



**Oide**

Tacú leis an bhFoghlaim  
Ghairmiúil i measc Ceannairí  
Scoile agus Múinteoirí

Supporting the Professional  
Learning of School Leaders  
and Teachers



## **Oide Human Resources Manager Job Description and General Notes**

### **1. Overview**

Oide is a cross-sectoral teacher professional learning support service under the remit of the Teacher Professional Learning (TPL) Section of the Department of Education (DE) which offers professional development support to primary and post-primary teachers and school leaders in Ireland. Oide was formed on 01 September 2023, following the integration of four services, the Professional Development Service for Teachers (PDST), Junior Cycle for Teachers (JCT), the National Induction Programme for Teachers (NIPT) and the Centre for School Leadership (CSL).

Oide's purpose is to support the professional learning of teachers and school leaders in Ireland through the development of high quality, innovative and responsive learning opportunities that enable teachers and school leaders to better meet the educational needs of all learners.

Oide currently has a full-time vacancy for the position of **Human Resources Manager** who will work in the Administration Division of Oide. The person appointed will be an employee of Oide's Host Education Centre, Monaghan Education Support Centre (MESOC).

Monaghan Education Support Centre (MESOC) is one of twenty-one full-time Education Support Centres, constituted under Section 37 of the Education Act (1998). MESOC's remit is to provide support for teachers, schools, principals and Boards of Management in counties Monaghan and Cavan. As part of this role, MESOC is now responsible for the hosting of Oide, the Department of Education funded support service.

The Oide Human Resources Manager will have responsibility for Human Resource management within the organisation of Oide. S/he will provide support to the Oide Senior Management team and the Management Committee of Monaghan Education Support Centre in fulfilling its role as Host Centre for Oide.

The Human Resources Manager will report to Oide Senior Management and the Management Committee of Monaghan Education Support Centre (or their representatives). S/he will be expected to work with other members of the Oide Management Team including the relevant Oide Deputy Director, the Oide Head of

Administration and the Managing Director who has overall responsibility for the management and leadership of Oide.

## **2. Job Description**

The **Oide Human Resources Manager** will be responsible for managing and developing Human Resource (HR) practices, processes and strategies for Oide as an organisation. S/he will be responsible for ensuring compliance with all relevant HR related legislation, standards and regulations along with supporting the ongoing development of best HR practices.

The Human Resources Manager will report to Oide's host Monaghan Education Support Centre and Oide Senior Management. The Human Resources Manager will also be required to work closely with the Director of MESC.

This is an opportunity for an experienced HR professional to fully utilise their strategic leadership, management, professional and technical skills in a high-performance environment.

Typically, the duties of the Human Resources Manager will include:

- Providing advice to Oide Senior Management and MESC, as the host for Oide, on HR policies and procedures, including advice to support the resolution of any workplace issues that might arise in the context of Oide related work
- Planning for, coordinating and overseeing the recruitment, selection and induction processes in respect of Oide staff, in consultation with Oide Senior Management, MESC representatives and Teacher Professional Learning Section of the Department of Education
- Ensuring that the HR policies, procedures and practices of Oide, and its administrative host, MESC, comply with employment legislation and best practice
- Ensuring appropriate HR policies that support the safety, wellbeing and ongoing professional learning of staff working in Oide are developed, implemented and carefully monitored
- Developing and providing information and training that supports Oide staff to become familiar with and follow agreed Oide policies; planning and implementation of internal programmes of ongoing professional learning for Oide staff
- Leading the development and ongoing improvement of efficient HR practices within Oide; this will encompass elements of strategic planning and effective use of digital technologies
- Development and management of Oide's appraisal system/ Performance Management and Development System (PMDS)
- Preparation and ongoing review of contract documentation for Oide staff in consultation with Oide Senior Management, Monaghan Education Support Centre and Teacher Professional Learning Section of the Department of Education

