



An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service

CANDIDATES' INFORMATION BOOKLET

Management Opportunities

Open competition for appointment to positions of:

- 1. Assistant Principal (Standard) in the Civil Service and**
- 2. First Secretary in the Department of Foreign Affairs and Trade**

Closing Date: 3.00pm on Thursday the 8th December 2016

The Public Appointments Service is committed to a policy of equal opportunity.

The Public Appointments Service will run this campaign in compliance with the Code of Practice for appointment to positions in the Civil Service and public service, prepared by the Commission for Public Service Appointments (CPSA) and available on www.cpsa.ie

PUBLIC APPOINTMENTS SERVICE, CHAPTER HOUSE
26 – 30 ABBEY STREET UPPER, DUBLIN 1
www.publicjobs.ie

Email: aprecruitment2016@publicjobs.ie

INTRODUCTION

The Civil Service has embarked on a programme of renewal and building capability for the future. As we emerge from a period of challenge, we want to identify a pool of talent for appointment to senior management positions at the level of Assistant Principal in the Civil Service and First Secretary in the Department of Foreign Affairs and Trade.

The Civil Service can offer a very satisfying and varied career with competitive terms and conditions. We would like to hear from high calibre individuals with an interest in public affairs and a commitment to public service, who are capable of contributing at a high level to the strategic direction of the organisation. Ideal candidates will be experienced managers, with high levels of energy, drive, resilience and motivation and the proven ability to deliver objectives.

Public Appointments Service

The Public Appointments Service (PAS) is the centralised recruiter for the Civil and Public Service. Through this competition, PAS will establish panels of suitably qualified individuals from which vacancies may be filled. Positions of equivalent level in the Public Service may be filled from this competition.

Candidates who indicate on their application form that they are interested in being considered for appointment as First Secretary in the Department of Foreign Affairs and Trade and who are successful in being placed on the Assistant Principal Officer (Standard) panel, may subsequently be considered by a separate board. Candidates successful at this stage will be placed on a panel for appointment as First Secretary from which vacancies may be filled.

The Assistant Principal Role:

The precise nature of the Assistant Principal role will vary depending on the sector and Department/Office in which the vacancy arises. In general, an Assistant Principal can expect to be involved in leading and motivating teams of people, analysis of public policy issues, provision of advice, managing stakeholders, delivering programmes and the management and delivery of services to the citizen. While the demanding environment in which Assistant Principal work is resource constrained and results focussed, the work is citizen driven and very rewarding.

We anticipate that there will be vacancies at Assistant Principal level across a range of Civil Service Departments and Offices over the coming period.

The Assistant Principal is a senior managerial grade in the Civil Service and is a critical post in terms of ensuring quality service delivery to the public. The Civil Service operates in a range of locations across the State and while the greater number of vacancies to be filled from this competition are likely to occur in Dublin, some positions may be offered in other locations.

The role of Assistant Principal is a hugely diverse one, the context of which can vary from Department to Department and from post to post. Assistant Principals are key participants in the senior management process of Departments/Offices with a critical management role in implementing government policy in the economic, financial, international, environmental and/or social arenas.

They are key drivers of the [Civil Service Renewal Plan](#) which outlines a vision for the Civil Service including practical changes that will create a more unified, professional, responsive, open and accountable Civil Service, providing a world-class service to the State and to the people of Ireland. They will play a central role in driving organisational change and are ideally placed to make a significant contribution to shaping the future of Ireland. They report to a Principal Officer but will also advise and interact with senior management in respect of their areas of responsibility. Assistant Principals may be required to act as representatives for their Departments/Offices and may also represent the country at a European and international level.

This competition is being conducted in conjunction with an Interdepartmental competition for these grades. Candidates are permitted to apply and to sit the selection tests/interviews etc. only once even if applying for both competitions.

