



Dir CE Scheme



#CES-2462758



88 Inagh Court, Ballybrack, Co. Dublin,
A96R521



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/08/2026



17/09/2026

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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Administration 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.

Assist the Older Peoples Council with all administration duties including:

Minute taking / attend meetings

Liase with the Council

Assist with organising events for Older Peoples Council

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