



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
Temporary – Fixed Term
(Maternity Cover)
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'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 temporary fixed-term vacancy (Maternity Cover) for the position of **Human Resources Manager** who will work in the Administration Division of Oide. The person appointed will be a temporary employee of Oide's Host Education Centre, Monaghan Education Support Centre (MESCC). This role is offered on a fixed-term contract for the purpose of providing maternity leave cover. The contract will commence on **22nd June 2026** and is expected to continue for approximately **10** months, subject to the return of the substantive postholder or organisational requirements. Monaghan Education Support Centre (MESCC) is one of twenty-one full-time Education Support Centres, constituted under Section 37 of the Education Act (1998). MESCC's remit is to provide support for teachers, schools, principals and Boards of Management in counties Monaghan and Cavan. As part of this role, MESCC 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. They 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 HR manager for Oide will report directly to the Oide Head of Administration, as their direct line-manager, in the first instance (and the Oide Deputy Director and Managing Director thereafter). The HR manager will carry out all tasks and roles assigned to them by the above line managers. The HR Manager will also report on a regular basis to the director of MESCC as the representative of the Management Committee.

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. They 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 HR manager for Oide will report directly to the Oide Head of Administration, as their direct line manager, in the first instance (and the Oide Deputy Director and Managing Director thereafter). The HR manager will carry out all tasks and roles assigned to them by the above line managers. The HR Manager will also report on a regular basis to the director of MESC as the representative of the Management Committee

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
- Supervise and support HR administrative staff, including allocating work, monitoring outputs and ensuring HR administrative processes are delivered efficiently
- 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 and secondment 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 all secondment documentation for Oide staff, in line with GDPR Policies
- Managing the recording of leave records, including sick leave, for Oide Secondees
- 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 employee relation issues including disciplinary processes and/or formal grievances involving Oide staff and in consultation with the Director and Management Committee of MESC 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 and TPLS in developing and guiding the 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
- Maintain up to date knowledge of relevant employment legislation

3. Range of knowledge, experience and skills:

Essential Requirements:

Qualifications: A level 8 qualification 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.

Experience:

- A minimum of 2 years' relevant experience in HR management or a senior HR role.
- Demonstrated experience in:

- recruitment and selection processes
- employee relations and dispute resolution
- performance management systems (PMDS or equivalent)
- advising managers and staff on HR policies and procedures.

Knowledge

- Strong knowledge of Irish employment legislation and HR best practice.
- Knowledge of HR governance and policy implementation.

Skills and Competencies

- Excellent interpersonal and communication skills.
- Strong organisational and planning skills.
- Ability to work independently and as part of a team.
- Strong report writing and analytical skills.
- High level of discretion and professionalism in handling confidential information.

Other Requirements

- Garda Vetting clearance where applicable.

Desirable Criteria

- Post-graduate qualifications in a relevant field
- Good knowledge and experience of change management
- 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
- 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, they will be expected to work onsite for a minimum of three days each week, with the option to work from home two days per week.
- Hybrid working arrangements may be reviewed in line with organisational requirements.
- The successful candidate will be required to work on occasion in other Oide offices/Education Centres.
- A full driving license and access to transport may be required in order to fulfil the travel requirements of the role. When required to work in locations other than Monaghan Education Support Centre or home, 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 appointment offer 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 three-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, current scale outlined in [Circular 07-2026](#) :

ENGINEER GRADE II & PROFESSIONAL ACCOUNTANT GRADE II – PPC €75,448 €77,172 €78,891 €80,619 €82,342 €82,801 €84,499 €86,262 €89,133¹ €92,011²

Please note this is not a Civil Service position.

- **Hours:** Typically, 39-hour working week (includes one hour daily lunch break) Working hours and rest periods will operate in accordance with the Organisation of Working Time Act 1997.
- **Leave Requests:** All leave requests should be raised with the Oide Head of Administration, as their direct line-manager for clearance to ensure that the

proposed leave does not impact adversely on the business needs of Oide. The application for leave must then be submitted to the Director of MESC as representative of the employer for approval. Approved leave should also be notified to the relevant Oide Deputy Director.

