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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 c. 1,388 staff, an annual budget of c. €81 million, c.38 Centres of Education and Training including the Kerry ETB Head Office located in Tralee, Co. Kerry.

**Job Opportunity**

Applications are invited for the following post which may arise. All appointments are to Kerry ETB – centre of first assignment is indicated here for the assistance of applicants.

**Clerical Officer Grade III Post – 2 Years Fixed Term**

Centre of first assignment: Kerry College, Admissions Office, Denny Street, Tralee

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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 noon Wednesday, 16th April 2025.**

*Ann O’Dwyer*

*Acting 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.

*“Building your future”*

