



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

## **Political and Economic Officer Embassy of Ireland, Buenos Aires**

***Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.***

The Embassy of Ireland in Buenos Aires is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a Political and Economic Officer position.

The position is to be filled as soon as possible. This contract is expected to be 12 months in duration, with an option to extend subject to satisfactory performance and Embassy requirements.

### **Roles and Responsibilities:**

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Political, economic and other research, analysis and report writing;
- Media monitoring, reporting and analysis;
- Translation and summary of relevant news, policy and other documents;
- Attendance and reporting on meetings, as required, including translation / interpretation;
- Public diplomacy, including Embassy digital communications and supporting event organisation;
- Building and maintaining a network of contacts with key partners;
- Support for the organisation of relevant official engagements as required, including high-level visits and events;
- Support for the management of bilateral commercial and regulatory enquiries, working directly with Irish Government Departments and State Agencies as necessary;
- Support for the management of the Embassy's development cooperation funding scheme;
- Support for the management of the Government of Ireland's Cecilia Grierson Fellowship programme;
- Keeping records in area of responsibility, including reports, minutes etc.;
- Providing general and administrative support for the Deputy Head of Mission;
- Contributing as part of the wider Embassy team to administration and other work as required;
- In addition to the above, the Policy Officer may be required to carry out other functions subject to the business needs of the Embassy.

All duties will relate to the Embassy of Ireland's work in Argentina, as well as in countries of secondary accreditation: Bolivia, Paraguay and Uruguay.

**Essential Requirements candidates must be able to demonstrate:**

- Candidates must hold a **relevant degree**;
- Candidates must have **previous, relevant professional experience**;
- Candidates must demonstrate using work based examples of providing excellent **research, analysis and writing skills in both English and Spanish, working as part of a team, being persuasive, and dealing effectively with external customers and stakeholders**;
- Candidates must provide evidence of **flexibility, efficiency and effectiveness**, showing **strong organizational skills, attention to detail, ability to work under pressure and to manage multiple tasks**;
- Candidates should provide examples of being solutions-oriented and **committed to delivering results**;
- Candidates must be **fully bilingual in English and Spanish** (a practical English-language test will be included as part of the shortlisting process);
- Candidates must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel) as well as proficiency at managing social media;
- **All applicants must have a permanent legal right to reside and work in Argentina.**

**Desirable Skills and Experience:**

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- An established network of contacts in relevant sectors;
- Familiarity with Ireland;
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission. Previous experience in a diplomatic mission or international organisation is desirable, but not essential.

**Terms and conditions of employment:**

- The successful candidate will be hired on a fixed-term contractual basis for a period of twelve months and will be based at the Embassy of Ireland, CABA.
- Working hours: Monday to Friday, 40 hours per week, with standard office hours from 9am to 5pm.
- Annual Leave entitlement 20 days per annum (pro rata).
- The salary for the position is €14,239.25 per annum (pro rata), paid locally on a monthly basis.

**How to apply**

The Job Description and Application Form for this position are available on our website

[www.dfa.ie/Irish-embassy/argentina/news-and-events](http://www.dfa.ie/Irish-embassy/argentina/news-and-events)

Completed application forms should be sent via e-mail only to [recruitmentbuenosaires@dfa.ie](mailto:recruitmentbuenosaires@dfa.ie), with the subject line **Political and Economic Officer**.

**Applications must be received before 16:30 hrs. (Local time) on December 8<sup>th</sup> 2023**

Depending on response rates the deadline may be extended. **Please note that only short listed applicants will be contacted.**

**Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview will be undertaken based on the Essential Requirements above;
- It is planned that interviews will be held at the Embassy of Ireland before the end of December.
- A practical, English-language skills test will be included in the recruitment process;
- A second interview may form part of the recruitment process; and
- A panel may be established 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 Argentina is committed to a policy of Equal Opportunity.***