



Public Appointments Service



#JOB-2433546



Ireland,



No of positions : 26



Paid Position



41.15 hours per week



38419.00-62601.00 Euro Annually



11/02/2026



23/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.publicjobs.ie/en/new-recruitment-platform>



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



## Executive Officer

### 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 competition is for the role of Executive Officer (EO) grade. Multiple vacancies will be filled from the competition. Executive Officers are employed in all Government Departments/Offices in the Civil Service, covering a wide range of functional responsibilities. The grade of Executive Officer is the entry level to junior management in the Civil Service dealing directly with the public in support of services provided to them by the Civil Service. In order to be effective in the role of an Executive Officer in the Civil Service, candidates need to be:

- interested in public affairs and committed to the concept of public service;
- capable of planning and organising people and resources to meet goals, targets and objectives;
- understanding and sensitive in dealing with others, and persuasive when communicating in general;
- interested in making sure all tasks are completed to a very high standard;
- willing to share ideas and information with people, with the purpose of achieving a particular result;
- enthusiastic about working as part of a team;
- capable of presenting written material in a clear, concise, comprehensive and convincing manner;
- fully committed to achieving quality results;
- capable of using initiative as and when appropriate;
- able to conduct an in-depth review of intricate, non-routine subject areas and make appropriate recommendations.

Executive Officers are engaged in critical analysis of proposals and reports and in examining the more complex, non-routine cases on which decisions are required. They are involved in a wide range of roles and activities, including: researching and drafting proposals relating to policy issues and legislation; acting as junior managers in Government Departments; responsibilities for managing operations and, after some experience, large numbers of people and other resources. This position is based nationwide.

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

### Career Level

- Not Required

## Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Customer Service
- **Competency Skills:** Collaboration, Decision Making, Flexibility, Initiative