An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade

Policy and Research Officer (Justice, Security, and Migration)
Embassy of Ireland, Washington DC

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, Washington DC is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Policy Officer position on to work on justice, security, and migration issues.

Position Title:	Policy Officer
Salary Scale Name:	Clerk Secretary/Foreign Policy Advisor/Policy Officer
Point on Salary Scale:	Base Point $70,416.00 gross per annum
Contract Duration:	One year duration, with an option to extend
Health Insurance (medical):	80%

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

- Track and analyse key matters relating to justice, security, and migration.
- Preparing briefing notes and reports on justice, security, and migration issues.
- Assist in organizing meetings and outreach with key agencies relating to justice and migration, including national security agencies, courts and think tanks, along with political and Irish community outreach.
- Deepening Embassy resources on key changes in US immigration laws and regulations.
- Support administrative tasks, including research on hearings, votes and committee work, while maintaining stakeholder databases.
- Assist in managing visits of Irish Government Ministers and officials through programme planning, briefing and advance logistical support.
- Attendance and reporting on meetings.
- Media monitoring, reporting and analysis.
- Helping prepare public diplomacy assets, including digital communications and supporting event organisation.
- Building and maintaining a network of contacts with key partners.
- Supporting mission network with work associated with deportations.
- Contributing as part of the wider Embassy team with administration and other work as required. The Policy Officer may be required to carry out other functions subject to the business needs of the Embassy, periodic out of hours and weekend cover.
- Any other duties as directed by the Ambassador, Deputy Head of Mission or Head of Operations.

Essential Requirements and Skills:

- Minimum of a Bachelor's degree, with a relevant field of study preferred.
- Minimum two years professional experience, preferably in a similar role or working in US government.
- Ability to work both independently and collaboratively, in a team setting.
- Organisational skills, with strong attention to detail.
- Ability to multitask in a fast-paced environment.
- Fluent in English with strong written, analytical and oral communications skills.
- In-depth knowledge of US political and government structures and public policy environment.
- Familiarity with the work of an embassy and a willingness to develop an understanding of Ireland and key policies as they relate to Ireland's relationship with the US.
- Competent in the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- ***All applicants must have a permanent legal right to reside and work in the USA; the Embassy of Ireland is not in a position to sponsor work visas for applicants.***

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland Washington DC.
- Monday to Friday, 40 hours per week, with standard office hours from 9am to 5:00pm
- Annual Leave entitlement 20 days per annum.
- The salary for the position is *$70,416.00* per annum, paid locally on a weekly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.
- Please note that the Embassy does not withhold taxes at source, therefore the successful candidate is responsible for all taxes including social security contributions when applicable. A signed tax declaration form will be requested annually.
- Contracts are governed by US labor laws in accordance with US, State and Local Employment Law.

How to apply

The Job Description and Application Form for this position are available on our website:
Job Opportunities | Embassy of Ireland, USA | Ireland.ie | Ireland.ie

Completed application forms should be sent via e-mail only to WASHINGTONEmbassy@dfa.ie , with the subject line **Justice, Security, and Migration Policy Officer Vacancy**.

Applications must be received before 5pm (Local time) on 27 February 2026
(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 Requirements and Skills above.
- It is planned that interviews will be held before the end of March 2026.
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates.

General Data Protection Regulation:
All personal information received will be kept in line with European Union General Data Protection Regulation 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, Washington DC is committed to a policy of Equal Opportunity.