

Pobal: Administrator - Programme Design and Implementation **(<https://www.activelink.ie/node/109536>)**



Role: Administrator

Directorate: Early Years Operations

Unit: Programme Design and Implementation

Grade: 2

Reporting to: Programme Design and Implementation Co-Ordinator

Role Purpose

To provide Service Excellence to our customers and colleagues by building a deep understanding of their needs, requirements and expectations and consistently meeting, managing and exceeding their expectations in a professional, courteous and respectful manner.

The Programme Design and Implementation Administrator will be responsible for ensuring that business units across Pobal assigned responsibility for the delivery of assigned Early Years programmes are equipped with the best possible understanding and clarity of the programme delivery requirement and expectation.

The Programme Design and Implementation Administrator will be a core member of the team contributing to the development and administration of functional and programme business processes and procedures for the successful delivery of the Unit and related early years programmes.

Please see Job Description and Person Specification attached below.

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

The complete job spec, application form and further information can be found on the Pobal website: [Pobal Job Vacancies \(https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF\)](https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF)

Deadline for application: August 1st, 2024

Pobal is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.

Region

To Be Agreed / Blended

Date Entered/Updated

12th Jul, 2024

Expiry Date
1st Aug, 2024

Attachment

[Early Years Operations G2 Programme Design and Implementation Administrator Job Description.pdf](#)

Size
896.55
KB

Source URL: <https://www.activelink.ie/vacancies/children-youth/109536-pobal-administrator-programme-design-and-implementation>