

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

NCSR

Personal Assistant / Secretary Grade III (12 Month Contract)

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

- Leaving Certificate
- Recognised Secretarial Course
- 5 years relevant experience, 3 of which must be at Grade II level.
- Please note permanent staff must have completed their probationary period

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

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>

Best regards,

Jennifer Butler