



Ciarán Ahern TD



#JOB-2476539



Leinster House, Kildare Street, Dublin 2,



No of positions : 1



Paid Position



41 hours per week



40361.23 Euro Annually



22/10/2026



19/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : ciaran.ahern@oireachtas.ie



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



Administrative Assistant

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

Name of the employer - Ciarán Ahern TD

Minimum annual remuneration - €40,361.23

Location/s of employment - Primarily based at Leinster House, Dublin 2; may need to travel to Dublin South West and elsewhere if and when needed for constituency clinics, meetings, etc. as required.

Hours of work - 41 hours per week (inclusive of lunch breaks)

Description of the employment:

The Role of Administrative Assistant to Ciarán Ahern TD

This is an exciting role at the heart of Irish politics. You will work closely with Ciarán on a wide range of issues, supporting his work on everything from local issues to national policy.

You will be a key member of Ciarán's team. This a role for a highly motivated individual: a problem-solver with great attention to detail; someone who can manage a busy diary and can manage their own time well; a person who can take initiative and has no hesitation in picking up the phone to get to the heart of an issue, and crucially a person who shares Labour's values about improving people's lives and communities.

This role is primarily based in Leinster House, Dublin with the successful candidate expected to be available to travel to Dublin South West if and when needed for constituency clinics, meetings, etc. as required.

Job Description

We are looking for a candidate who can keep Ciarán's office focused, organised and on-track to deliver real results for his constituents and for the Labour party.

There are a number of critical tasks for Ciarán's team, management of constituency operation, digital organising and political and policy research and advice.

Key duties will include:

- Constituency organising: A knowledge of the Dublin South West constituency and the key issues affecting the constituency. Briefing Ciarán on media, political and local community developments. Drafting public communication materials including, but not limited to, constituency

leaflets and letters. Building relationships with community organisations, residents associations and other relevant groups. Organising and running public events with Ciarán and the Labour Party in Dublin South West and elsewhere.

- Constituency case work: Managing constituency casework on individual and community issues including housing, social welfare, employment, planning, and transport. Managing the constituency database and assisting with the scheduling and running of constituency advice clinics.
- Digital organising: Managing Ciarán's social media channels and implementing strategies to promote engagement and content creation.

Preferred Skills and Experience

We're looking for someone who has some or all of the following attributes:

- Feels comfortable and confident dealing with members of the public who need our help.
- Understands the issues facing communities in Dublin South West and across Ireland.
- Has the capacity to exercise judgement, discretion, and initiative within a politically sensitive environment.
- Has experience of social media content production
- **Sector:** public administration and defence; compulsory social security

Career Level

- Experienced [Non-Managerial]