



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

**Confined Competition
(as per C. L. 0008/2017)**

**Permanent Grade V post
Human Resources Department**

Post Summary/Purpose:

This role is customer focused on providing a top quality service. The applicant must have the ability to multi-task, meet deadlines and be able to maintain a high degree of accuracy and attention to detail in completing their work. They must have proven communication, administrative and organisational skills.

Application forms and full details for these posts may be obtained from 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. No C.V.'s, only official application form will be accepted. Applications must be received not later than 12.00 noon Friday, 1st November, 2019.

*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”



EUROPEAN UNION
Investing in your future
European Social Fund



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

