



**An Roinn Gnóthaí Eachtracha**  
Department of Foreign Affairs

## **Graduate Policy Officer(s), Permanent Mission of Ireland to the United Nations in Geneva**

***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.***

### ***About us:***

The Permanent Mission of Ireland to the UN in Geneva works, under the direction of the Minister for Foreign Affairs, to promote effective international action on global issues such as human rights, disarmament, humanitarian action and trade, in line with Ireland's foreign policy. The Mission is headed by the Permanent Representative of Ireland to the United Nations and other International Organisations in Geneva. The personnel of the Mission are drawn from the Department of Foreign Affairs, the Department of Enterprise, Trade and Employment, and the Department of Agriculture, Food and the Marine.

### ***About the role of Graduate Policy Officers:***

Graduate Policy Officers at the Mission, under the guidance and oversight of a supervisor from among the full-time diplomatic staff, can be tasked with supporting on issues of policy across the UN agenda (human rights, disarmament, humanitarian affairs etc.). In addition, Graduate Policy Officers are expected to participate in coordination sessions among EU Member States, as well as building contacts across the wider UN membership. Graduate Policy Officers may also be called upon to support other activities as they arise, including by assisting in the organisation of events hosted by Ireland and providing logistical support to visiting high-level delegations.

### ***About the vacancy:***

The Mission is seeking to recruit a Graduate Policy Officer on a two-year employment contracts to work in the Human Rights team (and other vacancies that might arise). The anticipated start date is 12 September 2022.

### ***Job Specification:***

The Graduate Policy Officer will work on a variety of tasks and projects, including:

- Responding to public queries and requests for information

- Attending and taking notes at meetings (e.g. UN Human Rights Council meetings, EU meetings, meetings with NGOs)
- Drafting of reports, statements, speeches etc.
- Research and policy analysis
- Contributing to the design, planning and smooth running of meetings, visits and events
- Performance of other related duties to support the ongoing work of the team, and wider mission, as required

**ESSENTIAL/KEY REQUIREMENTS:**

**Qualifications/Experience:**

*Essential*

- A first or upper second class honours undergraduate degree in a relevant discipline, including Law, History, Politics, European Studies, International Relations, and Human Rights
- A high level of oral and written communication skills, including excellent applied writing skills
- A strong interest in Ireland's foreign policy, with a particular emphasis on human rights
- Excellent interpersonal skills, initiative and good judgement
- Good administrative, organisational and computer skills
- Flexibility and capability to work both independently and as a member of a team
- The candidate must be **fully bilingual in English and French** (language test may be included as part of the shortlisting process);

*Desirable*

- A postgraduate degree in a relevant discipline
- Work experience of at least 6 months' duration and preferably in a related field
- Familiarity with social media and communications strategies
- Experience working with the UN and/or in other international fora.

**Terms and conditions of employment:**

- The successful candidates will be hired on a fixed-term contractual basis and will be based at Ireland's Mission in Geneva Switzerland
- The salary for the position is CHF 53,067.25 per annum, paid direct to bank account locally on a monthly basis
- The positions will have an annual leave allowance of 21 days per annum, exclusive of public holidays.

**How to apply**

Interested candidates are invited to contact: [genevapmrecruit@dfa.ie](mailto:genevapmrecruit@dfa.ie) and request an application form.

**Completed application forms must be received before 17:00 hrs. (Geneva time) on Friday, 27 May 2022.**

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

**The successful candidate must have a legal entitlement to live and work in Switzerland prior to recruitment.**

**Selection Process:**

- Candidates will be shortlisted for the assessment on the basis of the application form
- Shortlisted applicants will be asked to undertake a written assessment and interview process
- It is planned that interviews will be held by video-conference before the end of June 2022.

**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 Department of Foreign Affairs and Trade is committed to a policy of Equal Opportunity.***