



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Policy & Outreach Officer Embassy of Ireland, New Delhi

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, New Delhi is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Policy & Outreach Officer position.

Roles and Responsibilities:

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

- Political, economic and other research, analysis and report writing;
- Media monitoring, reporting and analysis;
- Translation and summary of relevant news, policy and other documents;
- Public diplomacy, including supporting the Embassy's cultural programming, membership of EU working groups, and event organisation;
- Managing the Embassy's digital presence and social media outreach
- Attendance and reporting on meetings, as required, including translation / interpretation;
- Building and maintaining a network of contacts with key partners
- Contributing to the management of the Embassy's development programme in Nepal
- Contributing as part of the wider Embassy team on administration and other work as required.
- In addition to the above, the Policy & Outreach Officer may be required to carry out other functions subject to the business needs of the Embassy.

Essential Requirements candidates must be able to demonstrate:

- Candidates must have a minimum of a Bachelor's degree, preferably in disciplines such as: International Relations, Law, Politics, Communications or similar
- Candidates must demonstrate a strong aptitude for policy analysis and political understanding
- Candidates must demonstrate using work based examples of providing excellent interpersonal skills, being persuasive, working in a team but also dealing effectively with people in external organisations;
- Candidates must have proven ability to build relationships and maintain a network of contacts across academic, funding agency, industry and public-sector communities;
- Candidates must provide evidence of flexibility, efficiency and effectiveness showing strong organizational skills, attention to detail, able to work under pressure and to manage multiple tasks;
- Candidates should provide examples of being solutions-oriented, and committed to delivering results, including by adapting approach if necessary;
- Candidates must be fully bilingual in English and Hindi;
- Candidates must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- ***All applicants must have a permanent legal right to reside and work in India.***

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- A good understanding of European relations with India and the region, and a strong understanding of Ireland
- One year relevant work experience

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at Irish Embassy, New Delhi
- Work hours will be Monday to Friday, 40 hours per week, with standard office hours from 9am to 5pm, with one hour for lunch

- Annual Leave entitlement 20 days per annum.
- The salary for the position is INR 686,305.28 (inclusive of housing allowance and 13th month) per annum, paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

How to apply

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

<https://www.dfa.ie/irish-embassy/india/about-us/job-opportunities/>

Completed application forms should be sent via e-mail only to Recruitmentnewdelhi@dfa.ie, with the subject line **Policy and Outreach Officer Vacancy**.

Applications must be received before 17:00 hrs. (Local time) on Friday May 5th 2023

No applications will be accepted after this deadline.

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 Requirements above.
- It is planned that interviews will be held at the Irish Embassy before May 19th 2023.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- 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 Irish Embassy, New Delhi is committed to a policy of Equal Opportunity.