

# South Kerry Local Employment Services

## JOB VACANCIES

8<sup>th</sup> August, 2016.

Free for your benefit.

Call in to one of our local offices for a free,  
friendly & confidential service.

### South Kerry Local Employment Services

- ✓ Job Searching
  - ✓ Career Guidance
  - ✓ Information Service
  - ✓ Education & Training
- Head Office, West Main Street, Cahersiveen.  
Tel: 066 – 947 3068

#### Kenmare Office

21 Henry Street,  
First Floor  
Kenmare,  
Co. Kerry  
Tel: 064 6641930

#### Killorglin Office

Library Place,  
Killorglin  
Killorglin,  
Co. Kerry  
Tel: 066 9761615

#### Killarney Office

37A High Street,  
2<sup>nd</sup> Floor  
Killarney,  
Co. Kerry  
Tel: 064 6636966

### Killarney Jobs Club

- ✓ Curriculum Vitae (C.V.'s)
  - ✓ Cover Letters
  - ✓ Jobs Club Training
- 37A High Street, 2<sup>nd</sup> Floor, Killarney.  
Tel: 064 – 663 7833

**Our offices are open from Monday to Friday**

**9:00 – 17:00**

**(Except lunchtime)**



Working under contract for the  
Department of Social Protection



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## Manager of Finances

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- Employer:** Cremur  
**Location:** Tralee  
**Job Summary:** The Manager of Finances will provide business data and analysis to the Managing Director. Working with the Managing Director and others you will be accountable for the business operating costs. You will be responsible for the generation of annual budgets and report performance against agreed KPI's and analysing variances to established performance criteria. You will support the Managing Director with the production of monthly management accounts and produce mandatory documentation as required on an annual basis. You will be a member of the management team with group responsibility to complete, cost analysis, cost-reduction, variance analysis, tender preparation and strategic planning
- Requirements:**
- Experience in Cost Management Accounting.
  - Experience in using SAGE 50.
  - Experienced in working to tight reporting deadlines.
  - Excellent Microsoft Excel skills and proficient in other MS Office applications.
  - Well organised, self-motivated person with the ability to operate on own initiative.
  - Ability to work effectively within a team environment.
  - Ability to work well under pressure.
  - Strong attention to detail.
  - Strong communication skills (verbal & written).
- How to Apply:** Applicants should email their C.V. along with a cover letter to [recruitment@cremur.com](mailto:recruitment@cremur.com). Applicants should make sure to put C.V. in the subject line of the email.

## Accounts Person

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- Employer:** JLT Tiles  
**Location:** Farranfore  
**Job Summary:** Accounts Person  
**Requirements:** Tasbooks experience required  
**Hours:** Part time  
**How to Apply:** To apply please send your CV to: [info@jltilles.com](mailto:info@jltilles.com), or by post to JLT Tiles, 4 Park Business Centre, Farranfore, Co Kerry. Tel: 066 979 3100

## Clerical Assistant

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- Employer:** Local Link Kerry  
**Location:** Scartaglin  
**Job Summary:** Clerical Assistant  
**Requirements:**
- Knowledge of relevant software applications including MS Office
  - Proficient in use of email and internet
  - Good numeracy skills
  - Accurate keyboard skills
  - Knowledge of office management systems and procedures
  - Knowledge of administrative procedures and basic accounting procedures
- Duties:**
- To assist in administering the day-to-day running of the office in order to fulfil the Company aims.
  - General Administration to the team including typing, preparation of reports and administration support to other staff and Board of Directors.
  - Dealing with correspondence, maintaining information systems.
  - Good telephone manner as this position will require the successful candidate to communicate with customers, providers community representatives and agencies on a regular basis
  - Maintaining efficient filing system.
  - Other duties that may be assigned from time to time.
- Hours:** Part time (21 hours per week for a 12 month period)  
**How to Apply:** Please forward Curriculum Vitae – Ref Clerical Assistant to General Manager, Local Link Kerry, Sliabh Luachra Centre, Scartaglin, Co Kerry  
**Closing Date:** 19<sup>th</sup> August 2016. Interviews will be held on Tuesday 30<sup>th</sup> August 2016.

