



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

VACANCY
Political and Public Diplomacy Advisor
Embassy of Ireland, Tel Aviv

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, Tel Aviv, is seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the full-time position of **Political and Public Diplomacy Advisor**.

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 Engagement:

- Support diplomatic staff on political engagement, including research and analysis of current events (particularly across Hebrew language sources), and political reporting;
- Participation at diplomatic community briefings;
- Stakeholder management (civil society, think tanks, Stability Fund partners);
- Actively engage on EU activities locally, including at the political, cultural and economic level;
- Support high-level visits.

Public Diplomacy:

- Support delivery of public diplomacy outreach, including Embassy activities such as cultural and diaspora engagement;
- Develop online communications, including Embassy website material and social media content, in both English and Hebrew;
- Translation and interpretation as required;
- Participation at Embassy events and diplomatic engagements as necessary.

Additional Support as Required

- Translate / interpret official communications in-house;
- Responsibility for day-to-day administrative tasks as required;
- Other duties as required from time to time and directed by the Embassy's diplomatic staff, as necessary, including periodic out of hours and weekend work.

Essential Requirements:

- A minimum of Bachelor's degree in Political Science or related field;
- A minimum of 3 years' previous professional experience in a similar role;
- Understanding of the local political landscape, role of international diplomacy, and the work of an Embassy;
- Excellent oral and written English and Hebrew;
- The candidate should also demonstrate their strong interpersonal skills, commitment to delivering results, including by adapting their approach if necessary, ability to work effectively in a team and deal effectively with external organisations;
- Working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- The candidate should demonstrate using examples, their flexibility, efficiency and effectiveness, strong analytical skills, attention to detail, ability to work under pressure and to manage multiple tasks;
- ***All applicants must have a permanent legal right to reside and work in Israel.***

Desirable Skills and Experience:

- Previous Embassy experience desirable;
- Knowledge of Arabic would be an advantage, but is not essential.

Terms and conditions of employment:

- The successful candidate will be hired on an initial fixed-term 12-month contract, with a 6-month period of probation.
- Please note that the Embassy of Ireland is open from Monday to Friday. The candidate will work 42 hours per week, with standard office hours from 9.00am to 5.00pm, based at the Embassy of Ireland, Tel Aviv. Office hours on Friday are 9.00 – 1.00pm.
- The starting salary for the position is NIS 223,989.00 per annum, paid locally on a monthly basis. Salaries are paid directly to a bank account; therefore, the successful candidate must have a bank account.
- Thirteenth month is payable in two annual instalments.
- Annual leave allowance 20 days per annum plus public holidays.

How to apply:

Cover letter (1 page max) and CV (2 pages max) should be sent via e-mail only to recruitment.telaviv@dfa.ie, with the subject line Political and Public Diplomacy Advisor.

Applications must be received before 17.00 hrs. (Local Israeli time) on Friday 17 November.

No applications will be accepted after this deadline.

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 Requirements above.
- 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 established depending on the calibre of candidates.
- Interviews will be held at the Embassy of Ireland on the week commencing 20 November.
- A panel may be set up depending on the calibre of candidates.

General Data Protection Regulation:

Personal information received will be kept in accordance 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, Tel Aviv, is committed to a policy of Equal Opportunity.