



Citizens Information Phone Service (CIPS)



#JOB-2471411



Blackrock, Co. Cork,



No of positions : 1



Paid Position



35 hours per week



35366.00-53958.00 Euro Annually



23/09/2026



19/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.citizensinformationboard.ie/en/news/vacancies/CIPSI020260922.html>



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



CIPS Information 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

Citizens Information Phone Service (CIPS) provide free, confidential and impartial information, advice and referral services to the public on social services, rights and entitlements.

CIPS is currently seeking to recruit a Full Time, Permanent Information Officer, and to form a Panel of Qualified Candidates from which all permanent full-time Information Officer posts, which arise in a specified period up to a maximum of 12 months. Posts will be located in CIPS Offices, Blackrock, Cork

Role

CIPS is a busy, dynamic, national phone service, based in Blackrock, Cork. The primary role of the Information Officer is to provide information and advice to members of the public, primarily via the phone in a call centre environment.

Additionally, the Information Officer will assist the management team as appropriate in the work of CIPS and the development of its services. Previous experience in a busy information environment is desirable. Commitment to high-quality customer service and strong teamwork is essential. Excellent induction is provided for all new staff, with first-class training and support offered on an ongoing basis, ensuring a high-quality, customer-focused service.

Application Form must be completed in full (late applications and CVs not accepted).

Please download Information Officer application form and candidate pack from CIPS website:

<https://www.citizensinformationboard.ie/en/news/vacancies/CIPSI020260922.html>

Closing date: 5pm on Monday 19th of October 2026

CIPS is an equal opportunities employer.

CIPS are funded and supported by the Citizens Information Board

- **Sector:** information and communication

Career Level

- Experienced [Non-Managerial]