

## **Personal Assistant to the Ambassador, Embassy of Ireland, Mexico**

The Embassy of Ireland in Mexico is holding an internal competition to appoint a Personal Assistant to the Ambassador. The Embassy of Ireland, Mexico, is one of 83 Irish diplomatic missions abroad representing Ireland. Irish diplomatic missions worldwide are responsible for a wide range of activities including encouraging trade, investment and tourism, promoting art, culture and creative industries, providing services to citizens and promoting the values and interests of Ireland and its people abroad

### **Role Profile**

The Personal Assistant to the Ambassador will be expected to undertake a range of duties to support the work of the Ambassador. Such duties may vary over time according to the exigencies of the needs of the Embassy, but will include the following:

- Management of all aspects of the Ambassador's schedule
- Act as point of contact for the Ambassador, including responding to queries, arranging meetings, making relevant bookings
- Government liaison on behalf of Ambassador
- Management of Ambassador's travel arrangements, accommodation arrangements and on-site transportation arrangements for business trips
- Ensure appropriate briefing is provided to the Ambassador for meetings and travel
- Management of the schedule for Embassy drivers
- Assist in the management of the Ambassador's residence. Point of contact for residence staff
- Event management and organisation, particularly event catering oversight and event services procurement

### **Requirements**

- Be an effective team member and willing to be flexible in contributing to Embassy key deliverables
- Be a proactive and creative self-starter with strong interpersonal skills who has the ability to learn quickly
- Able to prioritise in a fast-paced work environment, sometimes working unsupervised, delivering to deadlines and agreed targets
- Strong judgement and discretion
- Excellent interpersonal, written and oral communication skills

## **Candidate profile:**

To be eligible the following qualifications and competencies are required:

- Fluency in English and Spanish;
- Minimum of five years relevant work experience;
- The legal right to work in Mexico; All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring;
- Experience of administration and financial management;
- Effective teamwork and communication skills (including ability to manage team and mediate problems)
- Strong IT skills (Microsoft Office i.e. Excel, Word etc.)

In addition to the essential criteria above, the following criteria are desirable:

- Experience working in an International Organisation, Diplomatic Mission or other International Environment;
- Knowledge of government structures in Mexico

Further details regarding this position are available on the website <https://www.dfa.ie/irish-embassy/mexico/about-us/job-opportunities/>, by email [tuuli.kassari@dfa.ie](mailto:tuuli.kassari@dfa.ie) or by calling to the Embassy of Ireland +52 55 5520 5803.

## **How to apply:**

Applicants must submit (i) a letter of application, outlining their motivation for applying for the position and suitability for the post (ii) their current Curriculum Vitae with a list of two referees by Friday 21 December 2018.

Applications to be sent as a single PDF file by e-mail to [tuuli.kassari@dfa.ie](mailto:tuuli.kassari@dfa.ie) or to be hand delivered to the Embassy of Ireland. Envelopes should be clearly marked Application for the particular post of interest. All emails received will be acknowledged. Shortlisting of candidates is part of the recruitment process. Please note that only short listed applicants will be contacted. Interviews will be held in English.

## **Data Protection:**

All personal information received will be kept in line with current Data Protection guidelines.

**Security Clearance for Local Staff:**

Police vetting 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 is committed to a policy of Equal Opportunity.**