



## **Operations and Administration Officer Embassy of Ireland, Paris**

***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, Paris is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Operations and Administration Officer position working to senior diplomatic and administrative staff. This is a permanent position (contrat à durée indéterminée – CDI) with an expected start date in May 2026.

### **Roles and Responsibilities:**

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

- Operations lead on renovation works:
  - Prepare and manage building and renovation projects, including liaising with all relevant stakeholders, HQ Dublin and architectural consultants
  - Operation of building maintenance and operations
  - Develop a preventive maintenance approach for the building
- Administration of contract procurement and compliance;
- Relationships with external suppliers;
- Prepare annual archive return and general administration in respect of paper and electronic records;
- Operation of security and compliance, including GDPR;
- Contribute actively to the administration team; provide support to the Office and Accounts Manager in the preparation of monthly accounts; report to the Head of Administration;
- Manage the arrival and integration of new diplomatic officers and their families;
- Other related duties and assisting in other aspects of Embassy work, as required.

### **Essential Requirements candidates must be able to demonstrate:**

- Candidates should ideally have a degree, preferably in related area;
- A self-starter, used to taking initiative. Capable of working well independently and as a member of a team; a can-do approach to their work and capable of working on a project basis;
- The candidate must demonstrate using work based examples of providing excellent interpersonal skills, initiative and good judgement, being persuasive, working in a team but also dealing effectively with people in external organisations;
- A commitment to contribute to a positive working environment based on dignity, diversity, inclusion and respect;

- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong organisational skills, attention to detail, ability to work under pressure, to manage multiple tasks, to meet deadlines, manage time and prioritise tasks;
- The candidate should provide examples of being solutions-oriented, and committed to delivering results, including by adapting approach if necessary;
- The candidate must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- Native French or English, with a good understanding of the other language;
- The successful candidate must have the right to live and work in France. A French social security number is required.

#### **Desirable Skills and Experience:**

- Work experience of at least 24 months' cumulative duration in a relevant field;
- Previous experience in building management and operations or project management;
- Experience working in an international office environment;
- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- Previous experience in a diplomatic mission is desirable, but not essential.

#### **Terms and conditions of employment:**

- The successful candidates will be hired on a permanent contractual basis (contrat à durée indéterminée - CDI) and will be based at Embassy of Ireland, Paris located 12 avenue Foch 75116 Paris;
- 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 starting gross salary for the position is €36,818.34 per annum, paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account in France. In addition to salary, the employee will benefit from a health insurance (mutuelle), a transport compensation (Paris Navigo) as well as a specific allowance for meals (ticket restaurant);
- The statutory probation period will apply.

#### **How to apply**

The Job Description for this position is available on our website

[Embassy Of Ireland, France | Ireland.ie](https://www.embassyofirelandfrance.com/ireland)

Please apply in English or French by sending a CV with an accompanying cover letter and at least two work referees. Your cover letter should describe your suitability for the role and should not exceed one page.

Completed applications should be sent by email only to [administrationparis@dfa.ie](mailto:administrationparis@dfa.ie), with the subject line **“Operations and Administration Officer”**.

**Applications must be received before 5:30 pm (French time) on Thursday 30<sup>th</sup> April 2026**

No applications will be accepted after this deadline.

Please note that only shortlisted applicants will be contacted for interview and language testing.

**Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for a competency-based interview will be undertaken based on the Essential Requirements above;
- It is planned that interviews will be held by video-conference in May 2026;
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process;
- A panel may be established depending on the calibre of candidates.

**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, Paris is committed to a policy of Equal Opportunity.***