

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 in post-primary schools and has a role in implementing key actions in Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026 and Implementation Plan 2017-2022 (links to the strategy documents are available [here](#)) and to the web portal for the awareness raising campaign [here](#). The PPLI wishes to appoint a Clerical Officer to support the implementation of this strategy. Further details about the PPLI and its work is available at www.ppli.ie.

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 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.

Closing date for application 22nd November 2023 5pm.

Job Specification

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

- Carry out operational and administrative duties as a member of the Operations team
- Provide administrative and operational support to the Director and the PPLI team
- Use MS Office, particularly Excel, in administering files
- Administer various schemes PPLI manages or is involved with, including duties such as correspondence, registration, venue bookings, mailings, payments, queries and matters arising
- Arrange materials and deliveries for events
- Assist administering PPLI Saturday schools including registration, setting up email accounts, communication with parents/students and teachers, liaising with venue providers and handling matters arising
- Process queries from the public in a speedy and thorough manner and follow up with mailings or other actions as needed
- Assist in processing financial tasks
- Administer and update PPLI records and files.
- Administer information relating to PPLI activities such as collating data, registration of students, creating registration forms
- Arrange and track postal and delivery services as needed
- Maintain data management, office systems including filing, storeroom stock, purchasing of office and other materials

- Coordinate issues that arise related to the management of the office facilities, liaise with third party providers to resolve issues and ensure records of repairs/maintenance are kept up to date
- Handle 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, particularly Excel.
- 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 26,631 euro 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.

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 Liberty Insurance Building in Blanchardstown Dublin 15 but will relocate to Thomas Street Dublin 8 by January 2024.

6. Equal Opportunities

The PPLI is an equal opportunities employer.

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 **competitive 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 November 2023. 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 Kirsi.Hanifin@ppli.ie