

# 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 (CV'S)  
⇒ 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, FINANCE, MARKETING

### CREDIT UNDERWRITING OFFICER

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Employer: Finance for You

Requirements:

- Strong communication & interpersonal skills
- Proficient computer skills and ability to multi-task
- Third level/QFA/Financial/Accountancy qualification or experience
- The ability to pay strong attention to detail, as accuracy is vital
- Good organizational skills with a proven ability to prioritise tasks
- Display personal commitment, effort, motivation and initiative in all business dealings

How to Apply: Juliette Fleming @ [jfleming@financeforyou.ie](mailto:jfleming@financeforyou.ie)

### ARREARS TEAM

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Employer: Finance for You

Requirements:

- Strong communication and interpersonal skills,
- Previous experience in a client – customer facing role,
- Proficient computer skills & ability to multi-task,
- Third level/QFA/financial qualification offers a distinct advantage

How to Apply: Juliette Fleming @ [jfleming@financeforyou.ie](mailto:jfleming@financeforyou.ie)

### INSURANCE BROKER

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Location: Tralee

Requirements:

- Providing advice on all aspects of General Insurance
- Negotiating terms and placing business with underwriters
- Delivering first class Customer Service to all existing and potential clients
- APA qualification (min) with a minimum of 12 months experience working in Personal Lines
- Compliant with the Central Bank of Ireland's Minimum Competency Code

How to Apply: Applicants should submit their CV and covering letter to Box No. 5055, Kerry's Eye Newspaper, Ashe Street Tralee

## ADMINISTRATION/OFFICE/MANAGEMENT

### LEGAL SECRETARY/ EXECUTIVE

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Employer: Cashell Solicitors

Location: Tralee

Requirements: The successful candidate should have:

- Excellent typing skills. Ideally a full time basis but part or flexi time will be considered for right candidate
- Training to legal work can be provided to a candidate willing and interested in a career as a Legal Secretary/ Executive
- Immediate start

How to Apply: Please email a CV and cover letter to: [info@cashellsolicitors.ie](mailto:info@cashellsolicitors.ie)

### ADMINISTRATION OFFICER, GRADE 2

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Employer: Teagasc

Location: Killarney

Requirements: The successful candidate will be required to assist and support the Regional Manager, Staff Officer & Advisors in administering and prioritising the general clerical duties of the Teagasc Advisory office

How to Apply: Please visit [www.teagasc.ie/careers](http://www.teagasc.ie/careers)

Closing Date: Wednesday 8th January 2020

### PROJECT CO-ORDINATOR

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Employer: South West Kerry Resource Centre

Location: Caherciveen

Requirements:

- A minimum of 3 years' experience , post qualification, in: community sector management, working through a community development approach, family support in a community-based setting
- Experience of Strategic and Operational Planning
- Experience of Financial Management (to include sourcing funds)
- Excellent report writing and presentation skills
- Access to own transport with full driving licence

Hours: Full-Time 35 hours per week

How to Apply: Applications will be accepted by post to Recruitment Office, South West Kerry, Family Resource Centre, Main Street, Caherciveen, Co. Kerry

Closing Date: Friday 10th January 2020

## ADMINISTRATION/OFFICE/MANAGEMENT

### ACCOUNTS/OFFICE ADMINISTRATOR ASSISTANT

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- Employer: Ocean view nursing home
- Location: Tralee
- Requirements:
- High proficiency in Microsoft Office (especially Word & Excel)
  - Excellent numerical skills, with high attention to detail
  - Experience with payroll an advantage
- How to Apply: Email CV to [oceanviewnh@gmail.com](mailto:oceanviewnh@gmail.com) or call 066 7130267

### LEGAL SECRETARY/ RECEPTIONIST

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- Requirements: Required immediately on short term contract
- Location: Killarney
- How to Apply: Please send CV in confidence to: Lynch & Bradley, Solicitors, 71 New Street, Killarney, Co. Kerry

## HOTEL CATERING

### FULLTIME KITCHEN ASSISTANT

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- Employer: Bunkers Bar
- Location: Killorglin
- How to Apply: hand in CV's or email [bunkers1@eircom.net](mailto:bunkers1@eircom.net)

### SPA THERAPIST

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- Employer: Park Hotel Kenmare
- How to Apply: If you are interested in learning more about our Therapist positions or to apply please send your CV to our Spa Manager Lyndsey at [info@parkkenmare.com](mailto:info@parkkenmare.com) or Tel: 064 6641200

