



**Recruitment Notice – Consular and Visa Officer
Embassy of Ireland, Rabat**

The 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 and Tunisia. The Embassy does 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.

An opportunity is available to work at the Embassy of Ireland, for a Consular and Visa Officer. This is a key role overseeing an intensive Visa and Consular portfolio as well as assisting in the public outreach for the Embassy. We are seeking to recruit a resourceful and flexible colleague with previous experience in a similar environment to join a team of diplomatic and locally recruited staff at a busy diplomatic mission.

Consular and Visa Officer - Roles and Responsibilities:

The precise range of duties will vary over time according to the exigencies of the needs of the Embassy, but will include the following:

Consular & Visa Officer - Role and Responsibilities

- Relevant processing of passport and visa applications;
- Provision of consular assistance to Irish citizens and their families in emergency cases;
- Processing emergency travel documents as required;
- Building relationships with key contacts for verification of documents in Rabat and across Morocco and Tunisia;
- Updating of the consular assistance database, in consultation with diplomatic staff;
- Planning and assisting in the wider responsibilities of the Embassy;
- Attendance at consular and visa meetings as required;
- Responding to consular enquiries (by phone / email) and consultation by appointment;
- Building relationships with political, business and cultural institutions in Rabat and across Morocco and Tunisia;
- Advice / Support to diplomatic staff on Embassy social media activity;
- Updating Embassy website / social media accounts;
- Updating the Department’s travel advice for Morocco and Tunisia;
- Daily monitoring of local and regional media and contact-building with journalists;
- Drafting official communications;
- Other duties as required from time to time and directed by Head of Mission, Deputy Head of Mission.

Required skills and qualifications:

- Ideally, previous relevant experience in a visa and consular role;
- Excellent administrative and organisational skills;
- Excellent interpersonal skills and the ability to work well in a team;
- Languages: French, Arabic and English languages, candidates should be fluent in all three;



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- The ability to work well under pressure;
- Great attention to detail and the ability to multitask and work reliably to deadlines;
- Good working knowledge of Microsoft Office suite (Outlook, Word, Excel) and social media platforms including Facebook, Twitter and Instagram ;
- The ability to work on own initiative and be flexible taking on new work areas;

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 including evening and week-end work. Additional payment or time off in lieu for hours in excess of 44 hours per week. Individuals unavailable to work out-of-hours should not apply for this post.
Salary:	Entry point of scale. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.
Annual leave:	20 days per annum and a mixture of Moroccan and Irish 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.
Closing date:	9 th December 2022
Selection process:	Please send a completed cover letter and resume to <u>RabatEmbassyExternalMail@dfa.ie</u> , with 'Consular Officer Application' in the subject line. Depending on response rates, the deadline may be extended. Please note that only short listed applicants will be contacted.

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.