

# South Kerry Local Employment Services

FREE FOR YOUR BENEFIT

CALL INTO YOUR LOCAL OFFICE  
FOR A FREE, FRIENDLY AND  
CONFIDENTIAL SERVICE

- ⇒ JOB SEARCHING
- ⇒ INFORMATION SERVICES
- ⇒ CAREER GUIDANCE
- ⇒ EDUCATION & TRAINING

OUR OFFICES ARE OPEN FROM MONDAY TO FRIDAY

9:00 - 17:00  
(Closed for Lunch)

## Killarney Jobs Club

37A High St. 2nd Floor, Killarney

- ⇒ CURRICULUM VITAE (CVs)
- ⇒ COVER LETTERS
- ⇒ JOBS CLUB TRAINING

### Head Office

West Main Street  
Cahersiveen  
Co. Kerry  
Tel: 066 9472724

### Other Offices:

#### Killarney

37A High St.  
2nd Floor,  
Killarney,  
Co. Kerry  
Tel: 064 6636572

#### Killorglin

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

#### Kenmare

21 Henry St.  
Kenmare,  
Co. Kerry  
Tel: 064 6641930



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.



An Roinn Gnóthaí Fostaíochta  
agus Coimirce Sóisialaí  
Department of Employment Affairs  
and Social Protection



## ACCOUNTS, FINANCING, MARKETING

### TELLER (PART TIME)

Employer:	Credit Union LTD
Location:	Listowel
Requirements:	<p>The successful candidate will be responsible for carrying out a range of operational and administrative duties that will contribute to the effective running of the day to day operations of the credit union</p> <ul style="list-style-type: none"> <li>• Explain products and services to members</li> <li>• Process loan applications and refer them to the appropriate loans officer</li> <li>• Accurately and diligently handle cash; reconcile balances and accounts for any shortfall/excess</li> <li>• Experience working in a Credit Union or other financial institution</li> <li>• Good I.T. Skills</li> <li>• Excellent administration skills and attention to detail</li> <li>• Professional qualification such as ACCUP, CUA or QFA would be an advantage but not essential</li> </ul>
How to Apply:	Please apply in writing with CV to: The Assistant Manager, Listowel Credit Union, Church St, Listowel, Co. Kerry
Closing Date:	Tuesday 5th November 2019

## ADMINISTRATION & OFFICE

### HUMAN RESOURCE GENERALIST

Employer:	The Palladio Doors
Requirements:	<p>The Ideal Candidate</p> <ul style="list-style-type: none"> <li>• Graduate education within a business/HR discipline</li> <li>• Ideally a minimum of 2 years working as HR Administrator HR Business Partner</li> <li>• Experience of working in a fast-paced environment and a love of change</li> <li>• Demonstrate articulate and professional communication style</li> <li>• Strategic thinker and planner, supporting the functional change for the future</li> <li>• Confidentiality, communication skills, positive attitude</li> </ul>
How to Apply:	Application by CV to <a href="mailto:personnel@profiledevelopments.com">personnel@profiledevelopments.com</a>

### OPERATIONS ADMINISTRATOR (PART TIME)

Employer:	Fenit Fruit & Veg
Requirements:	<p>4 Nights per week</p> <ul style="list-style-type: none"> <li>• Be computer literate</li> <li>• Show initiative and be capable of working on their own</li> <li>• Have excellent planning and organisation skills</li> </ul>
How to Apply:	Please submit your CV via email to: <a href="mailto:sales@fenitveg.ie">sales@fenitveg.ie</a>
Closing Date:	Friday 8th November 2019

## CEO SECRETARY /PA VACANCY



Rialtas  
na hÉireann  
Government  
of Ireland

Tionscadal Éireann  
Project Ireland  
2040



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.



