

North Munster Citizens Information Service: Information Officer **(<https://www.activelink.ie/node/111764>)**



Information Officer

Permanent, Full Time, 35 hours per week,

North Munster Citizens Information Service

North Munster Citizens Information Service is currently seeking to recruit a permanent full time Information Officer for its Citizens Information Centre in Shannon.

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.

- **Permanent Post:** This is a permanent position, 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)
- **Annual Leave Entitlement:** 23 days – 25 days (after 5 years service)
- **Pension:** There is a pension scheme in place where 5% is contributed by the employee and 7% by the employer. Membership of the pension scheme is mandatory.
- **Incremental Credit:** CIS operates an incremental credit process, on request, which is based on the information provided by applicants on their application form

Applications must be made on the relevant application form and sent to:
recruitmentmcis@citinfo.ie (mailto:recruitmentmcis@citinfo.ie)

Closing date: 10am on 4th November 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/io20241023.html>
(<https://www.citizensinformationboard.ie/en/news/vacancies/io20241023.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)

North Munster Service Citizens Information Service is an equal opportunities employer

Region

Shannon, Co Clare

Date Entered/Updated

25th Oct, 2024

Expiry Date

4th Nov, 2024

Attachment	Size
IO_AppForm.docx	58.09 KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/111764-north-munster-citizens-information-service-information-officer>