

POST: Grade III – Senior Secretarial Assistant (Permanent)

LOCATION: The Presidents Office

EXPERIENCE AND QUALIFICATIONS:

Candidates must have at least five years experience in a computerised office environment and have good communication, administrative and computing skills. They should be capable of undertaking secretarial, clerical and administrative duties requiring initiative and a detailed understanding of the organisation. Candidates should also understand basic accounting procedures. Confidentiality and discretion of a very high level are expected.

DUTIES AND RESPONSIBILITIES:

The post-holder is responsible for the provision of secretarial, clerical and elements of the administrative support for the President's Office. This includes in this case the particular role as special assistant to the Deputy-President This includes, inter alia, the following specific duties:

- Within designated areas of responsibility, designing, implementing and operating computerised or manual procedures and systems (including those relating to purchase, accounting and budgetary control) to provide efficient secretarial, clerical and administrative support for the President's Office in general and the Deputy-President in particular;
- On the job training of newly assigned secretarial staff within the President's Office;
- Dealing with individuals who are internal or external to the University regarding issues and queries, which require a detailed knowledge of the University including regulations and procedures;
- Liaison with other areas of the University including Faculties, Schools and Units (e.g. Finance, Human Resources, Student Services, Buildings, OAA, IBR and CCS) regarding the activities of the President's Office
- Representational duties on behalf of staff of the President's Office;
- Abstraction and analysis of data, drafting and typing of reports and other documents;
- Liaison with respect to secretarial work associated with the President's Office;
- Bringing to the attention of the senior staff of the President's Office (e.g. President, Deputy-President, Head of the President's Office, Office Manager) issues which affect the operational efficiency or developmental potential of the President's Office via the appropriate channels;
- Acting as secretary to committees, board and working parties; and
- Undertaking of such duties and responsibilities as may be assigned from time to time.

The post-holder reports to Head of the President's office and or his/her nominee.

Salary Scale: €30,317 - €39,147

Closing Date: Friday 24th November 2006