



An Roinn Coimirce Sóisialaí  
Department of Social Protection



## South Kerry Development Partnership CLG.

Wishes to recruit

### **Part-time Employment Case Officer with the Local Area Employment Service**

#### **Function:**

- To provide clients with a personalised advice, guidance & placement service
- To provide clients with information on employment, training and education opportunities
- To provide information on Department of Social Protection Labour market supports
- To manage and operate a Department of Social Protection Management System
- To work as an integrated member of the LAES Team
- To provide jobseekers with assistance on CV's, Cover Letters and Interview Preparation

Candidates must possess a 3rd Level Qualification in Counselling/Vocational Guidance/Adult Guidance/Social Work or similar and/or 3 years' experience working in the area of unemployment, employment, enterprise and/or career guidance. Experience of working with barriers to employment.

The post is work-based in the Local Area Employment Service Office, West Main Street, Cahersiveen, Co. Kerry and will involve cover in the Killorglin Office and/or any other Local Area Employment Service office as requested. The contract period will run until the 31<sup>st</sup> August 2025 with the possibility for renewal thereafter on an annual basis subject to funding.

The salary scale for the post is €16,180 to €23,859 (being pro-rata for a 19-hour working week), with entry point depending on experience and qualifications. Appointment to this role is subject to the candidate's eligibility to work in Ireland.

Full particulars of the position are available from Marie Garvey, South Kerry Development Partnership CLG, by telephone 066 9472724 or by email [info@skdp.net](mailto:info@skdp.net)

Please forward a full CV and letter of application to:

**Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG,  
West Main Street, Cahersiveen, Co. Kerry or by email to [info@skdp.net](mailto:info@skdp.net)**

**not later than 5:00 p.m. on Monday 25<sup>th</sup> March 2024**

*South Kerry Development Partnership CLG is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.*

South Kerry Development Partnership CLG acknowledges the assistance of the Department of Social Protection in supporting this post.