- Collation and retention of secondment applications and contract documentation for Oide staff
- Monitoring attendance and leave, including sick leave, for relevant staff involved in Oide work
- Maintain and support effective communication with Directors / Management Committees of Education Support Centres, as employers of Oide administration staff, as required in relation to Oide HR policies, procedures and priorities
- Addressing any disciplinary processes and/or formal grievances involving Oide staff and in consultation with the Director and Management Committee of MESCC as administrative host for Oide
- Preparation and provision of reports on an ongoing basis, as required by Oide Senior Management, Monaghan Education Support Centre and Teacher Professional Learning Section of the Department of Education regarding Oide secondment applications, contracts and other HR related priorities
- Work with the Management Committee of Monaghan Education Support Centre in developing and guiding its oversight of recruitment procedures with regard to Oide staff
- Promote and participate in the implementation of change management by adapting work practices accordingly and finding practical ways to make policies work, while ensuring teams know how to action changes
- Maintain a good understanding of internal and external factors that can affect service delivery, including awareness of national and local issues that impact on the management of Human Resources within Oide

### **3. Range of knowledge, experience and skills:**

#### **Essential Requirements:**

**Qualifications:** The successful candidate will be qualified to level 8 on the National Framework of Qualifications, i.e., degree level in Human Resource Management or in an equivalent area which is aligned to the post. Post-graduate qualifications in a relevant field may be advantageous.

**Experience:** The successful candidate will have expertise and a minimum of 5 years post-graduate experience working in HR management to include recruitment, interviewing, PMDS, dispute resolution and staff training.

- Candidates shall be of excellent character.
- Each appointment is subject to evidence of Garda Vetting clearance by Monaghan Education Support Centre

It is **desirable** that the successful candidate will have:

- A deep knowledge and understanding of relevant legislation and requirements in relation to HR issues
- Knowledge and experience of change management
- A very good capacity to work independently and as part of a team

- Excellent interpersonal and communication skills
- Excellent organisational, management and digital technology skills
- Excellent negotiation skills and experience working with external organisations
- Considerable experience and skills to motivate and undertake a leadership role within the organisation
- Ability to pro-actively organise and coordinate the work of others, where required
- Flexibility to meet the needs of the organisation, including a willingness to engage in travel and/or evening work as necessary
- Highly developed oral and written communication skills, including negotiation, report writing and presentation skills
- A commitment to continuous professional learning in order to develop management expertise and professional knowledge, skills and understanding
- An ability to determine priorities and organise workloads in order to produce quality output within tight timeframes
- A proven ability to work under pressure and think laterally in dealing with a wide range of issues

What is set out in this job description is not intended to be an exhaustive list of all duties involved and consequently, from time to time, the HR Manager may be required to perform other duties as appropriate to the position and to contribute to the development of the position while in office.

#### **4. Location**

- The place of work for the Oide Human Resources Manager will be Monaghan Education Support Centre. Typically, s/he will be expected to work onsite for a minimum of three days each week.
- The successful candidate will be required to work on occasion in other Oide offices.
- The successful candidate will be required to have their own means of transport and to possess and retain a full clean driving license. When absent from home and headquarters, on duty, Public Sector rates will be paid for appropriate travelling expenses and subsistence allowances.

#### **5. Competition**

- This post is open to all candidates who meet the essential requirements listed above.
- Any offer of appointment will only be made where it is considered that a suitable candidate for the post exists.
- This appointment is subject to satisfactory completion of the standard six month probationary period. The probationary period may be extended at the discretion of the employer but will not in any case exceed eleven months.
- The contract will provide for ongoing performance review.

- The successful candidate's health, sick leave, and general work record must be satisfactory.

## 6. Salary and conditions

The salary scale for this position of **Oide Human Resources Manager** is aligned to Grade 2 of the Salary Scale for professionals working in the Civil Service although this is not a Civil Service position.

€71,082 €72,707 €74,327 €75,954 €77,577 €78,009 €79,610 €81,270 €83,975<sup>1</sup>  
€86,686<sup>2</sup>

<sup>1</sup> Long Service Increments (LSI) after 3 years satisfactory service at the maximum.

<sup>2</sup> After 6 years satisfactory service at the maximum.

