Ambasáid na hÉireann | An Iordáin
Embassy of Ireland | Jordan
سفارة أيرلندا | الأردن

Policy Officer
Embassy of Ireland in Jordan

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 Jordan is looking to recruit a full time Policy Officer on an initial one-year contract. The role of the Policy Officer will be to support the Ambassador and Diplomatic Staff in monitoring and analysing political and economic developments in Jordan and countries of accreditation.

Role

- Monitoring, analysing and reporting on political and economic developments in Jordan and Iraq, with a particular focus on changes to the domestic and regional landscape, and EU-related issues, and reporting on them in English;
- Creating and maintaining a network of contacts and stakeholders in Jordan and Iraq;
- Attending and reporting on conferences, briefings and other events;
- Working with the Embassy team on events and projects as required;
- Undertaking research on topical issues and events in Jordan and Iraq;
- Assisting with High Level visits between Ireland and Jordan; and
- Working flexibly with Embassy team members on agreed tasks.

Essential requirements candidates must be able to demonstrate:

- Candidates must have a relevant post-graduate degree, preferably in disciplines such as:
    - International Relations / International Studies
    - Political Science / Government Economics / Political Economy
    - European Studies Public Policy / Administration
    - International Law / EU Law
    - Journalism / Communications
- At least one year of professional experience in a relevant area, with a demonstrated track record in policy research and analysis or support;

- Candidates must have excellent oral and written skills with fluency in written and spoken English and Arabic. Applicants may be telephoned in advance to establish language proficiency and a short written language test may be required;
- Candidates must have experience in report writing;
- Demonstrate, using examples, strong knowledge of international affairs and experience of working in an international environment;
- Evidence, through examples, a strong knowledge and understanding of Jordanian and Iraqi politics;
- Advanced communication skills, with the ability to quickly distil and synthesise complex information in writing;
- Well-developed networking and interpersonal skills, including a flexible attitude, good judgement, and the ability to work effectively as part of a team;
- A high level of organisational and administrative skills, including proficiency in Microsoft Suite, Outlook, Word and Excel;
- The ability to work well under pressure while ensuring accuracy and attention to detail; and
- **The successful candidate must have a legal entitlement to live and work in Jordan prior to recruitment.**

Desirable requirements:

- A good understanding of the role of the Department of Foreign Affairs and Trade;
- Additional post-graduate qualifications will be considered an advantage;
- Proficiency in other languages will be considered an advantage.

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 in Jordan.
- The gross annual salary for the position is **JOD 17,425.89 per annum**, paid locally on a monthly basis, through electronic transfer, therefore the successful candidate must have a bank account.
- The positions will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.

How to apply

The Job Description for this position is available on our website https://www.ireland.ie/en/jordan/amman/

Completed application forms should be sent via e-mail only to ammanemhr@dfa.ie with the subject line **Policy Officer**.

Applications must be received before 16:00 hrs (local time) on Thursday 15 October 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 interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that competency-based interviews will be held in person commencing late October.
- A second interview may be included in the recruitment process
- A panel may be set up depending on the calibre of the 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 Jordan is committed to a policy of Equal Opportunity.