Diplomatic Service

First Secretary - Department of Foreign Affairs and Trade

Serving in missions abroad is an integral part of the work of a First Secretary in the Department of Foreign Affairs and Trade. Candidates appointed as First Secretaries from this competition will be required to serve in missions abroad on a regular basis throughout their career at this grade. The duties associated with this post include, but is not restricted to the following:

- briefing and assisting the Minister for Foreign Affairs and Trade (and Ministers of State) in his/her role as principal adviser to the Government, on the policies and activities of other countries or international organisations;
- analysis and policy development in area of responsibility and appropriate contribution to Departmental strategy and policy development;
- managing and monitoring the performance of his/her work unit, including the management and development of staff and the effective operation of the Performance Management and Development System (PMDS);
- promotion and communication of Ireland's interests and image abroad including negotiation, representing and seeking support for Irish Government policies and positions in a wide range of multilateral and bilateral fora;
- service in Irish Missions, including interaction with the Host Government and International Organisations; contributing to management of Mission staff, financial and other key resources; assisting in the organisation of, and participation in Presidential and Ministerial visits; supporting Irish citizens overseas; activities relating to trade and cultural promotion; political/economic reporting to HQ as required; and management of Irish Aid programmes and budgets in relevant Missions.
- First Secretaries are required to spend periods of residential postings abroad as and where required by the Department of Foreign Affairs and Trade.

Positions requiring specialist Irish language skills

The Civil Service is fully committed to fulfilling obligations under the Official Languages Act. It is intended that vacancies arising which require staff to provide a full range of services through the Irish language (Functional Bilinguals), may be filled from this competition.

Candidates who indicate their interest on the application form and who are successful at the final selection stages will be required to undergo an assessment of their Irish language skills.

Organisational Charts

The position of the Assistant Principal and First Secretary grades are illustrated at Appendix 1.

Regional Recruitment

While the majority of vacancies arising will be in Dublin some may arise in other regions. On the application form candidates may select up to **a maximum of two regions**.

You must only select regions where you are prepared to work if offered an appointment. Once you have submitted your region choice(s), changes will not be permitted.

If you are offered a position (whether you accept or not) you will, in the normal course, no longer be considered for any other position in that region. Assignment to a position will automatically eliminate you from being considered for positions in your other selected region.

REGION SELECTION (UP TO A MAX OF 2)			
	Carlow		Longford
	Cavan		Louth
	Clare		Meath
	Cork		Monaghan
	Donegal		Mayo
	Dublin		Offaly
	Galway		Roscommon
	Kerry		Sligo
	Kildare		Tipperary
	Kilkenny		Waterford
	Laois		Wicklow
	Leitrim		Westmeath
	Limerick		Wexford

Selection Process Key Dates

Closing Date	3:00pm Thursday 8 th December 2016
Candidates with special needs to forward reports by	Monday 5 th December 2016
Stage 1 online assessment test	Thurs 15 th – Mon 19 th Dec. 2016
If test link not received contact aprecruitment2016@publicjobs.ie	By Friday 16 th Dec. 2016

ELIGIBILITY REQUIREMENTS

1. Candidates must :

- (a) Have significant management experience at an appropriate level, including leading teams and managing resources;
- (b) Have significant experience of some or all of the following: project management, managing budgets, strategic and change management;
- (c) Demonstrate that they possess the skills/competencies identified as being important for the role. These include:
 - Leadership
 - Analysis and Decision Making
 - Management and Delivery of Results
 - Interpersonal and Communication Skills
 - Drive and Commitment in Public Service Values
 - Specialist Knowledge, Expertise and Self Development

For further details on the competency framework and definitions please see link below.

http://www.publicjobs.ie/publicjobs/publication/document/Assistant_Principal_Officer_Level_C_ompencies.doc

2. It would be a decided advantage for candidates:

- (a) To hold third level educational qualifications commensurate with the role
- (b) In the case of First Secretary, be fluent in a foreign language

NOTE: Qualifications/eligibility may not be verified by PAS until the final stage of the process. Therefore those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

3. Other Eligibility criteria

Citizenship Requirement: Assistant Principal

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss Citizens under EU agreements may also apply.

Citizenship Requirement: First Secretary

The competition is only open to persons who are citizens of Ireland

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

PRINCIPAL CONDITIONS OF SERVICE

General

The appointment is to an established post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Pay

The Assistant Principal Standard Salary Scale (rates effective from 1 July 2013) for the position are as follows:

Personal Pension Contribution (PPC)

€5,000, €5,000, €6,040, €8,262, €10,479, €11,758 (NMAX), €13,995 (LSI-1), €16,224 (LSI-2)

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 or is newly recruited to the Civil Service and is required to make a personal pension contribution.

Non-Personal Pension Contribution (Non-PPC)

€1,966, €4,257, €5,000, €5,000, €7,074, €8,293 (NMAX), €10,416 (LSI-1), €12,546 (LSI-2)

This rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who **is not required** to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI-1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy. (See Haddington Road Agreement paragraph 2.19.)

Tenure

The appointment is to an established post in the Civil Service. The appointee will be required to serve a 12 month probationary period.

