



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Policy Research and Administrative Officer
Permanent Representation of Ireland to the OECD and UNESCO,
Paris

The Permanent Representation of Ireland to the OECD and UNESCO, Paris represents Ireland's interests at the OECD and UNESCO. We serve the Irish people, promote their values and advance their prosperity and, provide the Government of Ireland with analysis, capabilities and influence. Our organisational values are: Diversity; Integrity; Leadership; Service; and Excellence.

Applications are invited for a permanent, full-time Policy Research and Administrative Officer working to senior diplomatic and administrative staff (*contrat à durée indéterminée - CDI*), with an initial assignment as the UNESCO policy officer based at the Permanent Representation of Ireland to the OECD and UNESCO, Paris.

Main duties and responsibilities:

Under the direction of the Permanent Representative (PR) and the Deputy Permanent Representative (DPR), as appropriate:

- To attend and report on events and meetings at UNESCO as required;
- To support the PR and the DPR in representing Ireland, its values and its interests at UNESCO;
- To liaise with other Member States at UNESCO as appropriate;
- To liaise with and report as appropriate to Government Departments in Ireland, particularly the Department of Foreign Affairs, the Department of Education and the Department of Culture, Arts, Gaeltacht, Sport and Media about relevant issues arising at UNESCO;
- To manage any promotional events undertaken by the Permanent Representation in relation to UNESCO;
- To assist in the organization of promotional events in the OECD;
- To assist generally in logistical and administrative matters in Ireland's Permanent Representation to the OECD and UNESCO;
- Other related duties and assisting in other aspects of the Permanent Representation's work, as required.

Qualifications/experience/competencies required:

A: Essential

- Candidates must have a first or second class honours undergraduate degree or degree equivalent, preferably in a related discipline;
- Excellent spoken and written English (C1 minimum) and French (B2 minimum). Shortlisted candidates will be tested;
- A good knowledge and understanding of multilateral co-operation, particularly of UN bodies, especially UNESCO;

- A strong ability to synthesise complex information into clear, concise and accurate reporting, without errors of syntax or grammar, and to effectively manage and absorb information from a wide range of sources;
- Excellent interpersonal skills, initiative and good judgement;
- A good knowledge of Ireland, including its history, culture, politics and foreign policy.
- Good administrative, organisational and computer skills.
- An ability to meet deadlines, manage time, prioritise tasks, attend to detail and work well under pressure;
- A determination to contribute to a positive working environment based on dignity, diversity, inclusion and respect;
- Flexibility and capability to work well both independently and as a member of a team;
- The successful candidate must have the right to live and work in France. A French social security number is required.

B: Desirable

- Work experience of at least 12 months' cumulative duration in a relevant field
- Experience working in an international office environment.

Salary:

The basic gross salary will be € 2,598.63 per month. The statutory probation period will apply.

How to apply:

Please apply in English by sending a CV with an accompanying cover letter and at least two work referees by **close of business** on 15 October 2021. Your cover letter should describe your suitability for the role and should not exceed 1 page.

Applications should be sent by **email** only to [administrationparis\[at\]dfa\[dot\]ie](mailto:administrationparis[at]dfa[dot]ie) with the subject line "**Policy Research and Administrative Officer PERM REP**".

Candidates will be shortlisted for interview (video conference) and language testing. Please note that only shortlisted candidates will be contacted.

Any attempt, direct or indirect, by or on behalf of a candidate to influence the selection process will automatically disqualify the candidate.

The Permanent Representation reserves the right to re-advertise or extend the call for

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 Essential Requirements above.

Equal Opportunity: Reasonable accommodation request

The Permanent Representation is committed to a policy of equal opportunity for people with disabilities. If you require a reasonable accommodation in order to participate in this selection process please email [administration\[at\]dfa\[dot\]ie](mailto:administration[at]dfa[dot]ie) when you are submitting your application stating the accommodation(s) required.

Data Protection Acts/GDPR:

All personal information received will be kept in line with GDPR guidelines. Further information is available in the linked [Data Privacy Notice](#).

Security Clearance:

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 Permanent Representation of Ireland, Paris, is committed to a policy of Equal Opportunity