



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Vacancy Notice: Administrative and Consular Officer Embassy of Ireland, Vienna DEADLINE: 17.00 (Vienna time), Friday, 15 October 2021

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 in Vienna is seeking to recruit an Administrative and Consular Officer. The role will require strong administrative and logistical skills, as well as flexibility. Given the sensitive nature of the work of the Embassy, discretion and confidentiality is essential.

Role:

The successful candidate will be responsible for supporting the delivery of the Embassy's Administrative and Consular functions, with a focus on administration and interaction with the public. This is a flexible and broad role, requiring involvement in all aspects of the Mission's work and may include:

Administrative Duties

- Administrative tasks including but not limited to providing cover and assistance to other members of staff in the areas of financial accounts, office management and logistics.
- As required, welcoming visitors and answering phone calls from the public, using English and German as appropriate. Providing information in response to queries, and where appropriate referring onwards to other colleagues, while maintaining a high level of customer service at all times.

Consular Services

- Support of Irish citizens seeking consular assistance. Working together with the Consul to provide suitable assistance.

- Processing applications for passports, visas and similar documentation, and providing guidance to applicants.
- Participating in the roster for the provision of out-of-hours consular service.
- Additional similar tasks, as required

Candidate Profile:

It is anticipated that the successful candidate will take up duty in November 2021 and the position will be for an initial period of one year with the possibility of extension.

The successful candidate will work as part of a busy team and will be a highly motivated, enthusiastic individual with a proven capacity to multi-task. The role supports the work of the Irish diplomatic team in Vienna, and demands flexibility and resourcefulness, as well as excellent communication skills.

Essential Requirements:

To be eligible the following qualifications and competences are required:

- Relevant professional experience, with a minimum of two years working in an office environment;
- Excellent written and oral communication skills in German and English. Both languages are necessary to carry out the role effectively;
- Good administrative skills, including information management skills and bookkeeping;
- Demonstrated proficiency in Microsoft Word, Excel, PowerPoint and social media platforms;
- Good judgement, the ability to work effectively as part of a team, and a flexible attitude;
- Be able to demonstrate organisational, logistical and practical skills;
- A high level of discretion, commitment and reliability;
- Flexibility to work out of hours when required (occasionally);
- Salaries are paid direct to a bank account; therefore, the successful candidate must have a bank account.

Desirable qualifications and experience:

- Experience working in a multinational environment;
- An interest in Ireland and current affairs.

Terms and conditions of employment:

Starting date:	December 2021, date to be confirmed.
Contract duration:	1 year initial fixed term contract
Contract extension may be possible	
Working hours:	Full-time (40 hours)
Salary:	€ 40,053.24 gross per annum*
Annual Leave:	25 days annual leave per year
Probationary period:	1 month

* paid in accordance with Austrian practice (incl. payments of 13th and 14th month salaries on a pro rata basis)

How to apply:

Applications must be submitted in English to the Embassy of Ireland, Rotenturmstrasse 16-18, 1010 Vienna or by email to vienna@dfa.ie The email should contain the subject line **RECRUITMENT Administrative & Consular Services Officer**. Certificates, degrees and references in German or English do not need to be translated. The application must contain:

- Letter addressing your suitability for the position and interest in working with the Embassy of Ireland (1 page max);
- CV/résumé (2 pages max);
- Two nominated referees with contact details;

Selection Process:

- All emails received will be acknowledged. Shortlisting of candidates is part of the process. Please note that only shortlisted candidates can expect to be contacted.
- Depending on response rates, the deadline may be extended.
- Interviews are provisionally expected to be held in late-October 2021.
- **The successful candidate must have a legal entitlement to live and work in Austria prior to recruitment;**

General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.

Security Clearance for Local Staff:

Police vetting 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.