- **Annual Leave:** The annual leave entitlement for this grade is 29 working days per leave year and annual leave for period less than one year are calculated on a pro-rata basis. 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:** Employees will be automatically enrolled in the Company's pension scheme in line with the auto-enrolment pension framework (**MyFutureFund**), where eligibility criteria are met.
- This role is offered on a temporary fixed-term contract for the purpose of providing maternity leave cover. The contract will commence on **22nd June 2026** and is expected to continue for approximately 10 months, subject to the return of the substantive postholder or organisational requirements. The post is 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 **5pm on Thursday, 21st May 2026** to recruitment@metc.ie

By submitting your application, you consent to the processing of your personal data by Monaghan Education Support Centre and Oide for recruitment and selection purposes in line with the General Data Protection Regulation (GDPR).

Short listing may apply.

Interviews will be held 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 temporary vacancies may be filled.

Monaghan Education Support Centre is an equal opportunities employer and welcomes applications from all suitably qualified candidates.



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Bainisteoir Acmhainní Daonna *Oide*
Sealadach – Téarma Seasta
(Clúdach Máithreachais)
Sainchuntas Poist agus Nótaí
Ginearálta

9. Forbhreathnú

Seirbhís trasearnála tacaíochta foghlama gairmiúla múinteoirí is ea *Oide* atá faoi shainchúram na Rannóige um Fhoghlaim Ghairmiúil Múinteoirí (RFGM) den Roinn Oideachais agus Óige (ROÓ). Tairgeann sé tacaíocht forbartha gairmiúla do mhúinteoirí bunscoile agus iar-bhunscoile agus do cheannairí scoile in Éirinn.

Is é cuspóir *Oide* tacú le foghlaim ghairmiúil múinteoirí agus ceannairí scoile in Éirinn trí dheiseanna foghlama ardchaighdeáin, nuálacha, sofhreagrúla a fhorbairt, rud a chuireann ar chumas múinteoirí agus cheannairí scoile freastal ar na riachtanais oideachais atá ag gach foghlaiméir ar bhealach níos fearr.

Tá folúntas sealadach (Clúdach Máithreachais) ar théarma seasta ann in *Oide* faoi láthair, le haghaidh **Bainisteoir Acmhainní Daonna** a oibreoidh i Rannán Riarachán *Oide*. Beidh an té a cheapfar ina fhostaí sealadach ag Ionad Oideachais Óstach *Oide*, mar atá Ionad Tacaíochta Oideachais Mhuineacháin. Tá an ról seo á thairsicint ar chonradh téarma seasta chun clúdach le haghaidh saoire mháithreachais a chur ar fáil. Cuirfear tús leis an gconradh ar an **22 Meitheamh 2026** agus táthar ag súil go leanfaidh sé ar feadh **10** mí, de réir fhilleadh an tsealbhóra substaintigh nó de réir riachtanas na heagraíochta. Tá Ionad Tacaíochta Oideachais Mhuineacháin (ITOM) ar cheann de na fiche a haon Ionad Tacaíochta Oideachais, arna chomhdhéanamh faoi Alt 37 den Acht Oideachais (1998). Is é sainchúram ITOM tacaíocht a chur ar fáil ar mhaithe le múinteoirí, scoileanna, príomhoidí, agus le Boird Bhainistíochta i gcontaetha Mhuineacháin agus an Chabháin. Mar chuid den ról sin, tá freagacht ar ITOM anois as *Oide* a óstáil, an tseirbhís tacaíochta a mhaoiníonn an Roinn Oideachais agus Óige.

Beidh freagacht ag an mBainisteoir Acmhainní Daonna in *Oide* as Bainistíocht Acmhainní Daonna laistigh d'eagraíocht *Oide*. Cuirfidh sé/sí tacaíocht ar fáil don fhoireann Bainistíochta Sinsearaí in *Oide* agus do Choiste Bainistíochta Ionad Tacaíochta Oideachais Mhuineacháin chun a ról mar Ionad Óstach do *Oide* a chomhlíonadh.

