

Clerical Officer, Commission Secretariat

Clerical Officer Grade
Corporate Services

Applicant Information Pack



April 2026

Dear Applicant

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

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 300 in our first three years. 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, Commission Secretariat. 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 MacEivilly, 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

As a Clerical Officer within the Secretariat, you will play an important role in supporting the effective functioning of the Commission by providing high-quality administrative and operational assistance to the Secretariat team.

Reporting to the Higher Executive Officer, you will contribute to the smooth running of the Commission Secretariat and the Commission meeting cycle by completing a range of clerical and administrative tasks, maintaining accurate records, managing documentation, and supporting the broader work of the team.

About the Team/Division

The Commission Secretariat sits within the Governance and Secretariat Team, one of four teams that make up Coimisiún na Meán's Corporate Services Division. The other Teams are People & Organisational Development, Finance & Procurement and Change & Business Improvement. Under the leadership of the Chief Operating Officer and Director of Governance & Secretariat, the team will comprise one Assistant Director, one Higher Executive Officer, two Executive Officers and one Clerical Officer.

Key Responsibilities

- Provide general administrative and clerical support to the Commission Secretariat and Chief Operating Officer, including filing, document management, information management, and data entry.
- Maintain and update records systems, databases, and registers, ensuring accuracy and compliance with organisational procedures and statutory requirements.
- Assist in the scheduling of and distribution of documentation required for formal and informal meetings, ensuring materials are complete, accurate, and available on time.



Key Responsibilities - continued

- Assist with ICT-related administrative functions and facilitating staff access to templates, documents, and shared resources.
- Carry out other administrative tasks as required to support the smooth functioning of the Secretariat.

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.

About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

- Relevant clerical officer or administration experience.
- Strong organisational and scheduling skills, with the ability to prioritise tasks and manage multiple deadlines effectively.
- Strong verbal and written communication skills, with the ability to respond promptly and professionally to internal queries and requests.
- Reliability, consistency and accuracy in managing recurring administrative tasks, handling documentation, and in records management.
- Ability to work with sensitive and confidential information.
- Proficient in Microsoft Office.
- A willingness to learn and to develop skills, knowledge and expertise.

Desirable Criteria

- Experience in a relevant public sector role.
- Experience supporting Boards and/or Committees.



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

Late applications or applications not received through the correct channel, as indicated above, will not be considered.

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

Please review our Privacy Statement [Privacy Statement - Coimisiún na Meán](#) before making an application.



Trust



Impact



Courage



Independence



People
Focused



Integrity

Competencies

Please see the competencies below that will be assessed at interview stage for this competition. For more information on the competencies visit our [frequently asked questions](#).

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

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 who are shortlisted will be invited to complete an online assessment designed to evaluate prioritisation. Progression to the next stage will be based on performance in this assessment. Successful candidates will be invited to a competency-based interview 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: 3pm, 27/04/2026