- **Hours:** Typically, 39 hour working week (includes one hour daily lunch break)
- **Annual Leave:** The annual leave entitlement for this grade is 29 working days per leave year rising to 30 days on the completion of three years in the job. The taking of annual leave must have the prior approval of the relevant Line Manager and be communicated in advance to Managing Director of Oide and Director of Monaghan ESC. Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.
- **Sick Leave:** In accordance with the Sick Leave policy of Monaghan Education Support Centre, employees will be paid a maximum of 10 sick leave days in a 12 month rolling period. This includes certified and non-certified sick leave days.
- **Pension:** There is no pension, however you may avail of a PRSA scheme should you wish to.
- This role is offered on the basis of a 3-year contract, subject to ongoing funding and satisfactory performance in accordance with the Performance Management policy of Monaghan Education Support Centre and in consultation with Oide Senior Management.

## 7. How to apply

Applications should be made by submission of a letter of application and a CV with contact details for two referees. This should be submitted no later than **4pm on Friday 5 July 2024** to [recruitment@metc.ie](mailto:recruitment@metc.ie)

**Short listing may apply.**

Interviews may be held online or in person at a location to be confirmed as soon as possible after the application closing date. Candidates called for interview may be asked to make a five-minute presentation (without the use of digital or other visual aids) on their vision for the role of Human Resources Manager for Oide.

## **8. Selection Procedure**

- Monaghan Education Support Centre will comply with the terms of the General Data Protection Regulation (GDPR) and all other relevant data protection legislation in relation to the data submitted during the recruitment process.
- A selection committee will be established to carry out all aspects of the selection process.
- It is the responsibility of the candidates to make themselves available for interview, if invited to attend. Candidates should note that it may not be possible to provide an alternative date.
- A panel may be formed from which future vacancies may be filled.



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## Bainisteoir Acmhainní Daonna Oide Sainchuntas Poist agus Nótaí Ginearálta

### 1. Forléargas

Is seirbhís tacaíochta foghlaim ghairmiúil múinteoirí trasearnála í Oide atá faoi shainchúram na Rannóige um Foghlaim Ghairmiúil Múinteoirí (FGM) den Roinn Oideachais (RO) a chuireann tacaíocht forbairt ghairmiúil ar fáil do mhúinteoirí bunscoile agus iar-bhunscoile agus do cheannairí scoile in Éirinn. Bunaíodh Oide an 01 Meán Fómhair 2023, ar chomhtháthú ceithre sheirbhís, an tSeirbhís um Fhorbairt Ghairmiúil do Mhúinteoirí (SFGM), an tSraith Shóisearach do Mhúinteoirí (SSM), an Clár Náisiúnta Ionductaithe do Mhúinteoirí (CNIM) agus an Lárionad um Cheannaireacht Scoile (LCS).

Is é cuspóir Oide tacú le foghlaim ghairmiúil múinteoirí agus ceannairí scoile in Éirinn trí dheiseanna foghlama ardchaighdeán, nuálacha agus freagrúla a fhorbairt a chuireann ar chumas múinteoirí agus ceannairí scoile freastal níos fearr ar riachtanais oideachais gach foghlaimeora.

Tá folúntas lánaimseartha ag Oide faoi láthair don phost an **Bhainisteora Acmhainní Daonna** a bheidh ag obair i Rannán Riaracháin Oide. Beidh an duine a cheapfar ina fhostaí de chuid Óstionad Oideachais Oide, Ionad Tacaíochta Oideachais Mhuineacháin (ITOM)

Tá Ionad Oideachais Mhuineacháin (IOM) ar cheann d'fhiche is a haon Ionad Tacaíochta Oideachais lánaimseartha, a bunaíodh faoi Alt 37 den Acht Oideachais (1998). Is é sainchúram IOTM tacaíocht a chur ar fáil do mhúinteoirí, scoileanna, príomhoidí agus Boird Bhainistíochta i gcontaetha Mhuineacháin agus an Chabháin. Mar chuid den ról sin, tá ITOM freagrach anois as óstáil Oide, seirbhís tacaíochta atá maoinithe ag an Roinn Oideachais.

