



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

**Personal Assistant to the Ambassador with Public Diplomacy and
Research duties
Embassy of Ireland, Riga**

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 seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the position of Personal Assistant to the Ambassador with Public Diplomacy and Research duties in the Embassy.

Roles and Responsibilities:

- Managing the Ambassador's office, including coordinating the Ambassador's schedule, handling invitations and correspondence, arranging meetings and assisting the Ambassador in the execution of his/her functions;
- Organising the Ambassador's travel and accommodation arrangements outside of Riga;
- Engaging with Latvian government ministries and agencies, Embassy partners, and the network of Embassies in Riga in the fulfilment of Embassy objectives;
- Contributing to the development and implementation of the Embassy's business plan;
- Planning and implementing high level official visit programmes of Government Ministers and senior officials from Ireland, in support of the Embassy's diplomatic team, including logistical support with airports, hotels and service providers, as well as liaising with relevant Latvian Government Ministries;
- Providing administrative support to the Ambassador and diplomatic team, including in the operation of internal communications, filing and office management;
- Providing language support to diplomatic staff and translating documents for use in the Embassy;
- Developing the Embassy's social media strategy and implementing the Embassy's social media outreach and engagement, including managing social media accounts, in line with Department of Foreign Affairs and Government of Ireland messages and priorities and in consultation with the Embassy's diplomatic team;
- Developing and implementing the Embassy's public diplomacy activities, including the organising of cultural, community and other outreach events and seeking ways to increase the visibility and relevance of Ireland in Latvia, in consultation with the Embassy's diplomatic team;
- Contributing to the development of outreach activities in areas of strategic priority for Ireland's foreign policy, in consultation with the Embassy's diplomatic team;
- Monitoring Latvian media and social media coverage of issues of interest to Ireland, compiling regular reports and informing of specific developments of note;

- Attending and reporting on briefings, seminars and conferences at the request of the Ambassador and diplomatic team to better inform the Embassy and the Department of Foreign Affairs on areas of strategic interest and on developments in Latvia;
- Contributing to the Embassy's work promoting the image of Ireland in Latvia and building understanding of Ireland's values and interests;
- Researching specific areas of interest in Latvian politics, social development, economics or other to provide input, information and briefing to the Ambassador and diplomatic team;
- Responding to public queries, including visa and consular queries, meeting and welcoming visitors to the Embassy in a professional manner;
- Providing assistance as necessary where consular emergencies occur out-of-hours;
- Performing other tasks, identified from time to time, which enable the Embassy to meet its objectives.

Essential Requirements candidates must be able to demonstrate:

- Candidates must have a **bachelor's degree**, preferably in disciplines such as:
 - Humanities; Business Administration; Social Sciences;
- Candidates must have **previous professional experience** in the same or a similar field and experience of working in an office-based environment;
- The candidate must demonstrate using work-based examples excellent **interpersonal skills**, being persuasive, **working in a team**, and dealing effectively with people in external organisations;
- The candidate 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;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- The candidate must be **fully bilingual** in English and Latvian; (language test may be included as part of the shortlisting process);
- The candidate must demonstrate, using examples, their working knowledge **of Microsoft Office Suite** (Outlook, Word, Excel);
- The candidate must demonstrate, using examples, their working knowledge of **social media channels** and experience in using social media for professional purposes;
- **All applicants must have a permanent legal right to reside and work in Latvia.**

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs and the Irish Embassy;
- A good understanding of the Latvian political and civil society environment and an understanding of EU issues;
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission. Previous experience in a diplomatic mission is desirable, but not essential.

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term contractual basis and will be based at Embassy of Ireland, Riga, Latvia.
- Monday to Friday, 40 hours per week, with standard office hours from 9am to 5.30pm.
- Annual Leave entitlement 20 days per annum.
- The starting salary for the position is €18,695.46 per annum, gross, 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 is available on our website
www.dfa.ie/irish-embassy/latvia

Completed Applications Forms should be sent via e-mail only to recruitmentriga@dfa.ie with the subject line **Personal Assistant Vacancy**.

Applications must be received before midnight (Local time) on 30 October 2023

No applications will be accepted after this deadline. Please note that only short-listed applicants will be contacted.

The Embassy reserves the right to re-advertise or extend the call for applications.

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 in November 2023.

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, Riga is committed to a policy of Equal Opportunity.