



South Kerry Local Employment Service



16th Feb 2015

General Vacancies

Business Development Executive: Head Seed are a Kerry based recruitment firm and are looking for a business development executive. Experience in a similar personal recruitment position is essential, and also able to work on own initiative. Closing date February 27th 2015. Interested candidates should forward CV with cover letter to mary@headseed.com

Graduate and Assistant Engineer: Kerry County Council invites applications for Graduate and Assistant Engineer. Candidates must, prior to commencing employment, hold honours degree (Level 8 in the National Framework of Qualifications) or equivalent professional qualification in Civil engineering and meet the requirements as set out in the particulars of office for the position. Application forms and full particulars may be obtained from www.kerrycoco.ie or www.localgovernmentjobs.ie the latest date for receipt of completed application forms and supporting documentation is 5.00pm on Thursday, 5th March 2015

Visitor Park Co-Coordinator: Responsible for the day to day operation of the park including dealing with customers, farm livestock and general development/maintenance of the park. Candidates should have a background/interest in farming, tourism or the natural environment. Initially a 1 year contract with long term opportunities. Contact Helen on 087 6377059 or email to helen@engagehr.ie by Friday 27th February.

Maine Valley Family Centre require a Programmes Co-ordinator Part time (12 hours)

To work with the Voluntary Management Committee and Project Co-ordinator to implement the three year work plan of the project. The successful candidate will have:

- minimum of three years' experience in Community Sector Project Management
- 3rd level qualification in related work e.g., Family Support Practice, Community Development
- A good understanding of Family Support work in a community based setting
- Proven experience in managing budgets and Strategic Planning
- Excellent co-ordination and organisational skills.
- Excellent Interpersonal skills and communication skills
- Extensive experience of identifying funding opportunities and of preparing applications



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- Proven track record in building strong and positive working relationships at all levels including statutory, community and voluntary agencies
- Flexibility with working hours required at times.
- A full driving licence and own transport.

For an application form, job description and person specification, please contact Liz Fenton, Project Co-ordinator, Maine Valley Family Centre on 066 9767833/mainevalley@hotmail.com. Castlemaine Co. Kerry

Applications will only be accepted on the official application form. CV's will not be accepted. Closing date March 2nd at 5pm. Interviews will be held week of: Monday 9th of March.

Dental Sales Account Manager: Pro med are looking for an energetic, talented person who brings diverse skills to our sales team and will deliver amazing things for our customers. Experience of working in a dental practice and selling over the phone would be a distinct advantage. To apply please email a CV and a covering letter explaining what you can bring to promed and why you would like to join our team to hr@promed.ie Applications close on 23rd February 2015. For more information visit careers at the footer of www.promed.ie

Killarney Garden Centre: recruiting for the following positions - **Grounds Maintenance and Customer Care.** Plant care and maintenance, Garden Centre Shop Sales. The person will need to be able to communicate successfully with staff and customers and have a flare for sales and displays. A lively cooperative person for weekend work. Email CV to killarneygardencentre@gmail.com

Qualified HGV Mechanic: Experience of working on modern HGV vehicles. Please forward CV to dnolan@tnolans.com or contact Diarmuid 066 7141140.

Taxi Drivers are wanted Full & Part time, must have PSV licence. Apply to Box No 3220, Killarney Advertiser Office, Killarney.

A Person is required for **Manual Labouring duties** in a Equestrian facility, cleaning stables etc. 3-4 hrs in the mornings, Mon-Fri. Experience not necessary but an advantage. Tel.



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087-6346318

Office

An I.T. Person is required for computer store. Experience in laptop/computer repairs, network installation, upgrade & repair, knowledge of cloud computing & overall experience in I.T. services. Apply to Box No 3217, Killarney Advertiser, High St., Killarney

Education

Head of Department - Business: All applications must be made online at <http://www.ittralee.ie> Telephone: 066 7145613 or email: humanresources@ittralee.ie. Closing date for receipt of completed application forms is 12 noon on Friday 20th February 2015.

Kerry ETB invites applications from suitable qualified and experienced **music tutors**, for inclusion on a panel for opportunities which may arise on a vocal and instrumental Tuition Programme in 2015. Application forms can be downloaded from www.kerryetb.ie/opportunities Please submit completed application form, together with a CD or examples of performance/composition work and return to Human Resources Department, Kerry Education & Training board, Riverside House, Dan Spring Road, Tralee, Co Kerry. Applications must be received not later than 1pm on Friday 6th March 2015.

Adult Literacy & Basic Education Resource Worker Post: Fixed Term contract up to June 2015. 10 Hours, a combination of tuition and administration. Please complete application (see www.kerryetb.ie/opportunities) and return by email only to jobs@kerryetb.ie No CV/s only official application form will be accepted. Applications by email only must be received no later than 1pm Wednesday 25th February 2015.

General Invigilator and Invigilator Scribe/Readers Panel. Examination invigilators are employed to ensure that fair and proper conduct of examinations in an environment that enables candidates to perform at their best.



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See application on www.kerryetb.ie/opportunities and return by email only to jobs@kerryetb.ie No CV/s only official application form will be accepted. Applications by email. Closing date 1pm Monday 23rd February 2015.