Beidh Bainisteoir Acmhainní Daonna Oide freagrach as bainistiú Acmhainní Daonna laistigh d'eagraíocht Oide. Cuirfidh sé/sí tacaíocht ar fáil d'fhoireann Ardbhainistíochta Oide agus do Choiste Bainistíochta Ionad Tacaíochta Oideachais Mhuineacháin chun a ról mar Ionad Óstionad Oide a chomhlíonadh.

Beidh an Bainisteoir Acmhainní Daonna freagrach do Bhainistíocht Shinsearach Oide agus do Choiste Bainistíochta Ionad Tacaíochta Oideachais Mhuineacháin (nó a n-ionadaithe). Beifear ag súil go n-oibreoidh sé/sí le baill eile d'Fhoireann Bhainistíochta Oide lena n-áirítear Leas-Stiúrthóir Oide ábhartha, Ceann Riaracháin Oide agus an

Stiúrthóir Bainistíochta a bhfuil freagracht fhoriomlán air/uirthi as bainistíocht agus ceannaireacht Oide.

## 2. Sainchuntas Poist

Beidh **Bainisteoir Acmhainní Daonna Oide** freagrach as cleachtais, próisis agus straitéisí Acmhainní Daonna (AD) a bhainistiú agus a fhorbairt d'Oide mar eagraíocht. Beidh sé/sí freagrach as comhlíonadh na reachtaíochta, na gcaighdeán agus na rialachán ábhartha uile a bhaineann le hAcmhainní Daonna a chinntiú mar aon le tacú le forbairt leanúnach na gcleachtas AD is fearr.

Beidh an Bainisteoir Acmhainní Daonna freagrach d'Ionad Tacaíochta Oideachais Mhuineacháin agus do Bhainistíocht Shinsearach Oide. Beidh ar an mBainisteoir Acmhainní Daonna a bheith ag obair go dlúth le Stiúrthóir ITOM freisin.

Is deis é seo do ghairmí AD a bhfuil taithí acu úsáid iomlán a bhaint as a scileanna straitéiseacha ceannaireachta, bainistíochta, gairmiúla agus teicniúla i dtimpeallacht ardfheidhmíochta.

De ghnáth, áireofar ar dhualgais an Bhainisteora Acmhainní Daonna:

- Comhairle a chur ar fáil do Bhainistíocht Shinsearach Oide agus ITOM, mar óstach Oide, maidir le beartais agus nósanna imeachta AD, lena n-áirítear comhairle chun tacú le réiteach aon saincheisteanna san ionad oibre a thioctadh chun cinn i gcomhthéacs oibre a bhaineann le Oide
- Pleanáil, comhordú agus maoirseacht a dhéanamh ar na próisis earcaíochta, roghnúcháin agus ionduchtúcháin i ndáil le foireann Oide, i gcomhairle le Bainistíocht Shinsearach Oide, ionadaithe ITOM agus Rannóg Foghlaim Ghairmiúil Múinteoirí na Roinne Oideachais
- A chinntiú go gcomhlíonann beartais, nósanna imeachta agus cleachtais Acmhainní Daonna Oide, agus a óstach riaracháin, ITOM, reachtaíocht fostaíochta agus dea-chleachtas
- A chinntiú go ndéantar beartais chuí Acmhainní Daonna a fhorbairt agus a chur i bhfeidhm a thacaíonn le sábháilteacht, folláine agus foghlaim ghairmiúil leanúnach na foirne atá ag obair in Oide, agus go ndéantar monatóireacht chúramach orthu
- Eolas agus oiliúint a fhorbairt agus a chur ar fáil a chabhraíonn le foireann Oide dul i dtaithe ar bheartais chomhaontaithe Oide agus iad a leanúint; clár inmheánacha d'fhoghlaim ghairmiúil leanúnach a phleanáil agus a chur i bhfeidhm d'fhoireann Oide
- Ceannaireacht a thabhairt d'fhorbairt agus d'fheabhsú leanúnach na gcleachtas éifeachtach Acmhainní Daonna laistigh d'Oide; cuimseofar leis sin gnéithe den phleanáil straitéiseach agus úsáid éifeachtach teicneolaíochtaí digiteacha
- Córas breithmheasa Oide/ Córas Bainistíochta agus Forbartha Feidhmíochta (CBFF) a fhorbairt agus a bhainistiú
- Doiciméid chonartha a ullmhú agus a athbhreithniú go leanúnach d'fhoireann Oide i gcomhairle le Bainistíocht Shinsearach Oide, Ionad Tacaíochta



