



Public Appointments Service



#JOB-2473392



Co. Dublin,



No of positions : 1



Paid Position



41 hours per week



To be Confirmed



05/10/2026



13/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://publicjobs.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-4/xf-423dd989250d/candidate/so/pm/1/pl/3/opp/9005-Graduate-Opportunities-2026-Administrative-Officer-Specialist/en-GB>



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



Administrative Officer (Energy, Environment and Climate)

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

As an Administrative Officer (Energy, Environment and Climate), you will undertake policy analysis to contribute to the development of evidence-based policy and legislation. You will support the delivery evidence-based policies and programmes, overseeing regulation, conducting operational fieldwork, and ensuring compliance and governance across the areas of Climate, Energy, and the Environment. You may be required to oversee and manage a small team of staff within the Unit who will deliver the day-to-day operations of the Unit. Your role may also see you supporting varied technical and scientific advisory work across a wide range of climate and advisory issues.

[https://publicjobs.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-4/xf-](https://publicjobs.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-4/xf-423dd989250d/candidate/so/pm/1/pl/3/opp/9005-Graduate-Opportunities-2026-Administrative-Officer-Specialist/en-GB)

[423dd989250d/candidate/so/pm/1/pl/3/opp/9005-Graduate-Opportunities-2026-Administrative-Officer-Specialist/en-GB](https://publicjobs.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-4/xf-423dd989250d/candidate/so/pm/1/pl/3/opp/9005-Graduate-Opportunities-2026-Administrative-Officer-Specialist/en-GB)

Closing Date: 3pm, Tuesday 13th October 2026

Please see the Candidate Information Booklet for full details of the role including specific eligibility requirements.

- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 8 (incl Higher Diploma & Honours Bachelor Degree)

(Desirable)

- **Ability Skills:** Communications, Interpersonal Skills

