

Dublin South Citizens Information Service: Information Officer (Part Time) (<https://www.activelink.ie/node/114637>)



Information Officer

Permanent Part Time, 17.5 per week, Dublin South CIS

Dublin South Citizens Information Service is currently seeking to recruit a permanent Part Time Information Officer for its Dublin Southwest / Clondalkin office.

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 six-month probationary period.
- **Full Time Salary Scale:** €32,270 - €49,234 including 2 x LSIs, long serving increments (pro rata for part-time staff).
- **Annual leave entitlement:** 23 – 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:** It is expected that all new entrants to Dublin South Citizens Information Service will be appointed at point one of the salary scale. However, Dublin South CIS 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 to award 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 (attached below) and sent to: DublinSouthRecruit@citinfo.ie (<mailto:DublinSouthRecruit@citinfo.ie>)

Closing date: **12.00 noon on 8th April 2025** (late applications will not be accepted).

A detailed job description and application form (attached below) together with further information on CIS can be accessed at: <https://www.citizensinformationboard.ie/en/news/vacancies/io20250324.html>
(<https://www.citizensinformationboard.ie/en/news/vacancies/io20250324.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.
Citizens Information Services are funded and supported by the Citizens Information Board.*

Region

Clondalkin, Dublin 22

Date Entered/Updated

25th Mar, 2025

Expiry Date
8th Apr, 2025

Attachment	Size
<u>Approved IO.Candidate.Pack_. Dublin South CIS.pdf</u>	904.28 KB
<u>Approved IO Application form .docx</u>	75.39 KB

Source URL: <https://www.activelink.ie/vacancies/community/114637-dublin-south-citizens-information-service-information-officer-part-time>