

Applications are invited for the following temporary position:

DCUBS

Secretary III (Temporary contract to February 2007 - temporary transfer cover)

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

- * Leaving Certificate (or equivalent)
- * Recognised Secretarial Course
- * Five years relevant experience.

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

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

Closing date for receipt of completed application forms is Friday 25th August 2006.