



04 Mar 2020

Cathal Berry TD: Parliamentary Assistant and Secretarial Assistant

1. Applications are invited for the following vacancies on Cathal Berry's political staff:
 - a. **Parliamentary Assistant:** Full-time or part-time role based primarily in the constituency office in Portarlington, Co. Laois but also regularly working in Leinster House.
 - b. **Secretarial Assistant:** Full-time or part-time role based primarily in the constituency office in Newbridge, Co. Kildare.

2. Responsibilities:

Both of these roles are customer service focused involving office administration, the confidential processing of constituents' queries and the drafting of correspondence. Regular liaison with the media, state agencies, local government and community organisations will also be required. Successful candidates will also be expected to manage the deputy's diary and represent him at meetings and events.

3. Qualities:

Ideal candidates will be expected to be conscientious, self-motivated and highly professional. They will also require excellent inter-personnel and problem-solving skills, the ability to work in a team environment and have an interest in national and community affairs.

4. Qualifications/Experience:

- Excellent verbal and written communication skills.
- Excellent ICT skills. Proficiency in MS Word, Excel and Outlook in particular.
- Proficiency in the managing of websites and social media.
- Flexibility with working hours as constituency business frequently involves evening and weekend events.

5. Remuneration:

- a. Parliamentary Assistant:
 - o Full-time: (€41,092 - €52,200)
 - o Part-time: (€20,546 - €26,100)
- b. Secretarial Assistant:
 - o Full Time: (€24,423 - €46,888)
 - o Part-time: (€12,211 - €23,444)

Annual increments and pension entitlements also included.

6. Application Process:

- Applications (including CV) by e-mail to alcathal@gmail.com by **Fri 13 March 2020** please.
- Depending on number of applicants, candidates may be shortlisted prior to interview.
- Interviews to take place from Sat 14 March- Sat 21 March.