

Summary of Terms & Conditions

Dóchas Project Coordinator for European Year for Development

This post is full-time and is being offered on a 14 month contract, starting in January 2015, and is subject to an initial probation period of 4 months.

The Project Coordinator will be based in the Dóchas offices, located in Baggot Court, Dublin 2. The Dóchas office is not wheelchair accessible.

Hours of work will be 35 per week to be worked as per the requirements of the job and as agreed with the Director. Standard hours are 9.00am to 5.00pm Monday to Friday, allowing one hour for lunch each day. A flexi-time arrangement is in place, as per Dóchas policy.

The Salary Scale for the post is in the range of €34,675 – €44,388 per annum, depending on experience.

Requirements for the post are set out in a separate Person Specification document.

To apply for this position please send your letter of application, together with your Curriculum Vitae by post or email to: Anna Farrell, Dóchas, 1-2 Baggot Court, Lower Baggot Street, Dublin 2, anna@dochas.ie.

**The closing date for the receipt of applications is
Wednesday, 10 December, 2014 at 5 pm**

**Interviews of short-listed candidates will take place
during the morning of Thursday, 18 December 2014, in the Dóchas office.**

NB: Applicants should ensure that their letter of application:

- clearly demonstrates how they fulfill the requirements outlined in the Person Specification document and in the Job Description;
- outlines their reasons for applying for the post;
- provides the names and contact details of two referees.

Applications that do not fulfill these criteria will not be considered.

Only short-listed candidates will be contacted.

For further information on Dóchas, please see www.dochas.ie