



Ambasáid na hÉireann Embassy of Ireland

Vacancy: Part-time position at Embassy of Ireland, Madrid

Applications are sought for a temporary, part-time position in the Embassy of Ireland, Madrid, working in our passport and visa sections. The position offered is a contract of substitution for staff members availing of reduced working hours for childcare (“contrato de sustitución por jornada reducida de guarda legal de menores”).

The contract will entail a working day of four hours per day, Monday to Friday. The working hours will be from 9am-1pm. The annual gross salary will be €14,392.

The successful applicant will work in the passport and visa section of Ireland’s busiest consular Embassy. This will include dealing with the public in a courteous and efficient manner, processing visa and passport applications, liaising with our network of eleven Honorary Consulates, assisting with general administrative and consular duties and participating in the Embassy duty rota for the provision of emergency consular assistance outside of office hours.

Requirements:

- Fluency in both English and Spanish (written and spoken) is essential
- Strong customer service ethos
- Ability to deal with compassion and understanding with Irish citizens in difficulty
- Excellent communication skills
- Sound judgement in delicate and complex situations
- Experience in computer applications such as Microsoft Office, and good capacity to quickly acquire a strong working knowledge of Embassy-specific computer applications
- Close attention to detail including in interpreting passport and visa legislation
- Strong organisational and time management skills, including an ability to prioritise workloads and work effectively as part of a team
- Familiarity with the Spanish and Irish administrations, including legal and healthcare systems

Applications should consist of the completed application form. Please [contact us](#) to request an application form and to find out how to apply. The form must be completed **in English**. Failure to follow these instructions will render the application **ineligible**. **Deadline for receipt of applications: 5pm, Thursday 19 March 2015.**

Applications received after the closing date for applications will not be considered. Candidates will be short-listed for interview on the basis of information supplied in their application. Selection will be on the basis of a competitive interview. Interviews will take place in Madrid in late March 2015.

The Embassy of Ireland is committed to a policy of Equal Opportunity. It is important to note that canvassing will disqualify applicants automatically.

For more information on the work of the Embassy please consult our website, www.irlanda.es, or the website of the Department of Foreign Affairs and Trade www.dfa.ie.