Headquarters

The officer's headquarters will be such as may be designated from time to time by the Head of the Department/Office. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance for the position of Assistant Principal is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the Civil Service, is based on a five day week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department or Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

a. Pensionable Age

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

b. Retirement Age:

Scheme members must retire at the age of 70.

c. Pension Abatement

- If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. **This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.**

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under **Strands 1, 2 or 3** of this scheme and is subsequently employed **in any capacity in any area of the public sector**, payment of pension to that person under the scheme **will immediately cease**. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted **will not be taken into account** in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that **a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme**. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants ("Non-Established State Employee Scheme"). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. **This may have implications for any appointee who has acquired pension rights in a previous public service employment.**

f. Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).

APPLICATION AND SELECTION PROCESS

Practical Matters

- Applications should be made online through www.publicjobs.ie.
- To apply, candidates must have a "User Account" on www.publicjobs.ie. If you have not already done so, you must register as a '**New User**' to create your Profile (register a New Account).
- If you cannot remember your profile details, please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.

Username / Password issues

Forgotten your username or password?

If so, click on the following link:

<https://www.publicjobs.ie/candidateportal/home/forgottenDetails.do>

How to contact PAS?

If you continue to have 'User Name' or 'Password' difficulties please email PAS at aprecruitment2016@publicjobs.ie outlining your issue and giving your name and contact details, including a telephone number, where you can be reached.

Candidates should note that support will only be available during office hours until the closing date.

- Candidates must use **their own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- ***Username and Password***
It is important that you keep note of your username and password as you will need this information to access your Publicjobs Messageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you
- ***Publicjobs Messageboard***
Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your Publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.

- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the PAS.
- The PAS accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the PAS.

How to Apply

Please note that in parallel with this Open competition other separate competitions are also being conducted using the same application form. If applying for any of these, **please ensure that you meet the eligibility requirements and submit only one application form indicating the competition(s) you wish to be considered for.**

Click on the button 'Apply now' to access the application form. This button is located at the end of the job posting page for Management Opportunities on www.publicjobs.ie. You must complete the application form in full and click the submit button.

Once you have submitted your application form you should return to your publicjobs account and confirm that it has been successfully submitted via '**My Applications**'. At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving email because a *publicjobs* email has been blocked.

Only fully completed and submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or other body is satisfied that such a person fulfils the requirements.

Only one application per person is permitted. Remember, you must include your PPS number when applying.

Closing Date

The closing date for receipt of completed applications is **3:00pm on Thursday 8th December, 2016.**

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email aprecruitment2016@publicjobs.ie. Candidates should note that support will be available during office hours until the closing date.

Research Project

As part of Public Appointments Service's commitment to best practice, we are conducting research to determine the extent to which a range of factors may predict performance as part of our assessment processes and subsequent on the job performance.

Should you wish to participate in this research, you should type **yes** in the box on the application form. Shortly after completion of the online assessments, you will be emailed a short survey that contains questions relating to your preferences around working with others, your personal work style, your networks and your available resources to do your job. Completing this questionnaire should take no more than 15 minutes.

It is important to note that participation in this research is completely voluntary and will have no impact on your assessment for the Assistant Principal and/or First Secretary role(s). Additional information will be provided to those who indicate that they wish to participate.

All participants who complete the questionnaire will be provided with a detailed feedback report.

Selection Process

The Assistant Principal/First Secretary selection process for this competition will comprise a number of elements. These may include one or more of the following:

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- Language tests (oral and/or written), e.g. in the case of applicants for Functional Bilingual positions in the Irish language;
- Interview(s);
- Presentation/Analysis exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.
- Additional interview for First Secretary positions if the candidate has indicated an interest in these positions and, if their place is reached on the Assistant Principal panel.

Applicants must successfully compete and be placed highest, in order to be considered for advancement to the next stage of the multi stage selection process. The number to be invited forward at each stage will be determined from time to time by the PAS. More detailed information will be made available to the relevant candidates if they are invited to progress through the process.

Candidates should make themselves available on the date(s) specified by the Public Appointments Service and ensure that the contact details specified on the application form are correct. The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

Successful candidates will be placed on a panel(s) from which future vacancies may be filled.

