



Ambasáid na hÉireann Embassy of Ireland Ambasada Irlandii

Vacancy

Political and Media Analyst

The Embassy of Ireland in Poland is hiring a Political and Media Analyst. This is a full-time position and applicants must be available to work during the Embassy's core hours of 09.00 - 17.00, Monday - Friday. The successful candidate will be offered a one-year contract, including a three-month probation period, with the possibility of extending the contract after one year.

Role Profile

The successful applicant will be part of the Embassy team and will focus on:

- Media monitoring and reporting;
- Liaising with Polish media;
- Translation and interpretation work;
- Political, economic and social research;
- Coordinating large-scale public diplomacy projects;
- Supporting the Embassy's social media outreach;
- General assistance with administrative and consular work as required.

Requirements

The successful candidate will:

- Have oral and written fluency in English and Polish;
- Hold a Bachelor's degree in a relevant subject;
- Have at least two years of relevant work experience, ideally in a multinational environment;
- Have excellent communication and interpersonal skills;
- Have excellent organisational, administrative and IT skills;
- Have experience in translating to and from both Polish and English;
- Have a very good knowledge of national and international affairs;
- Be a flexible, self-starting individual, capable of prioritising and meeting deadlines in a busy work environment.

Application Procedure

Applicants must submit an application by email to [warsawembassy\[at\]dfa\[dot\]ie](mailto:warsawembassy[at]dfa[dot]ie) using the subject line: Political and Media Analyst. The application should consist of:

- A CV setting out relevant qualifications and experience;
- A personal statement (maximum 700 words) setting out the applicant's interest and suitability for the role;
- The names and contact details of 2 referees that can testify to the character and experience of the applicant.

The application must be in English.

The deadline for applications is 17.00 on Thursday, 2 March 2017.

Candidates will be shortlisted based on the criteria for the job set out above.

Shortlisted candidates may be called to an interview in the Embassy on the week starting Monday, 20 March. Interviews will be conducted in English and will be immediately followed by a written exercise testing the criteria set out above.

The successful candidate should be available to start work in April 2017.

Terms of Recruitment Process

The starting salary is 6,329.45 PLN gross per month, paid over thirteen months.

The Department of Foreign Affairs and Trade is an equal opportunities employer. This recruitment process will be run in compliance with the [codes of practice](#) prepared by Ireland's Commissioners for Public Service Appointments.

Canvassing will disqualify applicants.

Letters of recommendations or references should not be submitted under any circumstances. The Embassy will contact referees if a candidate has been shortlisted for interview. At this point in the process, the candidate will be deemed to have given their consent to contact their nominated referees.

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

Any personal information submitted to the Embassy 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 Irish Data Protection Acts.

Embassy of Ireland
Ul. Mysia 5
00-496 Warsaw

16 February 2017