



National Centre for Plasma Science & Technology

Secretary (Grade II)

Part-time (50%)

(12-Month Contract)

The National Centre for Plasma Science and Technology is the only Irish National Centre for plasma related research. It is a multidisciplinary centre bringing together scientists and engineers to address both fundamental and applied questions relating to the advancement and development of plasma related research for the benefit of both industry and society locally and internationally. The Centre has recently been successful in bringing in several new research awards and in order to cover the additional work load the successful candidate will be expected to take on the following duties.

The successful candidate will be expected to show initiative and work closely with other team members within the core support unit in the Centre. The duties will include the following specific areas and may change over time. This is a part time (50%) role with the preferred working pattern being five half days per week.

Duties and responsibilities:

The post-holder's duties will be as follows:

- Process, monitor, assess and amend, where necessary, all purchasing and requisition transactions across all research programmes within the NCSPT in liaison with the Finance office;
- Support the NCPST Purchasing System to include accounts payable (invoicing, supplier queries and liaison with the Finance Dept.);
- Use the Agresso system to process bank drafts/cheque requisitions and core expense claims;
- Run monthly commitment and accruals reports and process any necessary amendments;
- Summarise Agresso expenditure reports into monthly report formats and circulate for review by Account holders (Principle Investigators/Centre manager/Head of Research Unit)
- Support annual external/internal audit where necessary;
- Provide support to new members of the Centre with specific emphasis on the use of Agresso and the core expense system;
- Provide support at major Centre events such as conferences, meetings, workshops etc.
- Provide general secretarial support if necessary;
- Undertake any other duties that may be assigned by the Centre Manager/ Head of Research Unit;

Experience and Qualifications:

Candidates must have a Leaving Certificate or equivalent, have successfully completed a recognised secretarial course and a minimum of three years' relevant work experience. Experience of providing administrative support in an academic research environment would be advantageous.

The successful candidate should also have:

- Excellent secretarial, administrative and organisational skills
- Excellent interpersonal skills
- Excellent IT skills; experience working with email, web, Agresso, MS Excel & Word and information / database management would be preferred
- Ability to work as part of a team
- Flexibility in approach to workload
- An interest in learning new processes and systems

Closing date: 2nd December 2011

Salary scale: €24,960 - €31,882 (pro rata)

This salary scale may be affected by the provisions of the 2011 Budget.

Application forms are available from:

www.dcu.ie/vacancies/APPLICATION_FORM_8pg.doc and from the Human Resources

Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500;

Email: hr.applications@dcu.ie

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