

ADVERT ID 183214

## General

### Secretariat of Secondary Schools (JMB)

Emmet House Dundrum Rd Milltown  
<https://www.jmb.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Fri Nov 4 2022 09:39:50  
**Application Closing Date:** Fri Nov 25 2022  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:** General Secretary

**Description:** The General Secretary performs a vital role in ensuring the provision of support, advice, and information for voluntary secondary schools as well as negotiating on their behalf with relevant agencies and representing their interests where necessary. The General Secretary leads a highly motivated team providing support to voluntary secondary schools and negotiating on their behalf. The General Secretary is required to exercise managerial and leadership skills in developing the organisation to meet its strategic objectives and goals. The General Secretary must display excellent organisational and communication skills in dealing with staff, personnel in our schools and the partners in Irish education. The General Secretary is required to have excellent negotiating skills and a demonstrated capacity for initiative, strategic planning, and policy development. The General Secretary must have a strong commitment to faith-based education, the voluntary secondary school system, and a commitment to advance education in accordance with Catholic ethos and the ethos of schools within the Irish Schoolheads Association.

#### APPLICATION REQUIREMENTS

- Application Form

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** [gensec@jmb.ie](mailto:gensec@jmb.ie)  
**County:** Dublin  
**Postal District:** Dublin 14  
**Enquiries To:** [gensec@jmb.ie](mailto:gensec@jmb.ie)  
01 2838255  
**Website:** <https://www.jmb.ie>  
**Further Information:** <https://www.jmb.ie/News-topics/Article/jmb-job-vacancy-general-secretary-1>  
**Application Form:** [JMB General Secretary - Application Form - Final.pdf](#)

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