

North Leinster Citizens Information Service: Regional Administrator (Temporary) **(<https://www.activelink.ie/node/108886>)**



North Leinster Citizens Information Service is currently seeking to recruit for an:

Regional Administrator (Temporary – 30th April 25)

Specified Purpose, Full Time, 35 Hours per Week- Navan CIC

Role

The primary role of the Regional Administrator is to provide and ensure high-level administrative support to the CIS Regional Manager. The Regional Administrator will assist the Regional Manager and Board of Directors as appropriate in the work of the CIS and the development of its services and will ensure the maintenance and development of high-quality administrative systems and practices throughout the organisation.

- **Salary scale:** €27,844 - €41,093 (pro rata for part-time staff)
- **Incremental Credit:** CIS operates an incremental credit process for new entrants to the CIS network at request. For further information please see the candidate pack.

Application

Applications must be made on the relevant application form and sent to: recruitment.northleinstercis@citinfo.ie (<mailto:recruitment.northleinstercis@citinfo.ie>) with the subject: **RA Recruitment Campaign**

Please also use the above email address for queries on the application process.

Curriculum Vitae (CVs), late, incomplete or hand-written applications will **not** be considered. Applicants will be shortlisted solely on the basis of information contained in their completed application form.

Closing date: 13:00pm on Friday 28th June 2024. (Curriculum Vitae (CVs), late, incomplete, emailed or hand-written applications **will not** be considered).

Citizens Information Services provide free, confidential and impartial information, advice and advocacy services to the public on social services, rights and entitlements.

Region

Navan, Co Meath

Date Entered/Updated

12th Jun, 2024

Expiry Date

28th Jun, 2024

Attachment	Size
RA.Candidate.Pack June 2024.docx	428.91 KB
RA Application form June 24.docx	74.78 KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/108886-north-leinster-citizens-information-service-regional-administrator-temporary>