



Saint John of God Community Services CLG

Liffey Services

Saint John of God Community Services Liffey Services supports individuals with intellectual disabilities to be active participants within their local community. Applications are invited for the post of ICT Administrator primarily supporting our Kildare Services.

ICT Administrator, Grade IV

Permanent, Full-time Post

Ref No: ICTAPR2022.1

The successful candidate will possess the following;

- 2 years demonstrable working knowledge of Windows 10, Server OS and Microsoft Office Suites
- Strong analytical and problem solving skills
- Demonstrable strong customer service skills
- Excellent verbal and written communication skills
- A full clean Driver's License and own car.

Interested candidates should apply by forwarding a Cover letter and Curriculum Vitae, *including written explanation for any gaps in employment*, to the Human Resources Department, Saint John of God Community Services CLG, Liffey Services, St Raphael's, Celbridge, Co. Kildare or by email to LiffeyServicesRecruitment@sjog.ie. (Please include the reference number on the subject line of your application – **ref no: ICTAPR2022**)

Applicants will be shortlisted on the information supplied by in the Curriculum Vitae and a panel may be formed from which future vacancies will be filled. Full Job description available from LiffeyServicesRecruitment@sjog.ie.

Closing Date: 28th April @ 12.00 noon **Interview Date:** 5th May 2022

By applying to this position you are giving Saint John of God Community Services Clg. consent to have your personal data retained for the purpose of this competition only. Please note only shortlisted candidates will be contacted.

Saint John of God Community Services Clg. is an equal opportunities employer