



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Personal Assistant to the Ambassador and Public Diplomacy Officer
Embassy of Ireland, Buenos Aires

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 relevant environment to fill the position of Personal Assistant to the Ambassador & Public Diplomacy Officer in the Embassy.

This role is maternity cover running from 17th July 2023 -12th January 2024.

Roles and Responsibilities

- Managing the Ambassador's diary and participation in official engagements and visits;
- Organisation of all major representational events, receptions, dinners, incl. St Patrick's Day celebration(s) in March (incl. guest list, invitations, catering, logistic and communication with relevant state agencies);
- Logistical support for official visits from Ireland (including arranging bilateral meetings, local transportation, accommodation, etc.);
- Protocol duties - Communication/liaison with the relevant Ministries and other state institutions on behalf of the Embassy and diplomatic staff;
- Arranging travel for diplomatic staff;
- Maintaining contact databases and relevant files;
- Supporting diplomatic staff with the promotion of Irish culture, Irish studies and the Irish language in Argentina;
- Supporting Embassy relationships with institutions in Buenos Aires and across Argentina, and countries of accreditation;
- Providing recommendations for events to diplomatic staff;
- Supporting diplomatic staff with the management of the Embassy website and social media activity;
- Liaison with Irish community or business groups;
- Other duties as required from time to time and directed by the Ambassador, or by the Deputy Head of Mission or the Consul as necessary.

Essential Requirements:

- Candidates must have at least 12 months' previous relevant professional experience;
- The candidate must be fully bilingual in English and Spanish. [Please provide evidence in support of your skill level.]

- The candidate must demonstrate using work based examples of providing excellent interpersonal skills, being persuasive, working effectively in a team but also dealing effectively with people in external organisations;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong organisational 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 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 Argentina prior to recruitment.**

Desirable Skills and Experience:

- Previous experience in a diplomatic mission or international organisation;
- Knowledge of Ireland and Irish-Argentine relations;
- Proven ability to deliver arts and cultural projects;
- High-level networking and communication skills including the capacity to develop and strengthen links with partner organisations and to interact well as part of a diverse Embassy team;
- A university degree in relevant field.

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis for 26 weeks as maternity cover and will be based at Embassy of Ireland, Buenos Aires.
- This is a full-time position: Monday to Friday, 40 hours per week, with standard office hours from 9am to 5pm.
- Annual Leave entitlement is 20 days per annum exclusive of public holidays, adjusted pro rata.
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission.
- The salary for the position is €13,172.10 gross per annum (pro rata), paid locally on a monthly basis.

How to apply

The Job Description and Application Form for this position are available on our website [Argentina - Department of Foreign Affairs \(dfa.ie\)](https://www.dfa.ie/argentina)

Completed application forms should be sent via e-mail only to recruitmentbuenosaires@dfa.ie with the subject line **Personal Assistant/Public Diplomacy Officer Vacancy**.

Applications must be received before 16:30 hrs. (Local time) on 23 June 2023

No applications will be accepted after this deadline but depending on response rates the deadline may be extended. Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates will take place and may be called for a **competency-based** interview based on the Essential Requirements above.
- It is planned that interviews will be held between 26 June and 7 July 2023.
- A skills/language 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 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, Buenos Aires is committed to a policy of Equal Opportunity.