

# IDA Ireland Job Specification

**Job Title:** Assistant Project Executive (2 Roles)  
**Duration:** 2-year work placement (9am-5pm Monday – Friday)  
**Division:** Various Business Support Divisions  
**Location:** IDA Ireland, Three Park Place, Hatch Street Upper, Dublin 2  
**Salary:** €31,545 per annum  
**Closing Date:** Monday, October 6<sup>th</sup> 2025

**Application:** Please send your CV directly to [info@opendoorsinitiative.ie](mailto:info@opendoorsinitiative.ie)  
 Applications will be reviewed and shortlisted by IDA Ireland in partnership with the Open Doors Initiative. The selection process will consist of a competency-based interview. Further details will be provided when the shortlisting process has been completed.



IDA Ireland is an equal opportunities employer and is committed to fostering an inclusive workplace which values and benefits from the diversity of our workforce. We encourage you to reach out to [info@opendoorsinitiative.ie](mailto:info@opendoorsinitiative.ie) directly should you require assistance or reasonable accommodation during the recruitment process with IDA Ireland.

## About IDA Ireland

IDA Ireland is the Irish Government's inward investment promotion agency. IDA is a non-commercial body that provides comprehensive pro bono investment support and incentives for companies looking to expand and develop strategic international operations in Ireland. IDA supports close to 1,800 client companies to directly employ over 300,000 people in Ireland. Today 9 of the world's top 10 Pharmaceutical companies, 14 of the top 15 Medical Technology companies, 21 of the world's top 25 Financial Services companies, and 13 of the global top 20 Technology companies have established strategic operations in Ireland.

In IDA Ireland we value our People, Professionalism, Passion for Performance & Achievement, and Public Service. We embrace a culture of support, respect, equality, collaboration, inclusivity, and work-life balance. And you now have the opportunity to be part of a team that makes an impact on the future of Ireland. IDA Ireland is also firmly dedicated to promoting and advocating for greater Equality, Diversity & Inclusion (EDI), to ensure a welcoming environment for everyone across the organisation.

## Job Role

To work within one of IDA's Business Support Divisions, supporting client-facing teams in identifying and winning high quality investments in line with IDA's strategy *Adapt Intelligently: A Strategy for Sustainable Growth and Innovation 2024-29*. These roles are an exciting opportunity for someone with an interest in Marketing, Data, Policy, Research and Analysis. The successful candidate will support the Team in working with major multinational clients and global industry leaders, with the core objective of winning and supporting the growth and development of multinational companies in Ireland.

## Key Tasks

- To carry out market and company research and analysis in support of the work of IDA's Operations Teams and Overseas Offices.

- To deliver a high level of professional client-focused relationship management and aftercare service to client companies.
- To contribute to the preparation and delivery of investment proposals, including for submission to the IDA Ireland Board and Committees.
- To maintain and update information on existing companies, target companies, and industry trends using relevant databases.
- To research trends and opportunities in the industry and keep up to date with emerging business models and other developments in the sector.
- To work with regional teams in preparing and maintaining related marketing materials.
- To ensure that continuous learning and development is undertaken through informal and formal learning and participation in IDA's Performance Management and Development Review Process.
- To ensure dignity, respect, and equality are applied throughout the organisation and that a work-life balance in the workplace is supported as much as possible.
- To ensure that IDA's values of Enterprising, Inclusive, Resourceful, and Empowering are upheld.
- To demonstrate flexibility in undertaking additional tasks as may be assigned and to manage and maintain good communications with colleagues across time zones and cultures.

### **Requirements**

- The successful candidate must hold full time work authorisation for the full duration of the 2-year placement;
- A third level related qualification to Level 7 standard on the National Qualification Framework is essential, but please note education/experiences from other countries will be considered equally;
- In-depth knowledge of computer packages, proficiency and experience in the use of Word, Excel and PowerPoint are essential;
- Working knowledge of AI based platforms, such as Copilot, ChatGPT is desirable;
- This role will observe the organisation's Hybrid Working Model.

### **Additional Information**

- This role includes mentoring and training opportunities;
- Relevant additional language capability is seen as an advantage;
- Candidates should provide flexibility and interest in career progression and development via opportunities which may arise in IDA Ireland;
- Aspects of this role may require domestic travel when possible and working outside of normal office hours to align with Overseas markets;
- Reasonable Accommodation will be facilitated during the recruitment processes and throughout the placement programme.

### **Key Competencies Required**

- Client Focused Relationship Building
- Negotiating & Influencing
- Communications & Personal Effectiveness
- Knowledge of the Business
- Networking
- Creativity & Innovation
- Project Management