

Clerical Officer, Procurement

Clerical Officer Grade
Corporate Services

Applicant Information Pack



September 2025

Dear Applicant

Thank you for your interest in the role of Clerical Officer, Procurement.

Working at Coimisiún na Meán, you will help create a thriving, diverse, creative, safe and trusted media landscape, that works for people in Ireland and across the EU.

You will help us regulate, support and develop the media landscape. You will help to uphold everyone's fundamental rights and ensure that we continue to live in an open democratic society.

Our organisation is growing rapidly. We grew from 40 people to 200 in our first two years. We are now looking to grow to over 300. Our people come from a wide range of backgrounds: the online and media sectors, civil society, public service, academia and the legal profession. We are proud of the opportunities we give for professional growth. We are committed to having a workforce that reflects the diversity of the society that we serve.

We are delighted to be recruiting for Clerical Officer, Procurement. This role will contribute to delivering the strategy that we adopted earlier this year. It will contribute to our goal[s] of ensuring that the media landscape:

- upholds the rights, wellbeing and development of children
- supports democracy and democratic values
- is one that consumers can trust so that they are protected from exploitation and fraud
- reflects and shapes Irish culture and who we are as a society
- promotes the values of justice, equality, diversity and inclusion
- strengthens public health and safety

If you believe this opportunity aligns with your skills and offers a chance to grow professionally, we'd be excited to hear from you and encourage you to apply.

Yours sincerely
Jeremy Godfrey, Executive Chairperson



Left to Right: Rónán Ó Domhnaill, Niamh Hodnett, Jeremy Godfrey, Aoife MacEvilly, John Evans

Our Vision and Mission

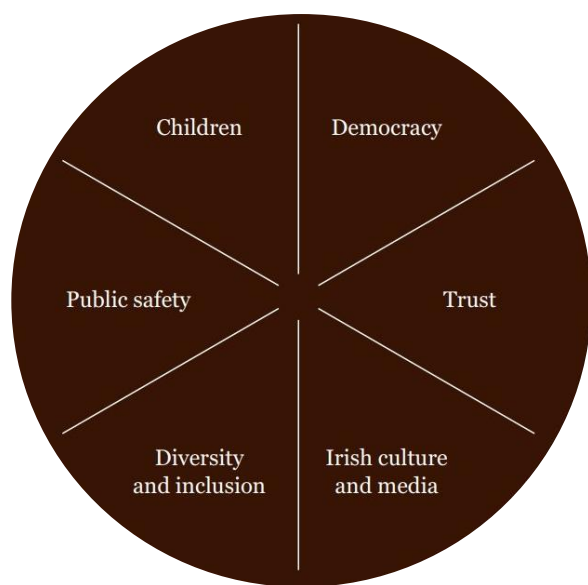


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



We regulate, support and develop a media landscape that underpins fundamental rights and fosters an open, democratic and pluralistic society.

Our Strategic Outcome Areas



Our Values



About This Role

Role Purpose

The Clerical Officer, Procurement role within Coimisiún na Meán is a key support role to assist with end-to-end Procurement process and working with colleagues to assist with tender documentation, contract management and vendor communication. Central to this role is the ability to liaise with colleagues to provide tendering process support, regular status updates and minute taking at evaluation meetings..

About the Team/Division

The Clerical Officer in Procurement will report to the Higher Executive Officer in Procurement.

Procurement falls within Coimisiún na Meán's Corporate Services Division along with the areas of Finance, Governance, People and Organisational Development, Commission Secretariat and International Affairs.

The mission of the Corporate Services Division is to ensure that Coimisiún na Meán is an agile, well-run organisation, with motivated and capable staff. The division will ensure that Coimisiún na Meán operates to a high standard of corporate governance, effectively and in accordance with the Code of Practice on the Governance of State Bodies and our governing legislation.

Key Responsibilities

- Minute Taking at evaluation meetings
- Drafting documents for signature and managing e-signature process
- Document management
- Query management
- Maintaining high quality records
- Maintain the Contract register
- Creation of Purchase orders following contract set-up

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review.



**Coimisiún
na Meán**

About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

- Prior administrative experience in a fast-paced environment.
- Excellent organisation skills.
- Strong communication skills with proficiency in system administration support.
- Attention to detail and experience in maintaining high quality records.
- Willingness to learn and proactive approach to skill-building and personal development

Desirable Criteria

- Experience in the public sector and an awareness of procurement and compliance requirements.

Competencies

Please see the competencies below that will be assessed at interview stage for this competition.

Team Work

Information Management / Processing

Delivery of Results

Customer Service and Communication skills

Specialist Knowledge, Expertise and Self Development

Drive & Commitment to Public Service Values



Coimisiún
na Meán

Key Information

Benefits, Package & Pay

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Annual Leave: 22 days per annum
- The role will be a hybrid role combining home and office working. Our current hybrid policy is 2 days in the office.
- Our office is located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
- For a full list of benefits see our website [here](#)
- This position is graded at the Clerical Officer [scale](#).
- Successful candidates will be appointed on the first point of the scale.

Application Process

If you are interested in applying for this position, please submit:

- A CV (max 2 pages) and a Cover letter/personal statement (max 1 page) outlining why you believe your skills, experience and values meet the requirements of the position **via** [HERE](#)
- Appointment to this role is subject to the candidate's eligibility to work in Ireland. All positions require candidates to live in the Republic of Ireland or Northern Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process

For queries related to the application or selection process related to this role, please contact cnam@sigmar.ie



Trust



Impact



Courage



Independence



People
Focused



Integrity

Selection Process

The selection process will include:

Shortlisting of candidates based on the information provided in their application, assessed against the specified criteria for the role. Candidates shortlisted will be invited to a competency-based interview which will be conducted in person at our Dublin office.

Reasonable Accommodations

Reasonable accommodations will be provided, if required, during the recruitment process. To discuss and request reasonable accommodations in confidence please contact amckiernan@cnam.ie

Coimisiún na Meán is an equal opportunities employer. We welcome applications from candidates with diverse backgrounds and are committed to championing an inclusive and diverse workforce which reflects modern Ireland. We work to create a culture where everyone has equal access to opportunity and feels comfortable to be their authentic selves at work.

Closing Date: 23rd September 2025 at 3pm



Investors in
Diversity

BRONZE

