



Ambasáid na hÉireann Embassy of Ireland

Vacancy: Research Assistant

The Embassy of Ireland to the Slovak Republic, based in Bratislava, is seeking to recruit a
Research Assistant

Role

The Research Assistant will support the Embassy in the development of a business directory for Irish business in the Slovak 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, this role will include, but is not limited to, the following:

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

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 written and oral communication skills in both Slovak and English.
- A background in economics or business with an understanding of the Slovak economy and international trade statistics.
- 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.
- Relevant working experience.

Desirable

- Experience in economic research
- Experience of contacts management

Salary and Conditions

The position is strictly temporary with a fixed term contract for a period of up to 4 months, with an average of 10 hours per week. This may vary according to the demands of the project.

The monthly gross salary will be €477. The Salary will be paid in accordance with local labour laws.
The Officer will be based at the Embassy of Ireland, Bratislava but may be required to work off-site, where necessary.

Application process

The closing date for receipt of applications is **8 June 2018**. **The successful candidate should be available to take up the position around the start of 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 Margareta Bodnarova, to arrive by **17.00 CET on 8 June 2018** using the address bratislava@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 should be sent to:

Embassy of Ireland
Mostová 2
81102 Bratislava

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. The position will be filled on the basis of this competitive interview.

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

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 Slovak 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” on page 2 of this booklet.

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 for under the Data Protection Acts

**Embassy of Ireland
Mostová 2
81102 Bratislava**

30 May 2018