



## Ambasáid na hÉireann Embassy of Ireland

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### **Vacancy: Research Assistant**

The Embassy of Ireland to the Czech Republic, based in Prague, is seeking to recruit a  
**Research Assistant**

#### **Role**

The Research Assistant will support the Embassy in the development of Irish business, particularly the production of a directory for Irish business in the Czech Republic. The successful candidate will work as part of a busy and flexible Embassy team, and will have opportunities to develop their skills and gain hands-on experience. Reporting to the Ambassador and diplomatic officers, this role will include, but is not limited to, the following:

- Research into presence of Irish businesses in the Czech Republic;
- Gathering data and information on Irish-Czech trade, including trade statistics;
- Liaising with Irish and Czech companies, businesses and organisations;
- Preparing information for inclusion in business directory;
- Additional online research on Irish trade and business in the Czech Republic.

#### **Requirements**

Applicants must hold a third level qualification, or be currently undertaking study at a third level institution, and should be able to demonstrate:

- Excellent communication skills in both Czech and English.
- Excellent administrative and organisational skills, including proficiency in Microsoft Outlook, Word and Excel.
- Well-developed networking and interpersonal skills, including a flexible attitude, good judgement and the ability to work effectively as part of a team.
- The ability to work well under pressure while ensuring accuracy and attention to detail.
- A high level of discretion, commitment and reliability.

#### **Desirable**

- A background in economics or business, preferably with an understanding of the Czech economy and international trade statistics.
- Relevant working experience.
- Experience in economic research.

## **Salary and Conditions**

The position is strictly temporary, with a fixed term contract for a period of up to 4 months. Working hours are to be fixed according to the requirements of the project but will involve full-time work at certain times (i.e. 35 hours per week) and zero hours at other times.

The salary will be 200 CZK per hour. Salary and conditions will be in accordance with Czech labour laws.

The Officer will be based at the Embassy of Ireland, Prague but may be required to work off-site, where necessary.

## **Application process**

The closing date for receipt of applications is **22 June 2018**. **The successful candidate should be available to take up the position in the early July 2018.**

Please submit in English only:

- A CV of not more than 2 pages (this is a strict limit)
- A personal statement (maximum 700 words) setting out the applicant's suitability for the role;
- The names and contact details of 2 referees that can testify to the character and experience of the applicant. Letters of recommendations should not be submitted. The Embassy will contact referees if a candidate has been shortlisted for interview.

Applications should include an e-mail address and a phone number, and should be submitted by email to Assumpta Griffin, to arrive by **17.00 CET on 22 June 2018** using the address [jobs.prague@dfa.ie](mailto:jobs.prague@dfa.ie). The subject line of the e-mail should read 'Research Assistant Vacancy'. Queries regarding the application process may be sent to the same email address.

Postal Applications may be sent to:

**Embassy of Ireland**  
**Tržiště 366/13**  
**Prague 1, 118 00**

Please mark the envelope "Research Assistant Vacancy".

A shortlist of candidates will be called for interview on the basis of the above criteria and the information supplied in their applications. Only those who have been short-listed for interview will be contacted.

**Interviews are likely to be arranged in late June 2018.** Interviews will be conducted in English. Language skills will be tested as part of the selection process.

Any personal information submitted to us 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 under the Data Protection Acts.

### **Terms of Recruitment Process**

- The Department of Foreign Affairs and Trade is an equal opportunities employer. This recruitment process will be run in compliance with the [codes of practice](#) prepared by Ireland's Commissioners for Public Service Appointments.
- Canvassing will disqualify applicants.
- This position carries no entitlement to a permanent position at the Embassy or an established position within the Irish civil service.
- The successful candidate must have an unlimited right to reside and work in the Czech Republic.

### **Data Protection**

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 and 2003 and The General Data Protection Regulation 2018. To make a request under the Data Protection Acts 1988 and 11 2003 and the new GDPR, please submit your request in writing to: **FOI Unit, Department of Foreign Affairs and Trade.**

As per the provisions of the Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR) and subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post as outlined in the paragraph titled "Application Process" above.

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08 June 2018