



Third Secretary Self-Assessment Questionnaire

This short questionnaire encourages you to review how your interests, skills and experiences match the challenging requirements at Third Secretary Level.

Please work through the statements below by selecting the answer option that best reflects your level of agreement with each statement in the context of where you are in your current career, where:

SA - Strongly Agree

A - Agree

D - Disagree

SD - Strongly Disagree with each statement.

Please work through sections A, B, C & D.

Use your current and past experiences and your expectations for the future to help you decide on your response. You may feel that some of the statements are not relevant to you or you may find it difficult to choose an appropriate answer, however try to choose the most relevant option presented.



How about a career with the Department of Foreign Affairs & Trade?

Section A: I am good at analysing information and coordinating projects	SA	A	D	SD
I like to research subjects thoroughly				
I feel comfortable pulling together information to form a persuasive argument				
I have demonstrated the ability to analyse complex information and to put forward practical recommendations for action				
I like to identify the different parts of a project and plan all the things that have to be done				
I feel that I can contribute to the development of policies, understanding the implications of decisions				
I make it my business to keep up to date with current affairs issues both at home and abroad				
Section B: I am very good at working with people	SA	A	D	SD
I am good at establishing and maintaining effective working relationships with other people				
I feel that I am persuasive and convincing in presenting a case				
I have demonstrated the ability to deal effectively with people, even those in significant distress				
I have excellent written skills				
I have a strong interest in other cultures and people				
I feel I have the high levels of emotional strength needed to provide assistance to individuals facing a range of issues including accidents, bereavements, imprisonment, hardship, crime etc.				
Section C: I am driven, resilient and strive for self-development	SA	A	D	SD
I am extremely resilient and can cope when dealing with extremely challenging situations				
I want to perform at the highest standard throughout my career				
I can maintain my composure in a pressurised environment				
I can persevere even when faced with obstacles or setbacks				
I enjoy learning new skills that will enhance my work performance				
I enjoy learning new languages and know that I will be required to pick them up quickly				
Section D: I have a real interest in the Third Secretary role	SA	A	D	SD
I have a good understanding/overview of the role and functions of the Department of Foreign Affairs and Trade				
I enjoy travel and am comfortable living away from home for long periods of time				
I am interested in trade and economic markets and understanding the variables impacting on same				
I have a strong interest in Irish public affairs and in international relations				
I have an excellent understanding of the current situation in Northern Ireland				
I have an appreciation of the range of benefits associated with Ireland's membership of the EU				
I am aware of the Overseas Development Assistance pledged by Ireland				
I know the countries that Ireland has most trade with and the approximate value to the Economy of exports across different sectors.				

If you have answered Strongly Agree or Agree to all of the statements above, the Third Secretary role could be a good fit for you.