## Receptionist / Clerical (with Accounts Experience)

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- Employer:** Windmill Glazing  
**Location:** Tralee  
**Job Summary:** Receptionist / Clerical (with Accounts Experience)  
**Requirements:**
- Excellent communication and organisational skills
  - Experience in Sage 50 Accounts is preferable
- Hours:** Full time  
**How to Apply:** Please send CV to Windmill Glazing, Basin View, Tralee or email: windmillglazing@eircom.net

## Office Administration / Bookkeeper

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<b>Job Summary:</b>	Office Administration / Bookkeeper
<b>Requirements:</b>	<ul style="list-style-type: none"><li>• Must be proficient in using Microsoft Word, Excel and Sage accounts package</li><li>• Must be adept at using Collsoft</li><li>• Marketing experience and fluent English</li><li>• Must be organised and be able to work independently with little to no supervision</li></ul>
<b>Duties:</b>	<ul style="list-style-type: none"><li>• Typing and general office work</li><li>• Calling existing/potential clients</li><li>• Scheduling appointments</li><li>• Updating our website</li><li>• Calculating payroll and emailing pay stubs</li><li>• Recording accounts payable</li><li>• Tracking accounts receivable</li></ul>
<b>Hours:</b>	Part time
<b>How to Apply:</b>	Apply to - Box No. 3377, Killarney Advertiser, Unit 1C, Park Place, High Street, Killarney, Co Kerry

## Office Clerk

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<b>Location:</b>	Beaufort
<b>Job Summary:</b>	Office Clerk
<b>Requirements:</b>	<ul style="list-style-type: none"><li>• Microsoft Word</li><li>• Microsoft Excel</li><li>• Big Red Book</li></ul>
<b>Duties:</b>	Various duties to include (but not limited to) accounts, preparation of invoices, typing, answering telephone
<b>Hours:</b>	Part time (2 days' per week)
<b>How to Apply:</b>	Please contact Mary in Killarney Jobs Club for more information or send CV's to <a href="mailto:killarneyjobsclub@southkerryles.ie">killarneyjobsclub@southkerryles.ie</a> . Telephone: 064 663 7833

## Playschool Manager

**Employer:** Blennerville Playschool -  
**Location:** Tralee  
**Job Summary:** Playschool Manager  
**Requirements:** Experience essential - minimum 3 years.  
 FETAC Level 6/7.  
 Garda Vetting.  
**How to Apply:** email CV along with 2 written references and Garda Vetting to:  
 blennerville.playschool@gmail.com.  
**Closing Date:** 12<sup>th</sup> August 2016

## Various Teaching Posts – Details Below

**Employer:** Kerry Education & Training Board  
**Location:** Tralee - Gaelcholáiste Chiarraí

<b>Job Summary:</b>	<b>GC 16.17.34</b>	<b>Tíreolaíocht (Saoire tuismitheora)</b>	22 Hrs
	<b>GC 16.17.35</b>	<b>Bitheolaíocht, taithí as múineadh Matamaitic ina bhuntáiste</b>	12 Hrs
	<b>GC 16.17.36</b>	<b>Béarla (Saoire Mháithreachais) (Tosnú i mhí Dheireadh Fómhair)</b>	22 Hrs
	<b>GC 16.17.37</b>	<b>Bitheolaíocht agus Eolaíocht (Saoire Mháithreachais) (Tosnú i mhí Dheireadh Fómhair)</b>	22 Hrs

Kerry Education & Training Board wishes to recruit committed, enthusiastic and talented educators to its team of teachers and educational leaders. We provide a quality comprehensive education & training service in eight second level schools, two Further Education colleges, Kerry ETB Training Centre, four adult education centres and through a wide range of community based adult and further education and training programmes. Applications are invited for the above Fixed Term/Specific Purpose teaching posts, under the aegis of Kerry Education & Training Board which may arise in the school year 2016/2017. A panel may be formed from these competitions from which appointments may be made in 2016/2017.

