



Employment, Development & Information

Centre



#CES-2467068



EDI CENTRE, 11A1 Mastertech Bus , Athlone

Rd, Longford, Co. Longford, N39 Y0F4



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/09/2026



14/10/2026

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](#)



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Caretaker with IT Support Skills

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.

General Maintenance & upkeep of the Centre

Open & closing the building as required

Clean all areas of the building on a regular basis

Set up rooms for training & meetings

Maintain high standards of hygiene throughout the building

Setting up user accounts and software

Ensuring essential software is up to date

Linking computers & laptops to the server & maintaining regular backups

Carrying out minor repairs & troubleshooting

Seek eligibility at the local INTREO office, once eligibility has been confirmed please contact Nicola / Marie on 0874137796 or email nicola.mullervy@edilongford.ie / mariemcgurran@edilongford.ie

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