



The Shanty Educational Project Ltd t/a An

Cosán



#CES-2472882



AN COSÁN, Kiltalown Vill Ctr, Fortunestown

Road, Dublin 24, D24 R3PN



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/10/2026



12/11/2026

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



IT Assistant (CE Program)

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.

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To register your interest, click the "Register your interest" button and follow the instructions provided. You will be asked to note the CE scheme reference number and contact an Employment Personal Advisor (EPA) at your local Intreo Centre to apply for the vacancy.

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Benefits of CE:

- Opportunity to upskill
- 19.5 hours per week
- Certified training
- Work-life balance
- Opportunity to gain practical IT experience
- Opportunity to develop digital and technical skills
- Opportunity to increase weekly payment, subject to eligibility

Contact Information

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Community Employment Supervisor

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Address:

Kiltalown Village Centre,

Jobstown, Tallaght,

D24 R3PN

Job Description: IT Assistant (CE Program)

Duties

This is a developmental opportunity for someone with basic computer knowledge and an interest in developing their IT skills. Training and support will be provided to support your career development.

The role involves:

- Providing basic technical support to staff and learners.
- Assisting with common computer and equipment issues.
- Supporting the Laptop Loan Scheme, including updating spreadsheets and organising digital and physical records.
- Preparing computers and equipment for classes and training sessions.
- Supporting online classes, including Zoom sessions and attendance records.
- Assisting tutors and learners with basic technical issues during classes.
- Creating and updating simple user guides and digital resources.
- Uploading and organising resources on SharePoint.
- Assisting with general IT administration and maintaining accurate records.
- Developing IT troubleshooting, communication and organisational skills through practical experience and training.

Essential Skills

- Good spoken and written English.
- Basic computer skills and confidence using computers.
- Familiarity with common applications such as Microsoft Word, Excel and email.
- An interest in IT and willingness to learn.
- Good communication and problem-solving skills.
- Ability to work patiently and professionally with staff and learners.
- Ability to work as part of a team.

Sector: Information Technology

This role is part of the Community Employment (CE) Programme, offering a valuable opportunity to gain practical experience in IT support, develop digital and technical skills and undertake accredited training to support future employment.

- **Sector:** education