**Requirements:**

- A Teacher Education qualification is a requirement.
- Candidates proposed for appointment with Kerry Education & Training Board must be registered in accordance with Section 31 of the Teaching Council Act, 2001.
- Applicants are requested to submit Confirmation of Teaching Council Registration outlining subjects qualified to teach and proof of current registration with their application form

**Hours:** Part time  
**How to Apply:** Please complete application form which can be downloaded from our website [www.kerryetb.ie/opportunities](http://www.kerryetb.ie/opportunities) and return by email only to [jobs@kerryetb.ie](mailto:jobs@kerryetb.ie). No C.V.'s, only official application form will be accepted.  
**Closing Date:** Applications by email only must be received not later than 1pm on Wednesday 17<sup>th</sup> August 2016. Please complete application form, including reference number, for the post(s) you are applying for.

### Housekeeper/Accommodation Assistant

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**Employer:** QC's Townhouse & Seafood Restaurant  
**Location:** Cahersiveen  
**Job Summary:** Housekeeper/Accommodation Assistant position in a boutique style hotel. An opportunity to work in a friendly & professional environment.  
**Requirements:** Must be reliable and trustworthy. Position will be offered subject to references.  
**Duties:** Daily duties include cleaning of bar, restaurant & guest rooms in  
**Hours:** Full Time  
**How to Apply:** To apply email CV to [andrew@qcbar.com](mailto:andrew@qcbar.com)

### Restaurant Manager

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**Employer:** LANA - Asian Street Food  
**Location:** Tralee  
**Job Summary:** Restaurant Manager  
**Requirements:** Minimum 3 years' experience.  
**How to Apply:** Please email CV to [tralee@lanathai.ie](mailto:tralee@lanathai.ie)

### Supervisor & Waitress

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**Employer:** LANA - Asian Street Food  
**Location:** Tralee  
**Job Summary:** Supervisor & Waitress  
**How to Apply:** Please email CV to [tralee@lanathai.ie](mailto:tralee@lanathai.ie)

### Cook (plus Housekeeping Duties)

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**Employer:** Holy Cross Mercy -School  
**Location:** Killarney  
**Job Summary:** Cook (plus Housekeeping Duties)  
**Hours:** Part time (4 hours per day from 10:00 until 14:00. Total 16-20 hours weekly)  
**How to Apply:** Please contact Mary in Killarney Jobs Club for more information or send CV's to [killarneyjobsclub@southkerryles.ie](mailto:killarneyjobsclub@southkerryles.ie). Telephone: 064 663 7833

### Chef

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**Employer:** Killarney Royal Hotel  
**Location:** Killarney  
**Job Summary:** Chef  
**How to Apply:** Apply to [heather@killarneyroyal.ie](mailto:heather@killarneyroyal.ie). Tel: 064 663 1853

### Duty Manager

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**Employer:** Killarney Royal Hotel  
**Location:** Killarney  
**Job Summary:** Duty Manager  
**How to Apply:** Apply to [heather@killarneyroyal.ie](mailto:heather@killarneyroyal.ie). Tel: 064 663 1853

## Bar Tenders

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**Employer:** Killarney Grand  
**Location:** Killarney  
**Job Summary:** Bar Tenders  
**Requirements:**

- Previous experience in Hospitality Sector
- Late Night & Weekend Work
- Must have Fluent English

**How to Apply:** Please send CV to: [killarneygrand@eircom.net](mailto:killarneygrand@eircom.net) or by post to: Killarney Grand, Main Street, Killarney, Co Kerry

## Floor Staff

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**Employer:** Killarney Grand  
**Location:** Killarney  
**Job Summary:** Floor Staff  
**Requirements:**

- Previous experience in Hospitality Sector
- Late Night & Weekend Work
- Must have Fluent English

**How to Apply:** Please send CV to: [killarneygrand@eircom.net](mailto:killarneygrand@eircom.net) or by post to: Killarney Grand, Main Street, Killarney, Co Kerry

## Receptionist

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**Employer:** Hotel Killarney  
**Location:** Killarney  
**Job Summary:** Receptionist  
**Requirements:** Experience desirable  
**How to Apply:** Please forward your CV to: [hr@hotelkillarney.ie](mailto:hr@hotelkillarney.ie) or send to HR Department, Hotel Killarney, Cork Road, Killarney, Co Kerry

