



Jobcare CLG



#CES-2466117



GRACE BUILDING, 29 Pearse Street, Dublin
2, D02 E726



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/08/2026



07/10/2026

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](#)



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



Computer Course Training Assistant. CES-2440907 Dublin 2.

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.

Job Description:

This role will assist our IT Training Department. The role consists of training and supporting our staff and Resource Room clients as we develop our Digital Skills Framework. Good computer knowledge of MS Word, Excel and Outlook would be an advantage. The candidate should have excellent communication skills, both oral and written including professional and friendly telephone manner.

Jobcare welcomes applications from ex-offenders.

Skills Requirement:

This is a transitional employment opportunity and no previous experience is necessary. Support and accredited training will be provided to assist you and your future career goals. For further information please log on to www.jobcare.ie

- **Sector:** information and communication