



**POSITION: Personal Assistant and Administration  
Officer**

**Embassy of Ireland, Rabat**

**EMPLOYMENT APPLICATION FORM**

**INSTRUCTIONS:**

1. Please read the job description carefully to ensure you meet the criteria required
2. Please provide only the information most relevant to the role; skills; and experience listed in the job description/job advertisement
3. Applications which do not meet the minimum requirements cannot be considered
4. Applicants may add additional rows or text
5. Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.

**Personal & Contact Information**

Name (First name; SURNAME:	Address:
Email:	
Phone:	
Nationality:	
Are you currently eligible to work in Morocco?	

### Academic Qualifications and Relevant Training

Year of Award	Name of Professional Awarding Body University / College	Main Subject Areas or specialisation	Qualification awarded (including level of qualification)
Please provide details of other relevant training?			

### Skills: Language

Please insert yes or tick the most relevant box for each language as appropriate

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Arabic				
French				
Other, please specify:				

**Skills: IT**

Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i>			
MS Word		Manipulating large data sets	
MS Excel		Other – please include below:	
MS PowerPoint			
MS Outlook			
Financial management systems (Other relevant, please specify)			

**Skills: Relevant Experience:**

Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i>			
Customer Service		Political & Economic Reports	
Public Communications		Secretarial Support	
Cultural Promotion		Other – please include below:	
Consular/Visa service delivery			
Events Management			

## Career History

Starting with your current details, please provide **brief** particulars of **relevant employment or experience**, **referencing the key responsibilities as detailed in the job description/advertisement**. Please indicate the level to which you reported and the number of staff you were responsible for.

<b>Employer Name &amp; Address / Project</b>		
<b>Date</b>	From	To
<b>Position Held / Title</b>		
<b>Reporting line (who you reported to)</b>		
<b>Reason for leaving this position</b>		
<b>Nature of your work / Description of main responsibilities</b>		

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**Competencies & Major Achievements to date and suitability for the role**

**Competencies and suitability for the role**

Please briefly highlight specific achievements, contributions or expertise you have developed from your career to date that clearly demonstrate your suitability to meet the challenges of this role under these competency headings:

<b>1. Information management / processing [Maximum of 250 words]</b>

<b>2. Delivery of Results [Maximum of 250 words]</b>



**3. Interpersonal and Communications Skills [Maximum of 250 words]**

**4. Analysis and Decision Making [Maximum of 250 words]**

**5. Drive and Commitment [Maximum of 250 words]**

**Major Achievements to date and suitability for the role**

Please outline your major achievements in your career to date and why you believe you have the necessary qualifications skills, and experience for this position [Maximum of 300 words]

**Statement of Motivation**

Please outline your motivation for applying for this position? [Maximum of 250 words]

**References**

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers. (Note: your current employer will not be contacted without first confirming with you that it is in order to do so)

Name and position	Relationship	Email address	Contact Number

### **Any Other Relevant Information or Comments**

Please provide any **additional** information which you feel may be **relevant** to your application [Maximum 250 words]

### **Confirmation**

**I confirm that my application form is true and complete to the best of my knowledge without any material omissions.**

  

**Name:**

  
  

**Date:**

### **Instructions to submit your application**

1. Send the completed application form by e-mail only to [rabatembassyexternalmail@dfa.ie](mailto:rabatembassyexternalmail@dfa.ie), with 'Personal Assistant and Officer Administrator' in the subject line by 17:00 on 17th December 2021.
2. Further information on the post is available on the Embassy's website- <https://www.dfa.ie/irish-embassy/morocco/>

***All personal information received will be kept in line with GDPR guidelines.***