**South Kerry Development Partnership CLG  
Has a Vacancy for a**

**SECRETARY/PA**

**Function:** Secretarial/PA Support to the Chief Executive Officer.

**Duties:**

- Responsibility for the provision of secretarial/clerical support to the CEO.
- Dealing with telephone and email enquiries, correspondence, creating and maintaining filing systems, keeping diaries and arranging appointments
- Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, etc., to produce correspondence, reports, documents and to maintain presentations, records, spreadsheets and databases
- Assembling meeting agendas and supporting documentation and circulation of same and recording minutes of meetings
- Updating the Company's Fixed Asset Register
- Placing purchase orders for Company IT equipment and liaising with SKDP IT maintenance contractor with regard to maintenance and upkeep of SKDP IT equipment.
- Maintaining staff time & attendance records and recording all leave entitlements taken.
- Any other functions as assigned by the CEO.

Applicants should have a good standard of education, a recognised secretarial qualification with at least two years' experience in a similar role, strong I.T. and excellent interpersonal & communication skills.

The Post will be based in the South Kerry Development Partnership Head Office at West Main Street Cahersiveen. The post is part time, 22.5 hours per week and will be offered on a fixed term contract basis for 24 months concluding 31<sup>st</sup> December 2021 with the possibility of renewal thereafter dependent on ongoing funding.

Salary Scale €14,638 to €20,787 per annum dependent on qualifications and experience.

Full particulars of the position are available from

**Sorcha Finnegan**

**South Kerry Development Partnership CLG,**

**West Main Street, Cahersiveen, Co. Kerry**

Telephone 066 9472724, Fax 066 9472725, e-mail [info@skdp.net](mailto:info@skdp.net)

Application, in the form of a Curriculum Vitae and Cover Letter should reach  
**Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG**  
**West Main Street**  
**Cahersiveen**  
**Co Kerry**

**Not later than 5:00 p.m. on Friday 1<sup>st</sup> November 2019**

South Kerry Development Partnership CLG is an equal opportunities employer.

South Kerry Development Partnership CLG acknowledges the assistance of the Department of Rural & Community Development in supporting this post.

## ADMINISTRATION & OFFICE

### CLERICAL OFFICER

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Employer: Kerry Education & Training Board (Kerry ETB)

Requirements: **Fixed Term Grade III Clerical Officer Post**  
Roll Number - 08147A

Hours: 10 hours per week

How to Apply: Please complete application form which can be downloaded from our website [www.kerryetb.ie/opportunities](http://www.kerryetb.ie/opportunities) ad return by email only to [jobs@kerryetb.ie](mailto:jobs@kerryetb.ie)  
**No CV's** only official application form will be accepted

Closing Date: Monday 28th October 2019

### RECEPTIONIST

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Employer: Peter Mark

Location: Tralee, Killarney

Requirements: Temporary Position Maternity Leave Cover.  
We have a fantastic opportunity for an experienced receptionist to work in both our Tralee & Killarney salons. If you've great personality and friendly approach with lots of front of house experience in the hairdressing, hospitality, retail, or fashion sectors we'd love to hear from you. We offer great working environment, a competitive salary, pension scheme, group health insurance and an employee assistance programme

How to Apply: Freephone 1800 738 376 and ask for Louise or email [lfadden@petermark.ie](mailto:lfadden@petermark.ie)

### OFFICE ADMINISTRATORS

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Employer: Munster Joinery

Location: Cork

Requirements: Ideal Candidate:

- Proficiency in MS Office (Outlook, Word, Excel)
- Excellent communication skills both written and verbal
- The ability to engage with team members and provide support/flexibility
- Professional telephone manner for handling inbound/outbound calls
- Logging customer queries and follow up on necessary action

How to Apply: If you are interested in applying for this position, please forward a current CV via email to: [hr@munsterjoinery.ie](mailto:hr@munsterjoinery.ie)

### RECEPTIONIST/ TYPIST

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Requirements: Wanted for office in Kenmare. No experience necessary but must have computer skills

How to Apply: Apply to Box No: DS944C, The Kerryman, 9/10 Denny Street, Tralee

## HOTEL & CATERING

### SENIOR SOUS CHEF, CHEF DE PARTIE

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**Employer:** Killarney Plaza Hotel

**Requirements:** We are currently recruiting for **Senior Sous Chef, Chef De Partie** Full-Time Positions available all year round

