



## Recruitment Notice – Embassy of Ireland, Rabat

### Accounts and Administration Officer

#### ***Mission Statement***

*The new Embassy of Ireland in Rabat, Morocco opened in October 2021 to promote and protect the values, interests and economic well-being of Ireland and its people in Morocco. We do this through promoting Ireland's political and economic interests, fostering the political relationship between Ireland and Morocco, working with the local Irish community and promoting Irish culture.*

The role of Accounts and Administration Officer is to provide accurate and timely processing of accounting processes. This role involves a wide variety of tasks as detailed below, including supporting the wider work of the Embassy in line with the Embassy's Business Plan and more broadly with Ireland's Department of Foreign Affairs' high-level goals and objectives.

#### **Likely Role and Responsibilities:**

The precise range of duties will vary over time according to the requirements of the Embassy. Some out-of-hours work will be expected. This role will include, but may not be limited to the following activities:

- Preparation of monthly Embassy accounts and budget;
- Accounts system administration in consultation with diplomatic staff;
- Payment of Embassy invoices and liaison with service providers;
- Review and report on operational budgets and expenditure, ensuring value for money and compliance with appropriate procedures and regulations. Take responsibility for procurement matters, including tendering and reviewing contracts where appropriate;
- Assistance with general administration;
- Attendance at various cultural events connected with Ireland, upon request;
- Carry out research and any other tasks as requested by the Ambassador and Deputy Head of Mission;
- Provide translation and interpretation services, as necessary, from Arabic and French to English;
- Event management, as required;
- Support in provision of consular assistance to Irish citizens and their families;
- Updating of the consular assistance database, in consultation with diplomatic staff;
- Processing of passport and visa applications;
- Responding to consular enquiries (by phone / email) and consultation by appointment;
- Provide cover for annual leave.

#### **Essential requirements:**

- Candidates must have a degree, preferably in disciplines such as:
  - Finance
  - Economics
  - Business Administration
  - Accounting



**An Roinn Gnóthaí Eachtracha**  
Department of Foreign Affairs

- Candidates must have previous professional experience of book-keeping and accounts;
- Candidates must be fluent in Arabic, French and English; (language test may be included as part of the shortlisting process);
- The candidate must be able to demonstrate strong numerical, administrative and organisational skills;
- The candidate must demonstrate using work based examples of providing excellent **interpersonal skills**, being persuasive, **working in a team** but also dealing effectively with people in external organisations;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong **organizational skills**, attention to detail, able to work under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- The candidate must demonstrate using examples, their working knowledge of Microsoft Office suite (Outlook, Word, Excel);
- **All applicants must have a permanent legal right to reside and work in Morocco.**

**Desirable requirements**

- Experience with the SUN accounts management system would be an advantage;
- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission. Previous experience in a diplomatic mission is desirable particularly with accounts background.

**Terms and Conditions**

Start date:	As soon as possible
Location:	Embassy of Ireland, Rabat
Contract duration:	1 year with one month probationary period, with option to renew for one year.
Working hours:	44 hours per week with some occasional hours including some evening and weekend work.  Individuals unable to occasionally work out-of-hours should not apply for this post.
Annual Leave	18 days per annum and a mixture of Irish and Moroccan public holidays.
Eligibility:	Candidates must have a permanent, legal right to reside and work in Morocco and will be subject to employment and taxation law.



**An Roinn Gnóthaí Eachtracha**  
Department of Foreign Affairs

Closing date:	8 December 2021
Selection process:	<p>Please send a completed application form to <a href="mailto:RabatEmbassyExternalMail@dfa.ie">RabatEmbassyExternalMail@dfa.ie</a> before 17:00 on 9 December 2021, with 'Accounts and Administration Officer application' in the subject line.</p> <p>Depending on response rates, the deadline may be extended. Please note that only short listed applicants will be contacted. No CVs or cover letters will be accepted.</p>

**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 in Rabat is committed to a policy of Equal Opportunity.***