

# Post-Primary Languages Ireland

Open competition for the appointment of  
Clerical Officer  
Information Booklet

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## 1. The appointment

Post-Primary Languages Ireland (PPLI) works to implement the policy of the Department of Education in Ireland of diversifying, enhancing and expanding the teaching of foreign languages and has a role in implementing key actions in Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026 and Implementation Plan 2022-26 (links to the strategy documents are available [here](#)) PPLI wishes to appoint a Clerical Officer to support the implementation of this strategy. Further details about PPLI and its work is available [here](#) and [here](#). We are an enthusiastic and hard-working team of education and marketing professionals who manage a wide range of events, campaigns and resources for students, parents, teachers, guidance counsellors, principals, and third-level institutions to support teaching and learning languages and to help promote the benefits of foreign language skills. This role is on a one-year fixed-term contract basis to support the team with their busy, but varied and interesting schedule.

The post is a full-time position on a one year fixed-term contract. A six-month probationary period will apply.

**Closing date for application: Friday 17<sup>th</sup> May 2024.**

**Link to application form: <https://www.surveymonkey.com/r/ClericalOfficer2024>**

### Job Specification

The duties of the Clerical Officer will include, but are not limited to the following:

- Carry out operational and administrative duties
- Provide administrative and operational support to the Director and the PPLI team
- Support project and event administration
- Arrange materials and deliveries for events
- Assist in processing financial tasks
- Administer PPLI records and files
- Administer information relating to PPLI activities such as collation of data, registration of students, creation of registration forms
- Arrange and track postal and delivery services
- Maintain data management, office systems including filing, storeroom stock, purchasing of office and other materials
- Support the management of office facilities, liaise with third party providers to resolve issues and ensure records of repairs/maintenance are kept up to date
- Process telephone calls, enquiries and requests from both PPLI employees and the public, providing them with appropriate responses or directing them to the relevant person
- Organise meetings / training and book venues, ensuring that these are equipped with necessary documentation, equipment, and refreshments.

## **2. Experience/Qualifications**

- At least Grade D (or a Pass) in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme or a pass Leaving Certificate Applied or an equivalent qualification on the National Framework of Qualifications (NFQ) or have passed an examination of at least equivalent standard
- High level of IT proficiency and good knowledge of the Microsoft Office package
- Competence in a foreign language is desirable and a positive attitude to foreign languages is required

The above listed expectations and tasks are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities or duties required.

### **Skills & Competencies:**

- Attention to detail and excellent organisational skills
- Flexibility with a “can-do” attitude to requests and tasks
- Working as part of a team and working on own initiative
- Delivery of Results, on time, and sometimes under tight deadlines and high pressure
- Excellent Interpersonal & Communication Skills
- Foreign Languages Knowledge and Expertise
- Drive & Commitment to Promoting Foreign Languages

## **3. Salary**

The salary will be €27,756 which is Point 1 on the Clerical Officer salary scale.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

### **Hours of Attendance:**

Working hours will be in accordance with the standard arrangements in PPLI and will equate to no less than 35 hours (net of rest breaks) per week. A four-month probationary period will apply.

## **4. Annual Leave**

The annual leave allowance will be 22 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

## 5. Location

PPLI is currently based at the Digital Hub Dublin 8. Attendance at the office will be required as instructed.

## 6. Equal Opportunities

The PPLI is an equal opportunities employer.

Garda vetting will be sought in respect of individuals who are considered for appointment. The applicant will be required to complete and return a Garda Vetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant resided. If unsuccessful this information will be destroyed by the Law Reform Commission. If the applicant is subsequently considered for another position, he/she will be required to supply this information again.

## 7. Format of the competition

PPLI reserves the right to **shortlist** applicants. Shortlisting of candidates will be done on the basis of the criteria outlined in the advertisement, the application, (and/ or) the interview, and/or satisfactory references (referees will not be contacted without the candidate's prior agreement)

Final selection will be on the basis of a **competency interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointment. Candidates shortlisted for interview will be asked to provide details of two referees. Candidates will be contacted before referees are consulted.

## 8. Preparing for interview

You will be asked to give examples from your career to date that best illustrate how you have developed and demonstrated the following competencies.

- Attention to detail and excellent organisational skills
- Flexibility with a "can-do" attitude to requests and tasks
- Working as part of a team and working on own initiative
- Delivery of results, on time, and sometimes under tight deadlines and high pressure
- Excellent interpersonal & communication skills
- Foreign languages knowledge and expertise
- Drive & commitment to promoting foreign languages

## 9. Eligibility

Can legally work in the Republic of Ireland.

## 10. Confidentiality

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

### **11. Attendance at interview**

Interviews for the post will be held in May 2024. Calls to interview will be made at least a week beforehand. The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. PPLI will not be responsible for expenses incurred by applicants.

### **12. Deeming of candidature to be withdrawn**

Applicants who-

- (a) do not, when requested, furnish such evidence as PPLI requires in regard to any matter relevant to their candidature;
- (b) or do not attend the interview at the time and place appointed,
- (c) or, when offered appointment, do not accept appointment and take up duty as arranged;

shall, unless PPLI in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

### **13. Queries**

If you have any queries in relation to the process or the role, please contact [aoife.dungan@ppli.ie](mailto:aoife.dungan@ppli.ie).