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Consular Officer

The Embassy of Ireland is seeking a dynamic and experienced individual to join our team as Consular Officer

Job Profile:

To Promote Ireland's Values and Interests in Zambia and Namibia through providing consistent high quality, efficient and effective service to our citizens and clients. Also promotes greater connectedness of Irish diaspora.

To provide efficient and effective consular and visa services for the Embassy including handling queries from members of the Irish community, members of the general public, processing consular and visa applications and providing consular assistance and advice to Irish or EU nationals living in or visiting Zambia or Namibia as required.

Key Duties:

- Provision of consular services at the Embassy. This includes receiving and processing applications for passports, foreign birth registrations etc.
- Receiving and processing visa applications for visa required nationals resident in Zambia or Namibia to travel to Ireland
- Focal points for the Irish community, responsible for communications with the Irish community and maintaining the database of Irish nationals who have registered with the Embassy.
- Maintain excellent relationships with key Zambian agencies e.g. Immigration, Police etc that may be required to assist Irish nationals from time to time.
- Represent the Embassy at external consular, crisis and security meetings as required
- Diaspora liaison
- Provides support for the planning and implementation of cultural and other events
- Responsible for collection of and accounting for passport and visa application fees, and fees for other consular services.
- Responsible for the secure maintenance of confidential information held on the Irish community and visa and consular services applicants.

Required qualifications, skills and experience

- Grade 12 education with a Diploma or higher in Business Administration/Office Management or similar.
- Very high degree of personal integrity and trustworthiness.
- Excellent communication and organisation skills.

- Excellent computer skills with experience of the MS Office suite of applications
- Minimum of five years' experience in consular services provision or general office administration

Salary: The gross salary scale for this role starts at K17,603 per month gross progressing to a top point of K26,083 per month. The salary is subject to PAYE.

To apply please forward a covering letter of no more than two pages which outlines your relevant experience. The letter should be accompanied by your Curriculum Vitae detailing qualifications and all work experience to date.

Applications should be forwarded via email to RecruitmentLusaka@dfa.ie on or before 15th June, 2018. Only shortlisted candidates will be contacted.