**How to Apply:** Please send your CV to: [careers@odrhoteles.com](mailto:careers@odrhoteles.com) or contact us on: 064 6621065

### KITCHEN PORTER (PART TIME)

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**Employer:** Brown Sugar Café, Killarney

**Requirements:** Part-Time Kitchen Porter required

**How to Apply:** Apply to 087 2608508

### RESTAURANT MANAGER

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**Employer:** Lord Kenmare's , Killarney

**Requirements:** We are looking for a Manager to lead our restaurant. You will deliver a high-quality menu and motivate our staff to provide excellent customer service

- The suitable candidate must have proven work experience as a Restaurant Manager or similar role
- Positive energy and real passion for food and beverage
- Ability to establish professional relationships with our customers and team
- Familiarity with restaurant management software Tablepath

**How to Apply:** Email your CV to [jobs@murphysofkillarney.com](mailto:jobs@murphysofkillarney.com) with a short cover letter introducing

### RELIEF CHEF/FULL TIME CHEF/ KITCHEN ASSISTANT

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**Employer:** The Wallis Arms, Cork

**Requirements:** Have positions available for the following:  
Relief Chef, Full-Time Chef, Kitchen Assistant

**How to Apply:** Send CV to: [Sheahan.billy@gmail.com](mailto:Sheahan.billy@gmail.com) or phone 087 9944845

### ACCOMMODATION ASSISTANT/ LINEN PORTER

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**Employer:** The Europe Hotel, Killarney

**Requirements:** The Europe Hotel & Resort are currently recruiting for the following roles:  
Accommodation Assistant  
Linen Porter

**How to Apply:** Should you wish to apply please register your CV & Cover Letter online at [www.theeurope.com](http://www.theeurope.com) or contact us directly via email: [jobs@killarneyhotels.ie](mailto:jobs@killarneyhotels.ie)

## CONSTRUCTION

### HANDYMAN

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Requirements: Handyman Wanted Temporary/Part-Time To Fit Blinds

How to Apply: Phone: 064 6625040

## CHILDCARE & EDUCATION

### CHILDCARE STAFF

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Employer: Sunflowers Childcare

Location: Tralee

Requirements: We are currently looking for Childcare Staff to join our relief staff panel covering holidays and sick leave

- Minimum Level 5 Qualifications Required

How to Apply: If you wish to join our growing team here at sunflowers, please send your CV to us at [sunflowerschildcare@yahoo.ie](mailto:sunflowerschildcare@yahoo.ie) or call us on 066 7128159

### EARLY YEARS EDUCATOR

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Employer: Bellview Woods Childcare

Location: Killarney

Requirements: Relief Position Covering staff absences

- Minimum FETAC Level 5 in Childcare
- Experience in a Childcare setting
- Garda Vetting & Police Vetting (if appropriate)

Hours: Minimum 15 hours - 40 hours per week

How to Apply: Apply with CV to [bellviewwoods@bestcreche.ie](mailto:bellviewwoods@bestcreche.ie) Start date: ASAP  
Bellview Woods Childcare, Ballydowney, Killarney, Co. Kerry  
Tel: 064 6636800/ 085 1932899, [www.bestcreche.ie](http://www.bestcreche.ie),  
email: [bellviewwoods@bestcreche.ie](mailto:bellviewwoods@bestcreche.ie)

## GENERAL OPERATORS, DRIVERS

### MECHANIC

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**Employer:** Palladio Door (Profile Developments Glin)  
**Requirements:** General maintenance Willing to learn and work o own initiative Must be PC literate  
Position Full-Time  
**Hours:** 39 hours per week  
**How to Apply:** Application By CV to: [mike.osullivan@profiledevelopments.com](mailto:mike.osullivan@profiledevelopments.com)

### MECHANIC QUALIFIED OR PART QUALIFIED

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**Employer:** Fitzgerald's Garage  
**Location:** Caherdaniel, Co. Kerry  
**Requirements:** Mechanic or Part-qualified required for garage in Caherdaniel, Co. Kerry. Experience would be desirable  
**Hours:** Hours are Monday to Friday 9.00am - 6.00pm.  
**How to Apply:** Apply to Eddie Fitzgerald at [efitzgarage@hotmail.com](mailto:efitzgarage@hotmail.com) or phone 087 2367683

