



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Administrative Assistant & Support Officer Consulate General of Ireland, Hong Kong

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 Mission network abroad.

The Consulate General of Ireland, Hong Kong is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Administrative Assistant and Support Officer position.

Roles and Responsibilities:

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

- Responsibility for day-to-day administrative tasks including contract and resource management, financial data input, engagement with building management;
- Front of office duties including dealing with visitors to the Consulate, phone and email enquiries;
- Providing administrative support to diplomatic staff as needed;
- Assisting with the organisation of events, which can range from large-scale meetings, to in-house lunches or high-level visits and meeting with partners;
- Contact database updating and maintenance;
- Management of individual projects, such as procurement etc.
- Contributing as part of the wider Embassy team to administration and other work as required.
- In addition to the above, the Administrative Assistant & Support Officer may be required to carry out other functions subject to the business needs of the Consulate.

Essential Requirements candidates must be able to demonstrate:

- Candidates must have previous professional experience in a similar role;
- The candidate must demonstrate using work based examples of providing excellent **interpersonal skills**, being persuasive, **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 **organizational skills**, attention to detail, able to maintain composure under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- The candidate must be **fully bilingual** in English and **Cantonese and/or Mandarin**; (language test may be included as part of the shortlisting process);
- The candidate must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- ***All applicants must have a permanent legal right to reside and work in Hong Kong.***

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs and the Consulate;
- 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 is desirable, but not essential.
- A degree in administration or similar discipline

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at the Consulate General of Ireland.
- Annual Leave entitlement 20 days per annum.
- The salary for the position is HKD\$254,129.30 per annum (13 months), paid locally on a monthly basis. This position is on a pay scale with six performance based increments.

How to apply

The Job Description for this position is available on our website

<https://www.dfa.ie/irish-consulate/hong-kong/about-us/jobopportunities/>

CVs and a one page cover letter setting out suitability for the role should be sent via e-mail only to hongkong@dfa.ie, with the subject line **Administrative Assistant and Support Officer Vacancy**.

Applications must be received before 16:30 hrs. (Hong Kong Time) on Thursday 9th March 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 may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held in person before the end of March 2023.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- 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 Consulate General of Ireland is committed to a policy of Equal Opportunity.