



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

President's Office

Secretary Grade III (Fixed Term Contract up to 12 months)

The President's Office wish to fill a senior secretarial position to provide a professional and comprehensive secretarial and administrative support service. The successful candidate will have excellent communication, administrative, interpersonal and organisational skills.

The vacancy is initially open to DCU staff who meet the following criteria:

- Leaving Certificate
- Recognised secretarial course
- 5 years relevant experience
- Please note that staff must have successfully completed their probationary period.

This vacancy is also open to existing Grade III staff who may wish to transfer.

Closing date: Friday 19th December 2014

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 and further details may be obtained on the internal vacancy website at
<http://www.dcu.ie/vacancies/index.shtml> and from the Human Resources Department.

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