



British Embassy
Doha

Government Relations Officer / Translator A2(L)

Main Purpose

The British Embassy Doha has vacancy for a Government Relations Officer (GRO) / Translator A2(L) position.

The position is that of GRO/Translator and will report to the Corporate Services Manager (CSM). The nature of position sometimes necessitates out of hours work. This is an excellent opportunity within a small and fast-paced team for someone aspiring to work in the field of Government Relations.

Objective:

- To deliver facilitation services and advice to officers, dependants, visitors and partner organisations.
- To provide support translation services to the rest of the Embassy.

Main Duties and Responsibilities:

- To liaise with the Qatari administration, building a network of contacts.
- To obtain and renew Resident Permits / ID cards as required.
- To obtain visas / insurance / airport passes / driving licenses for staff and visitors.
- To clear and coordinate heavy baggage and unaccompanied air freight movements, and deliveries to and from the Embassy.
- To administer the process of Notes Verbales in from / out to various ministries and administrative offices.
- To be the Embassy point of contact at the airport, assisting officers, visitors and VIPs through customs.
- To be a point of contact for all staff regarding facilitation requests with the Qatari administration.

Competencies:

- **Delivering at Pace** – Focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes.
- **Making Effective Decisions** - Being objective; using sound judgement, evidence and knowledge to provide accurate, expert and professional advice.
- **Delivering Value for Money** - Seeking out and implementing solutions which achieve the best mix of quality and effectiveness for the least outlay.
- **Leading and Communicating** - Display enthusiasm around goals and activities; and adopting a positive approach when interacting with others.

Essential Minimum Qualifications:

- Excellent written and spoken English and Arabic.
- Experience of working with the Qatari administration and good knowledge of the visa system.
- Full Qatari driving license.
- IT literate, with good knowledge of Microsoft Office.



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- Ability to communicate with colleagues and stakeholders at different levels.

Desirable Qualifications:

- Holder of the relevant PRO licenses.

Salary and Employment

The British Embassy offers a competitive remuneration package, including salary of QR9,900 per calendar month and transportation allowance of QR800 per calendar month; a leave entitlement of 25 working days rising to 30 working days; and access to training. Embassy working hours are 7.30 a.m. to 3.00 p.m. Sunday to Thursday. This position is offered on a full-time basis and due to the nature of the work, some flexibility on hours will be required. There is also scope for flexible working to meet an individual officer's personal circumstances.

The successful candidate will need to commence security clearance procedures through the Embassy.

How to Apply:

The closing date for applications will be **11th July 2015**. All applications should be sent by e-mail to doha.recruitment@fco.gov.uk. Employment will be subject to the successful applicant undergoing the necessary security vetting procedures.

Applications must include the following:

1. A completed application form, which can be found here: <https://www.gov.uk/government/world/organisations/british-embassy-doha/about/recruitment>
2. A CV and covering letter;
3. Contact details for two professional references.

External Applicants: Please clearly mark the position title and your name in the subject title of your email. **Please send your attachments using either of the following formats .doc, .docx, pdf.**

Internal Applicants: Please clearly mark as internal candidate, position title and your name in the subject title of your email. **Please send your attachments using either of the following formats .doc, .docx, pdf.**

Applications received after the stated deadline will not be considered.

Incomplete applications will not be taken into consideration. Only shortlisted candidates will be contacted.

The successful candidate will need to commence security clearance procedures through the Embassy as soon as possible. Employment offers are subject to successful clearance of pre-employment checks.

The British Embassy Doha is an equal opportunities employer and does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation.