



Department of Defence



#JOB-2475586



Naval Base, Haulbowline Island, Cobh, Co.

Cork, P24 FY71



No of positions : 1



Paid Position



39 hours per week



0.00 Euro Hourly



16/10/2026



06/11/2026

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 – Enterprise Asset Management (EAM)

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 Maintenance Management Section:

The successful candidates will work as part of a multi-disciplinary team, comprising both civilian and military personnel, on-site, in the Maintenance Management Section in the Naval Base. Staff of the Maintenance Management Section of the Naval Service provide support to Command and the Fleet administering the Naval Service (NS) Computerised Maintenance Management System (CMMS) including operator training.

Role Information:

1. Provide continuity of service in relation to the operation and administration of the NS CMMS.
2. Provide guidance and training to NS CMMS operators.
3. Provide management with real time information on Governance and Compliance.
4. Provide support to military staff who will carry out maintenance related inspections of ships and shore units to help ensure Governance and Compliance.
5. As subject matter experts, provide continuity of support to NS operators through the helpdesk.

This role outline is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

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, or 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.

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.

Salary As per pay scale outlined in information booklet

Competition Reference 07/26

Closing Date: 5:30pm on Friday 6 November 2026

- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1

- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Technical IT

- **Competency Skills:** Collaboration, Decision Making, Management, Time Management