



ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

PERMANENT CLERICAL OFFICER (HUMAN RESOURCES & STAFF DEVELOPMENT UNIT) REQUIRED

The Adoption Authority of Ireland (AAI) is a statutory body established on 1 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 one permanent Clerical Officer (CO), based in Ballsbridge, Dublin 4. Blended working is available with this position, subject to the nature of the duties.

The Clerical Officer in the Human Resources Unit is expected to be responsible for and to take ownership of tasks and bring them to a satisfactory conclusion through the effective organisation and allocation of work. This administrative role is varied and requires the role-holder to be flexible, capable of working to tight deadlines while also being committed to delivering quality results.

Closing Date: 12 Noon Friday 19 July 2024