



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Consular Officer & Personal Assistant to the Ambassador Embassy of Ireland, Brasília

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 above.

The Embassy of Ireland in Brasília is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a **full-time Consular Officer & Personal Assistant to the Ambassador position**.

The Consular Officer & Personal Assistant to the Ambassador will work on all aspects of consular work for the Embassy of Ireland in Brasília, and will be required to develop a detailed knowledge of the various processes for consular services – visa applications, passport applications, other consular services, as well as for the provision of consular advice and assistance.

Separately, the Consular Officer & Personal Assistance will also provide executive support services to the Ambassador and the Embassy, including management of the Ambassador’s diary and official engagements, travel arrangements and other administrative supports.

The position will require a candidate with excellent attention to detail, demonstrable experience, third-level education, fluency in oral and written English and Portuguese, excellent organisational skills, and the ability to be flexible as demands and priorities change.

Roles and Responsibilities

The precise range of duties will vary depending on the business needs of the Embassy at any given time, but will include:

- Responding to public queries received by the Embassy over telephone and email;
- Processing visa applications for travel to Ireland, including giving advice on the process to the applicant and liaising with HQ and the Department of Justice on any issues;
- Processing passport applications and other consular certificates;
- Providing consular assistance to Irish citizens and their families in emergency cases;
- Supporting diplomatic staff in ensuring that the embassy’s website and travel advice remains up to date;

- Management of the Embassy's Citizens Register;
- Management of the Embassy's Contact Management Database;
- Management of the Ambassador's diary, including arranging meetings and assisting with the daily schedule, and the Embassy shared calendar;
- Manage the organisation of all official engagements for the Ambassador, including guest lists, invitations, catering, and other logistics;
- Arranging official travel and accommodation arrangements for diplomatic staff;
- Provision of general administrative support to the Ambassador;
- Dispatch, receive, record and circulate official correspondence, including by diplomatic bag;
- Liaise with authorities as necessary on matters of protocol;
- Additional responsibilities depending on business needs, including representing the Embassy at official events in Brazil, assisting with high-level in-country visits and Embassy events.

Essential Requirements

- Candidates must have at least 12 month's previous relevant professional experience;
- Candidates must be fully bilingual in English and Portuguese, with excellent oral and written skills (language test may be required);
- The candidate must demonstrate a high level of organisational and administrative skills, including proficiency in Microsoft Outlook, Word, Powerpoint and Excel;
- The candidate must prove evidence of flexibility, efficiency and effectiveness showing strong organizational skills, attention to detail, able to work under pressure and to manage multiple tasks;
- High level of discretion and an ability to work in sensitive situations;
- Demonstrate using work based examples of providing excellent interpersonal skills, being persuasive, working in a team but also dealing effectively with external stakeholders;
- Candidates must be available and show willingness and ability to accompany the Head of Mission and Deputy Head of Mission on official travel within Brazil and to countries of secondary accreditation, and be flexible with regard to working hours (including occasional weekend work);
- **The successful candidate must have a legal entitlement to live and work in Brazil prior to recruitment.**

In addition to the essential criteria above, the following criteria are desirable:

- Previous experience working with an Embassy, NGO, or international organisation;
- Experience of working or studying abroad; and
- A good understanding of Ireland, Irish foreign policy priorities, and the role of the Department of Foreign Affairs.

Terms and conditions of employment:

- The successful candidate will be hired on a permanent contractual basis and will be based at Embassy of Ireland, Brasilia
- The salary for the position is R6,026.09 per month, paid locally. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- The position is also eligible for standard Embassy monthly food and transport allowances

- The position will have an annual leave allowance of 30 days per annum, exclusive of public holidays, adjusted pro rata.

How to apply

The Job Description and Application Form for this position are available on our website

www.dfa.ie/Brazil

Completed application forms should be sent via **e-mail only** to recruitment.brasilia@dfa.ie with the subject line **Consular Officer & Personal Assistant to the Ambassador**.

To fill out the form, it will be necessary to convert the PDF to a Word document – applicants may wish to use the following: <https://www.adobe.com/acrobat/online/pdf-to-word.html>

Applications must be received before 23:59 hrs. (Local time) on 8 September 2023.

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

No phone enquiries please.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held from late September.

General Data Protection Regulation:

All personal information received will be kept in line with GDPR/data protection 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 Brasilia is committed to a policy of Equal Opportunity.