## Groups & Reservations Agent

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**Employer:** Hotel Killarney  
**Location:** Killarney  
**Job Summary:** Groups & Reservations Agent  
**Requirements:** Experience desirable  
**How to Apply:** Please forward your CV to: [hr@hotelkillarney.ie](mailto:hr@hotelkillarney.ie) or send to HR Department, Hotel Killarney, Cork Road, Killarney, Co Kerry

## Turndown Assistant

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**Employer:** Aghadoe Heights Hotel & Spa  
**Location:** Killarney  
**Job Summary:** Turndown Assistant  
**Requirements:** Must have experience in a similar role  
**Hours:** Full time  
**How to Apply:** Please forward your full CV with letter of application to: [BBrennan@aghadoeheights.com](mailto:BBrennan@aghadoeheights.com)

## Food & Beverage Assistants

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**Employer:** Aghadoe Heights Hotel & Spa  
**Location:** Killarney  
**Job Summary:** Food & Beverage Assistants  
**Requirements:** Must have experience in a similar role  
**Hours:** Full time  
**How to Apply:** Please forward your full CV with letter of application to:  
BBrennan@aghadoeheights.com

## Receptionist

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**Employer:** Aghadoe Heights Hotel & Spa  
**Location:** Killarney  
**Job Summary:** Receptionist  
**Requirements:** Must have experience in a similar role  
**Hours:** Full time  
**How to Apply:** Please forward your full CV with letter of application to:  
BBrennan@aghadoeheights.com

## Spa Receptionist

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**Employer:** Aghadoe Heights Hotel & Spa  
**Location:** Killarney  
**Job Summary:** Spa Receptionist  
**Requirements:** Must have experience in a similar role  
**Hours:** Part time flexible  
**How to Apply:** Please forward your full CV with letter of application to:  
BBrennan@aghadoeheights.com

## Accommodation Assistants

**Location:** Killarney  
**Requirements:** Experience desirable but not necessary  
**Hours:** Full Time  
**How to Apply:** Please send CV to Joanne Griffin, South Kerry Development Partnership,  
Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

## Waiting Staff (Take Away)

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**Job Summary:** Taking orders and serving meals & drinks to guests, setting & clearing tables, ensuring cleanliness of the restaurant and bathrooms.  
**Location:** Killorglin  
**Requirements:** It is essential that you are a team player with good customer care skills and an outgoing friendly personality. Transport is required. Positions are seasonal.  
**Hours:** Full Time Permanent starting in September  
**How to Apply:** Please send CV to Joanne Griffin, South Kerry Development Partnership,  
Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net



## Registered Nurse

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<b>Employer:</b>	Our Lady of Fatima Home
<b>Location:</b>	Tralee
<b>Job Summary:</b>	Registered Nurse
<b>Requirements:</b>	<ul style="list-style-type: none"><li>• Experience in residential care of the older adult preferable but not required</li><li>• Registered with An Bord Altranais</li></ul>
<b>Duties:</b>	Must be able to demonstrate continuing professional development and be committed to enhancing the care of the older adult
<b>Hours:</b>	Full time (Night Duty involved)
<b>How to Apply:</b>	Applications in writing to: Director of Nursing, Our Lady of Fatima Home, Oakpark, Tralee or email: admin@fatimahome.com
<b>Closing Date:</b>	12 <sup>th</sup> August 2016

## Staff Nurse - Listowel Day Services

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<b>Employer:</b>	Kerry Parents & Friends Association
<b>Location:</b>	Listowel
<b>Job Summary:</b>	Staff Nurse - Listowel Day Services
<b>Hours:</b>	Full time (Maternity Cover - starting October)
<b>How to Apply:</b>	For application forms please contact Nora or Mary at 064 663 2742 or email info@kpfa.ie. Completed application forms to: Chief Executive, Kerry Parents & Friends Association, Old Monastery, Port Road, Killarney, Co Kerry
<b>Closing Date:</b>	19 <sup>th</sup> August 2016