### AIRPORT OPERATIVE

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**Employer:** Kerry Airport  
**Location:** Farranfore  
**Requirements:** Kerry Airport PLC is seeking applications for the positions of Airport Operative. Duties within this role will include

- Ramp services
- Airport Fire Service
- Airport Security

The role is full time and will include shift and weekend work  
Full training will be provided  
Applicants must have a full clean driving licence and will be required to pass an Aptitude test as well as applicable Medical and Security Background Checks. Successful candidate will be selected from a panel for a start date in early January 2020

**Salary/Benefits:** €23,500 approx.  
**How to Apply:** Applications by email only to [vacancies@kerryairport.ie](mailto:vacancies@kerryairport.ie)  
**Closing Date:** Thursday 31st October 2019

## GENERAL OPERATORS, DRIVERS

### HAULAGE

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- Employer:** Kerry Agribusiness
- Location:** Cork
- Requirements:** **Fertiliser & Bag Feed**  
Tenders are invited from Licenced Haulage Contractors to transport Fertilisers and Bag Feed from Fertiliser Manufacturing Depots and Kerry Farm Suppliers, Farranfore to Kerry Agribusiness outlets and customers in Kerry, Limerick, Clare and North Cork
- Milk Ex Farm**  
Tenders are invited form Licenced Haulage Contractors to collect milk ex farm in the Kerry, Clare and Limerick areas for delivery to milk processing plants in Listowel, Co Kerry Charleville & Newmarket, Co Cork
- How to Apply:** Interested parties should apply in confidence to: Transport Department, Kerry Agribusiness, Kilmallock Road, Charleville, Co. Cork Tel 087 2629013
- Closing Date:** Friday 8th November 2019

### TAXI DRIVER

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- Requirements:** Taxi Driver Required Full-Time Also Weekend Work Available
- How to Apply:** For further information phone 087 2545201

### TRUCK DRIVER (FULL TIME) & (PART TIME)

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- Employer:** Irish Health Foods LTD
- Location:** Cork
- Requirements:**
- C Licence required
  - CPC Certificate up-to-date
  - Digital Tachograph Card
  - Multi-Drop experience
  - Experience operating an 18 tonne vehicle or larger
  - Good level of English required
- How to Apply:** Please forward CV with references to: [jobs@iihealthfoods.com](mailto:jobs@iihealthfoods.com) Tel: 026 65750



## MEDICAL PROFESSIONALS

### HEALTHCARE ASSISTANTS

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- Employer:** Health Service Executive (HSE)
- Location:** A panel will be formed from which any vacancies arising in Kerry Community Hospitals will be filled - Caherciveen, Kenmare, Killarney, Listowel, Tralee, & West Kerry (Dingle)
- Requirements:** (Permanent & Temporary Appointments) Certified in Healthcare Support at FETAC Level 5 in necessary
- How to Apply:** Application forms and job specification requests can be directed to Siobhan McCarthy via email: [Siobhan.mccarthy5@hse.ie](mailto:Siobhan.mccarthy5@hse.ie) or contact Siobhan McCarthy on 064 6638850
- Closing Date:** Wednesday 30th October 2019

### PHYSICAL THERAPIST, PHYSIOTHERAPIST (PART TIME)

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- Employer:** Be Pro Therapy
- Location:** Killarney
- Requirements:** Recruiting For: Experienced Physical Therapist or Physiotherapist to work part-time/ flexible or temporary contract  
Or Alternatively: Any established Physical Therapist or physiotherapist with their own business who would like to work from a therapy room in our Central Killarney clinic
- How to Apply:** For more information please contact 083 8165566 email: [info@beprotherapy.com](mailto:info@beprotherapy.com)  
[www.beprotherapy.com](http://www.beprotherapy.com)