Beidh an bainisteoir AD do *Oide* ag obair go díreach faoi Cheannasaí Riaracháin *Oide*, ar a mbainisteoir líne díreach é, sa chéad áit (agus faoi Leas-Stiúrthóir agus Stiúrthóir Bainistíochta *Oide* ina dhiaidh sin) Comhlíonfaidh an bainisteoir AD gach tasc agus ról a shannann na bainisteoirí líne thuas dóibh. Mar ionadaí den Choiste Bainistíochta, tuairisceoidh an Bainisteoir AD do stiúrthóir ITOM ar bhonn rialta.

1. Sainchuntas Poist

Beidh freagracht ar an **mBainisteoir Acmhainní Daonna** in *Oide* as cleachtais, próisis, agus straitéisí Acmhainní Daonna a bhainistiú agus a fhorbairt do *Oide* mar eagraíocht. Beidh freagracht orthu as a chinntiú go bhfuil bhfuiltear ag comhlíonadh gach reachtaíochta, caighdeáin agus rialacháin a bhaineann le AD, i dteannta le tacú le forbairt leanúnach dea-chleachtas AD.

Beidh an bainisteoir AD do *Oide* ag obair go díreach faoi Cheannasaí Riaracháin *Oide*, ar a mbainisteoir líne díreach é, sa chéad áit (agus faoi Leas-Stiúrthóir agus Stiúrthóir Bainistíochta *Oide* ina dhiaidh sin). Comhlíonfaidh an bainisteoir AD gach tasc agus ról a shannann na bainisteoirí líne thuas dóibh. Mar ionadaí den Choiste Bainistíochta, tuairisceoidh an Bainisteoir AD do stiúrthóir ITOM ar bhonn rialta.

Is deis é seo do dhuine ghairmiúil AD a bhfuil taithí acu chun a gcuid scileanna straitéiseacha ceannaireachta, bainistíochta, gairmiúla agus teicniúla a úsáid i dtimpeallacht ardfheidhmíochta.

De ghnáth, cuimsítear an méid seo a leanas i ndualgais an Bhainisteora Acmhainní Daonna:

- Comhairle a chur ar fáil do Bhainistíocht Shinsearach in *Oide* agus in ITOM, mar óstach do *Oide*, maidir le polasaithe agus nósanna imeachta, lena n-áirítear comhairle chun tacú le réiteach fadhbanna ar bith sa láthair oibre a thiocfadh chun cinn i gcomhthéacs oibre a bhaineann le *Oide*
- Maoirseacht a dhéanamh ar fhoireann riaracháin AD, agus tacú leo, lena n-áirítear obair a shannadh dóibh, monatóireacht a dhéanamh ar aschuir, agus á chinntiú go soláthraítear próisis go héifeachtach.
- Maidir le foireann *Oide*, pleanáil le haghaidh próisis earcaithe, roghnaithe, agus ionduchtaithe, iad a chomhordú, agus maoirseacht a dhéanamh orthu, i gcomhairle le Bainistíocht Shinsearach in *Oide*, le hionadaithe ITOM, agus le Rannán um Foghlaim Ghairmiúil Múinteoirí sa Roinn Oideachais agus Óige.
- Cinntiú go bhfuil polasaithe, nósanna imeachta, agus cleachtais AD in *Oide*, agus ina óstach riaracháin, ITOM, ag teacht le reachtaíocht fostaíochta agus le dea-chleachtas
- Cinntiú go bhforbraítear polasaithe cuí AD a thacaíonn le sábháilteacht, folláine, agus foghlaim ghairmiúil leanúnach na foirne a oibríonn in *Oide*, go gcuirtear i bhfeidhm iad, agus go ndéantar monatóireacht chúramach orthu
- Eolas agus oiliúint a fhorbairt agus a chur ar fáil, rud a thacaíonn le foireann *Oide* lena chinntiú go bhfuil siad eolach ar pholasaithe *Oide* chomhaontaithe agus go gcloíonn siad leo; cláir inmheánacha maidir le foghlaim ghairmiúil leanúnach a phleanáil agus a chur i bhfeidhm ar mhaithe le foireann *Oide*
- Bheith i gceannas ar fhorbairt agus ar fheabhsú leanúnach cleachtas AD éifeachtach laistigh de *Oide*; cuimseofar leis sin gnéithe de phleanáil