First Secretary Panel

Candidates who indicate on their application form that they are interested in being considered for appointment as First Secretary in the Department of Foreign Affairs and Trade and who are successful and placed highest on the Assistant Principal Officer (Standard) panel, may subsequently be considered by a separate board. The board will consider their suitability for the diplomatic service having regard to the particular work requirements and terms and conditions of employment, including the onerous and continuing liability for service abroad, which apply in the diplomatic service. Should a vacancy arise, consideration for appointment will be made from those candidates who have been confirmed suitable for the post and placed on the First Secretary panel.

A decision by the board that an individual candidate is not suitable for assignment to the diplomatic service, or any agreement between the board and a candidate that the candidate will not proceed with his/her application in the light of the discussions with the board, will not interfere in any way with the candidate's place on the Assistant Principal Officer (Standard) panel.

More detailed information will be made available to the relevant candidates if they are invited to progress through the process.

Candidates with Disabilities

Candidates who have indicated on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide PAS with information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded to Anthony Breslin, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by close of business on **Monday, 5th December, 2016**.

Shortlisting

Normally the number of applications received exceeds the numbers required to fill existing and future vacancies. While you may meet the eligibility requirements of the competition, if the numbers applying for the positions are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a number only will be called to interview. In this respect, the Public Appointments Service provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that there are some candidates who are, *prima facie*, better qualified and/or have more relevant experience.

During any short listing exercise that may be employed, the Public Appointments Service are guided by an assessment board(s) who examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

STAGE 1

On-line Assessment Tests

As indicated, the selection process may comprise a number of stages. Stage 1 will comprise on-line assessment tests. To facilitate candidates' availability and circumstances these initial online assessments will be unsupervised and may be taken in a venue of their choice, wherever they have access to a computer and a reliable internet connection.

On-line Test Taking Environment

Please be aware that taking these assessments within a secure IT network e.g. a network such as your work or college which may have firewalls or other security technology in place may cause you technical difficulties. You should consider taking your assessments in your home or other environment where access to the internet is not restricted to the same level. The onus is on you to ensure that you have full internet access to complete the tests. You should ensure that you can complete the tests in a quiet environment where you can concentrate without being disturbed for the duration of the tests. It is advised to take the assessment tests on a PC or Laptop. Candidates should not attempt to take the test on smart phone, mobile or tablet devices.

Assessment Test Link

A link to the actual on-line assessment tests will be sent to candidates' Messageboards in advance of the test-taking window. It is anticipated that candidates will receive a link to their Stage 1 on-line assessment tests by Thursday 15th December, 2016. If you do not receive communication by 16th December, 2016 you should email aprecruitment2016@publicjobs.ie

Candidates who have not completed the on-line tests before the deadline will be deemed to be no longer interested in this competition and their application will receive no further consideration.

Your attention is drawn to Appendix 2 '*Important Information*'. Please note that while candidates complete these tests on-line in an unsupervised environment, those who qualify and are placed highest on the order of merit may be required to sit similar tests in a supervised environment at a later stage in the process. If a candidate's performance at a supervised test is outside the expected scoring range from their unsupervised test, they may be excluded from subsequent stages of the selection process.

Next Steps

Candidates will be ranked on the outcome of their on-line assessment tests and may be called to Stage 2 in accordance with their ranking. Should you come under consideration to proceed to subsequent stages of the selection process, information will be forwarded to you at the appropriate time.

This competition is being conducted in conjunction with another competition for these grades. Irrespective of which of the competitions you have applied for **you may only sit the various stages of the selection process once**. The scores you achieve **will carry across all competitions** for which you applied and for which you come under consideration.

GENERAL INFORMATION

Admission to a competition

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the PAS is satisfied that such a person fulfils the requirements.

Security Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána to initiate security checks on all Irish and Northern Irish addresses at which you resided. However should your application for the competition be unsuccessful this form will be destroyed by PAS. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

Enquiries

Prior to recommending any candidate for appointment to this position the Public Appointments Service or employing organisation will make all such enquiries that are deemed necessary e.g. employer references, to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Specific candidate criteria

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health & character;
- Be suitable in all other relevant respects for appointment to the post concerned;
- If successful, they will not be appointed to the post unless they:
 - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed; and
 - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Non-Refund of Expenses

Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

Appointments from panels (1. Assistant Principal and 2. First Secretary):

It is envisaged that an Assistant Principal panel and a First Secretary panel of qualified individuals will be established from which vacancies may be filled. Qualification and placement on a panel is **not** a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted a candidate will be removed from that particular panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required or who do not, when requested, furnish such evidence, as required in regard to any matter relevant to their candidature, will have no further claim to consideration.

