

#### Administrative Officer (Grade VII)

The Southern Regional Assembly, wishes to recruit a full-time permanent Administrative Officer. With initial assignment to the EU Division, the Administrative Officer will assist in the financial management, monitoring and evaluation duties of the ERDF co-funded Regional Programme.

**The Post**

Reporting to the Assistant Director, EU Division, initial duties will include:

* Assisting with the management and technical implementation (including financial management) of the Regional Programmes in accordance with the relevant EU Structural Fund and Investment Fund Regulations
* Servicing the Regional Assembly and its Committees and Sub-Committees and, in particular, the Regional Programme’s Monitoring Committee
* Representing the Regional Assembly on external related committees
* Assisting with the management & implementation of other EU programmes / projects as they arise

**The Person**

The ideal candidate must be able to demonstrate that they have sufficient experience and a proven track record in the following:

* Knowledge and understanding of the structure and functions of local and regional government
* Knowledge of current local and regional policy issues, priorities and concerns and the strategic direction of regional government
* Understanding of the role of Administrative Officer
* Relevant administrative experience at a sufficiently high level
* Experience of managing and supervising staff, including managing performance
* Experience of compiling, preparing and presenting reports, presentations, correspondence etc.
* Effective budget and financial and resource management skills.
* Knowledge and experience of operating ICT systems.

The ideal candidate should also possess the following desirable requirements;

* Knowledge of EU Policy, specifically Cohesion Policy
* Experience in managing EU-funding programmes or projects, including financial management, evaluation and communications.
* Knowledge of IT systems - Grant Management Solutions, CRM, Enterprise, Project Management

**Salary**

Salary for new entrants is €59,417 to €77,243 p.a. (inclusive of Long Service Increment).

**Location**

The HQ of the Regional Assembly is in Waterford City and the post will be based at HQ. The Regional Assembly is developing a remote working policy and alterative working arrangements will be at the discretion of the Regional Assembly.

**Closing Date**

The closing date for receipt of completed application forms is 4:00pm on **Thursday 29th May 2025**

**Further Details**

Application forms and further particulars can be downloaded from the website [www.southernassembly.ie](http://www.southernassembly.ie)

or from hr@southernassembly.ie

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

