



Comhlachas na Seirbhíseach Uachtarach Stáit agus Poiblí
Association of Higher Civil and Public Servants

ADMINISTRATIVE ASSISTANT

The Association of Higher Civil and Public Servants (AHCPs) is seeking a reliable, detail-oriented Administrative Assistant to support the efficient running of its day-to-day operations.

This is a core administrative role, reporting directly to the General Secretary and may also involve functioning as a Personal Assistant to the General Secretary. The successful candidate will play a central role in supporting membership processing, office management, event organisation, and administrative communications.

Remuneration will be at Civil Service grade of HEO (€58,847 - €74,112 (inclusive of long service increments)).

Application forms and further information and details regarding this post are available from the Association website, www.ahcps.ie, or by email from Deputy General Secretary Paul Malone pmalone@ahcps.ie.

The closing date for receipt of completed application forms is 5.15pm on October 17th 2025.

Application forms should be sent to “Strictly Addressee Only” Paul Malone, Deputy General Secretary, AHCPs, 12 Flemings Place, Dublin 4 D04 A028.

Interested applicants are advised that this closing date will be strictly observed. Short-listing of candidates may apply. Canvassing will disqualify.

*The Association of Higher Civil & Public Servants
is committed to a policy of equal opportunity.*