Temporary Clerical Officer - International Affairs

Minimum 12-months temporary contract employed by Cpl on assignment with Coimisiún na Meán

November 2026

About the Role & Organisation

Role Purpose	Cpl are seeking a Temporary Clerical Officer – International Affairs for our client Coimisiún na Meán. The successful candidate will be employed by Cpl on a minimum 12-month temporary assignment working in Coimisiún na Meán.
About Coimisiún na Meán	Coimisiún na Meán is Ireland's agency for developing and regulating a thriving, diverse, creative, safe and trusted media landscape. The organisation was established in March 2023, further to the provisions of the Online Safety and Media Regulation Act 2022. As the independent media regulator, Coimisiún na Meán is responsible for regulating broadcasters, video-on-demand providers and online platforms established in Ireland. Its wide-reaching remit also includes supporting and developing the Irish media sector.

Responsibilities

Key Responsibilities

- Support for foreign travel across the organisation, including dedicated travel management for Commissioners (foreign & domestic) International Affairs Director (foreign travel) and all foreign travel expense submission for International Affairs Director.
- Additional support for Assistant Directors, International Affairs (advice on using Club Travel, support with booking when capacity allows and advice on foreign travel (policies, use of Club Travel, how to submit expenses) to all other CnaM staff. Setting staff members up on the Club Travel portal.
- Support the EO in the administration of the Club Travel service, including maintaining user accounts, verifying invoices, identifying and escalating service-related issues, and liaising with the CnaM Finance Team on account management matters.
- Support for EO in acting as a dedicated point of contact for Finance team, raising POs needed by IA team, support with tracking planned/actuals on International Travel Budget.
- Administrative support for incoming visits by international stakeholders to CnaM offices, including organising rooms; liaising with Commissioners' Office to book time in CnaM Commissioners diaries; organisation of catering, IT and on the day logistical support; providing information and PoC for visitors eg re hotels, travel in Dublin etc.
- Any additional administrative support for International Affairs team, such as room booking, diary/meeting management.

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 and change

Responsibilities & Requirements

Essential Criteria

- Administrative experience, ideally working with travel/finance systems; organisational and prioritisation skills; excellent communications skills, such as the ability to explain complex issues simply; flexibility and ability to adapt to unpredictable circumstances.

Desirable Criteria

- Interest in public policy and media landscape and in EU/international affairs; ability to learn new topics quickly – there is considerable scope in this role to become more involved in the substantial work of the team.

Key Information

Benefits, Package & Pay

- This position is offered on a temporary agency contract for a minimum period of 12 months.
- The successful candidate will be employed by Cpl
- Full time, 35 hrs per week
- Annual Leave: 22 days per annum
- The role will be a hybrid role combining home and office working. The current hybrid policy is 2 days in the office.
- The Coimisiún na Meán office is located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
- 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) via HERE before Wednesday 2nd December 2026 at 11am.
- 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.
- For queries related to the application or selection process related to this role, please contact cnam@cpl.ie

Competencies

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

- Teamwork
- Information Management / Processing
- Delivery of Results
- Customer Service & Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive & Commitment to Public Service Values