



Western Care Association



#CES-2411257



WESTERN CARE ASSOCIATION, John

Moore Road, Castlebar, Co. Mayo, F23 H726



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/09/2025



21/10/2025

## How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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## Information and Communications Technology Assistant - Castlebar

### 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.

To register your interest 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.

Provide technical services to staff & service users using a helpdesk model. Provide IT skills training to staff & service users. Network support in a Microsoft Windows & Citrix environment. Assist with maintenance of servers (incl. virtual servers). Provision & management of internet & email services using Microsoft Exchange. Supporting the maintenance of system security & integrity utilising anti virus, anti spy & anti spam software. Monitoring backups. Installation monitoring & maintenance of computer hardware, software server & client. Management of telecommunications systems including smart phones & tablet devices. Assisting with licence management & compliance. Supporting existing financial, HR & database applications. Delivery & maintenance of web technologies ie. online forms & intranet portal. Remote access solutions. Additional duties may be assigned from time to time. Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Job Reference Number will be required.

- **Sector:** information and communication