



Ard-Chonsalacht na hÉireann Consulate General of Ireland

Temporary Passport & Consular Officer

The Consulate of Ireland in Chicago is responsible for representing and promoting Ireland in the Midwest region of the USA. Reporting to the Embassy of Ireland in Washington DC, the Consulate focuses on a wide range of issues including economic and political work, consular affairs, and engagement with the large Irish and Irish American community in the Chicago area and the wider Midwest region. The Consulate is headed by the Consul General of Ireland, supported by the Vice Consul and a small local team.

The Consulate is seeking a highly organised, self-motivated professional to serve as a temporary passport and consular officer. The appointment is a full-time interim role, with contract lasting 3 months. Reporting to the Vice Consul and working as a member of the small Consulate team, the officer will gain direct experience of delivering consular services in an international diplomatic environment.

Position details

Start date:	1 st November 2016 (or as soon after as possible).
Contract duration:	Three months.
Working hours:	Minimum 40 hours per week.
Salary:	The salary for this position is USD\$657.82 per week.
Annual Leave:	5 days over the contract term, plus public holidays.
Eligibility:	Candidates must have permanent, legal right to reside and work in the USA and will be subject to the employment and taxation law of the USA. Candidates do not need to be Irish citizens, although knowledge and experience of Ireland is an advantage.
Closing Date:	5pm CST on Wednesday 19 th October 2016.

How to apply

Interested candidates should submit the following via email to [chicagocongen\[at\]dfa\[dot\]ie](mailto:chicagocongen[at]dfa[dot]ie) with subject line 'Temporary Passport & Consular Officer' by **5pm CST on Wednesday 19th October 2016**:

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

Please note that cover letters over 1 page and resumes over 2 pages will not be considered. Further information on [data protection and security of correspondence](#).

Shortlisted applicants must be available for interview at the Consulate at 1 East Wacker Drive, Chicago, during the **week of 24th October 2016**.

Duties

- Processing and managing applications for foreign birth registration
- Processing and managing passport applications from Irish citizens
- Processing all receipts for consular services
- Handling general queries via phone and at reception desk as part of the wider team
- Providing occasional cover support to team-members as required
- Assisting and providing cover for colleagues with regard to processing of visa applications and providing consular assistance, as required (training will be provided).
- Other office duties as assigned.

Requirements, Qualifications and Competencies

- High school graduation diploma as a minimum. A third level qualification and/or secretarial qualification are also desirable.
- Eligibility to work in the USA (for US Citizens – US passport, US birth certificate or US naturalization; for Permanent Residents - Green Card).
- Excellent written and oral English communication skills.
- High level of proficiency in Microsoft Office, specifically Outlook, Word and Excel
- High level of general secretarial skills including typing, letter drafting and diary management.
- Superior organisational skills.
- High level of commitment, reliability, and attention to detail.
- High level of customer service skills.
- Personable and willing to work independently as well as within a close knit 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.