straitéiseach agus úsáid éifeachtach teicnicheolaíochtaí digiteacha

- Córas breithmheasa / Córas Bainistíochta agus Forbartha Feidmíochta (CBFF) *Oide* a fhorbairt agus a bhainistiú
- Cáipéisíocht chonartha agus cáipéisíocht iasachta a ullmhú agus a athbhreithniú ar son fhoireann *Oide* i gcomhairle le Bainistíocht Shinsearach in *Oide*, le hionadaithe ITOM, agus le Rannán um Fhoghlaim Ghairmiúil Múinteoirí sa Roinn Oideachais agus Óige.
- Gach cáipéisíocht iasachta ar son fhoireann *Oide* a chomhthiomsiú agus a choimeád de réir Polasaithe RGCS
- Clárú taifead ar shaoire a bhainistiú, lena n-áirítear saoire bhreitheachta, ar mhaithe le Baill atá ar Iasacht ag *Oide*
- Tacú le cumarsáid éifeachtach agus í a choimeád le Stiúrthóirí / Coistí Bainistíochta sna hlonaid Thacaíochta Oideachais, mar fhostóirí fhoireann riaracháin *Oide*, de réir riachtanais a leagtar amach i bpolasaithe, nósanna imeachta, agus tosaíochtaí AD *Oide*
- Aghaidh a thabhairt ar aon fhadhbanna maidir le caidrimh fostaithe lena n-áirítear próisis araíonachta agus/nó casaidí foirmeálta a bhaineann le foireann *Oide*, agus i gcomhairle le Stiúrthóir agus le Coiste Bainistíochta ITOM mar óstach riaracháin ar son *Oide*.
- Tuarascálacha a ullmhú agus a sholáthar ar bhonn leanúnach, de réir mar a theastaíonn ó Bhainistíocht Shinsearach in *Oide*, ITOM, agus ó Rannán um Fhoghlaim Ghairmiúil Múinteoirí sa Roinn Oideachais agus Óige maidir le hiarratais iasachta, conarthaí, agus tosaíochtaí eile a bhaineann le AD.
- Oibriú le Coiste Bainistíochta Ionad Tacaíochta Oideachais Mhuineacháin agus le RFGM chun a mhaoirseacht ar nósanna imeachta maidir le pearsana *Oide* a fhorbairt agus a threorú
- Cur i bhfeidhm bainistíochta athruithe a chur chun cinn agus páirt a ghlacadh ann trí chleachtais oibre a oiriúnú dá réir agus trí theacht ar bhealaí praiticiúla chun go mbeadh rath ar pholasaithe agus chun a chinntiú go bhfuil a fhios ag foirne conas athruithe a chur i bhfeidhm.
- Tuiscint mhaith ar chúinsí inmheánacha agus ar chúinsí seachtracha a fhéadann tionchar a imirt ar sholáthar seirbhísí a choimeád, lena n-áirítear feacht ar shaincheisteanna náisiúnta agus ar shaincheisteanna áitiúla a imríonn tionchar ar bhainistíocht Acmhainní Daonna in *Oide*
- Eolas ar reachtaíocht fostaíochta ábhartha a choimeád suas chun dáta

2. An raon eolais, taithí agus scileanna:

Príomhriachtanais:

Cáilíochtaí: Cáilíocht Leibhéal 8 ar an gCreat Náisiúnta Cáilíochtaí, i.e. leibhéal céime i mBainistíocht Acmhainní Daonna nó a chomhionann a ailíníonn leis an bpost.

Taithí:

- Taithí chuí 2 bhliain ar a laghad i mbainistíocht AD nó i ról AD sinsearach.
- Taithí léirithe sna nithe seo a leanas:
 - próisis roghnúcháin agus earcaíochta
 - caidreamh idir lucht bainistíochta agus fostaithe agus réiteach díospóidí
 - córas bainistíochta feidhmíochta (CBFF nó a chothrom)
 - bainisteoirí agus foireann a chomhairliú ar pholasaithe agus nósanna imeachta AD.

Eolas

- Eolas maith ar reachtaíocht fostaíochta na hÉireann agus ar dhea-chleachtas AD.
- Eolas ar rialachas AD agus ar chur i bhfeidhm polasaí.

