



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

**DCU Incorporation Programme Management Office
Project Specialist – Grade V
(Up to 2 Year Contract)**

This position is open to eligible Administrative Assistants (Grade IV) who have a minimum of three years relevant experience at Administrative Assistant (Grade IV) level. In addition, this vacancy is open to existing eligible Senior Administrative Assistants I (Grade V) who may wish to transfer and also to staff with a degree in an appropriate area plus three years relevant experience.

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

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: Wednesday 30th July 2014

Dublin City University is an equal opportunities employer