



APPLICATION FOR POST OF CEIST Project Manager

Applicant Name: _____

1. This form must be signed (an electronic signature is acceptable)
2. All questions must be answered. Do not change the question numbers or sequence.
3. The Application Form must be typed in Corbel font size 12.
4. The total number of pages (including this cover sheet) should not exceed 10.
5. No letter or CV to be returned with the application form

This form should be completed and returned by email to:
buildingofficersrecruitment@ceist.ie

Applications received after **5:00 p.m.** on **28 September 2026** will not be considered.

GENERAL INFORMATION

1. FULL NAME:
2. ADDRESS:
3. MOBILE:
4. EMAIL:
5. PRESENT POSITION AND WHERE EMPLOYED:
6. HOW DID YOU HEAR ABOUT THIS POST?

7. THIRD LEVEL QUALIFICATIONS			
INSTITUTION	QUALIFICATIONS ACHIEVED	PASS/HONS	YEAR OF GRADUATION

Candidates may be required to produce evidence of qualifications on appointment

8. RELEVANT WORK EXPERIENCE <i>(Commencing with most recent)</i>				
DATES FROM	DATES To	POSITION	ORGANISATION	RESPONSIBILITIES
Outline briefly how you see your employment to date and other experience as relevant to this post.				

9. ROLE AND FUNCTION OF THE PROJECT MANAGER

A number of key competencies have been identified as being essential for the effective performance of the role and function of this post:

- I. Capital Project Delivery and Technical Oversight**
Ability to lead end-to-end delivery of public service construction projects, managing scope, programme, cost, risk, quality, and compliance from beginning through handover, with sufficient technical understanding to challenge and coordinate designers, contractors, and consultants
- II. Knowledge of Construction, Building Regulations & Compliance:**
Applies strong technical knowledge to ensure safe, compliant and high-quality public sector buildings.
- III. Stakeholder & Communication Management**
Builds and maintains effective working relationships with diverse stakeholders.
- IV. Financial, Procurement & Contract Management:**
Ensures value for money and strong governance in the delivery of public sector construction projects.
- V. Problem Solving, Judgement & Organisational Skills**
Demonstrates sound judgement, initiative and strong organisational capability in a complex delivery environment.

I. Capital Project Delivery and Technical Oversight

Please describe a capital construction or infrastructure project that you have planned and delivered from initiation to completion. What was your role, how did you manage timelines and risks, and what was the outcome?

II. Knowledge of Construction, Building Regulations & Compliance

Provide an example of how you applied your knowledge of construction standards, building regulations, health and safety, or statutory compliance to ensure the successful delivery of a project.

III. Stakeholder & Communication Management

Describe a situation where you had to manage and communicate with multiple stakeholders who had differing priorities or expectations during a project. How did you maintain effective relationships and achieve a positive outcome?

IV. Financial, Procurement & Contract Management

Give an example of how you managed project budgets, procurement processes, or contractor performance to ensure value for money and effective governance in a capital project.

V. Problem Solving, Judgement & Organisational Skills

Describe a challenging issue or unexpected problem you encountered during a project. How did you assess the situation, prioritise actions, and ensure the project remained on track?

10. Are there any restrictions on your right to work in this country?

Yes

☐

No

☐

If "Yes" please give details:

11. Please provide any other relevant information about yourself, your experience, skill set and professional strengths that you believe is helpful in demonstrating your suitability for this role.

12. VETTING DECLARATION:

As you may be required to visit schools, this vetting declaration is required. If this section is not completed, your application will not be considered for processing.

Have you been investigated by the Gardaí, Health Board, or your employer in relation to substantiated complaints made concerning your treatment of children?

Place an X in the relevant box

Yes

☐

No

☐

13. REFERENCES

Please supply the names and contact details of two referees, at least one of whom must know you in a professional capacity and the other in a position to provide a character reference for you. The references may also be used to check the accuracy of statements made by you in the application form and/or at interview.

NAME & ADDRESS	E-MAIL ADDRESS & TEL. NO.	WHAT IS/HAS BEEN YOUR RELATIONSHIP WITH THIS REFEREE?
PROFESSIONAL REFEREE		
CHARACTER REFEREE		

14. UNDERTAKING

I certify to **CEIST** that the information provided on this application form is true and correct.

Signature of Applicant: _____ Date _____

An electronic signature is acceptable.

N.B.

- ◆ *Referees will only be contacted if you are called for interview for the position.*
- ◆ *CEIST is an equal opportunities employer.*
- ◆ *Shortlisting of candidates may take place.*
- ◆ *Candidates may be called for more than one interview.*

DATA PROTECTION: All personal information provided on this application form will be processed in a confidential and secure manner for the purpose of the recruitment process. Application forms will be retained for a period of 18 months after the formal announcement of appointment of the successful candidate to the post and in the case of a successful candidate for the duration of his or her employment and for seven years thereafter. The information will not be disclosed to a third party without your consent save where provided for by law or where such processing is necessary to comply with the Company's legal obligations. You may, at any time, make a request for access to the personal information held about you. Should you wish to make any changes, or erasures, to your personal data, please contact **CEIST** CEO.