

## **Commercial Attaché, Embassy of Mexico**

The Embassy of Ireland in Mexico is recruiting a Commercial Attaché who will report to the Deputy Head of Mission responsible for trade and economic promotion.

This is a new role and the successful candidate will be offered a one year contract, renewable for a maximum of two additional years.

The key objective for the role of the Commercial attaché will be to promote Ireland's economic interests in Mexico and to facilitate and support Irish companies wishing to enter or expand in the Mexican market, principally in the areas of agribusiness (particularly dairy), ICT (particularly software services for the telecoms industry and digital media), financial services and education.

### **Role Profile**

Specifically, the new Commercial Attaché will:

- Cooperate with strategic partners in Mexico to identify and capture economic opportunities for Irish companies, including drafting market opportunity assessments;
- Expand the Embassy contact network in the agribusiness, ICT, financial services and education sectors and in other sectors as identified by the Embassy as priorities;
- Consolidate and expand the embassy's information on Irish companies operating in the Mexican market or seeking to enter the market, as well as maintaining a comprehensive contacts database and networking with key Irish business people;
- Liaise with and support the development of the recently established Irish-Mexican Chamber of Commerce and work with the Chamber, ProMéxico, COMCE and other Mexican business organisations, as well as Irish state agencies to organise events to promote Irish business and highlight Ireland as a destination for foreign direct investment;
- Liaise with and develop contact networks with other European Chambers of Commerce in Mexico and with EU Embassies and state agencies active in promoting European business;
- Support the Dublin-Guadalajara 'Digital Twinning' partnership and the MoU between Dublin and Mexico City on economic, education and cultural cooperation including through facilitating visits by government, business and academic stakeholders;
- Support the Embassy's economic diplomacy efforts including through drafting speeches, articles and social media/web content as well as producing - or translating into Spanish - promotional materials related to Irish economic, trade and business issues
- Follow and report on developments in the negotiations of a new EU-Mexico Global Agreement, particularly in areas of relevance to Ireland (agriculture and phyto-sanitary issues)

## **Requirements**

The successful candidate will:

- Have oral and written fluency in English and Spanish
- Have a Post-graduate degree in relevant subject and 1 year experience in business or government in Mexico in one or more of the priority areas mentioned above **OR** Bachelor's Degree or equivalent and 3 years' experience in business or government in Mexico in the priority areas mentioned above
- Be a dynamic and innovative self-starter, capable of delivering specific measurable results in a busy environment
- Be familiar with the Irish business environment and key Irish companies in the priority sectors;
- Have excellent networking and public diplomacy skills
- Experience of studying or working abroad or experience of working in a dynamic multinational environment is desirable.

## **Application procedure**

Interested applicants should submit an application by email (in Microsoft Word or PDF) and **in English** to **ariadna.alcocer[at]dfa[dot]ie** on or before close of business on Friday 7 October 2016 consisting of:

- a CV (maximum 2 pages) setting out the relevant qualifications and experience;
- the names and contact details of 3 referees\* that can testify to the character and the experience/qualifications of the applicant;
- a personal statement (maximum 700 words) setting out the applicant's suitability for the job

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

### **Embajada de Irlanda**

Cda. Blvd. M. Ávila Camacho 76-3  
Lomas de Chapultepec  
CP 11000  
Ciudad de México  
México

Only applications received on or before the deadline will be considered. The Embassy will acknowledge receipt of application.

Candidates will be shortlisted based on the criteria for the job set out above.

Shortlisted candidates will be asked to complete a written in-tray exercise in English.

Only candidates who have been shortlisted and who have been successful in the written exercise will be called to interview. Interviews will be conducted in English and in Spanish.

**The Embassy is an Equal Opportunities Employer**

- \* Letters of recommendations or references should not be submitted in any circumstances. Any attempt to canvass on behalf of an applicant will disqualify them from consideration from the post. The Embassy will only contact referees if a candidate has been shortlisted for interview. At this point in the process, the candidate will be deemed to have given their consent to contact their nominated referees.