

Galway and Roscommon Education and Training Board: Permanent Clerical Officer (<https://www.activelink.ie/node/109240>)



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

PERMANENT CLERICAL OFFICER – GRADE III

Applications are invited from suitable, qualified and experienced persons for the position of Permanent Clerical Officer (Grade III). A panel may be formed to fill future relevant positions (both permanent and temporary) that may arise during the lifetime of the panel. Any such panel formed shall be six months in duration from the date of formation.

The Clerical Officer will participate as an effective team member towards the efficient operation of the relevant department.

The nature of work will vary depending on the post but the role requires an individual who can make a positive contribution towards achieving group goals. Excellent communication skills are required, with the confidence and ability to deal with a variety of queries.

CONDITIONS OF SERVICE:

Terms of Appointment: The posts are whole-time/part-time, permanent/temporary and pensionable.

Location: The successful applicant(s) will be assigned to offices under the remit of GRETB e.g. GRETB HQ, Athenry, GRETB FET Centre, Mervue, Galway City, GRETB Training Centre, Mervue, Galway City and the post holder may be moved to another area of the organisation if required.

Remuneration: *New Entrants:* €29,311 - €46,446

Pre 01/01/2011 entrants: €31,469 - €46,446

IMPORTANT NOTICE RE: SALARY: As per DES guidelines, **new appointees** who are entering this grade for the first time will start at the **minimum point** of the scale. Incremental credit **may only** apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. **Starting Salary is not subject to negotiation.**

Hours of work: A 35 hour week is in operation. Hours may be adjusted from time to time under relevant Public Sector Agreements.

Annual leave: The Annual Leave entitlement for this post is 22 days.

Sick Leave: Sick Leave will be in accordance with the arrangements authorised by the Minister for Education from time to time.

Please see Information Booklet attached below.

Application Process/Apply for the position : All particulars of post and online application process can be found on the GRETB website: [TheHirelab | match, select and employ... \(https://gretbcareers.thehirelab.com/LiveJobs/JobApply/5655?source=1\)](https://gretbcareers.thehirelab.com/LiveJobs/JobApply/5655?source=1)

Completed application form must be submitted online by **12.00 p.m. Friday, 12th July 2024.**

Contact details : All job queries can be submitted to recruitment@gretb.ie (<mailto:recruitment@gretb.ie>).

Region
Galway

Date Entered/Updated

27th Jun, 2024

Expiry Date

12th Jul, 2024

Attachment**Size**

Information Booklet - Clerical
Officer.doc

77.5
KB

Source URL: <https://www.activelink.ie/vacancies/education-training/109240-galway-and-roscommon-education-and-training-board-permanent-clerical-officer>