

## **North Leinster Citizens Information Service: Administrator (Part Time) (<https://www.activelink.ie/node/113177>)**



### **Administrator**

Citizens Information Services provide free, confidential and impartial information, advice and advocacy services to the public on social services, rights and entitlements.

The North Leinster Citizens Information Service (CIS) is currently seeking to recruit an Administrator. The role being advertised for is: Part-Time Permanent Administrator for its Newbridge Office.

### **The Role**

The Administrator is responsible for clerical and administration duties to support the Development Manager and regional management team in a wide range of activities. Key tasks for the post include responsibility for secretarial, administration, and financial records processing for the assigned office in the region.

**Salary Scale:** €26,411 - €38,803 (including 2 Long Service Increments (LSI). Pro rata for part time staff).

**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.

**Annual Leave entitlement:** 23 - 25 days (after 5 years' service) pro rata for part-time work.

**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, NLCIS operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into NLCIS. 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) with the subject header – Administrator Recruitment Campaign Kildare 2025**

**Closing date:** 13:00 on Friday 7th February 2025.

(Curriculum Vitae (CVs), late, incomplete or hand-written applications will not be considered)

A detailed Candidate Pack and application form together with further information on CIS can be downloaded as part of this recruitment notice.

Applicants will be shortlisted solely on the basis of information contained in their completed application form. 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/cis.html](http://www.citizensinformationboard.ie/en/data_protection/cis.html) ([http://www.citizensinformationboard.ie/en/data\\_protection/cis.html](http://www.citizensinformationboard.ie/en/data_protection/cis.html))

A panel of qualified candidates may be formed from which temporary/permanent, part-time Administrator posts which arise in a specified period up to a maximum of 12 months will be filled, should vacancies arise in this period. Post applied for will be located in the North Leinster Citizens Information Service Region.

*Citizens Information Service is an equal opportunities employer,  
Funded and supported by the Citizens Information Board.*

**Region**

Newbridge, Co Kildare

**Date Entered/Updated**

16th Jan, 2025

**Expiry Date**

7th Feb, 2025

<b>Attachment</b>	<b>Size</b>
<a href="#"><u>03. NLCIS Admin Candidate Pack Kildare - January 2025.pdf</u></a>	335.88 KB
<a href="#"><u>02. NLCIS Admin Application Form Kildare.docx</u></a>	75.22 KB

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/113177-north-leinster-citizens-information-service-administrator-part-time>