

How to apply:

Interested candidates should submit the following (addressed to the Administrative Attaché) via **email to Yvonne Gilbride at Yvonne.Gilbride@dfa.ie** by 5 p.m. EST on 5pm EST on **Friday 26th January 2018:**

- Cover letter (1 page maximum) addressing how the candidate meets the qualifications, requirements and competencies outlined above
- Résumé (2 pages maximum)
- Two nominated referees
- Copies of relevant academic and professional qualifications

Please note that cover letters over 1 page and résumés over 2 pages will not be considered.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to: Yvonne Gilbride, Embassy of Ireland, 2234 Massachusetts Avenue NW, Washington DC 20008.

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.

Shortlisted applicants must be available for interview at the Embassy of Ireland in Washington, DC, **during the week beginning 5th February 2018.**

Requirements, Qualifications and Competencies:

- High school graduation diploma as a minimum. A third level qualification is highly desirable.
- Ideally, at least 2 years professional experience in an office-based, client or public-facing role. Research experience would be an advantage along with a knowledge of the agriculture and/or justice sector(s).
- Proof of eligibility to work in the U.S.A. (for U.S. Citizens – U.S. passport, U.S. birth certificate or U.S. naturalization; for Permanent Residents - Green Card).
- Excellent written and oral English communication skills.
- Ability to quickly research and summarise/present key points from policy statements and documents.
- Ability to draft succinct, concise and timely reports when necessary.
- High level of proficiency in Microsoft Office, specifically Outlook, Word, Excel, PowerPoint.
- High level of general administrative skills, including typing, letter drafting, filing and diary and contacts data base management.
- Excellent organisational skills, including hospitality supervision and event management support.
- High level of discretion, commitment, reliability and attention to detail, with thorough follow-through on projects assigned.

- High level of motivation, willing to work independently as well as within a team.
- Flexible with regard to working hours and able to handle pressure.

Further Information

The successful candidate will receive a conditional offer of employment, which will include a breakdown of the salary and benefits offered as well as general information about terms and conditions of employment. The conditional offer will also outline medical and security requirements,

whereby the successful candidate will be required to provide a satisfactory medical report on the state of their health and may also be required to pass relevant background and security checks. The conditional offer will relate to an initial six month probationary period, which will only be extended upon satisfactorily completing that initial period of probation.