

## Summary of Terms & Conditions

### Dóchas Programme Officer

This post is being offered on a 3-year contract, full-time basis, and is subject to an initial probation period of 4 months. A possibility for extension of the contract period exists.

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

Hours of work will be 35 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.

Salary is commensurate with the Dóchas Programme Officer scale (€34,000 – €44,000 per annum). In addition, Dóchas pays a contribution of 10% of salary costs towards pension arrangements

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, Lower Baggot Street, Dublin 2 – or by email to [anna@dochas.ie](mailto:anna@dochas.ie)

**The closing date for the receipt of applications is  
Friday, 3 February, 2012 at 5 pm**

**Interviews of short-listed candidates will take place  
on Friday, 10 February, 2012 (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](http://www.dochas.ie)