



# 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

### Higher Clerical Officer, IT Lead

#### The Position:

The position is subject to a six month probationary period.

It will be appointed at the equivalent of Higher Clerical Officer level (Civil Service).

Reporting to the Administrative Officer, the key responsibilities will include:

- IT support and user service coordination
- Systems administration and continuous improvement
- Vendor and service provider management
- Licensing, devices, and asset management
- Security, information management, and compliance
- Telecommunications and mobile services
- Stakeholder engagement, training, and documentation
- Professional development and organisational contribution

#### The Person

##### *The successful candidate will have:*

- At least 3 years' experience in a comparable IT support, systems administration, or IT coordination role
- Strong experience with Microsoft 365, SharePoint, cloud-based systems, device management, and user support
- Experience of Microsoft Dynamics 365 or a comparable CRM platform
- Experience managing third party vendors and support providers
- Good understanding of IT security and information governance
- Strong planning, coordination, and communication skills

Details of the terms and conditions of employment are available on the TUI website – [www.tui.ie](http://www.tui.ie)

#### The Rewards

The salary for the post is aligned with the Civil Service Higher Clerical Officer scale plus 10 percent (€37,984 - €55,310).

An appropriate pension arrangement will apply.

Please apply in the strictest confidence enclosing a comprehensive C.V. to: [recruitment@tui.ie](mailto:recruitment@tui.ie)  
Closing date for applications: 5<sup>th</sup> June at 17:00.

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Applications to be marked Confidential IT Lead application.

*Please note that canvassing will disqualify.*

**The TUI is an equal opportunities employer**