### MEDICAL SECRETARY (MATERNITY COVER)

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- Location:** Killarney
- Requirements:** A GP Practice in Killarney requires a full time **Medical Secretary for maternity cover**. Applicants will require excellent computer skills & the ability to multi-task in a busy office environment as part of a team
- How to Apply:** Please Apply To: Box no: 3718 Killarney Advertiser, Unit 1C, Park Place, Killarney, Co. Kerry

### HEALTH CARE ASSISTANT

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- Employer:** St Joseph's Home Killorglin
- Requirements:** Due to expansion we require Health Care Assistants make a difference
- How to Apply:** Apply to [stjosephskillorglin@eircom.net](mailto:stjosephskillorglin@eircom.net)

### HEALTH CARE ASSISTANTS

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- Employer:** Ocean View Retirement Nursing Home, Camp
- Requirements:** The picturesque home is located in the attractive village of Camp and a short distance from Tralee
- How to Apply:** To be selected for interview, please email CV to: [oceanviewnh@gmail.com](mailto:oceanviewnh@gmail.com)

## OTHER VACANCIES

### SPORTS INCLUSION DISABILITY OFFICER

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Employer:	Kerry County Council
Requirements:	Offers of appointment to persons who are not serving local authority employees will be based on the minimum of the scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply
Salary/Benefits:	€28,049 €45,554
How to Apply:	Application Forms and Candidate Information Booklets may be obtained on the Kerry County Council web-site <a href="http://www.kerrycoco.ie">www.kerrycoco.ie</a> or from <a href="http://www.localgovernmentjobs.ie">www.localgovernmentjobs.ie</a>
Closing Date:	Thursday 31st October 2019

### VETERINARY NURSE

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Location:	Tralee
Requirements:	<p><b>Required At Small Animal Hospital In Tralee</b></p> <ul style="list-style-type: none"> <li>• CVE encouraged and funded, in house laboratory, exceptional equipment level</li> <li>• Grooming skills helpful</li> </ul>
Hours:	25 - 35 hours per week
How to Apply:	Please email CV for attention of: Miriam Dowling to <a href="mailto:holmesveterinary@gmail.com">holmesveterinary@gmail.com</a>

### HISTORIAN IN RESIDENCE

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Employer:	Kerry County Council
Location:	Tralee
Requirements:	Kerry County Council seeks applications for the Historian in Residence Grant Scheme 2019 as part of the Kerry County Council Decade of Centenaries programme. There is one grant of €10,000 available and the successful applicant will be required to work 3 months from January to March 2020 and includes all travel and other costs associated with the residency. The candidate will be based at Kerry Library Headquarters, Tralee
Hours:	20 hours per week
How to Apply:	Please send completed application form with a current CV marked 'Historian in Residence' by email to: <a href="mailto:info@kerrylibrary.ie">info@kerrylibrary.ie</a> or in hardcopy to Kerry Library, Moyderwell, Tralee, Co. Kerry for further information: 066 7121200
Closing Date:	Monday 4th November 2019

## SALES & MARKETING

### TRAVEL CONSULTANT

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Employer: Sol International Travel  
Location: Tralee  
Requirements: Travel Consultant Position Available  
How to Apply: Email CV to: [oral@sol2travel.com](mailto:oral@sol2travel.com)  
Closing Date: Friday 8th November 2019

### SHOP ASSISTANT

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Employer: The Dungeon Bookshop & Newsagents  
Location: Killarney  
Requirements: We are hiring Full Time position available  
How to Apply: Please apply by email with your CV and cover letter to [dungeonbookshop@gmail.com](mailto:dungeonbookshop@gmail.com) or drop in store at The Dungeon Bookshop & Newsagents, 99 College Street, Killarney, Co. Kerry Tel No. 064 6636536

### DYNAMIC ADVERTISING SALES PERSON

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Employer: Killarney Advertiser  
Location: Killarney  
Requirements: The Ideal Candidate:

- Can do attitude
- Eager to succeed
- Excellent administration skills
- Ideally you will have one years' experience in advertising sales
- Lead face to face sales with new and existing customers
- Manage advertising/print bookings
- Required to rotate front desk/customer service duties

