



ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

TEMPORARY CLERICAL OFFICER(S) (PANEL) REQUIRED

The Authority is going under significant growth as it takes on new and expanding functions as a result of the new Birth Information and Tracing Legislation.

We currently have an exciting opportunity at Clerical Officer level. This is a temporary post, based in Ballsbridge, Dublin 4. Blended working may be available subject to the nature of the duties.

The duties of a Clerical Officer in the Adoption Authority of Ireland are varied and can involve assignment to different parts of the organisation. Clerical Officers report to and support the Executive Officer / Higher Executive Officer / Assistant Principal of the unit they are assigned to in achieving the overall objectives of the Adoption Authority and its stated objectives in the Annual Business Plan.

The CO salary scale ranges from €519.96 to €845.43 per week (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 E100/8/82. Exceptional circumstances may apply to candidates with current service in the Civil/Public Services.

Annual Leave: 22 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, Wednesday 04 October 2023**

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.