



EXPRESSION OF INTEREST- GRADE TO GRADE

Clerical Officer - Grade III (GRADE CODE 0609)

National Ambulance Service – NEOC

Expressions of Interest are invited from all staff of the HSE and bodies which provide services on the behalf of the HSE under Section 38 of the Health Act 2004 are eligible to apply and currently employed at Grade III (Clerical Officer) who are interested in reassigning to the above permanent role by grade-to-grade transfer (on same terms and conditions).

Purpose of the post: To assist the administration process in The National Emergency Operations Centre, Business Support Office

Key Responsibilities

- **Administration:** Manage calendars, schedule meetings, handle correspondence, and maintain electronic records
- **Finance Support:** Assist with invoicing, purchase orders, and expense tracking
- **Communication:** Act as a point of contact for internal staff and external stakeholders
- **Office Coordination:** Maintain office supplies, assist with onboarding new staff, and assist with general office upkeep

Any other duties appropriate to the post as may be assigned as appropriate to the grade

Base: National Emergency Operations Centre, National Ambulance Service, The Rivers Building, Tallaght Cross, Tallaght, D24 XNP2.

Informal enquiries: should be made to Catherine Cullen: catherinem.cullen@hse.ie Phone 087-9062149.

HOW TO APPLY

Expressions of interest should be submitted by email with an outline of relevant experience on the attached application form to nashr@hse.ie on or before 15:00PM Friday 22nd of May, 2026.

Eligibility

Candidates must be currently employed at Grade III Clerical Officer (grade code 0609) within the HSE and bodies which provide services on the behalf of the HSE under Section 38 of the Health Act.

Appointment process

As this is a grade for grade opportunity, a skills match exercise will take place.