



**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 will not be considered
4. Refer to the job advertisement for the role and responsibilities to ensure you meet the requirements for the position
5. Submit your application online before 17:00 on Friday, 20 September 2024.

**Personal & Contact Information:**

|  |          |
|--|----------|
| Name:  | Address: |
| Email:                                       |          |
| Phone:                                       |          |
| Nationality:                                 |          |
| Are you legally entitled to work in Morocco? |          |
| Attach Passport Sized Photo                  |          |

**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 or academic training, if you feel relevant: |   |                                      |  |

**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: Relevant Experience:**

| <b>Please indicate your level of expertise based on the following levels:<br/>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</b> |  |
|--|--|
| Writing Skills   |  |
| Providing high quality translations into Arabic, French and English  |  |
| IT Skills:   |  |
| MS Word  |  |
| MS Excel   |  |
| MS Outlook   |  |
| MS PowerPoint  |  |
| Any other IT skills  |  |
|  |  |
|  |  |
|  |  |
| Events Management  |  |
| Administrative support   |  |

**Career History:**

Starting with your current employment, please provide brief details of relevant employment and/or experience, referencing the key role and 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) and number of direct reports</b> |      |    |
| <b>Reason for leaving this position</b>                                  |      |    |
| <b>Nature of your work / Description of main responsibilities</b>        |      |    |

**Career History:**

Other relevant position you have held, please provide brief details of employment and/or experience, referencing the key role and 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) and number of direct reports</b> |      |    |
| <b>Reason for leaving this position</b>                                  |      |    |
| <b>Nature of your work / Description of main responsibilities</b>        |      |    |

Details of any other relevant position held can be included under Any Other Relevant Information or Comments (Page 9 of this document)

**Major Achievements suitability for the role:**

Please outline your personal attributes, and major achievements in your career to date and why you believe you have the necessary qualifications skills, and experience for this position.

|   |
|---|
| <b>1. Communication Skills [Maximum of 250 words]</b> |
|   |

|  |
|--|
| <b>2. Writing and Information Management and Processing [Maximum of 250 words]</b> |
|  |

**3. Specialist Knowledge & Expertise: [Maximum of 250 words]**

**4. Team work and interpersonal relations [Maximum of 250 words]**

**Statement of Motivation:**

Please outline your motivation for applying for this position? **[Maximum of 300 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 have read the terms and conditions and I satisfy all the requirements as set out in this advertisement, I am eligible to apply. 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. Save your completed form as: **FAMILYNAME\_FIRSTNAME\_POSITION NAME**
2. Send the completed application form by e-mail only to RabatEmbassyExternalMail@dfa.ie with the heading **“Personal Assistant and Administration Officer”**
3. Further information on the Embassy is available on the Embassy’s website: [Embassy Of Ireland, Morocco | Ireland.ie | Ireland - this is Ireland](#)

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