

Job Advert

Acquisitions Officer



Service: Housing Department
Location: Limerick or Dublin
Duration: Indefinite Duration
Hours: 40 hours per week
Published: 21st May 2025
Application Closing Date: 9th June 2025

NOVAS is a not-for-profit organisation and Approved Housing Body. We work with single adults, couples and families who are homeless or at risk of being homeless. We provide a range of support services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including residential homeless services, social housing and community-based services for tenancy sustainment, homelessness prevention, mental health and recovery.

The role of Acquisitions Officer is vital to the successful delivery of quality programmes and services in NOVAS for our clients and tenants. The Acquisitions Officer will support the Housing Department within the authority delegated from the Senior Asset Manager and Head of Housing to support the acquisition of a portfolio of properties for social housing and social care service delivery.

NOVAS is a Trauma Informed practice organisation, and the principles of collaboration, diversity, respect and trust are embedded in our way of working together. Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders

Desirable Skills and Knowledge (Please see Job Description for complete Person Specification)

- Qualification, Experience or knowledge of any of the following:
Quantity Surveying, Property Valuation, Property Management, Construction Management, Architecture or Engineering or any related field.
- Project management experience of assessing and acquiring properties and managing the associated documentation and processes.
- Effective, clear and professional written and verbal communication skills.
- Excellent interpersonal communications skills including influencing, conflict resolution and clarity.
- Proficiency with Microsoft Office suite of applications including word, excel, teams and outlook.
- Ability to deal with challenges, deadlines and competing demands.
- Ability to prioritise workload and manage multiple responsibilities effectively.
- Full driver's license and use of own car.

We offer a competitive benefit package including 26 days annual leave pro rata, access to further education supports and contributory pension.

If you would like to work for NOVAS, an application form and job description can be found on the careers section of our website www.novas.ie/work-for-us. If you require any further information or wish to submit a completed application form, please email recruitment@novas.ie

