



Tionól Réigiúnach
an Deiscirt

Southern Regional
Assembly

CLERICAL OFFICER (Grade III)

The Southern Regional Assembly, based in Waterford City, is recruiting for Clerical Officer.

Applicants should have at least 5 passes in the Leaving Certificate / or Leaving Certificate Vocational / or Leaving Certificate Applied / or equivalent qualification on NFQ / or 2 years' service as a Clerical Officer in a Local Authority, Health Board or Regional Assembly in the State or satisfactory experience which encompasses demonstrable equivalent skills.

The ideal candidate should be able to demonstrate strong administrative, organisational, IT, communication & interpersonal skills with the ability to handle a wide and varied workload.

Location

The HQ of the Regional Assembly is in Waterford City and the post will be based at HQ, with an option to request a blended working arrangement.

Salary

Salary is €30,811 - €47,945 p.a. (inclusive of Long Service Increments).

Closing Date

The closing date for receipt of completed application forms is 4.00 pm on Thursday 24th April 2025.

Further Details

Application forms and further particulars can be downloaded from the website www.southernassembly.ie or by emailing hr@southernassembly.ie

The Southern Regional Assembly is committed to a policy of equal opportunity



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

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