Oideachais Mhuineacháin agus An Rannóg um Foghlaim Ghairmiúil Múinteoirí sa Roinn Oideachais

- Iarratais ar iasacht agus doiciméadacht chonarthaí d'fhoireann Oide a chomhthiomsú agus a choinneáil
- Monatóireacht a dhéanamh ar thinreamh agus ar shaoire, lena n-áirítear saoire bhreiteachta, do bhaill foirne ábhartha a bhfuil baint acu le hobair Oide
- Cumarsáid éifeachtach a chothabháil agus a chothú le Stiúrthóirí / Coistí Bainistíochta na nIonad Tacaíochta Oideachais, mar fhostóirí d'fhoireann riaracháin Oide, de réir mar is gá maidir le beartais, nósanna imeachta agus tosaíochtaí AD Oide
- Aghaidh a thabhairt ar aon phróisis araíonachta agus/nó casaoidí foirmiúla a bhaineann le foireann Oide agus i gcomhairle le Stiúrthóir agus coiste bainistíochta ITOM mar óstach riaracháin d'Oide
- Tuarascálacha a ullmhú agus a sholáthar ar bhonn leanúnach, de réir mar a éilíonn Bainistíocht Shinsearach Oide, ITO Mhuineacháin agus Rannóg Foghlaim Ghairmiúil Múinteoirí na Roinne Oideachais maidir le hiarratais ar iasacht Oide, conarthaí agus tosaíochtaí eile a bhaineann le hAcmhainní Daonna
- Obair a dhéanamh le Coiste Bainistíochta Ionad Tacaíochta Oideachais Mhuineacháin chun a mhaoirseacht ar nósanna imeachta earcaíochta maidir le foireann Oide a fhorbairt agus a threorú
- Bainistiú athruithe a chur chun cinn agus páirt a ghlacadh ann trí chleachtas oibre a oiriúnú dá réir sin agus bealaí praiticiúla a aimsiú chun beartais a chur ag obair, agus a chinntiú ag an am céanna go mbíonn a fhios ag foirne conas athruithe a chur i ngníomh
- Tuiscint mhaith a choinneáil ar thosca inmheánacha agus seachtracha a bhféadfadh tionchar a bheith acu ar sheachadadh seirbhíse, lena n-áirítear feachtas ar shaincheisteanna náisiúnta agus áitiúla a rachadh i bhfeidhm ar bhainistiú Acmhainní Daonna laistigh d'Oide

### **3. Réimse eolais, taithí agus scileanna:**

#### **Bunriachtanais:**

**Cáilíochtaí:** Beidh an t-iarrthóir rathúil cáilithe go leibhéal 8 ar an gCreat Náisiúnta Cáilíochtaí, i.e., leibhéal céime i mBainistíocht Acmhainní Daonna nó i réimse coibhéiseach atá ailínithe leis an bpost. D'fhéadfadh cáilíochtaí iarchéime i réimse ábhartha a bheith ina mbuntáiste.

**Taithí:** Beidh saineolas agus taithí iarchéime 5 bliana ar a laghad ag an iarrthóir rathúil ag obair i mbainistíocht Acmhainní Daonna lena n-áireofar earcaíocht, agallamh, CBFF, réiteach díospóidí agus oiliúint foirne.

