



South Kerry Development Partnership CLG.

Wishes to recruit a

MacGillycuddy Reeks Locally Led EIP Agri-Environment Scheme - Project Administrator

The South Kerry Development Partnership CLG invites applications for the above position

'A Sustainable Agricultural Plan for the MacGillycuddy Reeks utilising a collective Farm management Approach' is one of the successful European Innovation Partnership for Agriculture, Productivity and Sustainability (EIP-AGRI) projects.

The Project Administrator will work closely with the Project Manager, providing clerical, secretarial and administrative assistance to the Project Manager and the Project Operational Group.

Applicants should have a good standard of education, possess excellent administrative, organisational & I.T. skills, have at least three years' experience of working in an administrative and accounts capacity in a busy office environment, Possess a high degree of numeracy skills, and have excellent communication, interpersonal and analytical skills.

Applicants must hold a current full driving licence, have suitable transport and have a reasonably flexible approach to working hours. The position is offered on a part time (15 – 22.5 Hours per Week) fixed term contract basis with the contract period to run until April 30th 2022. The salary will be commensurate with qualifications and experience. The position will be based at the MacGillycuddy Reeks Locally Led EIP Agri-Environment Scheme Project Office, located in Beaufort Village, Beaufort Co. Kerry

Full particulars of the position are available from

Marie Garvey

South Kerry Development Partnership CLG,

West Main Street, Cahersiveen, Co. Kerry

Telephone 066 9472724, Fax 066 9472725, e-mail 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 29th November 2019

South Kerry Development Partnership CLG is an Equal Opportunities Employer.

South Kerry Development Partnership CLG acknowledges the assistance of the Dept. of Agriculture, Food & the Marine and the European Union under the EIP Funding Programme in supporting this post.