

Grade VI – Senior Staff Officer
Finance Department: Procurement Section
Specific Purpose Contract to Cover Sick Leave
Ref: EOI6SPP

Expression of interest is invited for the above **Specific Purpose Contract** based in the Procurement Section in Head Office.

Expression of Interest open to	All existing Grade III (Clerical Officers), Grade IV (Assistant Staff Officers) and Grade V (Staff Officers) currently employed by City of Dublin ETB
Proposed Timeline	Shortlisting will take place week commencing: 20 th October 2025 Interviews will commence week beginning: 20 th October 2025 <i>*All dates are subject to change and are for guidance only</i>
Duration of Position	Specific Purpose to cover the duration of sick leave.
Salary	Will be paid at the appropriate point on the Grade VI salary scale.
Hours of work	35 hours per week.
Location	The position will be the Procurement Section of the Finance Department
Essential Requirements	• Be currently employed as a Grade III, Grade IV or Grade V 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 two year's relevant experience in a Procurement role and a detailed knowledge of national and EU Public Procurement Rules and Regulations 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 • Ability in managing staff including general staff supervision, team work scheduling, staff development and training. • 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: • Assisting with the development and implementation of the City of Dublin ETB Procurement Policy, and Corporate Procurement Plan including the Multi Annual Procurement Plan for the organisation • Management of the National/EU/Capital Procurement tender process including preparation of documents, advertising on e-tenders / OJEU and evaluation of same • 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, and the implementation of new guidelines as appropriate • Providing administrative support within Procurement as well as to the Finance Team and other members of the City of Dublin ETB senior leadership team on procurement related matters • Providing subject matter expertise to City of Dublin ETB staff and provide advice on procurement related matters and public procurement process. • Ongoing development of communication channels with City of Dublin ETB FET Colleges, Schools, Centres and Suppliers • Assisting with the document management, review, and implementation of approved changes. • 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
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To apply please upload your CV and Letter of Application on our Online Platform The Hire Lab here: <https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVMZ625H8UX>

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: **Tuesday 21st October 2025**

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