



PRISON OFFICERS'
ASSOCIATION

The POA is an equal opportunities employer and applications are most welcome from any individual both Irish national and non-Irish national, who best meets the criteria as outlined across.

To best serve and improve our service to our members the POA now seeks to engage these posts:

2 FULL-TIME ASSISTANT GENERAL SECRETARIES

Each Assistant will be allocated a geographical area, so travel will be a requirement for each of these roles. A full valid driving licence and own car essential.

The POA has a long tradition of serving its Prison Officer members with high quality representation at local and national level. There are currently over 3,000 members of the POA spread geographically over 15 centres throughout the Republic of Ireland.

Whilst experience within a prison service would be desirable, it is not an essential requirement. However, previous experience at a Senior Trade Union official level would be essential. Applicants would also need to demonstrate a thorough knowledge and understanding of the operations of the Irish Prison Service and the role of the POA's members if shortlisted for competitive interview.

Reporting to the General Secretary, Assistant General Secretaries will be responsible for the branches in their designated geographical areas. They will provide advice and guidance to these branches in conjunction with the provision of excellent and current Industrial Relations expertise and knowledge. In this regard a relevant academic qualification, whilst an advantage is not considered essential. They will handle major projects and devise and develop strategies to improve the efficiencies of the branches both at local and national level.

Each Assistant Secretary will have considerable experience of negotiations and representing individuals and groups. They will be proven organisers with excellent written and oral communication skills. Previous experience of Press/PR would be an advantage. Initiative and people-handling skills are essential requirements.

If you feel you have the experience, skills and drive for this demanding role please apply with a full CV and a brief letter defining why you feel that you meet the above criteria to:

**Mr Pat Cuffe, Human Resource Management Consultant,
c/o Prison Officers Association, 18 Merrion Square, Dublin
2, in strictest confidence by Friday 17th October 2014. Late
applications will not be shortlisted.**