



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

VACANCY- International Liaison Officer Embassy of Ireland, The Hague

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 manages all aspects of Ireland's relationship with the international organisations and bodies, including courts, headquartered in The Hague. These include the International Criminal Court, the Permanent Court of Arbitration, the International Court of Justice, the Mechanism for International Criminal Tribunals, the International Commission on Missing Persons and the Kosovo Specialist Chambers, as well as other multilateral organisations such as the Organisation for the Prohibition of Chemical Weapons.

The Embassy wishes to recruit an **International Liaison Officer** to support the Embassy's multilateral duties on an initial one-year contract, with the possibility of extension. This is a full time position based at the Embassy of Ireland in The Hague. The preferred candidate will have a strong knowledge of public international law, and/or international relations, a high degree of professionalism, advanced third level education, excellent oral and written communication skills, solid organisational skills, and the ability to be flexible as demands and priorities change. The purpose of the position is to further the capacity of the Embassy to maintain an effective overview and analysis of current developments at international organisations and bodies in The Hague, and to help enhance Ireland's profile in these organisations.

The officer will work closely with the diplomatic staff of the Embassy to effectively monitor developments at international organisations and bodies, reporting and intervening as directed and working in close cooperation with policy and legal colleagues at the Department of Foreign Affairs HQ in Dublin, and other Irish missions working on multilateral issues.

Roles and Responsibilities:

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

- Attendance at multilateral meetings at international organisations and bodies reporting on same in a concise and timely manner;
- Handling correspondence related to Ireland's international obligations, such as the processing of contributions to international organisations, requests for assistance and the submission of national reports as required;
- Providing initial reporting and analysis of developments at international organisations and bodies, including the international courts based in The Hague;
- Intervening at meetings as instructed to present Ireland's position;

- Assisting with the drafting of remarks and statements for multilateral meetings;
- Assistance in the planning and execution of Embassy events;
- Any other duties as directed.

Essential requirements candidates must be able to demonstrate:

- Post-graduate degree in law, international relations, political science, public administration or other relevant discipline;
- At least one-year experience in a similar role;
- Effective communication and reporting skills (including understanding, summarising, reporting and communicating complex information);
- The ability to work as part of a small and adaptive team;
- Good representational, networking and influencing skills. The ability to quickly establish and utilise a network of contacts is a valuable asset;
- Fluency in oral and communication skills in English;
- Computer literacy and information management skills;
- **The successful candidate must have a legal entitlement to live and work in the Netherlands prior to recruitment.**

Highly desirable attributes:

- Excellent knowledge of international law, including an understanding of the international courts and organisations based in The Hague, current international affairs, and the United Nations system.

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland in The Hague.
- The salary for the position is **€42,611.52 (inclusive of holiday pay) per annum**. Payment of the salary will be made each month by electronic transfer to your bank account.
- The positions will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.

How to apply

The Application Form for this position is available below.

Completed application forms should be sent via e-mail only to thehagueemrecruitment@dfa.ie, with the subject line **International Liaison Officer – Your Name**.

Applications must be received before 17:00 hrs. (Local time) on 11 August 2021.

No applications will be accepted after this deadline. 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 before the end of September 2023.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process;
- 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 Embassy of Ireland in The Hague is committed to a policy of Equal Opportunity.