## GENERAL OPERATORS, DRIVERS

### CNC MACHINE OPERATORS

Employer:	KME, Kerry Mechanical Engineering
Requirements:	<ul style="list-style-type: none"> <li>• CNC Plasma Machine Operator</li> <li>• Milling Machine Operator</li> <li>• Drill Line Operator</li> <li>• Press Brake Operator</li> </ul> <p>Applicants must have previous experience and be capable of producing machined parts by programming setting up a CNC machine in conjunction to maintaining quality and safety standards</p>
Hours:	40 hours per week
Salary/Benefits:	€15 per hour
How to Apply:	Enquires to <a href="mailto:kerrymecheng@gmail.com">kerrymecheng@gmail.com</a> or phone 068 45005

### QUALIFIED ELECTRICIANS & APPRENTICE ELECTRICIANS

Requirements:	Required for January start on an ongoing basis
How to Apply:	Apply Box, 3727, Killarney Advertiser, High Street, Killarney

### POLISHED CONCRETE FLOOR SERVICE

Employer:	Atlantic Construction Services
How to Apply:	For more details: <a href="mailto:michael@atlantic-cs.ie">michael@atlantic-cs.ie</a> or <a href="mailto:gavin@atlantic-cs.ie">gavin@atlantic-cs.ie</a> <a href="http://www.atlantic-cs.ie">www.atlantic-cs.ie</a> Tel: 087 9978586

### HEALTH, SAFETY, ENVIRONMENT & QUALITY MANAGER, SITE AGENT, JUNIOR ENGINEER

Employer:	Eamon Costello
Requirements:	<p><b>Health, Safety, Environment &amp; Quality Manager</b></p> <ul style="list-style-type: none"> <li>• Ensuring legal compliance with all relevant legislation our practices and procedures</li> <li>• Driving and enhancing our safety culture across all projects</li> <li>• Providing support to site Management teams in fulfilling our statutory duties</li> </ul> <p><b>Site Agent - Dublin Based</b></p> <ul style="list-style-type: none"> <li>• Manage sub-contractors and staff effectively to successfully deliver projects</li> <li>• Drive productivity and commercial performance of the project at site level</li> <li>• Manage and deliver the construction programme efficiently</li> </ul> <p><b>Junior Engineer - Dublin Based</b></p> <ul style="list-style-type: none"> <li>• Interpret and submit technical information to progress the project</li> <li>• Maintaining accurate records of works completed and resources allocated</li> <li>• Verify and record compliance with drawings and specifications of work underway</li> </ul>
How to Apply:	Email: <a href="mailto:info@eckerry.com">info@eckerry.com</a>

## GENERAL, OPERATORS, DRIVERS

### PACKING DEPARTMENT

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Employer: Irish Health Foods Ltd

Location: Cork

Requirements:

- Experience in packing is beneficial
- Excellent co-ordination skills required
- Must be a team player

How to Apply: Please forward CV with references to [jobs@iihealthfoods.com](mailto:jobs@iihealthfoods.com)

### WAREHOUSE OPERATIVE

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Employer: Irish Health Foods Ltd

Location: Cork

Requirements:

- Responsible for general warehouse duties
- Must be motivated and a good team player

How to Apply: Please forward CV with references to [jobs@iihealthfoods.com](mailto:jobs@iihealthfoods.com)

## MEDICAL PROFESSIONALS

### PRACTICE NURSE

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Requirements: Practice nursing experience is preferable but training can be provided

Hours: Full-Time

How to Apply: With CV to P.O Box: 3728, Killarney Advertiser, High Street, Killarney, Co. Kerry

### HEALTH CARE ASSISTANT

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Requirements: The following position is available in a Tralee based Nursing Home

- Full Time FETAC Level 5
- Assist residents with activities of living
- Provide a high standard of care with kindness and compassion
- Experience an advantage

How to Apply: Apply to Box No DS851P The Kerryman, 9/10 Denny Street, Tralee, Co. Kerry

Closing Date: Thursday 2nd January 2020

## OTHER VACANCIES

### DAIRY FARM ASSISTANT

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Requirements: Mid Kerry Area Relevant Experience Essential

Hours: Part-Time Basis

How to Apply: Apply to Box number 5060 Kerry's Eye Newspaper, Ashe Street, Tralee, or email: myfarm8@gmail.com

### HOUSE KEEPER (PART TIME)

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Requirements: The role entails:

- Dishwasher washing machine & tumble dryer, ironing, vacuuming, dusting
- Interior floor cleaning, interior window cleaning, bedrooms and bathrooms
- Grocery shopping (minimal), laundry drop-off and collection etc.