## Support Worker - Tralee Day & Residential Services

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<b>Employer:</b>	Kerry Parents & Friends Association
<b>Location:</b>	Tralee
<b>Job Summary:</b>	Support Worker - Tralee Day & Residential Services
<b>Requirements:</b>	FETAC Level 5 in Healthcare or equivalent qualification
<b>Hours:</b>	Part time (32.5 hours per week)
<b>How to Apply:</b>	For application forms please contact Nora or Mary at 064 663 2742 or email info@kpfa.ie. Completed application forms to: Chief Executive, Kerry Parents & Friends Association, Old Monastery, Port Road, Killarney, Co Kerry
<b>Closing Date:</b>	19 <sup>th</sup> August 2016

## Relief Staff Nurses & Support Workers

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<b>Employer:</b>	Kerry Parents & Friends Association
<b>Location:</b>	Kerry – various Kerry Parents & Friends Association Centres
<b>Job Summary:</b>	Relief Staff Nurses & Support Workers
<b>How to Apply:</b>	For application forms please contact Nora or Mary at 064 663 2742 or email info@kpfa.ie. Completed application forms to: Chief Executive, Kerry Parents & Friends Association, Old Monastery, Port Road, Killarney, Co Kerry
<b>Closing Date:</b>	19 <sup>th</sup> August 2016

## Electrical Engineer

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<b>Employer:</b>	Liebherr Container Cranes Ltd
<b>Location:</b>	Killarney
<b>Job Summary:</b>	Electrical Engineer
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• A third level qualification in a relevant discipline</li> <li>• Experience in manufacturing is desirable but not essential</li> <li>• Minimum of 3 years' experience required</li> </ul>
<b>Duties:</b>	The Electrical Engineer will be responsible for the timely completion and quality of design work on project based products. Promote the level of technical excellence relating to Electrical engineering within the team. Be confident to provide ideas and solutions
<b>Hours:</b>	Full time
<b>How to Apply:</b>	More details regarding full Job specification and application can be found on IrishJobs.ie at: <a href="http://www.irishjobs.ie/Recruiters/Liebherr-Container-Cranes-Ltd-6528.aspx">http://www.irishjobs.ie/Recruiters/Liebherr-Container-Cranes-Ltd-6528.aspx</a>

## Fitter / Metal Fabricator

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<b>Employer:</b>	Liebherr Container Cranes Ltd
<b>Location:</b>	Killarney
<b>Job Summary:</b>	Fitter / Metal Fabricator. Responsible for the fabrication and assembly / testing of steel structural components for our Container Handling Equipment Products
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Candidates should have served a full trade apprenticeship</li> <li>• Candidates should have the ability to work on their own initiative from working drawings.</li> <li>• Experience in a heavy steel fabrication environment would be an advantage.</li> <li>• 2-3 years post qualification experience</li> </ul>
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Responsible for the preparation and fabrication of steel structural components for our Container Handling Equipment Products</li> <li>• Final Assembly of machine parts</li> <li>• Testing and commissioning</li> </ul>
<b>Hours:</b>	Full time
<b>How to Apply:</b>	More details regarding full Job specification and application can be found on IrishJobs.ie at: <a href="http://www.irishjobs.ie/Recruiters/Liebherr-Container-Cranes-Ltd-6528.aspx">http://www.irishjobs.ie/Recruiters/Liebherr-Container-Cranes-Ltd-6528.aspx</a>

## Pharmacist or Qualified Pharmaceutical Assistant

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**Employer:** O'Mahonys Pharmacy  
**Location:** Ardfert, Tralee  
**Job Summary:** Pharmacist or Qualified Pharmaceutical Assistant  
**Hours:** Part time (2 - 3 days per week)  
**How to Apply:** email CV to: eddiemorrison@eircom.net

