



Daingean Community Development CLG



#CES-2451595



Saint Mary's Road, Daingean, Co. Offaly,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/06/2026



16/07/2026

### 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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## Office Administration North Offaly Community Development

### 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.

Duties to include: General office duties, proficiency in the use of common computer applications and software such as Microsoft Office, Excel, Word and Powerpoint. Training will be given

- **Sector:** other service activities