



Meitheal St. Johns Development Association

Ltd



#CES-2358992



Ballyea Comm Ctr, Ballyea, Darragh, Ennis,

Co. Clare, V95 H1FN



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/10/2024



19/11/2024

How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

(Search using the scheme reference number and submit your details)

or

Contact a case officer in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Assistant Secretary - Meitheal St Johns Dev Ass

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

An Opportunity to work and learn administrative skills in an office environment. Training will be provided and this is a great opportunity for an individual to progress in secretarial skills that may lead to future employment.

- **Sector:** administrative and support service activities