- Beidh sárcharachtar ag na hiarrthóirí.
- Tá gach ceapachán faoi réir fianaise ar imréiteach Ghrinnfhiosrúcháin an Gharda Síochána ag Ionad Tacaíochta Oideachais Mhuineacháin

Tá sé **inmhianaithe** go mbeadh an méid seo a leanas ag an iarrthóir rathúil:

- Eolas agus tuiscint dhomhain ar reachtaíocht agus ar riachtanais ábhartha maidir le saincheistanna Acmhainní Daonna
- Eolas agus taithí ar bhainistiú athruithe
- Cumas an-mhaith a bheith ag obair go neamhspleách agus mar bhall d'fhoireann
- Sárscileanna idirphearsanta agus cumarsáide
- Sárscileanna eagrúcháin, bainistíochta agus teicneolaíocht dhigiteach
- Sárscileanna idirbheartaíochta agus taithí ar a bheith ag obair le heagraíochtaí seachtracha
- Taithí agus scileanna suntasacha chun daoine a spreagadh agus ról ceannaireachta a ghabháil laistigh den eagraíocht
- An cumas obair daoine eile a eagrú agus a chomhordú go réamhghníomhach, nuair is gá
- Solúbthacht chun freastal ar riachtanais na heagraíochta, lena n-áirítear toilteanas taisteal a dhéanamh agus/nó obair thráthnóna de réir mar is gá
- Scileanna cumarsáide ardfhorbartha ó bhéal agus i scríbhinn, lena n-áirítear scileanna idirbheartaíochta, scríofa tuairiscí agus láithreoireachta
- Tiomantas d'fhoghlaim ghairmiúil leanúnach chun saineolas bainistíochta a fhorbairt mar aon le heolas, scileanna agus tuiscint ghairmiúil
- Cumas tosaíochtaí a chinneadh agus ualaí oibre a eagrú chun aschur ardchaighdeán a tháirgeadh laistigh de fhrámaí ama dochta
- Cumas cruthaithe obair a dhéanamh faoi bhrú agus smaoineamh go cruthaitheach chun déileáil le réimse leathan saincheistanna

Níl sé i gceist go mbeadh an méid atá leagtha amach sa chur síos poist seo ina liosta uileghabhálach de na dualgais go léir atá i gceist agus dá bhrí sin, ó am go ham, d'fhéadfadh sé go mbeadh ar an mBainisteoir Acmhainní Daonna dualgais eile a chomhlíonadh de réir mar is cuí don phost agus cur le forbairt an phoist agus é in oifig.

#### **4. Suíomh**

- Is é Ionad Tacaíochta Oideachais Mhuineacháin an áit oibre do Bhainisteoir Acmhainní Daonna Oide. Go hiondúil, beifear ag súil go n-oibreoidh sé/sí ar an láthair ar feadh trí lá ar a laghad gach seachtain.
- Beidh ar an té a cheapfar a bheith ag obair ó am go chéile in oifigí eile de chuid Oide.
- Beidh ar an té a cheapfar a modh iompair féin a bheith acu agus ceadúnas iomlán tiomána glan a bheith acu. Nuair a bhíonn siad ar shiúl as baile agus ón gceanncheathrú, ar dualgas, íocfar rátaí na hEarnála Poiblí as costais taistil agus as liúntais chothaithe chuí.

#### **5. Comórtas**

- Tá an post seo oscailte do gach iarrthóir a chomhlíonann na bunriachtanais atá liostaithe thuas.
- Ní dhéanfar aon tairiscint cheapacháin ach amháin sa chás go meastar go bhfuil iarrthóir oiriúnach ann don phost.
- Tá an ceapachán seo faoi réir an tréimhse phromhaidh chaighdeánach sé mhí a chríochnú go sásúil. Féadfar an tréimhse phromhaidh a fhadú de rogha an fhostóra ach ní rachaidh sí thar aon mhí dhéag in aon chás.
- Déanfar foráil sa chonradh d'athbhreithniú leanúnach ar fheidhmíocht.
- Caithfidh sláinte, saoire bhreiteachta agus taifead ginearálta oibre an iarrthóra rathúil a bheith sásúil.

## 6. Tuarastal agus coinníollacha

Tá an scála tuarastail don phost seo mar Bhainisteoir Acmhainní Daonna oide ailínithe le Grád 2 den Scála Tuarastail do ghairmithe atá ag obair sa Státseirbhís cé nach post sa Státseirbhís é seo.

