



ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

PERMANENT EXECUTIVE OFFICERS 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 new Birth Information and Tracing Legislation.

The AAI is seeking to recruit a permanent Executive Officer (EO) in our Solutions Unit, based in Ballsbridge, Dublin 4. Blended working is available with these positions subject to the nature of the duties.

The Executive Officer in the Solutions Unit is expected to be responsible for and to take ownership of tasks and bring them to a satisfactory conclusion through the effective organization, allocation and supervision of work. This junior management role is varied and requires the role-holder to be flexible, capable of working to tight deadlines while also being committed to delivering quality results. While primarily technical in nature, this role may also include some administrative aspects associated with application development, procurement, compliance, and assessment of projects, etc.

The EO salary scale ranges from €33,812 to €56,127 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: 23 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: 12 Noon Monday 17 April 2023

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.