



PICES (CE Scheme) / Southside Partnership

DLR



#JOB-2470943



HOLLY HOUSE COMM DEV PROJECT, Holly

House, 85 Holly Court, Co. Dublin, A96 N239



No of positions : 1



Paid Position



39 hours per week



582.54 Euro Weekly



18/09/2026



25/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : pices@sspship.ie



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



Community Employment Assistant Supervisor (6 Month Maternity Leave Cover Contract) Southside Partnership DLR

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Fixed term 6-month Maternity Leave Cover contract, subject to continued funding from the Department of Social Protection, (DSP). Salary is €582.54 gross per week which is point 2 of 4 on the Department of Social Protection approved Assistant Supervisor pay scale.

Probationary period of 6-months will apply with a review at 3 months.

Key Responsibilities

Assist the supervisor in the recruitment of new participants.

Planning, assessing & evaluating appropriate training for participants.

Assist in maintaining efficient, effective administrative & financial records associated with the scheme.

Assist in maintaining accurate training records & report writing.

Assist with the maintenance of effective timekeeping records, annual leave, sick leave etc. for participants.

Assist with the preparation of wage claims, materials claims & participant development training grant claims to be submitted to the DSP.

Guide, mentor participants, assist with CV preparation, interview techniques, identifying work experiences opportunities, exit planning & job seeking.

Update training & financial submissions online on the DSP's digital service: Welfare Partners.

Provide effective cover in the absence of the CE Supervisor.

Carry out any other function relevant to the position of an Assistant Supervisor as indicated by the CE Supervisor / Sponsor.

Support the integration of the PICES scheme into the overall operations of Southside Partnership DLR CLG.

Qualification & Experience

Major 3rd Level qualification (NFQ Level 6 or higher) in any Business, Financial Administration, Training, Human Resources, Project Management or related disciplines desirable.

Previous office management / supervisory experience for 3-years desirable.

Skills & Competencies

Demonstrated experience in supporting training & development activities is desirable.

Excellent administration & organisational skills.

Knowledge, competency working with I.T systems, e.g. MS Office / MS Teams programmes etc.

Ability to prioritise / plan, work efficiently & allocate time & effort accordingly.

Knowledge & understanding of issues facing long-term unemployed &/or other socially disadvantaged target groups.

Full drivers licence and access to own vehicle is desirable.

Candidate Requirements

Excellent communication, written, verbal & interpersonal skills.

Ability to be flexible and work as part of a team.

Ability to direct, motivate and mentor participants.

Ability to communicate effectively with others and demonstrate empathy when supporting participants.

Ability to prioritise tasks & excellent attention to detail.

Commitment to confidentiality, respect for clients & adhere to current GDPR regulations.

Applications including a CV should be titled 'PICES Assistant CE Supervisor' & emailed to pices@sspship.ie by 4pm Friday 25th September 2026.

Shortlisting and interviews to commence asap thereafter.

No late applications will be accepted and any canvassing will lead to disqualification.

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

Career Level

- Experienced [Non-Managerial]