

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

**Training & Development – Human Resources Department
Secretary Grade III (Permanent)**

Training & Development, Human Resources Department now wish to fill a senior secretarial position to provide support in the planning and organisation of training events and in particular the annual training schedule. The successful candidate will be involved in liaising with external consultants to provide IT training solutions to meet the needs of DCU staff and designing webpages for the annual training schedule.

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

- Leaving Certificate
- Recognised Secretarial Course
- 5 years relevant experience
- Please note staff must have successfully completed their probationary period

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

Closing date: 13th December 2006

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>