



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

VACANCY- Administration Officer with responsibility for supporting Consular, Protocol and Diplomatic Engagement in the Caribbean Region
Consulate General of Ireland, Miami

Mission Statement of the Department of Foreign Affairs, Ireland: 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.

Ireland is expanding its network of Consulates General in the USA and, in October 2022, will open a new Consulate General in Miami. Applications are now invited for the role of Consular, Protocol and Diplomatic engagement Officer for the Caribbean region. The successful candidate will be a key member of a small and dynamic team, with responsibility for the provision of consular assistance, administration, events, and public diplomacy support to the Consulate. This role requires a candidate who will be resourceful, flexible, practical and committed to contribute to the overall success of the Consulate General as it seeks to establish a presence in Miami and scale up its activities in the Caribbean region, in line with the Mission Statement of the Department of Foreign Affairs.

The parts of the Caribbean region referred to above are:

US Territories: Puerto Rico; US Virgin Islands.

States: Haiti; Barbados; Saint Vincent and Grenadines; Dominica; St. Kitts & Nevis; Grenada.

Roles and responsibilities

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

- Event Planning, organisational support and logistics in relation to engagement and visits by the Ambassador of Ireland to the US in the Caribbean region;
- Providing support to the diplomatic team on political, social and economic issues in relation to parts of the Caribbean;
- Contributing to the development of outreach activities in areas of strategic priority in consultation with the Consulate's diplomatic team;
- Providing logistical support in the planning and implementation of high level visit programmes of Government Ministers and senior officials from Ireland to the Caribbean region, in support of the diplomatic team (including arranging bilateral meetings, local transportation, accommodation, programme support etc.);
- Contributing to the development of the Consulate's social media strategy and implementing the supporting Diplomatic Staff regarding Social Media Content/Outreach, Public Communications and Web Presence in line with the Department of Foreign Affairs and Government of Ireland messages and priorities;

- Liaison with national governments with local administration offices in the Caribbean as directed by the diplomatic staff, as necessary;
- Engaging with Consulate partners and the local consular corps in the region in the fulfilment of the Consulate's business plan;
- Contact database for Caribbean region updating and maintenance;
- Contributing to the development and implementation of the Consulate's business plan;
- Providing emergency consular assistance and routine consular support to Irish citizens and their families in parts of the Caribbean as directed by diplomatic staff;
- Assisting in processing emergency travel documents;
- Undertaking periodic out of hours and weekend duties as required from time to time e.g. where consular emergencies arise or for protocol duties;
- Assisting with consular queries by phone, in person and through email in relation to parts of the Caribbean;
- Key member of the development and planning of the Caribbean Consular emergency crisis team;
- Providing administrative support to diplomatic staff as necessary;
- Willingness to engage on ongoing training and development opportunity as necessary;
- Other duties as required from time to time and directed by the Consul General and Deputy CG as necessary.

Essential requirements candidates must be able to demonstrate:

- Candidates must have at least one year previous relevant administration experience;
- Candidates must have previous professional experience in a customer facing role;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong organizational skills, attention to detail, able to work under pressure and to manage multiple tasks;
- Excellent interpersonal skills, including experience of working as part of a team and of developing and maintaining good working relationships with others;
- Initiative and flexibility in ensuring delivery of results;
- The candidate must be fluent in English;
- Knowledge of Microsoft Office Suite, including Word, Excel, Outlook;
- A willingness to work in a multilingual office and to contribute to a positive working environment based on dignity, diversity, inclusion and respect.
- All applicants must have a permanent legal right to reside and work in the US.

Desirable Skills and Experience

- Knowledge of and an interest in Ireland and the Caribbean region;
- Previous Administration experience;
- Event Management experience; and
- Capacity to communicate fluently in Spanish and/or Haitian Creole.

Terms and conditions of employment:

- The successful candidates will be recruited on a fixed-term contractual basis and will be based in Miami. Working hours are Monday to Friday, 35 hours per week, with standard

office hours. As set out above, from time to time, the successful candidate may be required to perform duties outside of standard office hours.

- The salary for the position is US\$48,972.55 per annum, paid locally on a monthly basis. Salaries are paid direct to a bank account; therefore, the successful candidate must have a bank account.
- The Consulate General will reimburse 80% of the cost of a reasonable personal health insurance policy. (pre-approval required)

How to apply

Please apply in English by completing the relevant form and providing a brief cover letter setting out your interest and suitability for the position (max 1 page).

Applications should be sent by **email only** to MIAMICGRECRUITMENT@DFA.IE with the subject line **“Administration Officer with responsibility for supporting Consular, Protocol and diplomatic engagement in the Caribbean Region”**.

The closing date for receipt of applications is 17.00 EST on **28 October, 2022**. No applications will be accepted after this date.

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 before the end of November, 2022.
- 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;

Data Protection

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

Security Clearance for Local Staff

The candidate will be required to apply for security clearance early in the recruitment process. This request for security clearance is not a guarantee of your success in the competition.

Enquiries may be made with the police force of any country in which the applicant under consideration for appointment has resided.

Please note that canvassing will disqualify applicants.

The Consulate General of Ireland in Miami is committed to a policy of Equal Opportunity.