



ÚDARÁS UCHTÁLA na hÉIREANN  
THE ADOPTION AUTHORITY of IRELAND

**ARCHIVIST (GRADE III) REQUIRED**

The Adoption Authority of Ireland (AAI) is a statutory body established on the 1<sup>st</sup> of November 2010 and the legislation underpinning the Authority is the Adoption Act 2010.

Our mission is "To ensure the provision of the highest possible standards of adoption related services, throughout the lifelong adoption process, with the best interest of children as the first and paramount objective"

The AAI is seeking to recruit an Archivist (Grade III), based in Ballsbridge, Dublin 4. Blended working is available subject to the nature of the duties.

The Authority is the keeper of over 100,000 files created by itself, its predecessor bodies, and associated adoption agencies. These records form a unique collection documenting the experiences of adopted people and their families stretching back to 1877. Under the Birth Information & Tracing Act 2022, the Authority is subject to the National Archives Acts 1986 – 2018 and has created a new standalone archives function to acquire, protect, preserve and make available these records. The Archivist will be integral in the work carried out by the archives function and will support the Senior Archivist.

The Archivist III salary scale ranges from €37,583 to €76,519 per annum (inclusive of two long term increments) for a 35 hour week.

Please note the starting pay will be at the minimum point of the scale as per Government Circular 08/2019. Exceptional circumstances may apply to candidates with current service in the Civil/Public Services.

Annual Leave: 25 days per annum on the basis of a five-day week and is exclusive of public holidays.

The Adoption Authority of Ireland offers an excellent benefit package including a contributory pension scheme and the opportunity for further training and development.

*Closing Date:* Noon, Thursday 05 September 2024

Please note that while applicants may meet the eligibility requirements of the competition, it is anticipated that the numbers applying for the position are such that it may not be practical to interview everyone.