

Dublin South Citizens Information Service: Information Officer/s (Part Time) (<https://www.activelink.ie/node/109405>)



Information Officer/s

Part Time, 17.5 per week, Dublin South CIS

Dublin South Citizens Information Service is currently seeking to recruit a number of permanent 17.5 hour Information Officer (IO) Positions across the Dublin South CIS Region.

They include

- A part-time Information Officer for it's Dublin South DLR Service Area (Working across it's **Dun Laoghaire and Dundrum CIC's** offices – Permanent contract
- A part-time Information Officer for its **Dublin South Central Service Area** (Working across its **Liberties D8 CIC** and **The Carmelite Centre Outreach**) – Permanent contract

Key tasks for the post include the direct delivery of information, advice, advocacy and referral services, and liaison with other service providers, both statutory and voluntary.

Excellent communication skills, a good level of research and IT skills, and a Leaving Certificate and/or equivalent of education are required. Ideally, applicants will also hold a higher-level qualification in relevant field of study, (e.g. social policy, human rights, social work/social care practice, legal qualification etc.), and / or substantial previous work experience in a busy information/advice/advocacy environment.

- These are permanent positions, subject to completion of a 6 month probationary period
- **Full Time Salary Scale: €29,821 - €45,498 including 2 x LSIs, long serving increments**(pro rata for part-time staff)
- Incremental Credit: It is expected, that all new entrants to Dublin South CIS will be appointed at point one of the salary scale. However, Dublin South CIS Service operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into Dublin South 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:
DublinSouthRecruit@citinfo.ie (mailto:DublinSouthRecruit@citinfo.ie)

Closing date: 12noon Monday 29th 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/io20240708.ht...>
(<https://www.citizensinformationboard.ie/en/news/vacancies/io20240708.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)

Dublin South Citizens Information Service is an equal opportunities employer

Region

Dublin South

Date Entered/Updated

8th Jul, 2024

Expiry Date

29th Jul, 2024

Attachment**Size**

[1.1 IO.Candidate.Pack July24 \(1\)_0.pdf](#)

364.75
KB

[2.0 IO.Application.FormDSCIS IO PostsJuly24
\(1\)_0.docx](#)

76.28 KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/109405-dublin-south-citizens-information-service-information-officers-part-time>