## Sales Assistant

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**Employer:** Tubs & Tiles  
**Location:** Tralee  
**Job Summary:** Sales Assistant  
**Requirements:** The successful candidate must have retail experience, preferably within the tile/sanitary ware industry, a proven track record in sales and achieving targets, excellent communication and interpersonal skills and an enthusiastic approach to work.  
**Duties:** Based in our Tralee Showroom the Sales Assistant will be responsible for driving sales targets and delivering an excellent level of service to all customers. She/he will also assist the Branch Manager with the day to day running of the business.  
**How to Apply:** To apply or to request a full job specification please email us at recruitment@heatmerchants.ie with your CV and cover letter outlining how you meet the criteria for this role.  
**Closing Date:** 12<sup>th</sup> August 2016

## Shop & Deli Staff

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**Employer:** Byrnes SPAR  
**Location:** Tralee  
**Job Summary:** Shop & Deli Staff  
**Requirements:** Relevant Experience Essential. Successful candidates must have fluent English, be over 18 and be available to work a 39 hours week including weekends and evenings. A strong interest in customer care, store standards and food hygiene and a desire to pursue a career in retail are essential.  
**Hours:** Full time  
**How to Apply:** Applications to: HR Manager, Byrnes SPAR, Caherslee, Tralee, Co Kerry or email: jointheteam@sparoakpark.com  
**Closing Date:** 12<sup>th</sup> August 2016

## Front Counter Staff

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**Employer:** Haven Pharmacy Kennelly's  
**Location:** Killarney  
**Job Summary:** Front Counter Staff  
**Requirements:** Beauty or Cosmetic experience helpful  
**How to Apply:** Please send your CV to: Maria Cleary, Haven Pharmacy Kennelly's, 33 New Street, Killarney, Co Kerry or email: maria.cleary@havenpharmacy.ie

## Cleaning Staff

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**Employer:** Killarney Grand  
**Location:** Killarney  
**Job Summary:** Cleaning Staff  
**Requirements:**

- Previous experience in Hospitality Sector
- Late Night & Weekend Work
- Must have Fluent English

**How to Apply:** Please send CV to: [killarneygrand@eircom.net](mailto:killarneygrand@eircom.net) or by post to: Killarney Grand, Main Street, Killarney, Co Kerry

## Security Staff

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**Employer:** Killarney Grand  
**Location:** Killarney  
**Job Summary:** Security Staff  
**Requirements:**

- Previous experience in Hospitality Sector
- Late Night & Weekend Work
- Must have Fluent English

**How to Apply:** Please send CV to: [killarneygrand@eircom.net](mailto:killarneygrand@eircom.net) or by post to: Killarney Grand, Main Street, Killarney, Co Kerry

## General Operatives

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**Employer:** Tricel  
**Location:** Killarney  
**Job Summary:** General Operatives  
**Requirements:**

- Leaving Certificate
- Reliable & Hardworking
- Team Skills
- Good timekeeping
- Available to work overtime
- Available to work shift
- Previous manufacturing experience

**Duties:**

- Working on a production line to meet production targets
- Quality control of product
- Manual handling of the product

**How to Apply:** Please reply to [hr@ie.tricel.eu](mailto:hr@ie.tricel.eu)

### Permanent Head Gardener - Killarney National Park

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**Employer:** National Parks & Wildlife Service  
**Location:** Killarney  
**Job Summary:** Permanent Head Gardener - Killarney National Park  
**Duties:** This is a permanent position in which the successful candidate will lead a team in the management and cyclical maintenance of the gardens of Killarney National Park  
**Hours:** Full time (39 hours per week) working five working days out of seven per week which may include weekends and bank holidays. Occasional evening and early morning work may also be required  
**How to Apply:** Further details and application forms are available at <http://www.ahg.gov.ie/heritage/national-parks-wildlife/seasonal-recruitment-2016/> or may be requested from [recruitment@ahg.gov.ie](mailto:recruitment@ahg.gov.ie)  
**Closing Date:** 19<sup>th</sup> August 2016

### Permanent Craft Gardener - Killarney National Park

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**Employer:** National Parks & Wildlife Service  
**Location:** Killarney  
**Job Summary:** Permanent Craft Gardener - Killarney National Park  
**Duties:** This is a permanent position in which the successful candidate will work as part of a team in the management and cyclical maintenance of the gardens of Killarney National Park  
**Hours:** Full time (39 hours per week) working five working days out of seven per week which may include weekends and bank holidays. Occasional evening and early morning work may also be required  
**How to Apply:** Further details and application forms are available at <http://www.ahg.gov.ie/heritage/national-parks-wildlife/seasonal-recruitment-2016/> or may be requested from [recruitment@ahg.gov.ie](mailto:recruitment@ahg.gov.ie)  
**Closing Date:** 19<sup>th</sup> August 2016

### **TÚS Participation Requirements**

To be eligible to participate in the TÚS scheme you must meet the following criteria.

