



Department of Defence



#JOB-2442777



Defence Forces Training Centre (DFTC),

Curragh, Co. Kildare,



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



14/04/2026



08/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.gov.ie/en/department-of-defence/organisation-information/job-vacancies/>



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



Management Information Framework (MIF) Administrator

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 Defence invites applications for appointment to the position of Management Information Framework (MIF) Administrator.

Essential Qualifications and Requirements:

Education: Candidates must, on or before the closing date for applications:

- o Hold a Level 7 qualification on the National Framework of Qualifications (NFQ) in the Accountancy, Finance, Logistics, and Supply Chain Management fields

or

- o Possess equivalent relevant training and/or experience demonstrating comparable knowledge, skills, and competencies required for the role. The following are the core competencies for the role:

Administrative and Organisational Skills

Systems and Technical Proficiency

Attention to Detail and Data Accuracy

Communication and Stakeholder Engagement

Problem Solving and Initiative

Understanding of Governance, Compliance and Confidentiality

Teamwork and Professional Conduct

- o Equivalent experience may include substantial experience in administrative, operational, or organisational roles involving responsibility for coordination, systems support, record management, or similar functions in a complex working environment. Equivalence will be assessed based on demonstrated competencies and evidence of relevant knowledge, skills, experience aligned to the requirements of the role.

- o Candidates who do not hold the specified qualification but who believe they meet the

requirement through equivalent training and/or experience will be required to clearly demonstrate this equivalence in their application. Candidates should describe situations where they managed a complex administrative process or system. Please include your role, actions taken, and the outcome.

For full vacancy details, vacancy information booklet and application form please see:
<https://www.gov.ie/en/department-of-defence/organisation-information/job-vacancies/>

Please review the vacancy information booklet before completing your application.

Competition Reference 02/26

Closing Date: 5:30pm on Friday 8th May 2026

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree) **OR** National Framework of Qualifications (NFQ) in the Accountancy, Finance, Logistics, and Supply Chain Management fields

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Technical IT
- **Competency Skills:** Collaboration, Decision Making, Management, Time Management