



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Recruitment Notice Consular and Office Manager at the Embassy of Ireland Deadline – Friday 1 December 2023

Mission Statement

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.

The Embassy of Ireland, Bangkok is seeking a highly motivated, professional and hardworking person with excellent communication and interpersonal skills to fill a full-time consular and office manager position. The successful candidate will be hired on a full time basis with a fixed-term three-year contract, with a 3-month period of probation. Candidates must have a permanent, legal right to reside and work in the Kingdom of Thailand and will be subject to Thai employment law.

Roles and Responsibilities:

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Responsibility for day-to-day office management including Administration, Human Resources and Consular Management;
- Management of the Embassy's administrative and support activities relating to ICT, infrastructure, Security, Procurement and Health and Safety issues;
- Assisting with diary management and the organisation of events, which will range from informal meetings to high-level visits;
- Responding to public queries received by the Embassy over telephone and email and providing excellent customer service;
- Perform translation and interpretation work;
- The successful applicant will report directly to the diplomatic staff in the Mission;
- The Office Manager may be required to carry out other functions subject to the business needs of the Embassy, including periodic out of hours, weekend duties, and with the possibility of travel.

Essential Requirements candidates must be able to demonstrate:

- Candidates must have fluency in both English and Thai;
- Candidates must have at least five years' experience working in an office-based, client or public facing role, including previous positions at an Embassy or other international organisation;
- Candidates must have a degree, preferably in disciplines such as:
 - Business Administration
 - Communications



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- Other related fields
- Excellent interpersonal and networking skills;
- Ability to work effectively in a fast-paced environment, meet deadlines, plan and organize work and assignments with minimal supervision;
- Ability to travel within country is required, including accompanying the Ambassador and providing translation in official meetings;
- High level of discretion, commitment, reliability and attention to detail;
- Advanced communication skills, with the ability to quickly distil and synthesise complex information both orally and in writing;
- Computer literacy and information management skills; and
- High level of proficiency in the Microsoft Office suite.
- ***All applicants must have a permanent legal right to reside and work in the Kingdom of Thailand.***

Desirable Skills and Experience:

- Strong knowledge of the work of an Embassy and experience of working in an international environment;
- A good understanding of the role of the Department of Foreign Affairs.

Terms and conditions of employment:

- The successful candidates will be hired on an initial 3 year fixed-term contract with a 3 month probation period;
- Monday to Friday, 40 hours per week, with standard office hours from 09:15-17:30 with some occasional additional hours including some evening and weekend work (leave time-in-lieu will be offered for this work). Where this is necessary, it will be agreed with you in advance. **Individuals unable to occasionally work out-of-hours should not apply for this post.**
- Annual Leave entitlement is 16 days per annum.
- The starting salary will be **THAI Baht 742,913 per annum** for the position paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account. A health care package is also provided.
- Some work out of office hours can be expected.



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How to apply

The Job Description and Application Form for this position are available on our website
<https://www.ireland.ie/en/thailand/bangkok/about/job-opportunities/>

Completed application forms should be sent by email to irishembassybkkrecruitment@dfa.ie
with the subject line CONSULAR AND OFFICE MANAGER.

Applications must be received before 16:30 hrs. (Local time) **Friday 1 December**

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

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/Key Requirements above;
- It is planned that interviews will be held before the end of December;
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process;
- A panel may be set up depending on the calibre of candidates.

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 Embassy of Ireland Bangkok is committed to a policy of Equal Opportunity.