

Kerry Education and Training Board (Kerry ETB) is a statutory education and training authority for County Kerry, established in accordance with the provisions of the Education and Training Boards Act 2013.

Kerry ETB is a provider of Primary, Post Primary and Further Education and Training services in Co. Kerry. The ETB has over 1,100 employees, an annual budget of circa €52 million, 36 Centres of Education and Training with the organisations Head Office located in Tralee, Co. Kerry.

**Applications are invited from suitably qualified persons for the following post which may arise:**

**Permanent Assistant Staff Officer (Grade IV) Post**

**Initial assignment: Corporate, Capital & Technology Department,**

**Kerry Education and Training Board, Head Office**

**Post Summary/Purpose**

The Assistant Staff Officer is a support/supervisory position within Kerry ETB and is assigned responsibility for the day to day operation of a work area, section or team.

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Application forms and full details for this post may be obtained from [www.kerryetb.ie/opportunities or contact the H.R](http://www.kerryetb.ie/opportunities%20or%20contact%20the%20H.R). Department, Kerry ETB, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry. Tel. 066-7121488

Please complete an application form and **return by email only** to jobs@kerryetb.ie. No C.V.’s, only official application form will be accepted. Applications must be received not later than 12.00 noon Friday 15th October 2021

*Colm Mc Evoy*

*Chief Executive*

**Kerry Education & Training Board services Gaeltacht areas.**

**Cuirfear fáilte roimh chomhfhreagras í nGaeilge.**

**Garda Vetting of successful candidates will take place prior to offer of employment.**

**Canvassing will automatically disqualify.**

**Short-listing will take place on the basis of the information provided in the application form. Depending on the qualifications and experience of applicants, short-listing thresholds may be higher than the minimum standards set out.**

###### Kerry Education & Training Board is an equal opportunities employer.

*“Creating a Learning Society in Kerry”*

