

Applications are invited from suitably qualified staff for the following two positions:

**Registry**

**Clerical Assistant Grade II (Temporary Contract till 31<sup>st</sup> March 2007)**

**Registry**

**Clerical Assistant Grade II (Temporary Contract till 30<sup>th</sup> August 2007)**

These vacancies are open to staff who meet the following criteria:

- Leaving Certificate or equivalent
- Recognised IT Course / Secretarial Course
- 3 years relevant experience

Please note that permanent staff must have completed their probationary period

These vacancies are also open to existing Grade II staff who may wish to transfer.

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

**Closing date for receipt of completed application forms is Wednesday 30<sup>th</sup> August 2006**