



National Centre for Guidance in Education
Lárionad Náisiúnta um Threoir san Oideachas

National Centre for Guidance in Education (NCGE)

NCGE recruiting for Office Administrator

30 June 2017

National Centre for Guidance in Education (NCGE) is an agency of the Department of Education and Skills (DES), operating under the aegis of Léargas, with responsibility to support and develop guidance practice in all areas of education and to inform the policy of the Department in the field of guidance. (See www.ncge.ie for more details) .

NCGE is now recruiting for the position of Office Administrator.

Role of Office Administrator

This key role provides administrative support to the Director and the Centre, to include maintenance of the financial procedures and processes in order to ensure compliance with DES and other government department reporting requirements .

Key Responsibilities

1. To provide full administrative support to NCGE Director
2. To provide administrative support for the Centre's projects and programmes
3. To maintain NCGE financial processes, procedures and reporting systems

Key activities:

1. *Administrative Assistance and support to NCGE Director*

To provide administrative assistance to the Director to include confidential Centre management and HR activities.

2. *General Centre administration duties*

- To provide general reception to the Centre fielding calls, emails, processing mail and handling queries to Centre
- To process and respond to customers and stakeholder information requests
- To make preparations for NCGE meetings
- To co-ordinate, organise and maintain office filing systems
- To provide administrative support to the Centre's programme
- To draft, format and prepare documents / reports (MS Word, PowerPoint, MS Publisher and Excel).
- To take Minutes at meetings – both internal NCGE and external NCGE chaired / hosted meetings
- To assist and participate in co-ordination of NCGE public relations and activities

- To assist and support NCGE exhibitions and special events (i.e. to assist in the co-ordinating, planning and organising of NCGE participation in national exhibitions /events)
- to prepare and send out mail- shot emails to clients as appropriate

3. Financial administration duties

- To assist maintaining, processing, and administering NCGE financial systems e.g. Accounts Payable / Payment Authorisation / Purchase Ordering / EFT systems in conjunction with Accountant and accounts section of Léargas
- To prepare financial, administration and other reports for DES and other government departments
- To source and order stationery and office equipment in liaison with NCGE/Léargas systems
- To keep appropriate records of agency assets

Contract: Fulltime, permanent with immediate start.

Salary: Salary scale equivalent to **Executive Officer of the Civil Service**. New appointees will begin at Point 1 on the salary scale, however, secondment may be possible from within the public sector.

Ideal Candidate will be: efficient, self-motivated, organised, a good communicator and be able to work independently and as part of a team.

He / She will have: Excellent IT skills to include good knowledge of Microsoft applications, digital and online systems and email applications ; Excellent accuracy, and attention to detail .

Relevant experience in an Office Administrator/ PA / Finance office position and website/ social media skills would be an advantage.

Application Process

Application via CV (or Europass CV) and Cover Letter detailing what interests you about this position to recruitment@ncge.ie

Closing date for completed applications is 17:00 on Friday 21st July 2017

Shortlisting may apply.

Interviews will be held in Dublin the week of 1st August 2017