Hours: 15 - 20 hours per week across 4 - 5 days

How to Apply: Own transport an advantage. Traceable references required. English spoken to a high level required Text or call Ann at 087 6766409

### CUSTOMER CARE TEAM LEAD

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Employer: Schoolbooks.ie

Location: Tralee, Co. Kerry, Ireland

3-5 years of Customer Service Team Management Experience  
Fluency in written and spoken English

How to Apply: email your CV and cover letter to jobs@schoolbooks.ie

Closing Date: 3<sup>rd</sup> January 2020

### IT TECHNICIAN

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Employer: Radley's Technologies

Location: Tralee

Requirements:

- Strong IT Project Management background
- Relevant education and training
- Technology background
- Programing knowledge
- Deliver all necessary reports as required

How to Apply: Send your CV by email to info@radleys.ie or by post to Radleys I.T. Ltd, 119 Rock Street, Tralee, Co. Kerry

## SALES & MARKETING

### SHOP ASSISTANT & DELI PERSONNEL

Employer:	Gala
Location:	The Courtyard Killarney
Requirements:	We are now recruiting additional staff to be part of the store with the emphasis on very competitive priced fresh produce and industry leading Customer Service. Retail stores in Cork and Kerry
How to Apply:	If you feel you have the necessary experience or are willing to learn, please send your CV in the strictest confidence to colm@prestigebrands.ie or send to Gala, The Courtyard, Killarney

### BUSINESS DEVELOPMENT MANAGER, DIGITAL MARKETING EXECUTIVE

Employer:	Sheen Falls Lodge
Location:	Kenmare
Requirements:	<p>Business Development Manager:</p> <ul style="list-style-type: none"> <li>• A minimum of 2 years previous Hotel proactive sales and business development experience is a must</li> <li>• A good knowledge of the Irish luxury Hotel Market</li> <li>• A proactive track record and approach to growing revenue</li> </ul> <p>Digital Marketing Executive</p> <ul style="list-style-type: none"> <li>• A qualified, diploma/Degree in Marketing and relevant experience is a must</li> <li>• Previous experience of 1-2 years in a digital marketing role is a must, ideally in a 4 or 5 star Hotel Sales &amp; Marketing department, event management and digital marketing environment</li> </ul>
How to Apply:	Please send your cover letter and up to date CV to: careers@sheenfallslodge.ie

## TEACHERS, TUTORS, TRAINERS

### RELIEF INSTRUCTORS

Employer:	Tralee Community Training Centre
Requirements:	In 2020 in the following vocational subjects: Hospitality & Catering Studies, Hairdressing, Health & Fitness, Information Technology, Mathematics, Science, Technical Drawing and Woodwork Applicants should have a recognised qualification and experience of delivering QQI Level 3 and 4 modules in any of the above
How to Apply:	A letter of application and CV should be sent to the General Manager, Tralee Community Training Centre
Closing Date:	Monday 16th December 2019



## TEACHERS, TUTORS, TRAINERS

### SUPPORT EARLY YEAR TEACHER

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Employer:	Naíonra Faithleann
Location:	Killarney
Requirements:	<ul style="list-style-type: none"> <li>• Min Fetac Level 5 in childcare</li> <li>• A good standard of Irish is desirable (but not necessary)</li> <li>• Post subject to Garda Vetting</li> </ul>
Hours:	15 hours per week
How to Apply:	Apply via CV to Aoife Murphy <a href="mailto:naionrafaithleann@eircom.net">naionrafaithleann@eircom.net</a>

### WELLBEING CO ORDINATOR POST

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Employer:	Kerry Education & Training Board (Kerry ETB)
Requirements:	<p>Kerry Education &amp; Training Board wishes to recruit a committed, enthusiastic and talented wellbeing co-ordinator to its team of teachers and youth programme.</p> <p>The successful applicant will work across the county and take lead on the development and delivery of universal SPHE support programmes.</p> <p>Experience in using creativity while working with groups of young people in an interactive youth-centred way is essential along with a committed to the core values of Kerry ETB: Respect, Learning, Quality, Inclusion and Equality</p>
How to Apply:	Application form and full details may be obtained from <a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a> or contact the H.R. Department, Kerry ETB, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry. Tel: 066 7121488
Closing Date:	Thursday 2nd January 2020

