



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Agri-food Market Access Officer Embassy of Ireland, Mexico

The Embassy of Ireland in Mexico works to promote and protect Irish interests in Mexico and its secondary accreditations 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.

Applications are invited for a full-time Agri-food Market Access Officer position at the Embassy of Ireland, Mexico. The position will commence immediately, and will be for an initial period of 12 months.

The closing date for applications is Thursday 23 December, 17.00 Mexico City time

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 role of AMAO relates to the promotion of Irish agri-food, including supporting securing market access in Mexico and the wider Latin American Region.

The successful candidate will be a bilingual, highly motivated, enthusiastic individual with a capacity to multi-task in a busy and demanding environment. They will be able to work as part of a team and independently and have strong research and interpersonal skills. They will have an interest in matters relating to agriculture, international trade, and market access. They will work as part of a very busy and flexible Embassy team. The position will also involve undertaking occasional out of hours' attendance.

Key duties

The precise range of duties will vary according to the business needs of the Agriculture Attaché, but will include the following:

- Under the guidance of Agriculture attaché, assist with the progression of Market Access negotiations on behalf of Ireland;
- Monitoring (including media), analysing and reporting on agri-food and agriculture related developments , and reporting on them in English;

- Identifying areas of economic interest and undertaking research on topical issues and events in Mexico, our secondary accreditations and the wider Latin American Region;
- 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;
- Promotional activities relating to agri-food trade including attendance at trade fairs, market research and identifying opportunities for promotion of Irish agri-food products in market;
- Translation duties as required;
- Additional administration responsibilities and executive support, including supporting Embassy events, depending on business needs; and
- Working closely with colleagues as part of a well-integrated Embassy team.

Key/Essential requirements:

- Candidates must have a degree or postgraduate degree, preferably in a related discipline such as economics, trade, marketing or international business relations;
- At least 1 year relevant professional experience in a relevant area, with a demonstrated track record in policy research and analysis or support;
- Excellent Oral and written skills with fluency in both English and Spanish (DELE C1/C2 or equivalent). Applicants may be telephoned in advance to establish language proficiency and a short written language test will be required;
- High level of analytical skills and attention to detail;
- Demonstration of excellent interpersonal and networking skills;
- Knowledge and experience of local agri-food markets;
- Ability to build and maintain professional networks;
- Well-developed interpersonal skills;
- Understanding of market access and third country trading requirements;
- Excellent research, analysis and reporting skills, with the ability to quickly distil and synthesize complex information in writing/orally;
- 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;
- A high level of organisational and administrative skills, including proficiency in Microsoft Outlook, Word and Excel;
- Candidates must be available to travel within Mexico and to the wider Latin America region, if necessary; and
- **The successful candidate must have a legal entitlement to live and work in the Mexico prior to recruitment.**

Other desirable attributes:

- Keen interest in the agri-food sector or economics;
- Previous experience working with an Embassy, NGO, or international organisation;
- Experience of working or studying abroad;
- A flexible attitude, good judgement and the ability to work effectively as part of a team;

- The ability to work well under pressure while ensuring accuracy and attention to detail;
- A high level of discretion, commitment and reliability; and
- Familiarity with data analytics.

Terms and conditions of employment:

- The successful candidate will be hired for an initial three month probationary period, and will be based at the Embassy of Ireland, Mexico, located in Mexico City, though expected to travel as part of the role.
- The annual salary for the position is MXN \$354,693.01 paid fortnightly and including 45 days of Aguinaldo. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- The successful candidate must already have the legal right to work in Mexico.
- The successful candidate 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 Acts, 1997 and 2003, applications will be treated in strict confidence.

How to apply

Please send your completed application form before 17.00 (Mexico City Time) on 23 December to MexicoEmbassy@dfa.ie with the heading “AMAO Application”

Receipt of all applications will be acknowledged by email.

No applications will be accepted after this deadline.

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 interview may be undertaken based on the Key/Essential Requirements above.

Shortlisted candidates will be interviewed over video conference.

Candidates will also be asked to take part in a written exercise in Spanish or English, and/or a short presentation. Such an exercise would 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