

## **North Leinster Citizens Information Service: Regional Administrator (Temporary)** **(<https://www.activelink.ie/node/109400>)**



### **Full Time, 35 Hours per week or Two Part Time 17.5 Hours per week**

**North Leinster Citizens Information Service is currently seeking to recruit a temporary Full/Part Time Regional Administrator (s).**

Key tasks for the post include responsibility for secretarial, administration, and financial records management support to the Regional Manager in the running of the service.

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.

- **This is a Temporary position**, subject to completion of a 3 month probationary period.
- **Location for this post:** NLCIS Regional office in Navan Co Meath. However, other office locations in the region may be considered with the successful candidate(s).
- **Salary scale:** €27,844- €41,093 (including two long-service increments). Pro rata for part-time staff.
- **Incremental Credit:** It is expected, that all new entrants to North Leinster Citizens Information Service will be appointed at point one of the salary scale. However, North Leinster CIS operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into North Leinster CIS. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.

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

Closing date: 13:00pm on Tuesday 23rd July 2024. *(late applications will not be accepted).*

A detailed job description and application form together with further information on CIS can be accessed at:

<https://www.citizensinformationboard.ie/en/news/vacancies.html>  
(<https://www.citizensinformationboard.ie/en/news/vacancies.html>)

For details on how your personal data will be used as part of this process our Data Protection Notice for Job Applicants is available at: [http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html)  
([http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html))

**North Leinster Citizens Information Service is an equal opportunities employer**

**Region**  
Navan, Co Meath

**Date Entered/Updated**  
8th Jul, 2024

**Expiry Date**  
23rd Jul, 2024

<b>Attachment</b>	<b>Size</b>
<u><a href="#">RA.Candidate.Pack July 2024.docx</a></u>	429.29 KB
<u><a href="#">RA Application form July 24.docx</a></u>	75.49 KB

---

**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/109400-north-leinster-citizens-information-service-regional-administrator-temporary>