



**Recruitment Notice – Embassy of Ireland, Rabat**

**Personal Assistant 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 Personal Assistant and Administration Officer is responsible for providing high-quality administrative support to the Ambassador and the Embassy. 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**

- Manage travel, diary, and appointments for the Ambassador;
- Administer events from organisation and planning to execution, including high-level visits and other related protocol activities;
- Administer office activities, such as answering telephone, filing and other knowledge management systems, scanning/copying, and post;
- Manage the generic email inbox (incl. replying to invitations, drafting replies to queries relating to travelling to Ireland, trade, media, cultural events, etc.);
- Coordinate full service provision to Embassy, liaising between local Moroccan suppliers (ICT, security, accounts, stationery, utilities) and Irish headquarters as needed;
- Maintain updated contact databases for the Embassy;
- Monitor daily coverage of news, press releases both online as well as hardcopy; preparing written translations of news articles and/or statements (if requested);
- Provide translation and interpretation services, as necessary, from Arabic and French to English;
- Draft official communications; including messages from the Ambassador to the local Irish community and other mission contacts; official messages to the Moroccan government Ministries;
- Deal with requests for mission support relating to cultural, sports, educational events;
- Design/order business cards, (e-)invitation cards; completing applications etc.;
- Attend meetings and events, to include minute-taking and/or representation;
- Support the Embassy in accounts administration, including recording of invoices and expenses to help maintain accurate account records;
- Support the Embassy in the provision of consular assistance to Irish citizens and their families, as required;
- Provide cover for annual leave; and
- Carry out research and any other tasks as directed by the Ambassador or Deputy Head of Mission;



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**Essential requirements:**

- Candidates must have a degree in a relevant discipline;
- Candidates must have a minimum of two years' experience as a secretary; this experience can be from both public and/or private sector, but will ideally be in the diplomatic field;
- The candidate must demonstrate using work based examples of providing excellent interpersonal skills, being persuasive, working in a team delivering projects 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 knowledge of Microsoft Office Suite, including Word, Excel, Outlook;
- Demonstrate examples of experience using a high level of discretion, commitment and reliability;
- Candidates should be fluent in Arabic, French and English; (language test may be included as part of the shortlisting process);
- Good numerical, administrative and organisational skills; and
- **All applicants must have a permanent legal right to reside and work in Morocco.**

**Desirable Skills and Experience:**

- 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, but not essential.

Start date:	As soon as possible
Location:	Embassy of Ireland, Rabat
Contract duration:	One year, 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.



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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 'Personal Assistant 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.***