Hours: Office hours (Monday to Friday)

Salary/Benefits: Free Parking, Competitive salary with commission

How to Apply: Apply with CV & Cover Letter to: [sales@killarneyadvertiser.ie](mailto:sales@killarneyadvertiser.ie)

## TEACHERS & TUTORS

### CREATIVE TUTOR

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<b>Employer:</b>	Kerry Education & Training Board
<b>Requirements:</b>	The Kerry Education and Training Board invites applications, from suitable qualified and experienced tutors for inclusion on the above pool. Tutors may be active in the creative industries. The pool is open to those with a creative discipline, which may include but not be limited to an understanding of creativity and creative techniques that advance child and youth participation in: arts, architecture, construction, cinematography, animation, coding, craft, design, digital creativity, heritage, innovation, language, science,
<b>Salary/Benefits:</b>	Creative Tutor rate is €40.57
<b>How to Apply:</b>	Application forms can be downloaded from <a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a> please submit completed application form and return by email only to <a href="mailto:jobs@kerryetb.ie">jobs@kerryetb.ie</a>

### MUSICIAN/ MUSIC TUTOR

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<b>Employer:</b>	Kerry Education & Training Board
<b>Requirements:</b>	The Kerry Education and Training Board invites applications, from suitable qualified persons to be placed in a pool for part-time musicians/music tutors for the following Music Generation Kerry Programme: <ul style="list-style-type: none"> <li>• Small group tuition in vocal (including choral) or instrumental learning (any music genre)</li> <li>• Large-group tuition (vocal and or instrumental) early years and primary school settings</li> <li>• Ensemble (instrumental/vocal), band facilitation mentoring in any genre of music, including, where applicable, song writing/creative composition, music technology etc.</li> </ul>
<b>How to Apply:</b>	Application forms can be downloaded from <a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a> please submit completed application form and return by email only to <a href="mailto:jobs@kerryetb.ie">jobs@kerryetb.ie</a> No CV's only official application form will be accepted
<b>Closing Date:</b>	Friday 15th November 2019

### ASSISTANT LECTURER/ HEALTH & LEISURE TECHNICIAN

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<b>Employer:</b>	Institute of Technology Tralee (IT Tralee)
<b>Location:</b>	Tralee
<b>Requirements:</b>	Applications are invited for the following posts: Assistant Lecturer - Mental Health Nursing Health & Leisure Technician (Permanent)
<b>How to Apply:</b>	All applications must be made online at <a href="http://www.ittralee.ie">www.ittralee.ie</a> email: <a href="mailto:humanresources@ittralee.ie">humanresources@ittralee.ie</a> Tel: 066 7145613
<b>Closing Date:</b>	Friday 1st November 2019

## TRAINERS & COACHES

### SWIMMING COACHES

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Employer: Killarney Swimming Club

Requirements: Due to the expansion of our swimming squads, Killarney Swimming Club is looking for swimming coaches. We are a progressive, competitive swimming club with over 80 members and will consider applications from qualified Swim Ireland coaches or the equivalent

How to Apply: Please register your interest, or any queries, with our club Secretary at:  
[killarneyswimmingclub@gmail.com](mailto:killarneyswimmingclub@gmail.com)

Closing Date: Friday 8th November 2019

**Computer Basics:**

This course equips the learner with basic ICT skills and the relevant skills to use the computer. You will also learn to find and store information on the computer and how to access the internet and much more...

Day: Wednesday  
 Time: 1pm – 2.30pm  
 Venue: Family Resource Centre Tutor: Mary McSweeney

**Computers for Farmers:**

This course aims to show farmers how to use computers to help with farming online and using department websites to register animals etc.

Day: Monday  
 Time: 7pm – 9pm  
 Venue: The Lodge Killorglin Tutor: Dave Kingerlee

**Desktop Publishing QQI L3:**

This course is suitable for anyone who has completed a Level 3 Word Processing course or who has a good level of computer skills. Students will plan the basic design and layout for a variety of publications for example cards, banners, newsletters etc. Skills learned will include formatting and enhancing text, proofreading and image formatting.

