



Department of Social Protection



#JOB-2406784



Nationwide,



No of positions : 30



Paid Position



35 hours per week



596.11 Euro Weekly



25/08/2025



17/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

www.gov.ie/dspcareers



Open your camera
app & point here
to view this ad
online



Traineeship Programme in the Department of Social Protection

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The Department of Social Protection (DSP) is running an open competition for Traineeship Opportunities. Trainees will be appointed to the role of Deciding Officer alongside a defined and fulfilling career development opportunity for progression to Executive Officer (EO) level. The role of Deciding Officer has a real impact in improving the lives of others, assisting people requiring income support and also through their job seeking journey.

Successful candidates in the competition will initially be placed as Clerical Officers (COs) carrying out the role of Deciding Officer. After one year and following a successful probation for new entrants or for those already established, a successful year's performance in the Deciding Officer role, candidates will then progress to either a Job Coach, Inspector role or EO Operations and undertake an accelerated learning programme.

DSP is now recruiting for Trainees (Clerical Officer grade) to embark on this exciting career development journey.

Successful candidates from this competition will be placed in roles located in Longford, Buncrana, Letterkenny, Galway City, Waterford City, Cork City, Limerick City and Dublin City for the duration of the career development journey. It is intended to recruit a total of 30 staff as part of this competition to commence in February 2026.

Entry Requirements and Eligibility

Candidates must:

Demonstrate an ability to perform the capabilities required of a Clerical Officer with potential to develop the capabilities required for the role of Executive Officer during a two-year period. – see relevant capabilities (Executive Officer).

Demonstrate an openness and ability to acquire the skills and knowledge to progress to the Executive Officer Role in DSP.

Demonstrate a keen interest in the career development aspects of the opportunity, the learning

/ training (on the job and formal) and the development opportunities that will be provided, as well as the capacity to take on and succeed in Accredited learning e.g., QQI Level 6 & 7.

Have the requisite knowledge, skills, and behaviours required including:

take direction / follow instructions.

organise and prioritise work effectively.

work well with the public and colleagues.

be flexible in their approach to work.

be able to communicate effectively in a clear and concise manner.

Be at least 17 years of age on or before the closing date of 3pm on Wednesday, 17th September 2025

Fulfil citizenship, health, and character requirements.

Ensure that they meet the criteria regarding Public & Civil Service Redundancy/Ill Health Retirement Schemes.

Further information regarding the post and candidate requirements is set out in the Candidate Information Booklet. To download the Candidate Information Booklet and access the link to apply, please visit www.gov.ie/dspcareers

Candidate queries in relation to the campaign can be sent to TraineeshipProgramme@welfare.ie.

- **Sector:** public administration and defence; compulsory social security

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Interpersonal Skills
- **Competency Skills:** Decision Making, Initiative, Leadership, Teamwork