



**An Roinn Gnóthaí Eachtracha**  
**Department of Foreign Affairs**

**Political Officer**  
**Embassy of Ireland, Cairo**

***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 in Cairo, with responsibility for Egypt, Lebanon and Syria, is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Political Officer position.

**Roles and responsibilities:**

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

- Political, economic and other research, analysis and report writing;
- Media monitoring, reporting and analysis;
- Translation and summary of relevant news, policy and other documents;
- Attendance at and reporting on meetings, as required, including translation / interpretation;
- Public diplomacy, including embassy digital communications and supporting event organisation;
- Proposing, administering and reviewing projects that support the objectives of the embassy including but not limited to political, trade and cultural activities;
- Management of the embassy's annual small grants programme;
- Building and maintaining a network of contacts with key partners;
- Contributing as part of the wider embassy team to administration and other work as required;
- Working on the embassy's social media outreach;
- In addition to the above, the Political Officer may be required to carry out other functions subject to the business needs of the embassy.

**Essential requirements candidates must be able to demonstrate:**

- All applicants must have a **permanent legal right** to reside and work in Egypt;
- The candidate must be **fully bilingual** in English and **Arabic** (language test may be included as part of the shortlisting process);
- Candidates must have a **degree**, preferably in disciplines such as:
  - Politics/economics/diplomacy/international affairs/project management
- Candidates must have **previous professional experience** in a similar role;
- The candidate must demonstrate, using work based examples, of providing excellent **interpersonal skills**, being persuasive, **working in a team** but also dealing effectively with people in external organisations;

- The candidate must have proven ability to build relationships and maintain a network of contacts across governmental, institutional, academic, funding agencies, industry and public-sector communities;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong **organisational skills**, attention to detail, able to work under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting their approach if and as when necessary;
- The candidate must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);

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

- A good understanding of the role of the Department of Foreign Affairs & Trade and the Embassy of Ireland in Egypt;
- The successful applicant will work alongside other local employees of the embassy, and will report directly to the diplomatic staff in the mission. Previous experience in a diplomatic mission is desirable, but not essential;
- Experience of project management / event organisation.

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

- The successful candidate will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland in Egypt.
- Sunday to Thursday, 40 hours per week, with standard office hours from 8am to 4.30pm
- Annual Leave entitlement 21 days per annum.
- The salary for the position is €19,516.72 per annum, paid locally on a monthly basis. Salaries are paid direct to a bank account and accordingly the successful candidate must have a bank account.

#### **How to apply**

The Job Description and Application Form for this position are available on our website [www.dfa.ie/Egypt](http://www.dfa.ie/Egypt)

Completed application forms should be sent via e-mail only to [CairoRecruitment@dfa.ie](mailto:CairoRecruitment@dfa.ie) with the subject line **Political Officer Vacancy**.

**Applications must be received before 16:30 hrs. (Local time) on Saturday 29 March 2025**

(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 above;
- It is planned that interviews will be held in April 2025;
- A skills test may be included in the recruitment process;
- 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 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 in Egypt is committed to a policy of Equal Opportunity.***