

## **North Leinster Citizens Information Service: Regional Administrator (<https://www.activelink.ie/node/115022>)**



### **Regional Administrator**

#### **Full Time, Permanent, 35 Hours per week, North Leinster CIS**

North Leinster Citizens Information Service is currently seeking to recruit a Permanent Full Time Regional Administrator for its Navan office.

Key tasks for the post include responsibility for secretarial, administration, and financial records management support to the Regional Manager in the running of the service.

The Regional Administrator will assist the Regional Manager and Board of Directors as appropriate in the work of the CIS and the development of its services, and will ensure the maintenance and development of high quality administrative systems and practices throughout the organisation.

- **Permanent Post:** This is a permanent position, subject to completion of a 6-month Probationary period
- **Location:** Regional Office, Navan CIC, Floor 2, 1 Canon Row, Navan Co Meath C15 XR8Y.
- **Salary scale: €30,130 - €44,467** (including two long-service increments). Pro rata for part-time staff.
- **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, North Leinster Citizens Information Service operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into North Leinster 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 or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.
- **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:** 23 days – 26 days (after 5 years' service)

**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)**

**Closing date:** 13:00pm on 30th April 2025 (*late applications will not be accepted*).

A detailed job description and application form together with further information on CIS can be accessed at **CIB website link (to be used if advertising elsewhere – link will be sent to you by Operations HR Team)**

*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) ([http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html))*

**North Leinster Citizens Information Service is an equal opportunities employer**

**North Leinster Citizens Information Service is funded by the Citizens Information Board**

#### **Region**

Navan, Co Meath

#### **Date Entered/Updated**

10th Apr, 2025

#### **Expiry Date**

30th Apr, 2025

<b>Attachment</b>	<b>Size</b>
<u><a href="#">NLCIS RA Candidate Pack.docx</a></u>	429.25 KB
<u><a href="#">NLCIS RA Application Form.docx</a></u>	74.8 KB

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/115022-north-leinster-citizens-information-service-regional-administrator>