



**Ambasáid na hÉireann
Embassy of Ireland**

EU Presidency Liaison and Administrative Officer
Temporary Position
Embassy of Ireland, Zagreb

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 to the Republic of Croatia is recruiting for a temporary EU Presidency Liaison and Administrative Officer.

The Role:

This is an important position in the locally-recruited staff of the Embassy for a fixed term contract from 1st December 2019 until 30th June 2020.

During Croatia's Presidency of the European Council, the Embassy of Ireland in Croatia will facilitate official visits to ministerial, official and expert level meetings. In this context, the Embassy is seeking to employ a liaison and administrative officer. The main purpose of this role will be to ensure that visits of Irish delegations coming to Croatia in the first half of 2020 are facilitated by the Embassy in a professional manner. The role will require very strong logistical skills, flexibility and willingness to work evenings and weekends if necessary. Given the sensitive nature of the documentation involved, discretion and confidentiality are essential.

Main duties and responsibilities:

- Liaising with EU Presidency desk officers in the Croatian Ministry of Foreign and European Affairs and with Irish Government Departments (ministries) to ensure all arrangements are in place for receiving official visits from Ireland
- Making logistical arrangements
- Carry out any other EU Presidency related tasks as requested
- Providing administrative support to the Embassy staff on a range of matters if required, including support for consular section and public outreach.

Essential requirements candidates must be able to demonstrate:

- University degree preferably in international relations, political science or a related field
- Interest in government and international relations
- A good knowledge of Ireland and of European Union affairs
- Oral and written proficiency in English and in Croatian.
- Experience in administrative work
- Excellent IT skills incl. Microsoft Office, Outlook, social media
- High degree of motivation
- Ability to work under pressure
- Proactive and flexible (work out of office hours if required)
- Cooperative, responsible, reliable and well organised
- **The successful candidate must have a legal entitlement to live and work in the Croatia prior to recruitment.**

Terms and Conditions:

This is a full-time position for a fixed term of 7 months (1st December 2019-30th June 2020).

How to apply:

Please send your CV together with a short (max A4) cover letter by e-mail to zagreb@dfa.ie by midnight on 7th November 2019. **No applications will be accepted after this deadline.**

Selection Process:

Only short-listed candidates will be contacted and invited for an interview, which are planned to be held in November.

General Data Protection Regulation:

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

Security Vetting/Clearance for Local Staff

Police security vetting/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 is committed to a policy of Equal Opportunity.