



Embassy of Ireland

VACANCY ANNOUNCEMENT Commercial Attaché

The Embassy of Ireland in Hanoi, Vietnam is inviting applications from qualified candidates for the position of **Commercial Attaché**. This is a locally engaged position.

The Commercial Attaché will report directly to the Second Secretary responsible for trade and economic promotion and in regular communication with the Ambassador. They will also work closely with the Embassy's Head of Development, Senior Strategic Adviser and Bilateral Relations Adviser. The holder of this exciting and demanding job will be responsible for driving forward Ireland's trade promotion agenda in Vietnam. This is a new role and the successful candidate will be offered an initial one year contract, subject to probation.

The key objective of the role of the Commercial Attaché will be to promote Ireland's economic interests in Vietnam and to facilitate and support Irish companies wishing to enter or expand in the Vietnamese market, primarily in the areas of agribusiness, aviation, education, ICT, medical technology and renewable energy.

Main responsibilities:

- Contribute to the planning and delivery of the Trade Promotion function of the Embassy of Ireland in Hanoi (as reflected in Embassy's Strategy and annual Business Plan);
- Provide support, advice and insight to Irish business regarding the commercial environment in Vietnam in identified priority sectors;
- Collect and communicate relevant market and industrial information;
- Liaise with Irish and Vietnamese Government contacts on issues related to market access in Vietnam for priority products;
- Collaborate closely with the Irish State Agency representatives (Enterprise Ireland, Bord Bia and IDA Ireland) based in Singapore, and with any local State Agency pathfinders;
- In consultation with Enterprise Ireland and Bord Bia, commission studies to identify opportunities for Irish businesses in defined sectors;
- Liaise with and support the Irish Business Association in Vietnam (IBAV);
- Develop and maintain a network and database of senior level contacts and market knowledge across the Government of Vietnam and private sector.
- Contribute to the planning and delivery of Ministerial-led Irish trade missions to Vietnam and other business-focussed events;
- Maintain a database of Irish business interests in Vietnam/region;
- Assist with the strengthening of systems in capturing, updating, storing and communicating information in areas relevant to trade promotion;
- Provide advice about the capture and measurement of results achieved in the area of Trade Promotion;

- Assist with outreach to relevant organisations (Irish, regional, country specific) that can contribute to enhancing trading relationships between Ireland and Vietnam;
- Collaborate with other Commercial Attachés in the ASEAN and wider Irish Embassy network to strengthen best practice, knowledge management and innovation on trade promotion;
- Support the Embassy's public /economic diplomacy efforts including through the development of public information, social media and promotional materials related to Irish economic, trade and business issues.

Note: The Embassy of Ireland in Hanoi is a professional team and all staff are expected to be respond to challenges, be flexible, and to assist with other duties and projects of the Embassy as required. Staff should note that some duties may change over time as required.

The suitable candidate will demonstrate:

- Post graduate education in economics/politics/business;
- Experience in working in private sector trade outreach activities or with public sector institutions involved in trade promotion;
- Experience and recognition of the importance of instituting and maintaining good management systems;
- Understanding of complexities of doing business in Vietnam and knowledge of the business environment in Ireland;
- Excellent communication, writing and reporting skills;
- Self-motivation and a capacity for creative thinking;
- Excellent oral and written English and Vietnamese language skills;
- The ability to initiate and maintain a wide range of working relationships;
- Strong organisational skills;
- The ability to work well both independently and as part of a team;
- Flexible and positive approach to working in a forward thinking, modern and motivated organisation;
- The ability to work quickly and reliably with attention to detail and limited supervision, even when under pressure.

Please note that this position involves frequent travel in particular to Ho Chi Minh City and some commitments out of office hours.

Applications:

Please see job description and selection criteria below. We are seeking high quality written applications in English. Your application should include a cover letter, CV, copy of university certificate, name and contact details of three referees, a passport photo and statement directly addressing the selection criteria (for each criterion no more than 100 words). Written applications form part of the final assessment, and applications that do not directly address the selection criteria will not be considered.

