

Applications are invited from suitably qualified staff for the following temporary positions.

**The Registry
Administrative Assistant Grade IV (3 Year Contract)**

This vacancy is open to 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 to existing Administrative Assistants who may wish to transfer.

Closing date for Grade IV position: 21st September 2006

**The Centre for Bioanalytical Sciences
Personal Assistant / Secretary Grade III (3 Year Contract)**

This vacancy is open to staff who meet the following criteria;

- Leaving Certificate
- Recognised Secretarial Course / IT Course
- 5 years relevant experience, 3 of which must be at Grade II level.
- Please note permanent staff must have completed their probationary period

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

Closing date for Grade III position: 28th September 2006.

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

Application forms and further details can be obtained from the Human Resources Department and on the internal vacancy web site

<http://www.dcu.ie/vacancies/index.shtml>

Best regards,

Jennifer Butler