Hotel/Catering

Hotel Manager: Opportunity for experienced Hotel Manager for renovated Tralee Hotel in the town center. This is an exciting opportunity for the right candidate with generous terms and conditions. Please reply with CV in confidence to Unit 29, Manor West Retail Park, Tralee Co Kerry or email to boylebros@eircom.net

The Brehon invites applications for Angsana Spa Manager. The candidate must be motivated to deliver ultimate client wellbeing, as well as contributing to the overall success of the team and the hotel. A strong work ethic and flexibility are also required. Apply to Ann O'Leary, HR Administrator, Gleneagle Group at hr@gleneaglehotel.com

Killarney Court Hotel requires a **Hotel Receptionist**. Previous experience in a similar role, Hotsoft knowledge an advantage. Forward CV to reception@killarneycourthotel.com or apply within.

A Sous Chef & Chef De Partie are required by The Ross, Town Centre, Killarney. Tel. 064-6631855. Email to info@theross.ie

The following vacancies are available for a **Food & Beverage Supervisor, Bar Persons, Waiting Staff, Accom. Assistants, Receptionist & all Grades of Chefs. F/t & P/t Positions.** Apply to Brendan Downes, General Manager, Torc Hotel, Mallow Rd., Killarney. Email to gm@torchotel.ie

A Duty Manager, Receptionist, Day & Night Porters and Food & Beverage Personnel are required by Mark Bowe, Castlerosse Hotel & Holiday Homes, Lower Lake, Killarney. Email to markbowe@castlerosse.ie

Randles Hotels, Killarney requires **F/t Hotel Receptionist, F/t-P/t Bar Personnel & F/t-P/t Food & Beverage Personnel.** Forward CV to tom@randleshotels.com

The International Hotel, Killarney has vacancies for a **Hotel Receptionist, Waiting Staff**



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& Housekeeping Assistants. Permanent & full time positions. Apply to Anne Marie Collins, International Hotel, Kenmare Place, Killarney. Email: annemarie@killarneyinternational.com
Tel. 064-6631816

A Duty Manager and Food & Beverage Assistants are required for the Heights Hotel, Killarney. Email Collette Andre, Managing Director at collette@killarneyheights.ie or call 064-6631158

A Shop/Deli Assistant is required, weekend work involved. 1 P/t & 1 F/t position. Good knowledge of English required. Forward CV to Box No 3221 Killarney Advertiser, Killarney

A Sous Chef, Chef De Partie, Full time/Part time Bar/Waiting Staff & Accommodation Staff are required in Killarney. Apply to HR, Killarney Riverside Hotel, Muckross Rd., Killarney

A Busy Killarney Town Centre Restaurant requires a **Chef, Waitress & F/t Wash-Up Person**. Apply to Box No 3222, Killarney Advertiser Office, Killarney

Foley's Townhouse & Restaurant, Killarney has vacancies for a **Sous Chef/Chef De Partie/Commis Chef/Breakfast Chef, Restaurant & Bar Staff, Duty Manager, & An Experienced Housekeeper**. These are Full time/Part time Positions. Apply to the Manager at above address or call 064-6631217

HealthCare/Childcare

Staff Nurse Required: Saint Louis Nursing Home requires full/part time Staff Nurse. Please contact Michelle Jones Director of Nursing. PH: 066:7121891, Mobile 085 8666345.

Staff are required at Bellview Woods Childcare. Fetac level 7/8 in childcare preferable but not a necessity. Apply to bellviewwoods@bestcreche.ie or post to Bellview Woods Childcare, Ballydowney, Killarney.



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Your Question and Answer this week....

What is PRSI (Pay Related Social Insurance)

Most employers and employees (over 16 years of age and under 66) pay social insurance (PRSI) contributions into the national Social Insurance Fund. In general, the payment of social insurance is compulsory. The term 'insurable employment' is used to describe employment that is liable for social insurance contributions. Some people who have unearned income are also liable for PRSI.

The Social Insurance Fund is made up of a current account and an investment account managed by the Minister for Social Protection and the Minister for Finance, respectively. The current account consists of monies collected from people in employment. This money is then used to fund social insurance payments. The investment account is a savings account that is managed by the Minister for Finance. The Comptroller and Auditor General is responsible for ensuring that the accounts are kept in order and reports are made to the Houses of the Oireachtas.

Social insurance classes

Social insurance contributions are divided into different categories, known as classes or rates of contribution. The class and rate of contribution you pay is determined by the nature of your work. For example, a person employed in a supermarket earning less than €38 per week will be insured under Class J. If that person earned over €38, they would probably be insured under Class A. Most employees pay Class A PRSI.

If you are in employment, the amount of social insurance you pay depends on your earnings and the type of work you do. Your social insurance contributions in Ireland are referred to as PRSI (Pay Related Social Insurance). Sometimes, you will hear people describe their PRSI contributions as stamps. This term dated from before 1979 when employers would literally stamp a card each week of employment. That card was then brought to a social welfare local office when claiming social welfare payments.

If you are an employee, your PRSI contributions are deducted by your employer and collected by Revenue under the PAYE (Pay As You Earn) system. In fact, the law makes your employer responsible for PRSI, though you may have to pay an 'employee's



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share. Find out more about your employer's duty to pay social insurance. If you are self-employed, you pay Class S social insurance contributions directly to the Revenue Commissioners. The Revenue Commissioners then pay the money into the Social Insurance Fund. Revenue send a record of the contributions you have paid to the Department of Social Protection. You are not liable for PRSI contributions after the age of 66 - this is the case whether or not you are employed or self-employed. If you do not have enough contributions at age 66, you cannot add to them after that.