Day: Thursday  
 Time: 7pm – 9pm  
 Venue: The Lodge Killorglin Tutor: Rosaleen Kennedy

**Graphic Design QQI L3:**

This course provides the learner with the skills necessary to create printed communication documents using graphic design text and images available in word processing and/or Presentation software applications

Day: Tuesday  
 Time: 4pm – 6pm  
 Venue: The Lodge Killorglin Tutor: Mary McSweeney

**Driver Theory Tuition:**

Let us help you prepare for the Driver Theory Test  
 We will have all the up-to-date books and CD's to assist you.

Day: Wednesdays  
 Time: 6.30pm – 8.30pm  
 Venue: The Lodge Killorglin Tutor: Eileen O' Flaherty

**Digital Photography:**

This course will enhance the learner with the knowledge and skills to use camera equipment properly, show learners how to load photographs onto a computer, store and organise them properly.

Day: Friday  
 Time: 10.30am – 12.30pm  
 Venue: The Lodge Killorglin Tutor: Rosaleen Kennedy

***Deirdre Fitzgerald***

Adult Literacy Organiser (ALO)  
 Adult Literacy & Basic Education  
 Adult Education Centre, The Lodge  
 Market Street  
 Killorglin  
 Co. Kerry  
 066 9790765 / 086 0460506

Eagraí Litearthachta d'Aosaigh  
 Litearthacht agus Oideachas Bunúsach d'Aosaigh  
 Ionad Oideachais d'Aosaigh, The Lodge  
 Sráid an Mhargaidh  
 Cill Orglán  
 Co. Chiarraí  
 086 0460506 / 066 9790765

## COMMUNITY EMPLOYMENT SCHEME POSITIONS

### How to Apply

Please contact your Local Employment Service Offices (details below). Eligibility to participate on CE is generally linked to those who are 21 years old or over for all areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

### CE SCHEME VACANCIES

Job Title	Location	No. Of Positions	Closing Date	Job Ref. No.
Maintenance	Firies Castleisland	1	–	2105648
Maintenance	Currow	2	–	2108117
Cleaner	An Riocht, Castleisland	1	–	2105650
Receptionist	An Riocht, Castleisland	1	03/11/2019	2128429
Maintenance	An Riocht, Castleisland	1	03/11/2019	2127629
Cleaner	Ballymacelligott	1	–	2105651
Maintenance	An Riocht, Castleisland	1	13/10/2019	2125381
Bookkeeper	An Riocht, Castleisland	1	–	2108517
Receptionist	An Riocht, Castleisland	1	–	2108518
Caretaker	Brosna	1	–	2108122
Grounds Person	Kilgarvan	1	01/11/2019	2005945
Administrator/Public Relations	Killorglin Rowing Club	1	14/10/2019	2122969
Sports Co-Ordinator Assistant	Killorglin Sports Complex	1	14/10/2019	2122973
Sports Ground Worker	Fitzgerald Stadium	4	–	2123876
PR & Marketing Assistant	Fitzgerald Stadium	–	–	2128285
Caretaker	KDYS, Tralee	–	–	2124673
Youth Work Assistant	KDYS, Castleisland	–	–	2124678
Youth Work Assistant	Cahersiveen	–	–	2124677
Maintenance	Farranfore	2	13/10/2019	2125386
Maintenance	Farranfore	1	03/11/2019	2127628

## TÚS - COMMUNITY WORK PLACEMENT

- ⇒ Are you Unemployed for 12 months or longer and interested in working in Local Community Projects?
- ⇒ TÚS provides work opportunities for all unemployed people in South Kerry.
- ⇒ If you are less than 25 years of age there will be a major financial incentive for participating.
- ⇒ Class A social insurance paid.
- ⇒ 12 month contract.

