

The Department of Foreign Affairs intend to hold a competition for the purpose of recommending a person(s) for appointment to the position(s) of:

ADMINISTRATIVE ASSISTANT

EMBASSY ABUJA

Closing Date: 12.00 midnight, Friday June 8th 2018

The Department of Foreign Affairs is an equal opportunities employer.

ADMINISTRATIVE ASSISTANT

Title of Position: Administrative Assistant

Department: Department of Foreign Affairs & Trade

Location: Embassy Abuja

A competition will be held for the post of Administrative Assistant at the Embassy of Ireland in Abuja. This competition will be an external competition for a full time position based at the Embassy of Ireland in Abuja and is for a two year contract in the first instance.

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Job Description:

The Embassy of Ireland manages all aspects of Ireland's relationship with Nigeria, with secondary accreditations to Ghana, Senegal and ECOWAS. The Administrative Assistant will be responsible for a range of administrative support activity at the Embassy. Key areas of responsibility include management of local support staff, routine maintenance of facilities and processing of routine payments.

The position requires a high degree of professionalism, integrity and trust, excellent oral and written communication, a third-level qualification, excellent organisational skills, and the ability to be flexible as demands and priorities change.

Tasks and Responsibilities

The Administrative Assistant will report directly to the Senior Office Manager/Head of Administration and will work closely with them on all aspects of Embassy administration.

Duties

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

- Management of local support staff including scheduling for six drivers, front office, cleaning and maintenance staff, tracking leave and liaising with pension, tax and health insurance authorities on staff queries
- Routine maintenance of Embassy compound and rented accommodation for posted staff members and their dependents including liaison with facilities management of rented accommodation and oversight of Embassy contractors
- Travel support including booking flights / accommodation and processing advances for local and posted staff (other than the HOM)
- Vehicle administration including processing of fuel vouchers and tracking issues / maintenance
- Preparation of routine payments for processing by Senior Office Manager
- General administration duties such as stock taking and minor procurement.

To be eligible the following qualifications and competencies are required:

- Degree in a discipline of relevance to the role of Administrative Assistant Officer (Level 8),
- Fluency in English;
- Minimum of five years relevant work experience;
- The legal right to work in Nigeria;
- Experience of administration and financial management;
- Effective teamwork and communication skills (including ability to manage team and mediate problems)
- Strong IT skills (Microsoft Office i.e. Excel, Word etc..)

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

- Fluency in a major Nigerian language;
- Experience working in an International Organisation, Diplomatic Mission or other International Environment.

Principal Conditions of Service

The successful candidate will be based in the Embassy of Ireland, Abuja. Independent means of transport is required.

Remuneration

The gross monthly salary shall be 615,350 Naira to be paid in arrears by the 25th of each month.

Tax will be deducted in line with the Taxation Laws of Nigeria. Payment of salaries will be made directly into a nominated bank account. You will also receive a 13th month salary together with your December salary. Thirteenth month salary is calculated on the basis of one year in service or part thereof.

Duration

The successful applicant will be offered a two year contract. A six month probationary period will apply. At the discretion of the Minister the probationary period may be extended for a further period of three months. The contract will include a requirement for regular performance assessment. The contract will be subject to the laws of Nigeria.

Tenure

You shall be employed within the Embassy of Ireland for the purposes outlined above, in Nigeria. Your continuing employment is contingent, inter alia, on the demands of the Irish Embassy in Nigeria. This is without prejudice to your rights under Nigerian law. Changes in the business plan of the Embassy will lead to a review of the position of the employee.

The appointment carries no entitlement to established status in the Irish Civil Service, nor to a contract of infinite duration. As regards the Irish Civil Service, the appointment is to a “temporary un-established position”.

During the first six months of employment in the post you will be on probation and your performance will be subject to ongoing review. The appointment may be terminated without notice at any time during the probationary period if your services are deemed unsatisfactory from the point of view of conduct, performance, health or general efficiency.

Should your contract be renewed your salary will be reviewed and an increase may be granted on the basis of satisfactory performance in line with a defined salary scale.

Whole-time Employment

The position is whole-time and, upon appointment thereto, it will be a breach of the terms and conditions of this contract if you engage in or become connected with any outside business which would interfere with the performance of your official duties. Candidates are required to declare any other employment, interests or potential sources of a conflict of interest.

Retirement

The appointment is subject to a mandatory retirement age of 65 years (in accordance to local retirement laws).

Description of Duties

Your duties will include those listed in the job description received with your contract and updated from time to time in your role profile. Duties may vary from time to time, based upon the requirements of the Mission and may include other tasks as instructed by your line manager and/or the Head of Mission.

As an Administrative Assistant Officer you are not a member of the technical and administrative staff of the Mission.

Termination of Contract

A minimum of one month's written notice must be given by either side seeking to terminate this contract outside of the probationary period. In such circumstances as an employee being found guilty of serious misconduct inconsistent with the fulfilment of the expressed or implied conditions of the contract of employment (or such other grounds for summary dismissal as specified in local labour law) the employee's appointment may be terminated by the Embassy (on behalf of the Minister) immediately and without notice. In the event of the appointment being terminated under the terms of this section, no remuneration, gratuity or compensation will be payable other than that applicable to work carried out.

