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

**Science and Technology Enhancement Platform (STEP)**  
**Financial & Administrative Officer (Grade IV)**  
(Fixed term contract up to 3 years)

This vacancy is open to Grade III staff who meet the following criteria:

- Leaving Certificate
- 2 years relevant experience at Secretary Grade III level

Please note staff must have successfully completed their probationary period.

This vacancy is also open to staff with a degree and existing eligible grade IV staff who may wish to transfer.

Applicants for this vacancy must have a proven track record in project management preferably in a higher education environment. A project management qualification, and experience in managing EU funded projects would be a distinct advantage. 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.

Application forms and further details may be obtained on the DCU vacancies web site: [http://www.dcu.ie/vacancies/index.shtml](http://www.dcu.ie/vacancies/index.shtml) and from the Human Resources Department.

**Closing Date:** 7th May 2014

_Dublin City University is an equal opportunities employer_