



Temporary Graduate Policy Officer Permanent Representation of Ireland to the European Union, Brussels

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 Permanent Representation of Ireland to the EU is now inviting applications for the positions of Temporary Graduate Policy Officers.

Role

Successful candidates may be assigned to Temporary Graduate Policy Officer positions in the following areas: (i) the Brexit Unit, (ii) the Press and Information Unit, (iii) the Enterprise, Trade and Employment Section and (iv) the Development Section. Vacancies may also arise in other sections of the Permanent Representation as business needs necessitate.

- (i) **The Brexit Unit** is a small team with responsibility for monitoring developments related to the UK's departure from the EU, representing Irish positions through the relevant Council structures, through direct engagement with the European Commission, as well as with EU member states and others on the ground in Brussels.

The role will be to support the work of the Brexit Unit. Responsibilities will include, but are not limited to: assisting with the management and preparation of meetings, including the preparation of briefing material; attending and reporting from meetings and events; liaising with attachés at the Permanent Representation and other Government officials; and carrying out policy research and analysis as required.

- (ii) **The Press and Information Unit** is responsible for the Permanent Representation's outreach and engagement with Brussels-based media, the handling of media and press queries, and supporting the visits of the Taoiseach and Government Ministers to Brussels for EU meetings.

The role will be to support the work of the Press Officer. Responsibilities will include, but are not limited to: preparing the daily press summary; monitoring EU news; using creativity and imagination in maintaining social media channels and the website of the Permanent Representation; assisting with the management and preparation of events, meetings and

Ministerial visits to Brussels; liaising with attachés at the Permanent Representation and other Government officials.

- (iii) **The Enterprise, Trade and Employment Section** has responsibility for EU policy and regulatory issues within the remit of the Department of Enterprise, Trade and Employment, some of which include matters relating to EU single market, industry, trade, investment, digital, chemicals, consumers, space, employment, competition and state aid.

The role will be to support the team with responsibilities including, but not limited to, report writing; researching specific policy issues; planning and preparing for meetings and events; liaising and coordinating.

- (iv) **The Development Section** is responsible for the Permanent Representation's outreach and engagement relating to the EU external development support for partner countries globally, via the various EU structures and mechanisms for development cooperation such as the Neighbourhood, Development and International Cooperation Instrument (NDICI). The role will be to support the work of Ireland's representative to the Working Party on Development Cooperation (CODEV), the African, Caribbean and Pacific (ACP) Working Party, and the governance framework being established for NDICI.

Responsibilities will include, but are not limited to, preparation for, participation in and reporting of relevant meetings; the monitoring of processes; engagement with stakeholders (internally and externally); research and analysis; and liaison with relevant EU institutions.

Essential Requirements candidates must be able to demonstrate:

Applicants **must** have a third level qualification or qualifications, at least to second-class honours standard in a primary degree, and should be able to demonstrate:

- An ability to work well in a team and under pressure
- Excellent verbal and written communication skills
- Strong analytical capacity
- A high degree of commitment and flexibility, and an ability to adapt to a range of challenges
- Administrative, planning and organisational skills
- A strong interest in and knowledge of EU affairs, procedures and institutions
- A strong interest in and knowledge of Irish public affairs
- Previous work experience
- IT skills, including proficiency in Microsoft Word and Outlook
- Fluency in English both written and verbal
- Applicants must have an unrestricted legal right to reside and work in Belgium

Please note that applications will not be considered from candidates who have undertaken a previous internship of more than six months in the Department of Foreign Affairs, or in an Irish diplomatic mission abroad.

Desirable

- Further language skills (especially in Irish and French) are desirable.

Terms and conditions of employment:

- Gross Monthly Salary: €3,371.68 p/m. Salaries are paid to a bank account, therefore, the successful candidate must have a bank account
- Location: Permanent Representation of Ireland to the EU, Brussels
- Hours of work: Monday to Friday, 09.15 – 17.45. However, a considerable degree of flexibility will be required
- The contract will be of 11 months duration and subject to the relevant provisions of Belgian tax and labour law
- There is no entitlement to civil service status

How to apply

The Job Description and Application Form for this position are available on our website:

<https://www.dfa.ie/prep/brussels/vacancies/>

Completed application forms should be sent via e-mail only to EUJobsBrussels@dfa.ie with the subject line “Temporary Graduate Policy Officer”.

Applications must be received before **17:30 (Brussels) on Friday, 5 May 2023.**

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

Selection Process:

A shortlist of candidates will be called for interview based on the information supplied in their applications. A second interview may be included in the recruitment process. On the basis of competitive interview, a short panel of candidates will be established from which positions will be filled.

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.

Employment with the Permanent Representation will not exempt successful candidates of any fiscal responsibilities to the Belgian government.

Please note that canvassing will disqualify applicants.

The Permanent Representation of Ireland to the European Union is committed to a policy of Equal Opportunity.