



MS Ireland CEP



#CES-2436854

HEALTH SERVICE EXECUTIVE, Issac Butt



Building, Lwr Main St, Ballybo, Co. Donegal,

F93 YV9R



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/03/2026



15/04/2026

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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Administrator, MSI Office Ballybofey

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.

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.

To assist with Office Administration. Day to day administration duties will include, answering telephone, filing, data entry. bookkeeping and payroll. Must be computer literate. 19.5 hours per week. Salesforce Training will be provided.

- **Sector:** human health and social work activities