



Aontas Múinteoirí Éireann

Teachers' Union of Ireland

The Teachers' Union of Ireland (TUI) is a public sector trade union affiliated to the ICTU and represents some 23,000 teachers and lecturers engaged in Post-Primary, Further and Higher Education in the Republic of Ireland.

The Union is seeking to fill the following senior position:

Administrative Officer (Human Resources, Finance, MRM and Data Management, Procurement, Strategic IT Development)

The Position:

The position is subject to a six-month probationary period.

It will be appointed at the equivalent of Assistant Principal Officer level (Civil Service).

Reporting to the General Secretary, the key responsibilities will include:

- HR role in relation to Administrative Staff - recruitment/onboarding, employee relations, workforce planning, succession planning
- Management of the TUI accounts – Head Office and TUI Branches annual account returns, reconciliation, controls and liaison with auditors
- Management of Membership section – continuous development of the MRM system and membership portal system
- Event organisation - including the Union's Annual Congress and other key events
- Procurement, Supervision and Development of the Union's Information Technology resource to ensure an agile and future proofed organisation
- Project management - managing competing deadlines, sequencing and prioritising tasks and deadlines, problem solving.

The Person:

The successful candidate will have:

- Relevant qualifications, preferable to degree level or professional equivalent
- Experience in office management and procurement
- Human Resources experience
- Experience in finance/accounts
- Experience in event organisation/management
- Relevant experience in IT systems and their application in an office situation
- Project Management experience

Details of the terms and conditions of employment are available on the TUI website – www.tui.ie

The Rewards

The salary reflects the significant responsibilities of the post and is aligned with the Civil Service Assistance Principal scale (€82,290 – €102,550). A defined benefit pension arrangement will apply.

Please apply in the strictest confidence enclosing a comprehensive C.V. to: General Secretary, Teachers' Union of Ireland, 73 Orwell Road, Dublin 6. Tel: 01- 4922588, applications to be marked Confidential - Administrative Officer Application or by email to recruitment@tui.ie. Closing date for applications: 5th June at 17:00.

Please note that canvassing will disqualify.

The TUI is an equal opportunities employer