



NCU CE Scheme CLG



#CES-2459401

NORTHSIDE PARTNERSHIP, Coolock Dev



Ctr, Bunratty Dr, Coolock, Dublin 17, D17

WP30



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/07/2026



01/09/2026

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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Administrative Assistant

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.

To provide administrative and clerical support to the TÚS Scheme, ensuring the efficient day-to-day operation of the office and assisting the Scheme Supervisor with programme administration.

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