



Applications are invited from suitably qualified staff for the following position:

**Faculty of Humanities and Social Sciences
Senior Secretarial Assistant - Secretary Grade III
(Full-time fixed term contract up to two years)**

This position is open to DCU staff who meet the following criteria:

- Leaving Certificate or equivalent
- Recognised Secretarial Course
- 5 Years relevant experience

Candidates must hold a Leaving Certificate or equivalent; a recognised secretarial qualification and at least five years' experience in a computerised office environment. The successful applicant must have excellent administrative, communication, interpersonal and organisational skills. Candidates should have good computing skills including proficiency and experience in the use of the Microsoft Suite (particularly Excel), e-mail, and information systems (including Agresso, ITS, Drupal). Candidates should be familiar with internal DCU systems with a particular emphasis on the DCU Finance systems. An understanding of basic accounting procedures would be desirable. Confidentiality and discretion to a very high level will be expected of the post holder.

Please note that staff must have successfully completed their probationary period.

Salary Scale: €31,704 - €40,718
€28,534 - €36,646*
**Applies to new entrants to the public sector after 01 January 2011
Appointment will be commensurate with qualifications and
experience.*

Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Application forms are available at:

<http://www.dcu.ie/vacancies/index.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

Closing Date: 9th April 2014

Dublin City University is an equal opportunities employer