



Ваш надійний помічник

Офіцер з загальної дипломатії/Public Diplomacy Officer Position, 38896 грн.

📍 Київ,

Компанія: Дирекція
"Інпредкадри"

Рубрики: [Офісний персонал](#)

Побажання до співробітника

Освіта:	не має значення
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

Опис вакансії

Public Diplomacy Officer

Embassy of Ireland, Kyiv

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 is seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the position of Public Diplomacy Officer. This contract is for an initial **2-year** period.

Role and Responsibilities;

- Raising awareness of Ireland in Ukraine through an active media campaign
- Building relationships for the Embassy with media, political, business and cultural institutions in Kyiv and across Ukraine;
- Providing recommendations for cultural events to diplomatic staff;
- Planning and delivery of local Embassy cultural events, including with visiting Irish artists, and also on a virtual basis;
- Building relationships with Ukrainian universities;
- Advice / Support to diplomatic staff on Embassy social media activity;
- Updating Embassy website / social media accounts;
- Daily monitoring of local and regional media and contact-building with journalists;
- Identification of speaking and event opportunities for diplomatic staff;
- Attendance at media, political, business and other events;
- Drafting official communications, including press releases; and
- Other duties as required from time to time and directed by Head of Mission, Deputy Head of Mission.

Essential requirements candidates must be able to demonstrate;

- Candidates must have a third level qualification, preferably in disciplines such as:
 - Multimedia
 - Communications
- Candidates must have a minimum of one year previous experience in digital, social media management, TV or radio;
- Bilingual: Ukrainian and English languages, candidates should be fluent in both languages; **Applicants may be telephoned in advance to establish language proficiency and a short written language test may be required;**
- Well-developed networking and interpersonal skills, including a flexible attitude, good judgement and the ability to work effectively as part of a team;
- Excellent administrative and organizational skills;
- The ability to work well under pressure;
- Great attention to detail and the ability to multitask and work reliably to deadlines;
- Good working knowledge of Microsoft Office suite (Outlook, Word, Excel);
- The ability to work on own initiative and be flexible taking on new work areas; and
- **The successful candidate must have a legal entitlement to live and work in Ukraine prior to recruitment.**

Desirable requirements

- An interest in Irish culture and in EU affairs generally.

Additional information

- This is a full time position for the fixed period of two years;
- Monday to Friday, 40 hours per week, with standard office hours;
- The gross salary for this role is UAH 38,896.65 per month (this equates to UAH 466,759 / €14,407 annually). Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account; and
- Annual leave entitlement is 24 days per year, plus public holidays

The successful candidate is expected to commence employment in October 2021.

How to apply

Applicants must submit their current Curriculum Vitae (two pages maximum), include a brief **cover letter** (300 words) explaining why they are interested in the Public Diplomacy Officer position, and have two nominated referees.

Please submit your application by email to titarenko@inpredkadry.kiev.ua, with the subject line **Public Diplomacy Officer Position** before close of business on 10 September 2021.

Please note that only short listed applicants will be contacted. It is envisaged that interviews (including language testing) for selected candidates will take place during September 2021.

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

Контактна інформація

Контактна
особа: Надежда Титаренко