

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

**President's Office
Secretary Grade III (Permanent)**

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: Friday 24th November 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>