Scileanna agus Inniúlachtaí

- Scileanna cumarsáide idirphearsanta den chéad scoth.
- Scileanna pleanála eagraithe láidre
- An cumas oibriú go neamhspleách agus mar bhall d'fhoireann.
- Scileanna anailisithe láidre agus scileanna láidre ó thaobh scríbhneoireacht tuarascálacha de.
- Leibhéal ard discréide agus gairmiúlachta maidir le heolas faoi rún a láimhseáil.

Riachtanais Eile

- Grinnfhiosrúchán an Gharda Síochána más infheidhme.

Critéir Inmhianaithe

- Cáilíochtaí iarchéime i réimse ábhartha
- Eolas maith agus taithí ar bhainistíocht athruithe
- Sárscileanna ó thaobh teicneolaíocht dhigiteach, bainistíochta, agus eagraithe de.
- Sárscileanna idirbheartaíochta agus taithí ar oibriú le heagraíochtaí seachtracha
- Taithí agus scileanna suntasacha chun daoine a spreagadh agus ról ceannaireachta a ghlacadh laistigh den eagraíocht
- An cumas obair daoine eile a eagrú agus a chomhordú go réamhghníomhach de réir mar is gá
- Solúbthacht chun freastal ar riachtanais na heagraíochta, lena n-áirítear bheith toilteanach ar thaisteal agus/nó ar obair sa thráthnóna a dhéanamh de réir mar is gá
- Tiomantas d'fhoghlaim ghairmiúil leanúnach chun go bhforbrófaí saineolas bainistíochta i dteannta le heolas gairmiúil, scileanna, agus tuiscint
- Cumas tosaíochtaí a shocrú agus ualaigh oibre a eagrú chun aschur atá ar ardchaighdeán a tháirgeadh faoi cheann tréimhsí dochta
- Cumas cruthaithe oibriú faoi bhrú agus cumas taobhsmaointeoireachta chun dul i ngleic le réimse leathan

saincheisteanna

Níl sé i gceist go mbreathnófaí ar an méid atá leagtha amach sa chuntas poist seo mar liosta uileghabhálach de dhualgais a theastaíonn agus dá réir sin, ó am go chéile, seans go mbeadh ar an mBainisteoir AD dualgais eile a chomhlíonadh mar is cuí don ról agus cur le forbairt an róil fad is bheidh sé/sí sa phost.

3. Láthair

- Is é Ionad Tacaíochta Oideachais Mhuineacháin an t-ionad oibre don Bhainisteoir Acmhainní Daonna *Oide*. De ghnáth, táthar ag súil go mbeidh sé/sí ag obair ar an láthair le haghaidh trí lá sa tseachtain ar a laghad, agus an rogha ann a bheith ag obair ón mbaile dhá lá sa tseachtain.
- D'fhéadfaí athbhreithniú a dhéanamh ar shocruithe maidir le hobair chumaisc de réir riachtanais na heagraíochta.
- Uaireanta, beidh ar an té a cheapfar a bheith ag obair ó am go chéile in oifigí eile de chuid *Oide*.
- Seans go dteastódh ceadúnas iomlán tiomána agus rochtain ar mhodh iompair chun riachtanais taistil an phoist a chomhlíonadh. Nuair is gá oibriú i láithreacha seachas Ionad Tacaíochta Oideachais Mhuineacháin nó ón mbaile, íocfar rátaí na hEarnála Poiblí as costais taistil agus as liúntais chothaithe chuí.

4. Comórtas

- Tá an post seo oscailte do gach iarrthóir a chomhlíonann na bunriachtanais atá liostaithe thuas.
- Ní dhéanfar aon tairiscint cheapacháin ach sa chás go gceaptar go bhfuil iarrthóir oiriúnach ann le haghaidh an phoist.
- Tá an ceapachán seo faoi réir an tréimhse phromhaidh chaighdeánach trí 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.
- Tá foráil sa chonradh le haghaidh athbhreithniú leanúnach ar fheidhmíocht.
- Caithfidh sláinte, saoire bhreuiteachta agus taifead ginearálta oibre an té a cheapfar a bheith sásúil.