Applications marked “**Commercial Attaché**” should be sent no later than 04th July, 2017 to:

**Embassy of Ireland
2nd Floor, Sentinel Place Building
41A Ly Thai To
Hoan Kiem, Hanoi**

Any personal information submitted will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts of Ireland.

Only short-listed candidates will be contacted. Canvassing will disqualify. Canvassing is any attempt, direct or indirect, to influence the outcome of the recruitment process. No telephone enquiries after submitting the application please. Applications will not be returned.

The Embassy of Ireland is an equal opportunities employer. We welcome skilled candidates from all backgrounds, irrespective of ethnicity, religion, gender, disability or sexual orientation.

Job Description

Commercial Attaché

Embassy of Ireland, Hanoi

1. Introduction

The Embassy of Ireland in Hanoi is a busy office engaged in a range of activities and services.

The Embassy works to promote a positive relationship between Ireland and Vietnam across a wide number of sectors. From developing Irish economic and business interests in Vietnam to supporting Vietnam's development through our Irish Aid programme which provides technical support and experience sharing to our Vietnamese partners, the Embassy focuses on maintaining the excellent relationship between our two Governments.

The Embassy of Ireland in Hanoi is also accredited to Cambodia and Lao PDR and Ireland has also established a strong political and development presence in these countries.

Beyond the trade, economic, cultural and development activities, the Embassy processes visa applications for entry by foreign citizens to Ireland and provides a wide range of consular services and consular assistance to Irish citizens in emergencies in South-East Asia.

2. The Position

The Embassy of Ireland in Vietnam is seeking to recruit a highly motivated and experienced individual to join our Embassy team. The Commercial Attaché will report directly to the Second Secretary responsible for trade and economic promotion and in regular communication with the Ambassador. They will also work closely with the Embassy's Head of Development, Senior Strategic Adviser and Bilateral Relations Adviser. The holder of this exciting and demanding job will be responsible for driving forward Ireland's trade promotion agenda in Vietnam. This is a new role and the successful candidate will be offered an initial one year contract, subject to probation.

The key objective of the role of the Commercial Attaché will be to promote Ireland's economic interests in Vietnam and to facilitate and support Irish companies wishing to enter or expand in the Vietnamese market, primarily in the areas of agribusiness, aviation, education, ICT, medical technology and renewable energy.

Specific Responsibilities:

- Contribute to the planning and delivery of the Trade Promotion function of the Embassy of Ireland in Hanoi (as reflected in Embassy's Strategy and annual Business Plan);
- Provide support, advice and insight to Irish business regarding the commercial environment in Vietnam in identified priority sectors;
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- Assist with the strengthening of systems in capturing, updating, storing and communicating information in areas relevant to trade promotion;
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3. Selection Criteria

- A. A minimum qualification of a recognised university post-graduate degree is required.
- B. High level skills in liaising with Government and non-government organisations in Vietnam. Demonstrated good judgement in working across a number of different sectors, including Vietnamese business, government and non-government organisations, and understanding of the requirements of a diplomatic mission in working with multiple partners with potentially competing interests.
- C. Sound understanding of the business environment in Vietnam. Knowledge and understanding of Ireland's economic base and priority trade sectors, including education, agri-business, aviation, and the technology sectors.
- D. Ability to work with minimal supervision, to set priorities and manage complex tasks and competing demands to meet deadlines while maintaining high standards of work. Ability to work under pressure, solve problems, identify creative solutions, be flexible and adapt to new tasks and situations as required.

- E. Strong interpersonal skills, including the ability to cooperate well with colleagues, key contacts and citizens and to develop good working relationships. Ability to work well as a member of a team, as well as to work independently.

- F. Ability to communicate effectively orally and in writing in English and Vietnamese, including strong liaison, negotiation and translation skills. Ability to successfully represent Ireland at public events and to negotiate and communicate at all levels of government, as well as with other stakeholders.