



ICTU CENTRE LTD



#CES-2474108



Forest Park Business Campus, Mullingar Bus
Pk, Mullingar, Co. Westmeath,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/10/2026



19/11/2026

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 Technician

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.

IT Support Duties to include, Provide basic computer and printer support to staff, Assist with setting up computers, email accounts, and user access, Perform simple troubleshooting (e.g. internet, software, and hardware issues), Help maintain IT equipment and keep records of devices, Assist with basic data entry and file management, Support staff with using common software (Word, Excel, email)

Administration Duties to include Answer phones and respond to basic enquiries, Assist with filing, scanning, and photocopying documents, Maintain electronic and paper records, Help prepare letters, reports, and forms, Support general office duties as required

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