€71,082 = €72,707 - €74,327 - €75,954 - €77,577 - €78,009 - €79,610 - €81,270 - €83,975<sup>1</sup> = €86,686<sup>2</sup>

<sup>1</sup> Incrimintí Seirbhíse Fada (ISF) Tar éis 3 bliana seirbhís shásúil ag an uasmhéid.

<sup>2</sup> Tar éis 6 bliana seirbhís shásúil ag an uasmhéid.

- **Uaireanta:** Seachtain oibre 39 uair an chloig a bheidh ann de ghnáth (lena n-áirítear sos lóin laethúil uair an chloig)
- **Saoire Bhliantúil:** Is é 29 lá oibre in aghaidh na bliana saoire an teidlíocht saoire bhliantúil don ghrád seo a ardaíonn go 30 lá ar chríochnú trí bliana sa phost. Ní mór cead a fháil roimh ré ón mBainisteoir Líne ábhartha chun saoire bhliantúil a thógáil agus ní mór é a chur in iúl roimh ré do Stiúrthóir Bainistíochta Oide agus do Stiúrthóir Laethanta Saoire Poiblí ITO Mhuineacháin. Deonaítear Laethanta Saoire Poiblí de réir fhorálacha an Achta um Eagrú Ama Oibre, 1997.
- **Saoire Bhreiteachta:** De réir bheartas Saoire Bhreiteachta Ionad Tacaíochta Oideachais Mhuineacháin, íocfar 10 lá saoire bhreiteachta ar a mhéad le fostaithe i dtréimhse rollach 12 mhí. Áirítear leis sin laethanta saoire bhreiteachta deimhnithe agus neamhdheimhnithe.
- **Pinsean:** Níl aon phinsean ann, ach is féidir leas a bhaint as scéim CCSP más é sin is mian le duine.
- Cuirtear an ról seo ar fáil ar bhonn conartha 3 bliana, faoi réir maoiniú leanúnach agus feidhmíocht shásúil de réir bheartas Bainistíochta Feidhmíochta Ionad Tacaíochta Oideachais Mhuineacháin agus i gcomhairle le Bainistíocht Shinsearach Oide.

## 7. Conas iarratas a dhéanamh

Ba chóir iarratais a dhéanamh trí litir iarratais agus CV a chur isteach ina mbeidh sonraí teagmhála beirt mholtóirí. Ba chóir é sin a chur isteach tráth nach déanaí ná **4in Dé hAoine an 5ú Iúil** chuig [recruitment@metc.ie](mailto:recruitment@metc.ie)

**D'fhéadfadh gearrliosta a bheith i gceist.**

Is féidir go réachtálfaí agallaimh ar líne nó go pearsanta ag láthair atá le deimhniú chomh luath agus is féidir tar éis an dáta deiridh le haghaidh iarratas. Is féidir go n-iarrfar ar iarrthóirí a ghlaitear chun agallaimh cur i láthair cúig nóiméad a dhéanamh (gan áiseanna digiteacha nó áiseanna amhairc eile a úsáid) maidir lena bhfís do ról an Bhainisteora Acmhainní Daonna d'Oide.

## **8. Nós Imeachta Roghnúcháin**

- Comhlíonfaidh Ionad Tacaíochta Oideachais Mhuineacháin téarmaí an Rialacháin Ghinearálta maidir le Cosaint Sonraí (RGCS) agus gach reachtaíocht ábhartha eile um chosaint sonraí maidir leis na sonraí a chuirtear isteach le linn an phróisis earcaíochta.
- Bunófar coiste roghnúcháin chun gach gné den phróiseas roghnúcháin a chur i gcrích.
- Tá sé de fhreagracht ar na hiarrthóirí iad féin a chur ar fáil le haghaidh agallaimh, má thugtar cuireadh dóibh freastal ar a leithéid. Ba chóir d'iarrthóirí a thabhairt faoi deara go mb'fhéidir nach mbeifear in ann dáta eile a chur ar fáil.
- Is féidir go gcuirfí painéal le chéile as arbh fhéidir folúntais amach anseo a líonadh.