

Léargas: Procurement & Compliance Officer (Maternity Cover) **(<https://www.activelink.ie/node/116249>)**



Procurement & Compliance Officer **1-Year Fixed Term Contract (Maternity Cover)**

POST: Procurement and Compliance Officer (1-year Fixed Term Contract to cover maternity leave)

REPORTING TO: Head of Finance and Corporate Services

PURPOSE

This role ensures the continuity of procurement and compliance functions during maternity leave. This is also a strategic opportunity to strengthen and further develop Léargas' procurement and governance framework.

To implement and maintain a centralised and sustainable procurement policy for Léargas and to support the business on its correct and compliant use of same.

To implement and maintain a centralised register of Policies and Procedures for the organisation and ensure their timely review and renewal.

Provide procurement and compliance advice and support to Léargas staff.

Provide support in Léargas facilities management.

PAY GRADE: Equivalent to Civil Service HEO (PPC) € 58,264. Successful candidate will commence strictly at this point.

APPLICATION DEADLINE: 5pm on 9th July 2025. In-person interviews to take place on 14th July

Léargas is responsible for developing and implementing national and international exchange programmes across the sectors of adult education, school education and early years, vocational education and training, sport, youth and volunteering. These activities connect people in different communities and countries and bring an international dimension to organisations across Ireland. We are the National Agency for the Erasmus+ and European Solidarity Corps programmes of the European Union across the sectors mentioned above, and we are the National Support Office other EU initiatives in Ireland. We are a company limited by guarantee and a registered charity (CHY 8317).

We have built a national and international reputation for effectively managing significant levels of funding to support European collaboration and exchange. We have also built a reputation for a friendly and supportive approach to programme applicants and beneficiaries.

We are now recruiting for an enthusiastic and driven person to join the Finance & Corporate Services team in Léargas to support change across our procurement and compliance functions on this one-year fixed term contract to cover maternity leave.

Please see Job Description attached below.

Application process

Send your expression of interest and concise CV to recruit@leargas.ie (<mailto:recruit@leargas.ie>) by 5pm on Wednesday 9th July 2025. Interviews to take place on Monday 14th July.

We work 35 hours per week in a flexible environment. We operate a hybrid work arrangement with staff attending some days in the office and some working from home.

Léargas is an equal opportunities employer and welcomes applications from people with disabilities.

Working Conditions

Location: Dublin

Hours: 35 hours per week in a flexible work environment.

Hybrid Work Arrangement: Combination of office, home, and on-site work.

Benefits:

- Generous annual leave
- Defined contribution pension scheme
- Staff development and further education support
- Flexible working
- Paid sick leave scheme
- Death in service benefit
- Employee Assistance Programme

Region

Dublin / Hybrid

Date Entered/Updated

17th Jun, 2025

Expiry Date

9th Jul, 2025

Attachment

[2025 June 1 yr FTC Procurement and Compliance Officer Maternity Cover JD.pdf](#)

Size

229.54
KB

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