Circulars

This contract is supplemented by: (i) Procedures relating to Harassment, Sexual Harassment and Bullying (AO Circular 01/2005); (ii) Procedures relating to Grievances in the Workplace (AO Circular 02/2005); and (iii) a Disciplinary Code for Staff (AO Circular 03/2005) each of which (as may be amended from time to time) are incorporated by reference into this Agreement. The foregoing procedures as published at the date of this contract are set out as an Annex to this contract and you shall receive full copies of these circulars at the time of signing the employment contract.

Performance Review

During your period of appointment your performance will be subject to review by your supervisor(s) to determine whether you:

- I. have performed the duties assigned to you in a satisfactory manner,
- II. have been satisfactory in general conduct, and
- III. are suitable from the point of view of health with particular regard to sick leave.

Confidentiality

All information which comes to your attention or which is disclosed to you in the course of your work in the Embassy is to be regarded as confidential. If so required, you hereby agree to execute on your own behalf any documentation reasonably deemed necessary to ensure confidentiality (including any documentation necessitated by the provisions of the Official

Secrets Act, 1963). The disclosure of such information to a third party will be cause for immediate dismissal, in accordance with the Disciplinary Code for Staff.

In the event of the termination of your contract or when you leave the employment at the Embassy, you will remain bound to respect the confidentiality/secretcy regulation in regard to any information obtained in the course of your duties. By executing this contract you agree to comply with any and all security requirements at the Embassy which may be prescribed from time to time.

Annual Leave

The leave year commences on April 1st. Employees are entitled to 20 working days paid leave per leave year (such days to be calculated on a pro rata basis for employees taking up their position during the year). Leave must be taken during the period in which it is earned and may not be carried forward. No payment will be made in lieu of leave days.

In addition to annual leave the employee is entitled to leave for days designated as official holidays by the Embassy. The Embassy reserves the right to ask employees to work on a Public Holiday. On such occasions as the employee may be required to work on a Public Holiday, an entitlement to time off in lieu shall arise. All leave should be approved in advance by the Line Manager using the Annual Leave request forms.

Hours of Attendance

The hours of attendance may be prescribed from time to time. At present, normal working hours are from 8.30-17.00 Mondays-Thursdays inclusive, with a lunch break from 13.00-14.00. Normal working hours on Fridays are 8.30 - 13.30.

Unauthorised absences will be considered grounds for disciplinary action. Punctuality is compulsory at all times.

Sick Leave

In general, sick leave will be granted in line with the Public Service Management (Sick Leave) Regulations, 2014 (S.I. No. 124 of 2014). The grant of sick leave will be at the discretion of the Head of the Mission and will be subject to any service regulations in regard to leave. In particular it will be subject to the conditions (i) that the absence is properly certified and (ii) that there is no evidence of permanent disability for service.

Sick leave will be paid in the probationary period and beyond this period in accordance with the current guidelines.

Medical Report

The appointment is subject to the receipt within one week of a request of a satisfactory medical report on the state of your health from a doctor or clinic approved by the Embassy in advance. The cost of this report will be borne by the candidate.

Fiscal Obligations

On accepting this position, you should understand that such employment does not affect in any way, fiscal or other obligations you may have towards the Nigerian authorities.

Applicable Law

The operation of this contract is governed by the law of Nigeria.

COMPETITION PROCESS

How to Apply

Interested applicants for this position **must submit** the following:

- 1. A completed application form**
- 2. A current resume or curriculum vitae (2 pages maximum) that provides;**
 - **Details of Third Level Qualifications - degree(s) or diploma(s) and details of subjects studied and grades earned;**
- 3. Supporting documentation in the form of original documents will be required from short-listed applicants, including:**
 - **Proof of your legal right to work in Nigeria (e.g. Nigerian passport or working visa);**
 - **References from former employers; and**
 - **Original Third Level Diploma/Degree certificates.**

An editable Word version of the application can be requested from abujarecruitment@dfa.ie.

Electronic applications should include the subject – “Abuja Administrative Assistant Officer Applicant [*insert name*] 2018”. Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB.

Please submit attachments in PDF and Word formats, not pictures or other formats.

Incomplete applications will not be considered **Applications will not be accepted after the online closing date.**

Closing date

Completed applications can be submitted electronically to abujarecruitment@dfa.ie not later than 12 midnight, Friday June 8th 2018. Applications may also be sent to the Embassy postal address as follows;

Embassy of Ireland
11 Negro Crescent
Maitama District
Abuja
Nigeria

The interviews for these posts are to be held in June 2018 in the Embassy of Ireland in Abuja.

Candidates should make themselves available at the time and date(s) specified by the Embassy of Ireland and should make sure that the contact details specified on the application form are correct. Costs associated with attendance at interview will be borne by the candidate.

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application;
- presentation;
- one or more competitive interview; and
- Any other tests or exercises that may be deemed appropriate.

Security Clearance

Police vetting 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.

Other important information

The Department of Foreign Affairs and Trade will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or invitation to attend an interview, is not to be taken to imply that the Department is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the Department of Foreign Affairs and Trade will make all such enquiries as are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information

- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not impersonate a candidate at any stage of the process.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Embassy of Ireland, or who do not, when requested, furnish such evidence as the Embassy of Ireland requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Data Protection Acts

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 and 2003 and The General Data Protection Regulation (GDPR) (commencing 25th May 2018). To make a request under the Data Protection Acts

1988 and 2003 and the new GDPR, please submit your request in writing to FOI Unit, Department of Foreign Affairs and Trade.

As per the provisions of the Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR) and subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post as outlined in the paragraph titled “Closing Date” on page 8 of this booklet. 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.

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