



# Confined competition

**Job Title and Grade**: Grade VII Senior Recruitment Officer

**Post Reference:** NSS202562

**Staff Category:** Management & Administration

**Grade Code:** 0582

**Country:** Dublin

**HSE Area:** Corporate

**Location**: National Screening Service, King's Inns House, 200 Parnell Street, Dublin 1, D01 A3Y8

**Closing date:** 3pm 08/07/2025

**Contract Type**: Specified Purpose Wholetime

**Proposed Interview Date**: TBC

* Applications are invited from suitably qualified staff of the HSE, TUSLA, and bodies which provide services on behalf of the HSE under Section 38 of the Health Act.
* Reassignment will be made on a grade-to-grade basis with current terms and conditions applying.
* Please refer to the eligibility criteria within detailed job description

# Application & Selection Process

* Confined competition process will be based on information provided on application, a skills match interview will be required.
* Applicants should submit a succinct CV (maximum 3 pages highlighting relevant experience accompanied by a signed cover letter (500 words maximum). The cover letter should set out their reasons for considering themselves qualified and suitable for the role.
* Applicants should note the importance of these two documents in terms of providing clear concise and relevant supporting information specific to Grade VII Senior Recruitment Officer.
* A shortlisting exercise will take place and if there are a number of eligible candidates, Skills Match interviews will be held.

# Skills Match Interview

* The interview will entail a discussion that is based on the role (as set within job specification) and the applicant’s experience and understanding specific to this.

# How to apply

* Interested candidates should submit a cover letter and CV to Eamonn Keaveney, Recruitment Officer recruitment@screeningservice.ie no later than **Tuesday 8th July 2025 at 3pm**
* All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone outside those involved in that aspect of the process.

# Informal Enquiries:

Name: Janice Benson, HR Manager, National Screening Service

Email: recruitment@screeningservice.ie

1