



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

VACANCY- Personal Assistant to the Consul General and Public Diplomacy Officer
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 Personal Assistant to the Consul General and Public Diplomacy Officer. The successful candidate will be a key member of a small and dynamic team, with responsibility for supporting the Consul General in delivering their functions including in the areas of administration, events, and public diplomacy. This role requires a candidate who will be resourceful, flexible, practical and committed to the overall success of the Consulate General as it seeks to establish a presence in Miami and the wider region, in line with the Mission Statement of the Department of Foreign Affairs.

Roles and responsibilities

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

- Managing the Consul General's office, including coordinating the Consul General's schedule, handling invitations and correspondence, arranging meetings and assisting the Consul General in the execution of his/her functions;
- Contributing to the development and implementation of the Consulate's business plan;
- Event Planning, organisational support and logistics;
- Liaison with the State Department's Office of Foreign Missions on Protocol Issues, Third Party Notes etc. and with local administration offices where necessary;
- Engaging with Consulate partners and the local consular corps in the fulfilment of the Consulate's business plan;
- 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, in support of the diplomatic team (including arranging bilateral meetings, local transportation, accommodation, programme support etc.);
- Providing research support to the diplomatic team on political, social and economic issues;
- Organising the Consul General's travel and accommodation arrangements outside of Miami;

- 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;
- Handling of queries to Consulate, including via Social Media platforms;
- Handling of ICT Hardware/Software issues including liaison with DFA HQ
- Undertaking out of hours duties as required from time to time;
- Capacity to communicate fluently in English and Spanish and the provision of language support to diplomatic staff as necessary;
- Willingness to engage on ongoing training and development opportunity as necessary; and
- Other administrative 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 experience as a Personal or Executive Assistant;
- A high degree of professional competency in both English and in Spanish;
- Candidates must demonstrate previous experience of organising or managing events;
- Candidates must show professional experience of working with social media platforms and an awareness of the social media landscape in the United States;
- Previous experience in a customer facing role;
- Excellent interpersonal skills, including experience of working as part of a team and of developing and maintaining good working relationships with others;
- Evidence of strong organizational skills, attention to detail, and an ability to work under pressure and to manage multiple tasks;
- Initiative and flexibility in ensuring delivery of results;
- Knowledge of Microsoft Office Suite, including Word, Excel, Outlook;
- A willingness to work in a bilingual 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

- Video-editing experience; and
- Knowledge of and an interest in Ireland

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 in and suitability for the position (max 1 page).

Applications should be sent by **email only** to MIAMICGRECRUITMENT@DFA.IE with the subject line **“Personal Assistant and Public Diplomacy Officer”**.

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;

Further information on the Consulate General is available on our website [Consulate General of Ireland](#). [Please refer also to the website of the Department of Foreign Affairs: www.dfa.ie](#)

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.