



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

Consular Officer Embassy of Ireland, Madrid

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.

Consular Officers at Embassy Madrid, with the guidance and oversight of a supervisor from among the full-time diplomatic staff, are tasked with supporting the consular team of the Embassy, Ireland's busiest consular mission overseas. This includes, but is not limited to, leading on consular cases, including deaths, arrests, hospitalisations, and general difficulties encountered by Irish citizens in Spain, Andorra and Tunisia.

The Embassy of Ireland Madrid is currently recruiting for the full-time post of **Consular Officer**, commencing in April 2019. This post carries no entitlement to civil servant status.

Role

- Provide consular assistance and support to Irish citizens across Spain, Andorra and Tunisia
- Provide support to the passport and visa sections to ensure the smooth running of the Embassy
- Perform general administrative tasks
- Participation in the Embassy's duty rota for the provision of emergency consular assistance outside of office hours
- Other duties as may be required

Essential requirements candidates must be able to demonstrate:

- Candidates **must** be bilingual in English and Spanish (excellent written and oral communication skills in both languages a necessity)
- Experience of involvement in a customer-service oriented team
- Willingness to take direction and advice and act accordingly
- Attention to detail and an ability to juggle various tasks under pressure, including an ability to work independently to prioritise urgent tasks
- Ability to show compassion and understanding even in stressful situations and when dealing with Irish citizens in distress

- Familiarity with Spanish and Irish culture and administration, including legal and healthcare systems
- A good understanding of the important role of consular services
- Good judgement in delicate and complex situations
- Computer literacy and information management skills
- **The successful candidate must have a legal entitlement to live and work in Spain prior to recruitment**

Desirable requirements:

- A working level of French will be considered a distinct advantage, as will proficiency in other UN languages

Terms and conditions of employment:

- The starting annual salary for the position is €26,028 (gross)
- The position will have an annual leave allowance of 25 days per annum, exclusive of public holidays

How to apply:

The Application Form for this position is available on our website <https://www.dfa.ie/irish-embassy/spain/about-us/job-opportunities/>

Applications should consist of a **cover letter** (maximum 2 pages) outlining your suitability for the role and the completed **application form**. Both must be completed **in English** and submitted by email to: madridembassy@dfa.ie with the subject line **Consular Officer Application**.

Applications must be received before 17:00 hrs on 2nd of March 2020

Failure to follow these instructions will render the application ineligible. Please note that only short-listed applicants will be contacted.

Selection process:

- Candidates will be short-listed for interview on the basis of information supplied in their application. Interviews will be held at the Embassy of Ireland in Madrid in the days following the application deadline.

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.

The Embassy of Ireland is committed to a policy of Equal Opportunity.

Please note that canvassing will disqualify applicants automatically.