DCU is looking to hire an Administrative Officer that will be responsible for providing a professional and comprehensive project management service in support of a range of activities associated with several EU projects. The appointed Administrative Officer will report to the DCU-based Principal Investigator or Project Coordinator as appropriate. The workload will be distributed across the projects in line with the operational needs and deadlines of these and any new future projects.

**Duties and Responsibilities:**

The successful candidate will provide project management support across the FP7 projects in a number of specified areas and as determined by the project coordinators. The post-holder will be capable of managing and prioritising a varied workload and show flexibility and adaptability while discharging their duties across the projects.

Reporting to the respective Principal Investigators of each project, the Administrative Officer will undertake duties and responsibilities that will include, but are not restricted to, the following activities:

- Act as project administrative co-ordinator for several research partners (academic and industrial) across Europe for the FP7 projects.
- Work with the Project Coordinators and Principal Investigators to ensure project deadlines are achieved;
- Coordinate and submit project deliverables and annual reports to European Commission;
- Liaise regularly on project related matters with the respective Project Officer (European Commission);
- Plan, organise and attend project meetings and teleconference calls;
- Be responsible for taking and compiling project meeting minutes;
- Edit and format EU project reports;
- Compile and submit project financial reports to the European Commission;
- Monitor project progress through regular progress reports;
- Develop and maintain Microsoft® Sharepoint sites for the Project Consortia;
• Develop dissemination material, e.g. newsletters and factsheets;
• Coordinate the recruitment and management process for the Erasmus Mundus Doctoral Candidates
• Support the projects as appropriate and as requested by the DCU-based Principal Investigator or Project Coordinator.

Experience and Qualifications
The post-holder must possess a primary degree or equivalent and at least three years relevant work experience. S/he should ideally have a project management qualification. Applicants for this post must have a proven track record in project management over a number of years, preferably in a higher education environment and ideally in a research environment. S/he will be well organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative and contribute to the on-going development, refinement and co-ordination of the management processes. The post-holder must possess the ability to work effectively as part of wider project teams. She/he must also have excellent communication and interpersonal skills.

The competencies required for this post are

1. Building & Maintaining Relationships
   Ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Ability to take a focused approach to developing contacts throughout DCU.

2. Personal Effectiveness/Excellence
   Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.

3. Knowledge of the Organisation/Sector
   The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information.

4. Communication
   Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.

Closing Date: 26th July 2013

Salary Scale: €37,361 - €50,750
€33,625 - €46,675*

*Applies to new entrants to the public sector after 01 January 2011
Note: Remuneration Policy for Permanent Staff

Where a permanent staff member is promoted to a higher level post which is fixed term in nature, remuneration will be by way of the following: salary is calculated on the basis of the more favourable of (i) the difference between the current point of scale and the 1st point of the higher scale OR (ii) a double increment calculated by reference to the staff member’s current point of scale and the previous/next point of scale x 2, depending on their point of scale.

Application forms are available from:
http://www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 Email: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer