



**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ**  
**KERRY EDUCATION AND TRAINING BOARD**

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, 33 Centres of Education and Training with the organisations Head Office located in Tralee, Co. Kerry.

**Confined Competitionas per C. L. 0008/2017 and 46/2017)**

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

**Human Resources Department, Kerry ETB Head Office**

**Post Summary:**

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.

The Assistant Staff Officer works as part of a team, supporting managers and colleagues to meet work goals and objectives and to deliver quality services to internal and external customers. The post holder will be responsible for the implementation of work programmes to achieve goals and targets.

The post holder will be required to be flexible, and undertake duties to support the work of the department as a whole.

The post holder will promote and maintain best practices throughout the HR Department to ensure a quality service is delivered at all times.

The appointee may be assigned to any of a very wide variety of areas or activities carried out in the Kerry ETB Scheme

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

Please complete an application form and **return by email only** to [jobs@kerryetb.ie](mailto:jobs@kerryetb.ie). No C.V.'s, only official application form will be accepted. Applications must be received not later than 12 noon Thursday 17<sup>th</sup> June 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”*



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