



PROGRAMME OFFICER

ICOS is an independent, not-for-profit organisation advocating for the rights of international students in Ireland and promoting good policy and high standards in international education in Irish higher education. ICOS also administers fellowship programmes on behalf of the Department of Foreign Affairs and Trade.

ICOS has a vacancy for an experienced and highly organised Programme Officer whose main task will be operational support on the Irish Aid Fellowship Programme in keeping with ICOS' current contractual obligations to Irish Aid. The Programme Officer will also take specific responsibility for representation, casework and information support on immigration matters.

Tasks include, but are not limited to:

1. Fellowship programme support:
 - Liaison regarding academic placements in Ireland;
 - Updating of application, pre-departure and arrival information for fellows;
 - Arrival logistics, including travel and accommodation arrangements for new fellows;
 - General Fellowship casework;
 - Event management.
2. Immigration focal point:
 - Provision of information, guidance and training to ICOS members and international students as required;
 - Provision of information, referral and support to international students in difficulty;
 - Represent ICOS on the Immigration Information Network (IIN).

The successful applicant will also be expected to actively contribute to the ICOS team and provide administrative support for other activities as required.

The following are **essential criteria** for this post:

- A relevant third-level degree or equivalent
- Programme/project management experience
- Strong time-management skills and ability to work under pressure and meet deadlines
- Strong analytical skills and resourceful approach to problem solving
- Substantial work/voluntary experience in an international/intercultural environment
- Attention to detail

- IT competence

The following are highly **desirable criteria** for this post:

- Previous experience in Higher Education and student support work
- Previous experience in immigration advice role
- Fellowship/scholarship management experience
- Experience in community/voluntary sector
- Knowledge/experience of international development work
- Experience using databases with specific reference to Microsoft Access

Salary in the range €27,500 - €30,000 for a 35 hour week depending on experience.

Closing date for receipt of applications is Friday 12 May, 2017 with interviewing of shortlisted candidates anticipated on Thursday 25 May, 2017.

(Please note only shortlisted candidates will be contacted)

Applications to include a cover letter and CV by e-mail to:

Sheila Power
 Director
 Irish Council for International Students
 41 Morehampton Road, Dublin 4
 E-mail: spower@icosirl.ie
 Tel: (01) 6605233

Note: Your cover letter should outline clearly how you meet the essential criteria for the position. Applicants who fail to do so will not be considered for interview.

Further information for Candidates:

Irish Council for International Students	www.icosirl.ie
Irish Aid Fellowship Programme	www.irishaidfellowships.ie