



**An Roinn Gnóthaí
Eachtracha agus Trádála**
Department of
Foreign Affairs and Trade

Administration Officer (Economic) EMBASSY OF IRELAND: Tokyo

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 is inviting applications for a full-time position as an Administration Officer in the Economic Section of the Embassy on an initial one-year contract (renewable up to a maximum of three years).

Job Description

As a member of a small team, and working closely with the Economic Counsellor in particular, the Administration Officer (Economic) will be responsible for:

- *Supporting the delivery of the Economic Section's projects and events*
- *Supporting the Economic Counsellor: logistical arrangements, contact management, diary management, translation and informal interpretation, etc.*
- *Support and management of logistics for incoming visits (e.g. ministerial visits, trade missions, etc.)*
- *Acting as secretariat for Ireland House "Local Market" and other meetings (scheduling, minutes, follow up)*
- *Event administration: managing invitations, guest lists, external venues etc.*
- *Monitoring Japanese media and official government sources for relevant economic news and developments*
- *Attending external business and economic briefings and other meetings*
- *Assisting with other Embassy priorities as required*

Job Requirements

Successful candidates will have:

- *A relevant third level qualification*
- *The ability to adapt to a range of challenges and work under pressure*
- *Excellent interpersonal skills and the ability to work well in a team*
- *Advanced networking skills and the ability to communicate effectively with internal and external stakeholders*
- *Strong administrative and organisational skills, and the ability to undertake duties using computer-based systems such as Microsoft Office*
- *The ability to work with minimal supervision, show initiative and to set priorities and organise workloads to meet deadlines*
- *Excellent verbal and written communication skills*
- *Fluency in English and Japanese*

- ***The successful candidate must have a legal entitlement to live and work in the Japan prior to recruitment.***

Desirable Skills:

- *Previous relevant work experience in an international environment.*
- *Previous experience working on economic issues is not a requirement, but would be an advantage.*

Salary

The annual starting salary for this position will be JPY 4,638,740. Payment of salary will be by electronic transfer, so the successful candidate must have a bank account. Full details of salary arrangements can be discussed at interview stage.

Working hours per week 32.5

Application Process

Please submit:

- *A CV, in English, of not more than two pages including contact details for two referees (referees will only be contacted if applicants have been successful at interview stage)*
- *A letter setting out your interest and how your qualities and skills match those set out above (max 1 page)*
- *Copies of any English language proficiency test scores if available*
- *Applications should be sent to tokyoembassy@dfa.ie with the subject line Administration Officer (Economic) Application*
- ***The closing date for receipt of applications is 24 July, 2020. No applications will be accepted after this date.***
- *Applicants qualifying for interview will be contacted by the Embassy to arrange a time and date for interview. It is anticipated that interviews will be held the week beginning 10 August, 2020. Unsuccessful applicants will not be contacted. We regret that we cannot accept emails, faxes or telephone calls regarding this matter.*

Data Protection

General Data Protection Regulation:

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

Security Clearance for Local Staff

Police vetting 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.

Selection Process:

- *Depending on the number of applications received, candidates may be shortlisted for the interview stage. Interview assessments will be based on the job requirements set out above.*
- *An assessment of written language skills to ensure a professional standard may be carried out at interview stage.*
- *The Embassy of Ireland is committed to a policy of equal opportunity.*
- *Please note that canvassing will disqualify applicants.*