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12<sup>TH</sup> March, 2024

### **VACANCY ANNOUNCEMENT FOR THE POSITION OF RECEPTIONIST**

The Embassy of the Federal Republic of Nigeria in Dublin, Ireland is inviting suitable applicants for the position of Receptionist for the Mission.

Requirements for the above-mentioned position are as follows:

- i. Legal eligibility to work in Ireland.**
- ii. Relevant educational qualifications.**
- iii. Fluency in English Language. Any other international language is an added advantage.**
- iv. Excellent communication and interpersonal skills.**
- v. Previous experience in receptionist or administrative roles, preferably in an embassy or diplomatic setting.**
- vi. Strong organizational skills and attention to detail.**
- vii. Ability to multitask and work efficiently in a fast-paced environment.**
- viii. Ability to be resourceful and proactive when the need arises.**
- ix. Professional attitude and appearance.**
- x. Familiarity with office software such as Microsoft Office.**
- xi. Knowledge of diplomatic protocols and procedures is an advantage.**
- xii. Medical Certificate of Fitness from GP.**

All nationalities are welcome to apply. Kindly note that applications should be forwarded to [enquiries@nigerianembassydublin.org](mailto:enquiries@nigerianembassydublin.org) on or before 11 April, 2024.



Chancery