

North Dublin Citizens Information Service: Administrator (Part Time) (<https://www.activelink.ie/node/114369>)



Administrator - Part time Permanent Position

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

The North Dublin Citizens Information Service (CIS) is currently seeking to recruit an Administrator. The role being advertised for is:

Part Time Permanent Administrator for its Dublin City Centre 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].

Annual Leave Entitlement: 23 – 25 days (after 5 years' continuous 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: It is expected that all new entrants to North Dublin Citizens Information Service will be appointed at point one of the salary scale. However, the company operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into Citizens Information Service. 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 to award an incremental credit or not 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:

Teresa.gill@citinfo.ie (<mailto:Teresa.gill@citinfo.ie>)

Closing date: **March 28th at 3pm** (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 are attached below or can be accessed at: www.citizensinformationboard.ie (<https://www.citizensinformationboard.ie>)

Applicants will be shortlisted solely on the basis of information contained in their completed application form. Please note that canvassing will disqualify.

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)

A panel of qualified candidates may be formed from which 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 Dublin region.

North Dublin Citizens Information Service is an equal opportunities employer.

North Dublin Citizens Information Service is funded and supported by the Citizens Information Board.

Region

Dublin City

Date Entered/Updated

12th Mar, 2025

Expiry Date

28th Mar, 2025

Attachment	Size
<u>CIS Administrator Candidate Pack NDCIS Final.docx</u>	430.22 KB
<u>Admin Application Form NDCIS Final.docx</u>	75.51 KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/114369-north-dublin-citizens-information-service-administrator-part-time>