

## **North Connacht & Ulster Citizens Information Service: Information Officer (<https://www.activelink.ie/node/116313>)**



### **Information Officer**

### **Temporary Full Time, 35 Hours per week, North Connacht & Ulster Citizens Information Service**

**North Connacht & Ulster Citizens Information Service (NCUCIS) is currently seeking to recruit a temporary Full Time Information Officer for a specified purpose in its Letterkenny office. This role is expected to end by October 2026.**

Key tasks for the post include the direct delivery of information, advice, advocacy and referral services, and liaison with other service providers, both statutory and voluntary.

Excellent communication skills, a good level of research and IT skills, and a Leaving Certificate and/or equivalent of education are required. Ideally, applicants will also hold a higher-level qualification in relevant field of study, (e.g. social policy, human rights, social work/social care practice, legal qualification etc.), and / or substantial previous work experience in a busy information/advice/advocacy environment.

- **Temporary Post:** This is a temporary position, for a specified purpose i.e. to cover a temporary transfer/career break, subject to completion of a 6-month probationary period.
- **Full Time Salary Scale:** €32,270 - €49,234 including 2 x LSIs, long serving increments (pro rata for part-time staff).
- **Incremental Credit:** It is expected that all new entrants to NCUCIS will be appointed at point one of the salary scale. However, the service operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into the company. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.
- **Annual leave entitlement:** 23 - 25 days (after 5 years' service).
- **Pension:** There is a pension scheme in place where 5% is contributed by the employee and 7% by North Connacht & Ulster Citizens Information Service. Membership of the pension scheme is mandatory.

**Applications must be made on the relevant application form and sent to:**

Email [ronan.moyne@citinfo.ie](mailto:ronan.moyne@citinfo.ie) (<mailto:ronan.moyne@citinfo.ie>)

**Closing date:** 5pm on Monday 21 July 2025 (late applications will not be accepted).

A detailed job description and application form together with further information on CIS can be accessed below.

#### **Region**

Letterkenny

#### **Date Entered/Updated**

20th Jun, 2025

#### **Expiry Date**

21st Jul, 2025

Attachment	Size
<a href="#">20251906_IO_CandidatePack.pdf</a>	395.54 KB

Attachment	Size
<a href="#">20251906_IO_AppForm.docx</a>	64.98 KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/116313-north-connacht-ulster-citizens-information-service-information-officer>