



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Admin, Accounts and Consular Officer Embassy of Ireland, Belgium

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 to fill the position of Consular & Accounts Officer in Brussels. The person will work effectively as part of a busy and flexible small Embassy team. The position will also involve undertaking occasional out-of-hours' duty. Training on consular services and mission-specific software programmes will be provided to the successful candidate.

Roles and Responsibilities:

This role involves carrying out a wide variety of office administrative tasks including:

- Preparation of monthly Embassy accounts and payroll;
- Payment of Embassy invoices and liaison with service providers;
- Managing individual projects, including contract procurement;
- Acting as the first point of contact in handling and monitoring public enquiries, including face-to-face, telephone and written enquiries;
- Processing consular documents and liaising with the relevant authorities in Belgium and Ireland;
- Attending at briefings and contributing to Embassies policy and media reporting, as necessary;
- Assisting in the organisation of events, as necessary; and
- Other duties as required from time to time and directed by the Ambassador and Deputy Head of Mission as necessary.

Essential Requirements candidates must be able to demonstrate:

- Candidates must have an educational certificate in a related discipline;
- Candidates must have a minimum of 2 years work experience relevant to the job description;
- Previous professional experience of book-keeping and accounts and/or in a customer-facing role in an international organisation;
- Candidates 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;
- Candidates 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;
- Candidates should provide examples of being solutions-oriented, and committed to delivering results, including by adapting approach if necessary;
- Candidates must be fluent in English and French;

- Candidates 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 Belgium and a clean criminal record.**

Desirable Skills and Experience:

- Knowledge of Dutch and Irish language;
- Familiarity with Belgian administrative processes, particularly in payroll and human resources;
- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- Understanding of the Belgian political, economic and social landscape and experience conducting research/drafting reports;
- 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 candidate will be hired on a permanent basis subject to a 6 month probationary period and will be based at Embassy of Ireland, Rue Froissart 50, 1040 Etterbeek;
- Annual Leave entitlement is 20 days per annum. A policy of time-off-in-lieu is in place for out-of-hours duty;
- The salary for the position is €50,440.65 (inclusive of holiday bonus) per annum, paid locally on a monthly basis. Salaries are paid directly to a bank account, therefore, the successful candidate must have a bank account;
- A hybrid working policy is in place on a one day a week basis for local staff. Flexibility is required based on business needs.

How to apply

The Job Description and Application Form for this position are available on our website www.dfa.ie/belgium

Completed application forms **in English** should be sent via e-mail only to brusselsembassy@dfa.ie, with the subject line “**Admin, Accounts and Consular Officer**”.

Applications must be received before 16:30 hrs (Local time) on Monday 08/05/2023

Depending on response rates the deadline may be extended.
Please note that only shortlisted 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 May 2023;
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process;
- A panel may be set up depending on the calibre of candidates;
- The successful candidate will ideally commence employment in September 2023.

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 to Belgium is committed to Equal Opportunities in recruitment.