



The South Western Regional Drug & Alcohol Task Force (SWRDATF) brings together a wide range of representatives who collectively have developed an integrated holistic strategy to address the drug use and its associated problems in the South West Dublin, West Wicklow and Kildare areas. The Task Force are currently developing its team therefore wish to recruit the following position:

**Administrative Support – Part-time**

The successful candidate will provide Clerical and Administrative Support for the Co-ordinator South Western Regional Drug & Alcohol Task Force and Team.

An aptitude for general office work, good record keeping, including excellent excel skills and social media skills and a minimum of 2 years office experience is required as well. S/he will be employed by the South Western Regional Drug and Alcohol Task Force CLG on an initial 12 month fixed term contract including a 6 month probationary period.

Salary: HSE Clerical Worker Scale, point 1 (pro-rata)

For job description contact:

Lorraine Keogh – [admin@swrdatf.ie](mailto:admin@swrdatf.ie)

Applicants should send cover letter and CV (including contact details of two referees) to: by email to [admin@swrdatf.ie](mailto:admin@swrdatf.ie) or by post should send cover letter and 3 copies of their CV: Lorraine Keogh, Administrator, South Western Regional Drug & Alcohol Task force, Block A, Maudlins Hall, Dublin Road, Naas, Co. Kildare, W91 R9XT.

Shortlisted candidates will be contacted to attend Interviews taking place on Tuesday the 1<sup>st</sup> of March.

**Closing date for applications 5pm Tuesday the 22<sup>nd</sup> of February 2022**