

## **Internal/External Competition**

### **Academic Administrator for Education and Research Department (Temporary & Full Time)**

**Applications are invited for the above post from suitably qualified persons.**

This is a service development and a new role in the NRH that represents an exciting opportunity for the appointee to be involved in the development of this department.

The Academic Administrator will play a key role in providing administrative support to the Lead of Education & Research Department in directing, facilitating and promoting clinical education and training & research at the National Rehabilitation Hospital (NRH).

#### **REQUIREMENTS:**

The candidate must possess the following on the latest date for receiving completed application forms for the office:

- Extensive experience of working in an academic or health-care setting.
- Experience of attending and participating in committees.
- Experience of planning, taking initiative and working independently.
- Excellent interpersonal skills with the ability to work across teams.
- Efficient and timely administrative and record keeping skills.
- Accuracy and attention to detail in verbal and written communication.
- Knowledge and experience of using computer packages such as Microsoft Office.
- Knowledge and experience of using digital dictation.
- Excellent organisational and time management skills.
- A third level qualification in either Business Administration, Management, Education, Health-care or other related field is desirable.

*The appointment is full-time and temporary for 12 months initially and in a pensionable capacity. The post is graded at Clerical Officer Grade V level. Remuneration is in accordance with the salary scale approved by the Department of Health.*

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Applicants for the above post should submit a letter of application and curriculum vitae not later than **12:00 noon on Friday the 22<sup>nd</sup> of March** to Mr. Paul Margey, Human Resource Department or email [paul.margey@nrh.ie](mailto:paul.margey@nrh.ie)  
A job description for the above post is available on request from Paul Margey or at [www.nrh.ie/careers](http://www.nrh.ie/careers). For informal enquiries, please contact Dr. Maeve Nolan by email [maeve.nolan@nrh.ie](mailto:maeve.nolan@nrh.ie)