



## Recruitment Notice –

### Executive Assistant and Events Lead

***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 also in Tunisia and Mauritania. We do this through promoting Ireland's political and economic interests, fostering the political relationship between Ireland and Morocco, Tunisia, and Mauritania, working with our local Irish community and public diplomacy, including promoting Irish culture.***

The Embassy of Ireland, Rabat is seeking a highly motivated, enthusiastic and hardworking person with excellent communication, organisational, interpersonal and problem-solving skills to join our team and fill a full-time Executive Assistant and Events Lead position.

The role of Executive Assistant is to provide high-quality executive administrative support and coordination to the Ambassador and the Embassy, as well as being the Team Lead for events hosted at the embassy and at the residence. 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 and Trade high-level goals and objectives.

#### Likely Role and Responsibilities

The precise range of duties will vary over time, according to the requirements of the Embassy. Some out-of-hours work will be expected.

This role will include, but may not be limited to the following activities:

- Plan and manage travel, logistics, diary, and appointments for the Ambassador and maintain a rolling record of invitations to and events attended by the Ambassador and embassy team;
- Ensure appropriate scheduling and reception of visitors to the Embassy and Residence, and guests of the Ambassador, including the provision of hospitality;
- Liaise, document, and build, strong working relationships, with administrative and protocol personnel in local and national government entities and other diplomatic missions;
- Manage the organisation of internal team meetings, including agenda setting and reporting;
- Coordinate management of logistics for Embassy and Residence events and hospitality from conception to execution, including high-level visits and embassy events outside of Rabat;
- Liaise with and support the management of the Embassy driver, the Residence Housekeeper and the Embassy cleaning company;
- Fulfil general day to day executive office duties, such as answering telephones, filing and other knowledge management activities, scanning/copying, post and Diplomatic Bag;
- Manage correspondence and generic email inboxes (incl. replying to invitations, drafting responses to queries regarding travelling to Ireland, trade, media, cultural events, etc.);
- Support the Finance and Administration Officer in coordinating procurement and service provision to Embassy, liaising between local Moroccan suppliers (ICT, security, accounts, stationery, utilities) and Irish headquarters as needed;
- Oversee and maintain Embassy records and information systems, including updated contacts management and invitation databases for the Embassy, driving the development of the Embassy network;



- Provide translation and interpretation services, as necessary, from Arabic and French to English;
- Draft official communications and work with the Public Diplomacy Officer on Communications as needed;
- Design/order business cards, (e-)invitation cards; liaising with printers and suppliers in a timely manner;
- Support the Embassy in accounts administration, including recording of invoices and expenses to help maintain accurate account records;
- Support the Embassy in the provision of consular assistance to Irish citizens and their families, and with emergency and crisis planning and service delivery, as required;
- Contribute to Embassy business and strategic planning;
- Play a proactive role in the team and provide cover for annual leave for other members of the embassy team;
- Carry out research and any other tasks as directed by the Ambassador and other Diplomatic staff; and
- Other duties as required from time to time and directed by the Ambassador and other members of Diplomatic staff

**Essential requirements:**

- Candidates must have a degree in a relevant discipline;
- Candidates must have experience (ideally a minimum of two years) in an executive assistant, event coordination/hospitality, or equivalent role, in the diplomatic field, or the public or private sector;
- The candidate must demonstrate, using work-based examples, excellent interpersonal skills, being persuasive, working well in a team, delivering projects, including event coordination and management, and also dealing effectively with people in external and international organisations;
- The candidate must provide evidence of adaptability, flexibility, efficiency and effectiveness showing strong writing and organisational skills, attention to detail, the ability to work under pressure and to manage multiple tasks and working to deadlines;
- The candidate should provide examples of being solution-oriented, flexible and committed to delivering results in a fast-paced environment;
- The candidate must demonstrate a good working knowledge of Microsoft Office Suite, including Word, Excel, Outlook, as well as information, contact and network management applications;
- The candidate must demonstrate a high level of discretion, commitment, honesty and reliability;
- Candidates should be fluent in French, Arabic and English (language test may be included as part of the shortlisting process);
- Good numerical, administrative and organisational skills;
- ***All applicants must have a legal right to reside and work in Morocco.***

**Desirable Skills and Experience:**

- A good understanding of the role of the Department of Foreign Affairs and Trade of Ireland and the Embassy as well as Moroccan government administration and protocol;



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- The successful applicant will work alongside other employees of the Embassy, and will report directly to the diplomatic staff in the Mission: previous experience in a diplomatic mission is desirable, but not essential;
- Some knowledge of Ireland and/or an interest in Irish culture is also desirable.

Start date:	As soon as possible
Location:	Embassy of Ireland, Rabat
Contract duration:	Contract with probationary period.
Working hours:	Up to 44 hours per week with some occasional additional hours including some occasional evening and weekend work (for Time in Lieu).  <b>Individuals unable to occasionally work out-of-hours should not apply for this post.</b>
Salary:	Entry point of scale, 246,796 MAD. Salaries are paid directly to a bank account.
Annual Leave	20 days per annum and a mixture of Irish and Moroccan public holidays.
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:	09 February 2026
Selection process:	Please send a completed application form to <a href="mailto:RecruitmentEmbassyRabat@dfa.ie">RecruitmentEmbassyRabat@dfa.ie</a> before 17.00 on 09 February 2026, with ' <b>Executive Assistant Application</b> ' in the subject line. Depending on the number of applications received, a short-listing of candidates to be called for a <b>competency-based</b> interview may be undertaken based on the Essential/Key Requirements above. 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 Irish 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.***