

Summary of Terms & Conditions

Dóchas Information Officer (Maternity Cover)

This post is being offered on a specific purpose, maternity cover, basis. The 9-month contract is on a part-time basis, and is subject to an initial probation period of 2 months. A possibility for extension of the contract period exists.

Salary is commensurate with the Dóchas Information Officer scale (€28,274 – 36,193 pro-rata). In addition, subject to confirmation after the probation period, Dóchas pays a contribution of 10% of salary costs towards pension arrangements.

The operating base for this position is located in the Dóchas offices in Baggot Court, Dublin 2. The Dóchas office is not wheelchair accessible.

Hours of work will be 17.5 hours per week to be worked as per the requirements of the job and as agreed with the Director. Standard hours are 9.00am to 5.00pm Monday to Friday, allowing one hour for lunch each day. A flexi-time arrangement is in place, as per Dóchas policy.

Requirements for the post are set out in a separate Person Specification document.

To apply for this position please send your letter of application, together with your Curriculum Vitae, to Anna Farrell, Dóchas, 1-2 Baggot Court, Lr. Baggot Street, Dublin 2 – or by email to anna@dochas.ie

**The closing date for the receipt of applications is
5pm on Friday 27 January 2012**

**Interviews of short-listed candidates will take place
on Tuesday 7 February (a.m.), in the Dóchas office.**

NB: Applicants should ensure that their letter of application:

- clearly demonstrates how they fulfill the requirements outlined in the Person Specification document and in the Job Description;
- outlines their reasons for applying for the post;
- provides the names and contact details of two referees.

Applications that do not fulfill these criteria will not be considered.

Only short-listed candidates will be contacted.

For further information on Dóchas, please see www.dochas.ie