



Ambasáid na hÉireann  
Embassy of Ireland

## Vacancy at the Embassy of Ireland in Berlin

### Consular and Administrative Assistant (m/f)

The Embassy of Ireland in Berlin wishes to recruit a Consular and Administrative Assistant on an initial 2 year fixed term contract.

#### Position:

This is a demanding role in a busy working environment. The successful candidate will provide consular assistance and services to Irish nationals, issue travel documents, contribute to the Embassy's crisis response plan, provide reception cover and offer administrative support to the Embassy's diplomatic team.

#### Qualifications, competencies and skills required:

- An appropriate qualification, such as a Rechtsanwaltsfachgestellter(in), Sachbearbeiter(in), Verwaltungsassistent(in), Bürosachbearbeiter(in), equivalent or higher.
- Excellent written and oral communication skills in English and German (ideally a native German speaker with at least C1 level English).
- Exceptional interpersonal and customer service skills.
- The ability to work independently, pro-actively and efficiently.
- Experience in customer service and administration.
- High degree of familiarity with the MS Outlook, Word, Excel and PowerPoint.
- A knowledge of the German criminal justice system would be a distinct advantage.

#### Interviews:

Candidates will be short-listed for interview. Interviews will be conducted at the Embassy in Berlin in the week beginning **23 May 2016**. The selection process will include an oral and written language assessment. Please note that the Embassy does not refund travel expenses incurred by the interviewee and that canvassing will disqualify.

#### Post duration:

The position will be full-time (35hrs/week) and may involve occasional out-of-hours duties. The role is a fixed-term contract initially for 2 years. Preferred starting date: **01 June 2016**. Applicants must have an unrestricted right to reside and work in Germany. This position carries no entitlement to an established position within the Irish civil service.

#### How to apply:

Interested candidates should submit their application in English including a CV, cover letter, copies of previous employer references and relevant academic/vocational qualifications by post to:

Botschaft von Irland  
Büro des Botschafters  
Jägerstr. 51  
D-10117 Berlin

or e-mail to **ambofficeberlin[at]dfa[dot]ie** (subject: “Consular & Administrative Assistant”; max. 8MB).

Certificates and degrees in German or English do not need to be translated.

**The closing date for applications is Friday, 29 April 2016.**

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*By submitting information electronically, parties accept that data may not be fully secure.*

*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.*