



DONNYCARNEY YOUTH PROJECT LIMITED



#CES-2388651



DONNYCARNEY YOUTH PROJECT, Dublin
5,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/04/2025



03/06/2025

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](#)



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Clerical /Administrator (CE Scheme)

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Applicant must have good command of the English language, spoken and written.

Applicant must be computer literate and have an interest in accounts and book keeping.

To support the general admin of Donnycarney Youth Project, Drug & Alcohol Team and Family Support Service.

To assist in the recording of data on our database for the above services.

To ensure all administrative duties are carried out in accordance with the required timelines and procedures in the area of time sheets, leave and absence records and all other relevant paperwork.

To have the ability to use Word, Excel, PowerPoint, Publisher and other data systems easily on a daily basis.

Duties include: filing, dealing with correspondence, maintaining data using computer or manual systems and other office duties that may arise.

Please contact Agnes for more information agnes@dyp.ie 01 8314985 083 3835622

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