

Grade IV – Assistant Staff Officer
Specific Purpose Contract: Career Break
Head Office: Finance (Procurement)
Ref: EOI4SP25

Expression of interest is invited for the above **specific purpose contract** in the Procurement Section

Expression of Interest open to	All existing Grade III (Clerical Officers) currently employed by City of Dublin ETB
Proposed Timeline	Shortlisting will commence: 12 th November 2025 Interviews will commence week beginning: 10 th November 2025 <i>*All dates are subject to change and are for guidance only</i>
Duration of Position	This is a specific purpose contract covering career break
Salary	Will be paid at the appropriate point on the Grade IV salary scale.
Hours of work	35 hours per week.
Location	The position will be mainly based in Head Office, Finance (Procurement Section)
Details of Position	The successful applicant will support the Procurement function of City of Dublin ETB in general day to day operations.
Essential Requirements	• Be currently employed as a Grade III Clerical Officer with City of Dublin ETB. • Good educational standard, minimum Leaving Certificate or equivalent. • Have the requisite knowledge, skills, and competencies to carry out the role. • Be capable and competent of fulfilling the role to a high standard.
Desirable Requirements	• Have a minimum of one year's recent proven Procurement/Finance experience or similar experience which in the opinion of City of Dublin ETB is relevant to the post • Excellent administrative and IT skills, particularly Microsoft Excel • Experience using City of Dublin ETB or other finance systems • Experience in preparing and interpreting financial data • Good problem solving, analytical and judgement skills • Ability to prioritise and manage work in a dynamic and pressurised environment • Goal oriented in a manner that ensures that work is comprehensively completed • Self-motivating, flexible and results focused • Proven record as a team-player with a flexible approach • Excellent communication and interpersonal skills
Duties and Responsibilities	The duties and responsibilities include but are not limited to the following: • Liaising with the Office of Government Procurement (OGP), Education Procurement Service (EPS) and other Central Purchasing Bodies (CPB) in relation to government and centralised frameworks • Monitoring of suppliers' service and contract management where applicable • Ensuring adherence to current public procurement regulations, statutory regulations, codes of conduct and circulars • Providing administrative support within Procurement as well as to the Finance Team • Ongoing development of communication channels with City of Dublin ETB FET Colleges, Schools, Centres and Suppliers • Follow up on all relevant queries and correspondence with other City of Dublin ETB departments • Participation in and support of the development of IT systems as appropriate

	• Staff supervision and development • Liaising with internal and external auditors • Internal and external reporting • Update and maintain procedure manuals • Document management
Reporting	The successful applicant will report to the Administrative Officer (Procurement) or other designated person.

To apply please upload your CV and Letter of Application on our Online Platform The Hire Lab here: <https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVDP32424L8>

Important Notes:

- *Please ensure that your letter of application & CV clearly evidence the essential requirements.*
- *Applicants must create a profile in order to apply for positions / upload CV's via our online system, which can be done through the link above.*
- *Please note that it is the responsibility of the applicant to ensure that all application documents are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.*

Latest date for receipt of completed profiles and upload requirements is:

12 noon Wednesday 12th November 2025

*Late applications will not be accepted. Shortlisting may take place. Canvassing will disqualify.
City of Dublin ETB is an equal opportunities employer.*