



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

VACANCY- Temporary Trade and Economic Officer (Maternity Cover)
Embassy of Ireland, Nairobi

Deadline for applications: 16:30 (local time) on Sunday, 5 November 2023

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 Nairobi, Kenya is seeking a highly motivated and hardworking person with demonstrable skills and experience working on trade/investment promotion and/or private sector engagement to fill the temporary role of Trade and Economic Officer (maternity cover) from 1 January to 30 June 2024.

The temporary Trade and Economic Officer will be responsible for driving trade and investment promotion activities as well as providing leadership to the Embassy's economic development portfolio (as part of our official development assistance efforts in Kenya).

The Officer will engage their networks to grow and deepen two-way trade between Ireland and Kenya, and support private sector engagement and trade and development outcomes in Kenya.

Roles and Responsibilities:

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

- Provision of high quality analytics on trade and economics to inform monthly reporting as well as shape Mission strategy, partnerships, visibility and impact;
- Proactive engagement with development partners to enhance trade, economic and private sector engagement outcomes, particularly for women and youth;
- Active engagement with businesses and business networks to strengthen two-way trade and identify business opportunities;
- Support to the Embassy's engagement with Business Ireland Kenya;
- Liaison with Irish State Agencies (such as Enterprise Ireland) to ensure strong coordination on Team Ireland objectives;
- Contribute to the development of robust relationships with Irish and Kenyan governments, public and international institutions, trade associations and companies;
- Contribute to the development and implementation of the Mission's business plan and new strategy;
- Build and maintain a network of strategic contacts with key partners;
- Represent the Embassy in relevant working groups and coordination structures to ensure that Ireland's policy priorities are effectively promoted;
- Contribute to the work of the wider Embassy team as required.

Essential Requirements candidates must be able to demonstrate:

- Master's degree in Economics, Statistics, Business Administration, International Development or any other related field;
- Minimum 5 years of work experience in the trade/commercial sector, preferably with an Embassy, INGO, UN Agency or other similar organisation;
- Demonstrable and comprehensive knowledge and understanding of international trade, and the regulatory environment in Kenya and the region;
- Knowledge and understanding of the relevant private and public sector actors in Kenya;
- Ability to network and engage with diverse stakeholders including government, research institutes, media outlets, development partners and private sector representatives for shared results;
- Familiarity with programme cycle and grant management, including financial analysis and budget management;
- The candidate must demonstrate, using work based examples, excellent:
 - Specialist knowledge and analytical skills in the areas of trade/investment promotion and/or private sector engagement;
 - Communication, writing and reporting skills, including fluent written and verbal English;
 - Organisational skills, attention to detail and an ability to deliver results; and
 - Interpersonal, teamwork and networking skills;
- Proficient with the Microsoft Office Suite (including Outlook, Word, Excel and PowerPoint);
- High degree of trust and integrity;
- Candidates must be able to travel regularly in Kenya and potentially internationally, up to 30 days/year.
- ***All applicants must have a permanent legal right to reside and work in Kenya***

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- Established networks and contacts in the trade/commercial sector and/or economic development sector;
- Previous experience in a diplomatic mission.

Terms and conditions of employment:

- This is a temporary position (maternity leave cover) for a fixed-term period of 6 months, from 1 January to 30 June 2024.
- Working hours: Full time, 40 hours per week, with standard office hours from 8am to 4pm. Occasional additional hours or attendance at work-related events outside of working hours is required. Travel may be required inside and outside Kenya.
- Annual Leave entitlement 21 days per annum applied pro rata.
- The salary for the position is KES 292,032 per month, 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 [Job Opportunities - Department of Foreign Affairs \(dfa.ie\)](https://dfa.ie/job-opportunities)

Completed application forms should be sent via e-mail only to VacancyNairobiEM@dfa.ie with the subject line **Temporary Trade and Economic Officer Vacancy**.

Applications must be received before 16:30 (local time) on Sunday, 5 November 2023

No applications will be accepted after this deadline. The Embassy may extend the 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 a competency-based interview may be undertaken based on the Essential/Key Requirements above;
- It is planned that interviews will be held before the end of November 2023;
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process;
- A panel may be set up depending on the calibre of candidates.

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 Kenya is committed to a policy of Equal Opportunity.