**Vacancy at Embassy of Ireland**

**Rome**

**Administrative Assistant**

**PLEASE NOTE WE ARE RECRUITING FOR TWO POSITIONS**

**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 Italy is seeking two highly motivated, enthusiastic and hardworking people with excellent communication and interpersonal skills to fill two vacancies as Administrative Assistants with immediate effect. These are full-time permanent positions, subject to a one year probationary period.

**Roles and Responsibilities**

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

* Responsibility for day-to-day administrative tasks including contract and resource management;
* Front of office duties including dealing with visitors to the Embassy, phone and email enquiries;
* Providing administrative and logistical support to diplomatic staff as needed;
* Assisting with the organisation of a wide range of events, cultural activities, and public diplomacy;
* Assisting with the maintenance of the Embassy website and social media presence;
* Contact database updating and maintenance;
* Monitoring Italian government and media sources and preparing English language summaries of priority points;
* Attending briefings or conferences and contributing to follow-up reports.
* Management of individual projects including procurement.
* Contributing as part of the wider Embassy team to administration and other work as required.

The successful candidates may be required to carry out other functions subject to the business needs of the Embassy. Occasional out of hours work may be required.

These roles provide an excellent opportunity to expand and develop a wide-ranging skillset and take on diverse responsibilities across a range of areas in a busy Embassy.

**Essential Requirements candidates must be able to demonstrate**:

* A degree, preferably in disciplines such as international relations, politics, economics, communications or public affairs;
* High level of both written and spoken English and Italian (minimum fluency in one, and C1 level in the other). NB language testing will form a part of the short-listing process;
* Excellent oral and written communication skills;
* An ability to work on own initiative, to think creatively, and to operate independently when required;
* Proven ability to build relationships and maintain a network of contacts across academic, cultural, and public-sector communities, with evidence of being able to deal effectively with people in external organisations;
* Proven ability with the Microsoft Office Suite (Word, Outlook, Excel), and with social media platforms (Twitter, Facebook, Instagram);
* Candidates must provide evidence of flexibility, efficiency and effectiveness showing strong organisational skills, attention to detail, ability to work under pressure and to manage multiple tasks;
* All applicants must have a permanent legal right to reside and work in Italy.

**Desirable Skills and Experience:**

• A good understanding of the role of the Department of Foreign Affairs and the Embassy;

* Some prior understanding of Ireland’s political, social and cultural landscape;

• Previous experience in a diplomatic mission is desirable, but not essential. The successful applicants will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission.

**Terms and conditions of employment:**

• The successful candidates will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland in Rome.

• Monday to Friday, 35 hours per week, with standard office hours from 9:15am to 5:30pm

• The salary for the position is EUR 29,192.45 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.

**How To Apply:**

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

Completed application forms should be sent, together with a short covering letter, **via e-mail only** to EmbassyRomeRecruitment@dfa.ie, with the subject line Administration Officer Vacancy.

Applications must be received before 17:00 hrs (CET) on **Monday 12 December 2022**. Please note that only short listed applicants will be contacted.

A shortlist of candidates will be invited to attend for interview where experience in the above mentioned skills and overall suitability for the post will be assessed. It is planned that interviews will be held by videoconference before the end of December 2022.

If, following the interview stage of this process, no suitable candidates have been found, the Embassy reserves the right to re-open the application process.

**General Data Protection Regulation:**

All personal information received will be kept in line with GDPR and Data Protection 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 Italy is an equal opportunities employer.**