



ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

PERMANENT ARCHIVIST (GRADE III) REQUIRED

The Adoption Authority of Ireland (AAI) is a statutory body established on 1 November 2010 and the legislation underpinning the Authority is the Adoption Act 2010.

Our mission is "To ensure the provision of the highest possible standards of adoption related services, throughout the lifelong adoption process, with the best interest of children as the first and paramount objective"

The AAI is undergoing significant growth as it takes on new and expanding functions as a result of the new Birth Information and Tracing Legislation.

We currently have a number of exciting opportunities at all levels as we grow and transform our organisation.

The AAI is seeking to recruit an Archivist (Grade III), based in Ballsbridge, Dublin 4. Blended working is available subject to the nature of the duties.

The AAI is the keeper of over 100,000 files created by itself, its predecessor bodies, and associated adoption agencies. These records form a unique collection documenting the experiences of adopted people and their families stretching back to 1877. Under forthcoming legislation the AAI will be subject to the National Archives Acts 1986-2018 and is creating a new standalone archives function to acquire, protect, preserve and make available these records.

The Archivist III salary scale ranges from €33,149 to €68,795 per annum (inclusive of two long term increments) for a 35 hour week.

Please note the starting pay will be at the minimum point of the scale as per Government Circular E100/8/82. Exceptional circumstances may apply to candidates with current service in the Civil/Public Services.

Annual Leave: 25 days per annum on the basis of a five-day week and is exclusive of public holidays.

The Adoption Authority of Ireland offers an excellent benefit package including a contributory pension scheme and the opportunity for further training and development.

Closing Date: Noon, Monday 19 September 2022

Please note that while applicants may meet the eligibility requirements of the competition, it is anticipated that the numbers applying for the position are such that it may not be practical to interview everyone.