### COLAISTE NA RIOCHTA

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Employer:	Kerry Education & Training Board (Kerry ETB)
Requirements:	<p>Biology (Experience of teaching Agricultural Science is an advantage)</p> <p>A Teacher Education qualification is a requirement. Applicants are requested to submit Confirmation of Teaching Council Registration outlining subjects qualified to teach and proof of current registration with their application form</p>
Hours:	14 hours per week
How to Apply:	Please complete application form which can be downloaded from our website <a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a> 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
Closing Date:	Friday 3rd January 2020

**TEACHERS, TUTORS, TRAINERS****TRALEE LCA YOUTHREACH RESOURCE WORKER**

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Employer:	Kerry Education & Training Board (Kerry ETB)
Requirements:	<ul style="list-style-type: none"><li>• 3rd Level Degree (Level 8 or equivalent) in Education or a related field</li><li>• Ability and experience in the delivery of LCA Curriculum in ICT, Leisure &amp; Recreation</li><li>• Experience in working with vulnerable young people in an informal education setting</li><li>• Experience of assessing literacy needs, devising, delivering and evaluating individual learning plans</li><li>• Fluency in English, both written and verbal</li></ul>
Hours:	37 hours per week
How to Apply:	Please complete application form which can be downloaded from this website <b><a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a></b> and return by email only to <b><a href="mailto:jobs@kerryetb.ie">jobs@kerryetb.ie</a></b> No CV's only official application form will be accepted
Closing Date:	Monday 16th December 2019

## 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.
Childcare Assistant	Ardfert	1	20/12/2019	2129679
Cleaner	Ballymacelligott	1	–	2105651
Caretaker	Brosna	1	–	2108122
Childcare Assistant	Camp	1	20/12/2019	2129683
Youth Work Assistant	Cahersiveen	–	–	2124677
Childcare Assistant	Castledrum	1	20/12/2019	2129684
Childcare Assistant	Castleisland	1	20/12/2019	2129686
Youth Work Assistant	KDYS, Castleisland	–	–	2124678
Cleaner	Ard Alainn Killorglin Day	1	06/01/2020	2121237
Maintenance	Currow	2	–	2108117
Cleaner	An Riocht, Castleisland	1	–	2105650
Bookkeeper	An Riocht, Castleisland	1	–	2108517
Receptionist	An Riocht, Castleisland	1	–	2108518
Childcare Assistant	Cumann Iosaef	1	20/12/2019	2129687
Childcare Assistant	Killorglin FC	1	20/12/2019	2129689
Kitchen Assistant	Killorglin	1	–	2132663
Sports Ground Worker	Fitzgerald Stadium	4	–	2123876
PR & Marketing Assistant	Fitzgerald Stadium	–	–	2128285

## COMMUNITY EMPLOYMENT SCHEME POSITIONS

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### CE SCHEME VACANCIES

Job Title	Location	No. Of Positions	Closing Date	Job Ref. No.
Childcare Assistant	Listry	1	20/12/2019	2129690
Childcare Assistant	Rathmore	1	20/12/2019	2129691
After School Assistant	Rath Oraigh, Tralee	1	20/2/2019	2129701
Childcare Assistant	Scartaglen	1	20/12/2019	2129694
Childcare Assistant	Shanakill	2	20/12/2019	2129695
Childcare Assistant	St Brigid's, Tralee	1	20/12/2019	2129696
Childcare Assistant	Waterville	1	20/12/2019	2129698
Gym Assistant	Castlemaine	1	–	
Kitchen Assistant	Castlemaine	2	–	
Youth work Assistant	Castleisland	–	–	2124678



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  
na hÉireann  
Government  
of Ireland

Tionscadal Éireann  
Project Ireland  
2040



The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

## 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



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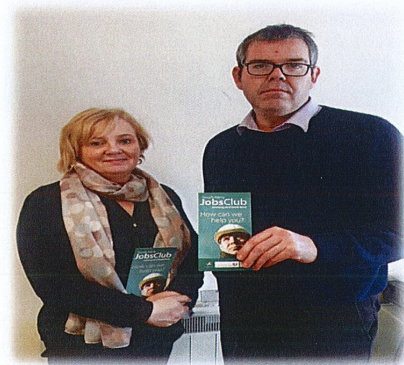
## South Kerry Jobs Club



**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.

South Kerry Development  
Partnership CLG.,

37A High St.,

Killarney,

Co. Kerry

Tel: 064 6636572

Email: [info@skdp.net](mailto:info@skdp.net)

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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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