



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Ambassador's Assistant and Translator/Interpreter

Embassy of Ireland, Bogotá

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, Bogotá is currently seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill the post of Ambassador's Assistant and Translator/Interpreter, commencing in August 2023. This post will be offered on an initial 12 month contract.

Roles and Responsibilities:

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

- Ambassador's Assistant - managing the Ambassador's office and diary, invitations and logistics for Ambassador's meetings and events, and contact management;
- Arranging travel for diplomatic staff;
- Embassy Coordination, including logistical support for high level visits;
- Acting as a protocol liaison;
- Translator/Interpreter - translating documents required in-house and acting as interpreter, including during high-level visits and exchanges;
- Residence Liaison - engaging with maintenance staff and suppliers, and work relating to upgrades to the Ambassador's Residence;
- Others duties as required from time to time and directed by the Ambassador and Deputy Head of Mission as necessary. This will include providing cover as necessary when other staff are absent.

Essential Requirements - candidates must be able to demonstrate:

- Advanced English language skills DELE C1/C2/SIELE equivalent, including excellent written skills;
- Spanish level, native or DELE C2/SIELE equivalent;
- Qualification and minimum 1-year experience in translation/interpretation;

- Experience working in administrative matters in Colombia and, preferably, as a personal assistant in an office environment or diplomatic mission in Colombia ;
- Ability to work as part of a team and manage a variety of tasks simultaneously;
- Strong IT skills (including in Microsoft Office);
- The legal right to live and work in Colombia; an appropriate Colombian work visa will be required if not a Colombian citizen or permanent resident.

Desirable qualifications, skills and experience

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- Experience working in an international organisation, diplomatic mission or other international environment;
- Familiarity with Irish culture.

Terms and conditions of employment:

- The successful candidates will be hired on an initial 12 month fixed-term contractual basis with an option to extend, subject to satisfactory performance. They will be based at the Embassy of Ireland, Bogotá;
- The work schedule is Monday to Friday, with standard office hours from 08.30am to 5.30pm;
- Annual Leave entitlement is 20 days per annum;
- The gross salary for the position is COP 77,734,379 per annum, paid locally on a monthly basis (including the annual legal bonus "prima");
- Salaries are paid direct to a bank account, therefore, the successful candidate must have a local bank account;
- Candidates are responsible for complying with local taxes regulation;
- Further details regarding this position are available by contacting the Embassy by email: bogotajobs@dfa.ie

How to apply:

Candidates are required to submit a CV with an accompanying cover letter (of maximum 500 words) **in English** to the following email address:

bogotajobs@dfa.ie

by midnight (Colombian time) on **Friday 30th June 2023**.

Applications should be sent with the following subject message:

Ambassador's Assistant and Translator/Interpreter Vacancy

Depending on response rates the deadline may be extended. Please note that only short listed applicants will be contacted.

Selection Process:

- Applicants will be shortlisted against the requirements outlined above and on the basis of their length and breadth of experience;

- Short-listed candidates will be contacted by the Embassy and called for a **competency-based** interview based on the Essential/Key Requirements above;
- Candidates may also be asked complete an interpretation/translation exercise and administrative task to assess suitability for the position;
- A second interview may be included in the recruitment process;
- A panel may be set up depending on the calibre of candidates;
- It is planned that interviews will be held in July 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, Bogotá is committed to a policy of Equal Opportunity.