### COME IN AND TALK TO US

Cahersiveen:	Killarney:	Killorglin:	Kenmare:
Adrian Griffin TÚS Supervisor	Ger Moynihan Lisa Murphy TÚS Supervisors	Paudie O'Shea TÚS Supervisor	Donal McCarthy TÚS Supervisor
SKDP CLG West Main St., Cahersiveen. Tel: 066 9472724	SKDP CLG 37A High St., Killarney. Tel: 064 6636572	SKDP CLG Library Place, Killorglin. Tel: 087 4146379	SKDP CLG 21 Henry St., Kenmare. Tel: 064 6641930



Are You Unemployed? Are You Interested in Starting your Own Business?



The BTWEA may be suitable for you!

**Back to Work Enterprise Allowance (BTWEA) Information Mornings**

**Every Thursday Morning - 9am to 12noon**

**South Kerry Development Partnership CLG Office, Library Place, Killorglin**

*The BTWEA assists unemployed people and others in receipt of certain Social Welfare payments to become Self Employed. People who qualify and are setting up their own business may retain a percentage of their social welfare payment for Up To 2 Years.*

Contact Joanne Griffin, Enterprise Officer on 087 6152660 or [jgriffin@skdp.net](mailto:jgriffin@skdp.net) to arrange an appointment

**Or Simply CALL IN—Every THURSDAY MORNING - 9am to 12noon - SKDP OFFICE, KILLORGLIN**

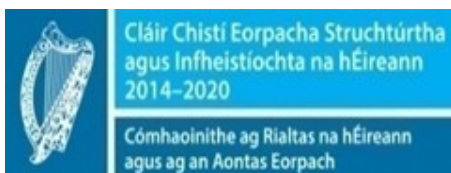


Rialtas  
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Tionscadal Éireann  
Project: Ireland  
2040



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**FREE EVENT**



SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG.

# Community Information Evening

See what your community has for you



## Ring of Kerry Hotel

**Tuesday 5th November  
4-8pm**

Contact Éadaoin Moynihan, SKDP on 0871906450 or [emoynih@skdp.net](mailto:emoynih@skdp.net) for more information





## South Kerry Jobs Club



**Are you unemployed and looking to return to work?**

**KICKSTART YOUR JOBSEARCH BY ATTENDING OUR TRAINING WORKSHOP**

- **PART-TIME PROGRAMME FOR JOBSEEKER**
- **TRAVEL ALLOWANCE IS PAID ON COMPLETION**



**THE JOBS CLUB TEAM  
MARY MURRAY & PAUL MURPHY**

**OUR PART-TIME COURSES ARE DESIGNED TO OFFER HELP & SUPPORT TO JOB-SEEKERS ON HOW TO EVALUATE THEIR INDIVIDUAL SKILLS, ESTABLISH A JOB-SEEKING PLAN OF ACTION, MAKE JOB APPLICATIONS, PREPARE CVS, COVER LETTERS, REGISTER ON JOBS IRELAND, AND PREPARE FOR INTERVIEWS.**

***'BOOK YOUR PLACE AS PLACES ARE FILLING UP FAST'***

**COURSES ARE RUN IN KILLARNEY / KILLORGLIN/ CAHERSIVEEN / KENMAREK**

**FOR FURTHER INFORMATION CONTACT PAUL OR MARY ON 064 – 6637833  
OR EMAIL KILLARNEY JOBSCLUB AT [KILLARNEYJOBSCLUB@SOUTHKERRYLES.IE](mailto:KILLARNEYJOBSCLUB@SOUTHKERRYLES.IE)**



**An Roinn Gnóthaí Fostaíochta  
agus Coimíre Sóisialaí  
Department of Employment Affairs  
and Social Protection**



# Jobs Sheet Publishing Info



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.

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*Or*

*From our Website*

*Or*

*Like us on Facebook to receive notification of publication*

*Or*

*Contact us on the email below to be added to our mailing list*

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

[jobsheet@southkerryles.ie](mailto:jobsheet@southkerryles.ie)



## Do you wish to have a job included in the next issue of the South Kerry LES Jobs Sheet?

Send us the job details,

To include:

Job Title, Location, Requirements, How to Apply and Closing Date

**\*\*Any jobs received after 5p.m. on Thursdays are not guaranteed to be published\*\***

Email: [jobsheet@southkerryles.ie](mailto:jobsheet@southkerryles.ie)



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