



Kildare County Council



#JOB-2416105



Multiple Locations



No of positions : 1



Paid Position



35 hours per week



35613.00 Euro Annually



14/10/2025



30/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : jobs@kildarecoco.ie

Phone : 045980740

Address:

<https://kildarecoco.ie/AllServices/CareerOpportunities/>

URL :

<https://kildarecoco.ie/AllServices/CareerOpportunities/>



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



Assistant Staff Officer Grade IV

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



Multiple Locations :

- Áras Chill Dara, John Devoy Rd, Devoy Park, Naas, Co. Kildare, W91 X77F
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It is desirable that candidates demonstrate through their application form and at the interview that they have:

- An Understanding of the role of Assistant Staff Officer;
- Relevant administrative experience at a sufficiently high level;
- An ability to supervise a team effectively to achieve a common goal, ensuring strong governance and ethics standards are adhered to and maintained;
- The ability to motivate, empower and encourage staff under their control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);
- An understanding of the changing and operating environment in the Council and be capable of leading change in order to deliver quality services to our citizens;
- An understanding of the representational role of the elected members and the need to work with them to deliver quality services and implement policy decisions;
- An ability to work under pressure to tight deadlines in the delivery of key operational objectives;
- Effective financial and resource management skills;

- Knowledge and experience of operating ICT systems.;
- Knowledge and understanding of the structure and functions of local government, of current local government issues, priorities and concerns and of the key influencers of local government;
- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]