



## Recruitment Notice – Embassy of Ireland, Rabat

### Consular and Visa Officer

#### *Mission Statement*

*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. We do this through promoting Ireland's political, economic and other interests, fostering the political relationship between Ireland, Morocco, and Tunisia, working with the local Irish community and promoting Irish culture.*

The role of Consular and Visa Officer is to oversee an intensive visa and consular portfolio as well as assisting in administrative and other responsibilities for 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 Roles and Responsibilities:**

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

- 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 carrying out full range of responsibilities 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;
- 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;
- Drafting official communications;
- Other duties as required from time to time and directed by Head of Mission, Deputy Head of Mission;

#### **Required skills, qualifications and experience:**

- Candidates must have a University degree
- 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;



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- 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;
- Languages: French, Arabic and English languages, candidates should be fluent in all three (language test may be included as part of the shortlisting process);
- 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;

***All applicants must have a legal right to reside and work full-time in Morocco.***

**Desirable skills and experience:**

- Previous relevant experience in a visa and consular or similar role.

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:	Up to 44 hours per week including the possibility of evening and weekend work.  Individuals unavailable to work out-of-hours on occasions 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 observed.
Eligibility:	Candidates must have a legal right to reside and work full-time in Morocco and will be subject to local employment and taxation law.
Closing date:	6 January 2023
Selection process:	Please send a completed cover letter and resume to <b><u>RabatEmbassyExternalMail@dfa.ie</u></b> , with 'Consular Officer Application in the subject line.



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	Depending on response rates, the deadline may be extended. Please note that only short listed applicants will be contacted.
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**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.***