

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

**Finance Office  
Research Accountant  
Administrative Officer (Grade IV)  
(Fixed Term Contract of up to 3 Years)**

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

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

Please note staff must have successfully completed their probationary period.

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 prioritising a varied and substantial workload. They will also be well organised, be able to co-ordinate and progress the administrative tasks and processes on their own initiative and contribute to the on-going development of the Office. They will have excellent communication and interpersonal skills.

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

This post has been approved by Budget Committee and Executive as it is considered to be part of the essential services of the University.

**Closing Date:            20<sup>th</sup> June 2011**

***Dublin City University is an equal opportunities employer***