Pobal: Administration and System Support Officer (https://www.activelink.ie/node/115443)

Role: Support Officer

Directorate: Better Start
Unit: Administration and Systems
Grade: 1
Reporting to: Team Leader Learning & Development Unit

Role Purpose

The role of the Administration and Systems Support Officer is to work as part of the wider Better Start National Early Years Quality Development support team to deliver the agreed programme of work on behalf of the DCEDIY in relation to the Early Learning and Development Unit, within Better Starts Strategic Development and Projects Division.

Please see Job Description and Person Specification attached below.

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

The complete job spec, application form and further information can be found on the Pobal website:Pobal Job Vacancies (https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF)

Deadline for application: May 20th, 2025

Pobal is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.

Region
Dublin / Blended

Date Entered/Updated
6th May, 2025

Expiry Date
20th May, 2025

Attachment	Size
Better Start G1 Administration and Systems Officer Job Description.pdf	873.86 KB

Source URL: *https://www.activelink.ie/vacancies/community/115443-pobal-administration-and-system-support-officer*