

Job Title: Administration Assistant

Organisation: Embassy of Ireland in Jordan

The Embassy of Ireland in Jordan is seeking to recruit a full time Administrative Assistant on an initial one-year contract. The role of the Administrative Assistant will be to support the Embassy in a variety of ways. This is a flexible and broad role with a lot of opportunity to become involved in many of the Embassy's areas of work, such as Embassy communications, event management, information management, and supporting other political and economic initiatives.

Key job duties:

- Providing 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; liaison with customs and tax departments.
- Answer telephone calls and deal with simple queries or direct to Consular Officer/PA/Accounts/Second Secretary
- Supporting Embassy development and cooperation programme
- Lead on Embassy communications
- Lead on Embassy Contacts Management System
- Assisting 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.
- Work with other Embassy team members in delivery of allocated tasks

Essential Requirements

- Bachelor degree in a relevant field is a minimum qualification
- Candidates must be fluent in written and spoken Arabic and English
- Candidates must have at relevant professional experience, including previous positions related to Embassies/Consulates/Delegations and other professional experience
- Experience in procurement and project management
- Strong knowledge of international affairs and experience of working in an international environment
- A good understanding of the role of the Department of Foreign Affairs and Trade;
- Excellent interpersonal and networking skills;
- Advanced communication skills, with the ability to quickly distil and synthesise complex information in writing;
- Computer literacy and information management skills.
- **The successful candidate must have a legal entitlement to live and work in Jordan prior to recruitment.**

Terms of Employment

- i. This is a full time position on an initial one-year contract. A probationary period of 3 months will apply. In the event of non-performance or incompatibility in the workplace, the employer reserves the right to terminate the contract, giving a period of at least 4 weeks' notice to the employee. Signature of this contract does not confer rights for longer term employment.
- ii. Salary and benefits: Gross annual salary is JOD 10,849.68. Employees contributions will be deducted at source, as will tax contributions.

- iii. Working hours: working hours are 40 hours a week, from 08.00 – 16.00. When official events, visits, meetings are being held outside of these hours, flexibility on behalf of the employee will be required.
- iv. Illness provision: if you are unable to attend for duty due to illness, you should immediately notify your line manager at the Embassy of Ireland. All sick leave requires certification by a medical practitioner. In case of illness, salary will continue to be paid for up to, but not beyond, 4 weeks.
- v. Annual Leave: your annual leave entitlement is 20 days per year. Extra to this you are entitled to Jordanian public holidays. If you are required to work a public holiday, you will receive compensatory leave within a reasonable timeframe.
- vi. Confidentiality: all information which comes to your attention or is disclosed to you in the course of your work at the Embassy of Ireland is to be regarded as confidential. The disclosure of such information to a third party will be cause for immediate dismissal.