



BALLYBOOUGH & INNER CITY C.E

#JOB-2430429

Richmond Street North, Dublin 1,

No of positions : 1

Paid Position

39 hours per week

To be Confirmed

23/01/2026

06/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : ballyice2005@ballyboughce.ie



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



Assistant Supervisor CE

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

In order to work in Ireland, a non-EEA National (unless exempt) must hold a valid employment permit. Please review eligibility requirements before applying.

Job Description

Assist in the effective and efficient management of the Community Employment (CE) Scheme. Provide support in office administration, wages and payments, materials, record keeping, and assist the Supervisor in the overall operation of the scheme. Previous experience in office administration, computerised accounts, and payroll is essential.

Application

A cover letter and CV to be emailed to ballyice2005@ballyboughce.ie before 5.00pm Friday 6th February.

Career Level: Experienced (non-managerial)

Candidate Requirements

Essential:

Minimum 1 year experience

QQI Level 6 Certificate in Administration

English – C2 (Fluent)

Desirable

Qualification:

NFQ Level 7 Degree or higher in Business Administration, Social Care / Social Studies, Training, Education or Adult Learning

Ability Skills: Administration, Computer Literacy (Microsoft 365 – Word, Excel, Outlook, Teams)

Competency Skills: Networking, Teamwork, Empathy and Participant Support

Languages: Additional European language (advantageous)

Driving Licence: Full B

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Analytical, Computer Literacy, Financial
- **Competency Skills:** Collaboration, Flexibility, Networking, Teamwork
- **Specialising In:** social study
- **Driving Licence:** Full: B