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

**Centre for Talented Youth Ireland**
**Garda Vetting and Correspondence Course Officer**
*(Administrative Assistant - Grade IV)*
**2-Year Fixed Term Contract**

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

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

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

The successful candidate will be capable of managing and prioritizing a varied workload, show flexibility and adaptability while discharging their duties. Excellent communication and administrative skills are essential. Candidates must be dependable, willing to work in a team environment and be capable of working to strict deadlines. Confidentiality and discretion of a very high level is expected.

Please note staff must have successfully completed their probationary period.

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

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

**Closing Date:** 04 April 2014

*Dublin City University is an equal opportunities employer*