



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

**Administrative Assistant  
Embassy of Ireland in Jordan**

**Deadline - 16:30 hrs. (Local time) on Wednesday 25<sup>th</sup> August 2021**

***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 in Jordan was established in January 2019. It is currently looking to hire determined, dynamic and flexible individuals to further its presence and agenda in Jordan.

The Embassy is looking to hire an Administrative Assistant. His/her role is to provide administrative support to the Embassy across a number of different areas. This is a flexible and broad role with a lot of opportunity to become involved in many of the Embassy's areas of work.

**Role**

- Provide administrative support to the Mission. This will include reception duties as well as managing correspondence, invitations & calls to the Mission;
- Procurement of goods and services;
- Answer telephone calls and deal with simple queries or direct to Consular Officer/PA/Accounts/Second Secretary;
- Management of Embassy files;
- Assist with the set-up and organisation of events, which can range from large-scale meetings, to in-house lunches or high-level visits. This will include meeting room set and coordinating visitors to the Mission;
- Other duties as may be required; and
- Work with other Embassy team members in delivery of allocated tasks

**Essential requirements**

- Candidates must have a Bachelor degree in a relevant field is a minimum qualification
- Candidates must be fluent in written and spoken Arabic and English. Applicants may be telephoned in advance to establish language proficiency and a short written language test may be required;
- Candidates must have at least one year's professional experience, including previous positions related to Embassies/Consulates/Delegations and other professional experience;

- A high level of organisational and administrative skills, including proficiency in Microsoft Suite, Outlook, Word and Excel;
- Well-developed networking and interpersonal skills, including a flexible attitude, good judgement and the ability to work effectively as part of a team in a small office environment;
- Information management skills;
- Strong knowledge of international affairs and experience of working in an international environment; and
- **The successful candidate must have a legal entitlement to live and work in Jordan prior to recruitment.**

**Desirable requirements:**

- Knowledge of social media monitoring and reporting will be an advantage;
- A good understanding of the role of the Department of Foreign Affairs;

**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 Jordan.
- The gross annual salary for the position is JOD 10,849.68, paid locally on a monthly basis. Salaries will be paid directly into your bank account. All employees are therefore required to have a bank account.
- The positions will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted pro rata.

**How to apply**

The Job Description and Application Form for this position is available on our website

<https://www.dfa.ie/irish-embassy/jordan/>

Application Forms should be sent via e-mail only to [ammanemhr@dfa.ie](mailto:ammanemhr@dfa.ie), with the subject line

**Administrative Assistant.**

**Applications must be received before 16:30 hrs. (Local time) on Wednesday 25<sup>th</sup> August 2021**

No applications will be accepted after this deadline. 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 interview may be undertaken based on the Essential/Key Requirements above.

- It is planned that competency based interviews will be held by video-conference commencing early October.

**General Data Protection Regulation:**

All personal information received will be kept in line with GDPR 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 in Jordan is committed to a policy of Equal Opportunity.***