- Have been continuously unemployed for at least 12 months and "signing on" on a full-time basis;
- Have been receiving a jobseeker's payment (Jobseeker's Benefit or Jobseeker's Allowance) from the Department of Social Protection for at least 12 months;
- Be currently receiving Jobseeker's Allowance.

**Please contact your Local Employment Service Offices**

## Community Employment Scheme Positions

### **How to Apply**

Please contact your Local Employment Service Offices. Eligibility to participate on CE is generally linked to those who are 21 years or over for the Childcare, Health and Social Care sectors and 25 years of age or over for all other areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

Due to recent changes on the **Intreo Jobs Ireland** website we are currently unable to retrieve details regarding local current Community Employment Scheme Vacancies. Hopefully this issue will be resolved soon.

KERRY COLLEGE OF  
FURTHER EDUCATION

**KCFE**

Enhancing Knowledge, Developing People



BORD OIDEACHAIS  
AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION  
AND TRAINING BOARD

Full Time Further Education Programmes for Post Leaving Certificate and Mature Learners  
with Direct Employment Opportunities and Access to Third Level Courses in IT's and Universities

## NEW COURSES COMMENCING SEPTEMBER 2016

### LEVEL 5

- Pre-University Arts (Languages and European Studies)
- Pre-University Law
- Software Development
- Tourism

### LEVEL 6\*

- Art, Craft and Design
- Mechatronic Engineering
- Office Management
- Advanced Software Development

\*Appropriate Level 5 required to gain access to Level 6

## FULL LIST OF COURSES AVAILABLE ONLINE



[www.kerryfe.ie](http://www.kerryfe.ie)

Clash, Tralee  
Tel: 066 7121741



### Services from the Kerry South Jobs Club

- ✓ Develop job seeking skills and techniques such as preparing a CV and a cover letter.
- ✓ Prepare for interviews.
- ✓ Build relationships and rapport.
- ✓ Develop verbal communication skills as well as body language skills.
- ✓ Identify individual strengths and skills and match them to local work opportunities.
- ✓ Identify ways to improve job seeking decision-making capabilities.
- ✓ Explore and analyse local work opportunities.
- ✓ Develop a network of contacts, which can be of assistance in getting work.

**Please contact Mary or Paul for an appointment Tele: 064 66 37833**

## Services from the Local Employment Services

### Job Seekers

Local Employment Services are providing you with free and confidential information, guidance and job-searching support as well as training & educational opportunities.

### Employers

Save time and costs associated with recruiting by using our free quality service.

## Volunteering Opportunities

### Volunteer to increase your chances of employment

On the path to finding a job, why not consider volunteering? Your jobseekers allowance will not be affected if you volunteer, as long as you remain available to take up paid employment.

To find out more, contact Linda, the Placement Officer, at Kerry Volunteer Centre on 066-7117966 or [linda@volunteerkerry.ie](mailto:linda@volunteerkerry.ie) or visit our website [www.volunteerkerry.ie](http://www.volunteerkerry.ie)

**Please note that it is important to seek approval for volunteering by contacting your DSP Case Officer.**

## Services from the Killarney Library

**The Killarney Library offers free online courses in many areas, such as IT and for learning new languages.**

**Opening Hours:** Monday, Wednesday, Friday, Saturday: 10:00 a.m. - 5.00 p.m.  
Tuesday & Thursday: 10:00 a.m. - 8:00 p.m.

**Address:** Rock Road, Killarney, Co. Kerry  
**Librarians:** Eamon Browne, Kathleen Rice, Noreen Dennehy, Hazel Joy.  
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