



ST. JOSEPH'S COMMUNITY EMPLOYMENT



DEVELOPMENT PROGRAMME (C.E.D.P.)

LIMITED



#CES-2470622



WCI, Unit -1, YWCA , North Road, Monaghan,
Co. Monaghan, H18 ET71



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/09/2026



28/10/2026

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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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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Answering phones and dealing with enquiries.

Filing, photocopying, scanning and data entry.

Assisting with general office duties.

Supporting staff as required.

Good communication, organisation and basic computer skills. Training will be provided.

- **Sector:** other service activities