



Chief Operations Officer

Application Procedure

Applicants for this post should submit the following documents to **teagasc@osborne.ie**:

- 1) A short **cover letter** (no more than 2 pages), in typed format, outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- 2) A comprehensive **Curriculum Vitae** (CV), (no longer than 4 pages), in typed format, summarising your relevant experience in your career to date. Please refer to the Guidance Note at Appendix 1.
- 3) An **Organisation Chart** indicating your position within the management structure in your current (or most recent) organisation/company. This should include reporting lines, your relationship to other senior managers, and, where the organisational structure is complex, sufficient clarity regarding your role within that structure. Any format is acceptable (e.g. existing company chart, annual report extract, or simple template).
- 4) Completed **Key Achievements Form** ([Download Here](#)), in typed format.

Closing Date

The closing date for receipt of completed applications is **12 noon on Friday 10 July 2026**. Late applications will not be accepted.

Further Information

Further information on Teagasc can be accessed on the Teagasc website <https://www.teagasc.ie>

Further information on the role can be accessed from the Teagasc career section <https://www.teagasc.ie/about/opportunities/current-vacancies/>

Phone/email enquiries can be directed to Ms. Teri Quinn, Osborne Executive at 041 986 5058 or 086 083 0690, email: teagasc@osborne.ie.

Appendix 1

Guidance Note | Curriculum Vitae (CV)

Your CV should be no longer than 4 pages in length and should clearly state your relevant achievements and experience in your career to date. An outline format is included in this Guidance Note for reference. This is intended for illustrative purposes only and does not prescribe any required format. Candidates may use the outline format provided, or an alternative format that best represents their career, experience, and achievements to date.

An expert board will examine your application, including your CV and Key Achievements Form (template attached separately), and will assess it against pre-determined criteria based on the requirements of the Chief Operations Officer (COO) post. It is therefore in your own best interest to ensure that your CV clearly and accurately reflects your qualifications and experience.

Career History

Your career history is best presented in reverse chronological order so that the most recent roles appear first. Please ensure you cover the last 10-15 years of work experience or last three to four roles in some detail depending on where you are at in your career.

Positions held more than 15 years ago require only a summary description.

Education Details

Please include all relevant qualifications and specify the status of any award that is not yet complete. Should you come into consideration for appointment, you will be required to provide evidence of qualifications awarded.

Additional Details

At the end you may wish to highlight any additional achievements or experience relevant to the COO role, for example: other positions held (e.g. Board Member); key presentations; language skills (including level of fluency); industry or sectoral recognition, publications, etc.

Sample Curriculum Vitae Layout

- **Name**
 - Contact details: address, telephone & email address

- **Career History**
 - Current Position: Job Title, Company, Dates: from-to
 - Reporting Line:
 - Main Responsibilities:
 - Key Achievements:
 - Budget Responsibility:
 - Number of Staff: (a) Organisation and (b) Direct Reports
 - Previous Position: Job Title, Company, Dates: from-to
 - Main Responsibilities:
 - Key Achievements:
 - Budget Responsibility:
 - Number of Staff:

- **Education Details**
 - Institution, award (e.g. BA, MBA etc), level as per National Framework of Qualification, subject, year awarded
- **Other Learning & Development initiatives**
- **Professional Memberships**
- **Additional Information**