



**An Roinn Gnóthaí Eachtracha**  
Department of Foreign Affairs

## **Recruitment Notice**

### **Policy/Research and Administration Officer, Embassy of Ireland, Rabat**

*The Embassy of Ireland in Rabat, Morocco promotes and protects the values, interests and economic well-being of Ireland and its people in Morocco, Tunisia and Mauritania. We do this through: fostering bilateral relationships; promoting Ireland's political and economic interests; working with the Irish community; and promoting Irish culture and exchange.*

The Embassy is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Policy/Research and Administration Officer position.

The Policy/Research and Administration Officer supports the Ambassador and Deputy Head of Mission to: understand developments in the political, economic, trade, development and policy context in Morocco, Tunisia and Mauritania; deepen Ireland's political, economic and trade engagement; and promote Ireland's interests and values, including through the European Union.

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 Ireland's Department of Foreign Affairs' high-level goals and objectives. The successful applicant will work alongside other local employees of the Embassy, and report directly to diplomatic staff.

#### **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:

- Political, economic, trade, development, policy and other research, analysis and reporting on Morocco and other countries of accreditation;
- Media monitoring and preparation of press summaries and reports;
- Compiling trade figures, and drafting regular economic and trade reports;
- Supporting the development and launch of an Irish Business Network and of enhanced links between business in Ireland and Morocco.
- Maintaining a good understanding of Ireland's policy positions, including in EU context;
- Attending and reporting on relevant briefings, meetings, conferences and events;

- Contributing to the organisation of, and preparation of briefing for, meetings, events and official visits;
- Public diplomacy, including supporting Embassy digital communications and social media outreach;
- Providing administrative support as required as part of the wider Embassy team, including updating calendars and contacts, keeping records, processing requests, responding to queries and maintaining information flows;
- Providing high quality translations in Arabic, French and English;
- Drafting official communications;
- Supporting the development and maintenance of a network of contacts with key partners;
- Other duties as required from time to time, as directed by Head of Mission and other diplomatic staff.

**Required skills, qualifications and experience:**

- Candidates possess a University degree in relevant field;
- The Candidate demonstrate capacity to monitor and research political, economic and policy developments; generate insightful analysis; and communicate findings accurately and effectively, through clear reporting and presentations;
- The Candidate must provide examples of being solutions-oriented, and committed to delivering results, including by adapting approach if necessary;
- The Candidate must demonstrate, using work based examples, excellent interpersonal skills, working in a team but also dealing effectively with people in external organisations;
- The Candidate must provide evidence of flexibility, efficiency and effectiveness showing strong organisational skills, attention to detail, ability to work under pressure, deliver on deadlines, and manage multiple tasks;
- Candidates must be fluent in French, Arabic and English (a language test may be included as part of the shortlisting process);
- Candidates should possess a good working knowledge of Microsoft Office suite (Outlook, Word, Excel), as well as use of social media platforms including Facebook, Twitter and Instagram.

***All applicants must have a legal right to reside permanently and work in Morocco.***

**Desirable skills and experience:**

- Skills in textual and visual data presentation;
- Experience of working in a diplomatic mission, international organisation, public sector organisation or similar;
- A good understanding of the role of the Embassy of Ireland, and the Department of Foreign Affairs;
- Understanding of the multilateral system, including the role of the European Union, the African Union, and the United Nations.

**Terms and conditions of employment:**

Start date:		As soon as possible
Location:		Embassy of Ireland, Rabat
Contract duration:		1 year fixed, with one-month probationary period.

Working hours:		Up to 44 hours per week including the possibility of some evening and weekend work.  Individuals unavailable to work out-of-hours on occasions should not apply for this post.
Salary:		Salaries are paid monthly direct to a bank account, therefore the successful candidate must have a bank account.
Annual leave:		20 days per annum. A mixture of Moroccan and Irish public holidays are also observed.
Eligibility:		Candidates must have a legal right to reside and work permanently in Morocco and will be subject to local employment and taxation law.
Closing date:		19 March 2025
Selection process:		Please send a completed application form to <a href="mailto:RecruitmentEmbassyRabat@dfa.ie">RecruitmentEmbassyRabat@dfa.ie</a> , with Policy/ Research and Administration Officer Application in the subject line. Depending on the number of applications, a short-listing of candidates to be called for a <b>competency-based</b> interview may be undertaken based on the skills, qualifications and experience requirements above.  A skills test may be included in the recruitment process.  A second interview may be included in the recruitment process.  A panel may be set up depending on the calibre of candidates.

**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.*