

Open position

Higher Executive Officer, Human Resource Department (HR Operations)

Higher Executive Officer (HEO), Full Time, Three-Year, Fixed Term, Position

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Collins Barracks, Dublin 7

Closing Date for Application

Friday 31st October 2025

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Applications must be received no later than 17:00. Please note that late applications will not be accepted. The date and time will be strictly adhered to, and therefore, the onus is on the applicant to ensure that the application is received before the deadline.

The **National Museum of Ireland (NMI)** is seeking applications from suitable candidates to fill the post of **Higher Executive Officer (HEO), Human Resources (HR Operations)** based in the National Museum of Ireland, Collins Barracks, Dublin 7. This is a three-year fixed-term contract. This position will be filled by open competitive interview.

Brief Description of Position

The HEO will be responsible, in conjunction with the Head of HR, for providing professional support, leadership and advice to Managers/ Heads of Departments in relation to HR Operations best practice.

The HEO will be responsible for the management of the HR operations functions including, recruitment and on-boarding, HR Payroll inputs, superannuation administration, HSSO liaison and instructions, audits, HR point of contact with NMI Finance dept. and reporting /returns to parent department and state bodies.

The primary focus of the role is managing, supervising, and overseeing the instructions to payroll in respect of NMI staff and pensioners to the National Shared Services payroll section, ensuring compliance with regulations, and enhancing operational efficiency.

APPLICATION INSTRUCTIONS

Applications are submitted on the vacancies section of the **National Museum of Ireland website**: <https://www.museum.ie/en-IE/About/Careers/Vacancies>

Applicants must submit the completed application form, an up-to-date CV, and a cover letter. **We request that all three documents be combined and submitted in one single PDF.**

The application form must be completed in full and submitted in typescript. Handwritten applications and applications in the incorrect format type will not be accepted. Failure to do so will render the application incomplete, and the application will not be considered.

To commence the application process, visit our Vacancies page.

Steps to apply:

- Go to the Vacancies page and select the position you wish to apply for.
- Read the Information Booklet for full details of the position.
- The documents required for your application appear on this page as links.
- Click each document, which will open in a new window. Download/Save each document to your computer/device.
- Complete the documents required and combine them into **one single PDF** along with your CV and cover letter.
- When this is complete, return to the NMI website to finish the application process.
- Again, from the [Vacancies](#) page, find the position you wish to apply for.
- Click the **Apply Now** button.

- Complete the Form.
- Upload your single combined PDF.
- Complete the Captcha check and then click **Submit Your Application**.

Please provide a **valid, monitored email address**. The email address will be used to acknowledge receipt of the application and as the main form of contact to liaise with applicants.

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On Friday 31 October 2025**

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