



Administrator – International Projects

About the ICGP

The Irish College General Practitioners (ICGP) is the professional body for general practice in Ireland. The College was founded in 1984 and is based in Lincoln Place, Dublin 2. The College's primary aim is to serve the patient and the general practitioner by encouraging and maintaining the highest standards of general medical practice. It is the representative organisation on education, training and standards in general practice.

About iheed

iheed is the globally recognised innovator in providing access to online medical education in Europe, the Middle East and Asia in partnership with world leading medical universities and training bodies. **iheed** designs, develops and delivers accredited postgraduate diploma and master's programmes, national diplomas, short courses and blended residencies for medical regulators across the world. Since it was founded **iheed** has provided education to a global audience of 30,000 doctors, nurses and allied health professionals.

iheed is Headquartered in Dublin and co-located with Trinity College Dublin's Institute of Population Health in Tallaght. Our HQ has excellent commuter links with very close proximity to the M50 and a Luas stop on our front door.

Role Outline

The International Projects Administrator will be based at the iheed HQ with some time required in the ICGP. The successful candidate will be responsible for providing administrative support in respect of International Medical Trainees travelling to Ireland as part of their programme of study.

Tasks include, but are not limited to:

- Point of contact for all staff and trainees, both domestic and international
- Applicant support and point of contact for the visa application process
- Liaising with indemnifiers and Irish Medical Council to coordinate on registration requirements
- Management of each trainee intake including – airport liaison, accommodation allocation
- Ensuring maintenance of all trainee records in respect of elective placements and assessments
- Managing trainee placements at clinical sites
- Supporting the Clinical Lead in scheduling and running academic day release
- Providing reports to key stakeholders, as requested

Person Specification

- Flexible approach to the working day
- Ability to work in a high-pressure environment
- Ability to take directions, as well as work on own initiative
- Excellent interpersonal skills
- Fluency in the English language

Requirements

- Two years administrative experience working with International students or within the English Language Sector
- Full permission to work in Ireland

Time Commitment

- Two days per week for 26 weeks
- Possibility of expansion of the role if project is successful and scope increases

Remuneration

Your gross basic annual salary is €30,000 if and when the role becomes full time. For this specific project (two days per week for 26 weeks), the total project remuneration will be €6,000 payable one month in arrears and on a pro-rata basis.

How to Apply:

Please send your CV and cover letter to rebeccapatterson@iheed.org