



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Policy Research and Administrative Assistant Permanent Representation of Ireland to the OECD and UNESCO, Paris

The Permanent Representation of Ireland to the OECD and UNESCO, Paris represents Ireland's interests at the OECD and UNESCO. We serve the Irish people, promote their values and advance their prosperity and, provide the Government of Ireland with analysis, capabilities and influence. Our organisational values are: Diversity; Integrity; Leadership; Service; and Excellence.

Applications are invited for a permanent, full-time Policy Research and Administrative Assistant working to senior diplomatic and administrative staff (*contrat à durée indéterminée - CDI*), with an initial assignment as the OECD policy officer based at the Permanent Representation of Ireland to the OECD and UNESCO, Paris. The expected start date is late August/early September 2023.

Main duties and responsibilities:

Under the direction of the Permanent Representative (PR) and the Deputy Permanent Representative (DPR), as appropriate:

- To represent Ireland at the OECD Budget Committee and to ensure that the OECD programme of work and budget fully reflects Irish priorities;
- To report on a regular basis to DFA headquarters on policy discussions and decisions at the OECD Budget Committee and other committees as required;
- To oversee and monitor Ireland's budgetary contributions to the OECD and its subsidiary bodies;
- To monitor the on-going implementation of the OECD's programme of work and budget and represent Ireland at key networks and subsidiary bodies as required;
- To support the Deputy Permanent Representative on Executive Committee, External Relations Committee and other work streams as directed by the DPR
- To support the work of the Public Policy Counsellor, attending meetings on their behalf, with a particular focus on climate and energy related issues, with reporting and follow-up as required;
- To ensure professional relationships with OECD staff are maintained as well as with counterparts in Delegations.
- To assist in the organisation of promotional events in the OECD;
- To assist generally in logistical and administrative matters in Ireland's Permanent Representation to the OECD and UNESCO;
- Other related duties and assisting in other aspects of the Permanent Representation's work, as required.

Qualifications/experience/competencies required:

Essential

- Candidates must have a first or second class honours undergraduate degree, or degree equivalent, preferably in international relations/international development/economics or in a discipline of relevance to the Policy Officer role, in particular in relation to climate and energy policy or science, technology and innovation;
- Fluent spoken and written English (C1 minimum) is essential, with proficiency in French an advantage. Shortlisted candidates will be tested;
- The candidate should have at least two years' experience working in a public policy setting, in particular within national governments and multilateral organisations. An understanding or experience of the work of the OECD would be a benefit;
- The candidate must demonstrate, using work based examples, a strong ability to research and synthesise complex information into clear, concise and accurate reporting, without errors of syntax or grammar, and to effectively manage and absorb information from a wide range of sources;
- The candidate must demonstrate using work based examples of providing excellent interpersonal skills, being persuasive, working in a team but also dealing effectively with people in external organisations;
- A good knowledge of Irish foreign policy and priorities and of current global trends in economics and development.
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong organizational skills, attention to detail, able to work under pressure without supervision and to manage multiple tasks;
- Good administrative, organisational and computer skills.
- The successful candidate must have the right to live and work in France. A French social security number is required.

Terms & Conditions of Employment:

- The successful candidate will be hired on a permanent contractual basis and will be based at The Permanent Representation of Ireland to the OECD and UNESCO
- Monday to Friday, 35 hours per week, with standard office hours from 9.15am to 5.30pm
- Annual Leave entitlement 25 days per annum.
- The salary for the position is €34,525.40 per annum, paid locally on a monthly basis. Salaries are paid directly to a bank account, therefore, the successful candidate must have a bank account.

How to apply:

Please apply in English by sending a CV with an accompanying cover letter and at least two work referees by **close of business on 7 July 2023**. Your cover letter should describe your suitability for the role and should not exceed 1 page.

Applications should be sent by **email** only to **administrationparis@dfa.ie** with the subject line **"Policy Research and Administrative Assistant PERM REP"**.

Candidates will be shortlisted for interview (video conference) and language testing. Please note that only shortlisted candidates will be contacted.

Any attempt, direct or indirect, by or on behalf of a candidate to influence the selection process will automatically disqualify the candidate.

The Permanent Representation reserves the right to re-advertise or extend the call for applications.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a competency-based interview may be undertaken based on the Essential Requirements above.
- It is planned that interviews will be held before the end of July.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates;

Equal Opportunity: Reasonable accommodation request

The Permanent Representation is committed to a policy of equal opportunity for people with disabilities. If you require a reasonable accommodation in order to participate in this selection process please email **administration@dfa.ie** when you are submitting your application stating the accommodation(s) required.

Data Protection Acts/GDPR:

All personal information received will be kept in line with GDPR guidelines. Further information is available in the linked [Data Privacy Notice](#).

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.

Please note that canvassing will disqualify applicants.

The Permanent Representation of Ireland, Paris, is committed to a policy of Equal Opportunity