



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

**Assistant Central America Policy Officer**

**Embassy of Ireland, Mexico**

*The Embassy of Ireland in Mexico works to promote and protect Irish interests in Mexico – as well as in its secondary accreditations of Costa Rica, Cuba, Guatemala, Nicaragua, El Salvador and Honduras – whether it is working with the Irish community, promoting Irish economic interests, or supporting the strong partnership between our governments. We also provide a range of key consular services.*

**The Irish Embassy in Mexico is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Assistant Central America Policy Officer position for a period of 12 months.**

**Job description**

The Embassy of Ireland manages all aspects of Ireland's relationship with Mexico, as well as six secondary accreditations: Costa Rica, Cuba, El Salvador, Guatemala, Honduras and Nicaragua. The promotion of diplomatic, political, economic and cultural ties between Mexico and Ireland, as well as Ireland and the secondary accreditations is integral to the work of the Embassy.

The successful candidate will play a key role in supporting the Mission's political, economic and cooperation work in Central America. Responsibilities will include: monitoring and reporting on political and economic developments including media monitoring; research on political, economic, and broader policy areas of interest; attending briefings; report writing; supporting diplomatic networking with Government, Parliament, civil society and business; and general administration.

The purpose of the position is to help to enhance Ireland's identification of and reporting on political, economic and cooperation areas of interest and to pursue opportunities for effective, increased engagement in Central America.

As part of a small team, the officer will also be required to assist in covering other areas of the Embassy's work from time to time and will participate in an out of hours duty roster

**Key duties:**

The precise range of duties will vary depending on the business needs of the Embassy at any given time, but will include the following:

- Monitoring (including media), analysing and reporting on political, economic and cooperation developments in Central America, and reporting on them in English;
- Identifying areas of political, economic and cooperation interest and undertaking research on topical issues and events in Central America ;
- Preparation of reports/analysis/briefing, as well as speaking points / speeches in advance of meetings and events;
- Creating and maintaining a network of contacts and stakeholders;
- Attending and reporting on conferences, briefings and other events;
- Assisting with High Level in-country visits and virtual events;
- Identification of strategic and priority contacts for the Embassy across government, business and civil society based on Embassy priorities and analysis and media monitoring of developments and areas of interest in the region
- Translation duties as required ;
- Administrative support and grant management support on relevant areas including support to civil society organisations;
- Additional administration responsibilities and executive support, including supporting Embassy events, depending on business needs;
- Working closely with colleagues as part of a well-integrated Embassy team.

**Key requirements:**

- Candidates must have a degree or postgraduate degree, in a related discipline such as (but not limited to) international relations, politics, economics or business;
- At least 1 year professional experience in a relevant area, with a demonstrated track record in policy research and analysis or support;
- Experience of study or work on or with Central America;
- Oral and written fluency in both English and Spanish (DELE C1/C2 or equivalent);
- Strong knowledge and understanding of Central American politics and economies;
- Preferably, an understanding of Ireland, Irish foreign policy priorities, and the role of the Department of Foreign Affairs;
- Resourceful and results-orientated, candidates should be able to demonstrate an ability to problem-solve and proactively work with internal and external stakeholders, and successful work as a team member and independently;
- Candidates must have permission to work in Mexico and be available to travel within Mexico and to countries of secondary accreditation in the Latin America region, if necessary;
- High level of analytical skills and attention to detail.

**Other desirable attributes:**

- Keen interest in politics, economics, current affairs and international relations;
- Previous experience working with an Embassy, NGO, or international organisation;
- Experience of working or studying abroad.

### **Terms and conditions of employment:**

- The successful candidate will be hired for a twelve-month period, and will be based at the Embassy of Ireland, Mexico, located in Mexico City;
- The annual salary for the position is MXN 270,750.00, including 45 days of Aguinaldo. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account;
- The successful candidates must already have the legal right to work in Mexico;
- The successful candidates will be responsible for making their own arrangements regarding tax compliance, local transport, health insurance and accommodation whilst employed by the Embassy of Ireland in Mexico;
- The successful candidates will be responsible for making any relocation arrangements and/or costs that might arise;
- Hours of attendance amount to on average not less than 43¼ hours gross, or 37 hours net per week;
- The position will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*;
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

### **How to apply:**

**Please send your completed application form before 17.00 (Mexico City Time) on 1st November to [MexicoEmbassy@dfa.ie](mailto:MexicoEmbassy@dfa.ie) with the heading “Assistant Central America Policy Officer”**

No applications will be accepted after this deadline.

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

**The closing date for applications is 1<sup>st</sup> November 17.00 Mexico City time**

### **Selection Process:**

Following shortlisting of applicants, candidates may be invited to up to two interviews before a successful candidate is selected.

The position will ideally commence in mid to late November and will be for a period of 12 months.

Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Key/Essential Requirements above.

Candidates may also be asked to take part in a written exercise in Spanish or English, and/or a short presentation. Such an exercise may involve some desk research, data analysis and report writing.

Information on the post is being communicated publicly through the Embassy web and social media channels; the Embassy cannot provide responses to individual phone/e-mail queries received regarding the post/application process.

Receipt of applications will be confirmed, but only short-listed candidates will be contacted by the Embassy. The Embassy regrets that, due to the high volume of applications received, it will not be able to provide feedback to applicants not invited to interview.

**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, Mexico, is committed to a policy of Equal Opportunity**