.
- The successful candidate may wish to subscribe to the Embassy health insurance scheme, or the Mission will reimburse 80% of the cost of a reasonable personal health insurance policy.

### **How to apply**

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

[www.dfa.ie/USA](http://www.dfa.ie/USA)

Completed application forms should be sent via e-mail only to

**washingtonembassy@dfa.ie** with the subject line

**Facilities Officer job application Embassy of Ireland**

Applications must be received before 17:00 hrs. (Local time) on 27 October 2023

(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 shortly after the short-listing has been finalised;
- 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;

#### **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 required 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, Washington DC, is committed to a policy of Equal Opportunity.***