Declining an offer of appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it, the Public Appointments Service or employing organisation may at its discretion, select and recommend another person for appointment on the results of this selection process.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2003, the Data Protection Acts 1988 and 2003, and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by the Public Appointments Service or employing organisation, are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

Quality Customer Service

The Public Appointments Service aims to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Candidates' Rights – Review Procedures in relation to the Selection Process

The PAS will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. These review procedures can be found using the following link <http://www.cpsa.ie>

Candidates' Obligations:

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; &
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Data Protection Acts 1988 & 2003

When your application is received, the Public Appointments Service creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and, should you be successful certain information you provide will be forwarded to the employing organisation. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: The Data Protection Co-Ordinator, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the "Public Appointments Service". Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Canvassing

Candidates should note that canvassing will disqualify and will result in their exclusion from the process

Appointments

Prior to recommending any candidate for appointment to these positions all such enquiries as are deemed necessary to determine the suitability of that candidate will be carried out.

Should the person(s) recommended for appointment decline, or having accepted it, relinquish it, the Public Appointments Service or employing organisation may at its discretion, select and recommend another person for appointment on the results of this selection process.

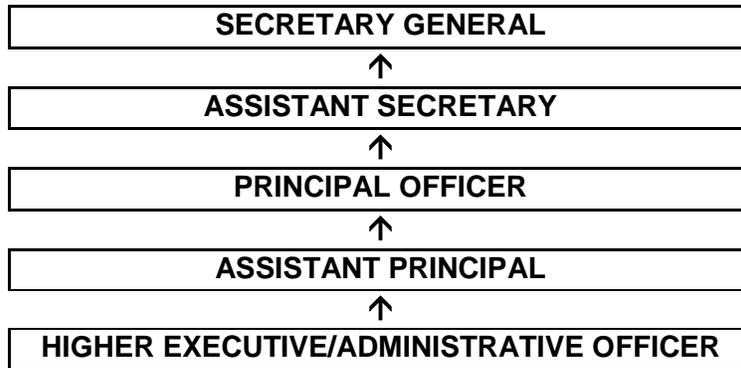
Other

Elements of the selection process may be undertaken by other parties. In such circumstances it will be necessary for your information to be shared between PAS and these parties in order for your application to be processed.

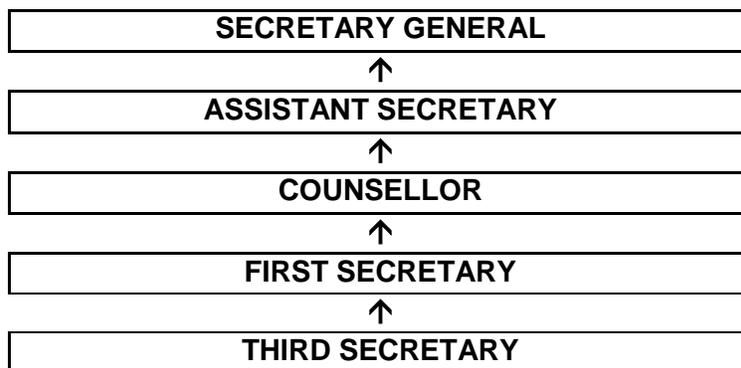
Candidates should note that test scores attained at any stage in this campaign may carry forward, should they apply for future campaigns conducted by the Public Appointments Service within a 12 month period. This will be determined by PAS on a case by case basis.

Candidates should note that canvassing will disqualify

Appendix 1: Civil Service General Grade Structure



**Department of Foreign Affairs and Trade Grade Structure
Diplomatic Service**



Appendix 2:

IMPORTANT INFORMATION Terms and Conditions

Your attention is drawn to this important information. By submitting an application, accessing or attempting any assessment/test materials you are agreeing to be bound by the terms set out below:

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person(s) who contravenes this provision, whether an applicant or other, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.
2. Note the Commission for Public Service Appointment's Code of Practice for Appointment to Positions in the Civil and Public Service. In particular please note Section 5 - Responsibility of Candidates (see below).

Canvassing

Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the appointments process.

Candidates' obligations

Candidates in the recruitment process must not:

- Knowingly or recklessly provide false information
- Canvass any person, with or without inducements
- Interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Penalties for failure to comply

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/or imprisonment.

If a person found guilty of such an offence was or is a candidate in a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
- Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.

3. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the Public Appointments Service are satisfied that such a person fulfils the essential requirements.