5. 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, tá an scála reatha leagtha amach in [Ciorclán 07-2026](#) :

INNEALTÓIR GRÁD II & CUNTASÓIR GAIRMIÚIL GRÁD II – RPP (Ranníocaíocht Phearsanta Phinsin) €75,448 €77,172 €78,891 €80,619 €82,342 €82,801 €84,499 €86,262 €89,133¹ €92,011²

Tabhair do d'aire nach post sa Státseirbhís é seo.

- **Uaireanta:** Seachtain oibre 39 uair an chloig a bheidh ann de ghnáth (lena n-áirítear sos lóin laethúil uair an chloig) Beidh uaireanta oibre and tréimhsí sosa i bhfeidhm de réir an Achta um Eagrú Ama Oibre, 1997.
- **Iarratais ar Shaoire:** Ba cheart gach iarratas ar shaoire a ardú le Ceannasaí Riaracháin *Oide*, atá ina líne bainisteoir díreach, le haghaidh faomhadh, lena chinntiú nach gcuirfidh an tsaoire molta isteach ar riachtanais gnó *Oide*. Caithfear an t-iarratas ar shaoire a chur faoi bhráid Stiúrthóir ITOM ansin, mar ionadaí an fhostaí, le faomhadh. Ba cheart an Leas-Stiúrthóir ábhartha a chur ar an eolas faoin tsaoire faofa.
- **Saoire Bhliantúil:** Is é 29 lá oibre in aghaidh na bliana saoire an teidlíocht saoire bhliantúil ag an ngrád seo agus áirítear ar bhonn pro rata an tsaoire bhliantúil le haghaidh tréimhse níos lú ná aon bhliain amháin. Deonaítear Laethanta Saoire Poiblí de réir fhorálacha an Achta um Eagrú Ama Oibre, 1997.
- **Saoire Bhreuiteachta:** De réir bheartas Saoire Bhreuiteachta Ionad Tacaíochta Oideachais Mhuineacháin, íocfar 10 lá saoire bhreuiteachta ar a mhéad le fostaithe i dtréimhse rollach 12 mhí. Áirítear leis sin laethanta saoire bhreuiteachta deimhnithe agus neamhdheimhnithe.
- **Pinsean:** Clárófar fostaithe go huathoibríoch i scéim pinsin an Chomhlachta de réir an chreatlaí pinsin um uathrollú (**Mo Choiste don Todhchaí**), nuair a chomhlíontar critéir incháilitheachta.
- Tá an ról seo á thairsicint ar chonradh téarma seasta chun clúdach le haghaidh saoire mháithreachais a chur ar fáil. Cuirfear tús leis an gconradh ar an **22 Meitheamh 2026** agus táthar ag súil go leanfaidh sé ar feadh **10** mí, de réir fhilleadh an tsealbhóra substaintigh nó de réir riachtanas na heagraíochta. Tá an post faoi réir maoiniú leanúnach agus feidhmíocht shásúil de réir bheartas Bainistíochta Feidhmíochta Ionad Tacaíochta Oideachais Mhuineacháin agus i gcomhairle le Bainistíocht Shinsearach *Oide*.

6. Conas iarratas a dhéanamh

Ba chóir iarratais a dhéanamh trí litir iarratais agus CV a chur isteach ina mbeidh sonraí teagmhála beirt mholtóirí. Ba cheart é sin a chur isteach tráth nach déanaí ná **5in ar an 21 Bealtaine 2026** chuig recruitment@metc.ie

Le cur isteach d'iarratais, tugann tú do thoiliú maidir le próiseáil do shonraí pearsanta ag Ionad Tacaíochta Oideachais Mhuineacháin agus ag *Oide* le haghaidh cuspóirí earcaíochta agus roghnúcháin de réir an "Rialachán Ginearálta maidir le Cosaint Sonraí" (RGCS).

D'fhéadfadh gearrliosta a bheith i gceist.

Is féidir go reáchtálfaí 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 ghlaoithear 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 do *Oide*.

7. 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 cheart 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.

Fostóir comhdheiseanna é Ionad Tacaíochta Oideachais Mhuineacháin agus cuireann sé fáilte roimh iarrtais ó gach iarrthóir a bhfuil na cáilíochtaí cuí acu.



Oide

Tacú leis an bhFoghlaim
Ghairmiúil i measc Ceannairí
Scoile agus Múinteoirí

Supporting the Professional
Learning of School Leaders
and Teachers

