



An Roinn Airgeadais
Department of Finance

E92/2/60

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9 February 2001

Circular 10/2001: Confined competition for appointment as Junior Clerk in the Office of the Houses of the Oireachtas

A Dhuine Uasail,

1. I am directed by the Minister for Finance to invite applications for appointment as Junior Clerk in the Office of the Houses of the Oireachtas. It is proposed to make at least one appointment from the competition, subject to at least one candidate being found qualified and suitable, and to the existence of a vacancy. Further appointments may be made from the competition, if vacancies arise.

Eligibility

2. The Civil Service is committed to a policy of equal opportunity.

3. The competition is confined to persons in respect of whom the head of the department* certifies that on 1 February 2001

- they are serving in an established capacity as Executive Officers
- they have at least two years' service in the grade of Executive Officer or at least four years total service of which at least one year has been in that grade
- they have worked well in their present grade, have been satisfactory in general conduct and are suitable from the point of view of health, having particular regard to their sick leave records. In relation to health and sick leave, the procedures set out in Circular 34/76 (as amended by Circulars 32/91 and 33/99) must be followed.

Officers on probation are not eligible to compete.

To/all departments, etc.

(*For department read department/office throughout this circular)

4. Junior Clerks are members of a departmental grade but are normally admitted to the interdepartmental scheme of promotion to Higher Executive Officer level posts. On completion of appropriate qualifying service in the grade, Junior Clerks are eligible for promotion on merit to be Senior Clerks, who in turn are eligible for further promotion.

The competition

5. Candidates should apply in writing to the head of the department in which they are serving and should set out details of:

- (i) relevant work experience
- (ii) qualifications held
- (iii) educational courses pursued

If a candidate is on loan, the head of the department should send the application (along with the reports mentioned in paragraph 6 below) to the applicant's parent department to arrive there by 26 February 2001.

6. The head of the department should forward to the Clerk of the Dáil three copies of each application received. Applications accompanied by the following reports for each candidate should arrive by 28 February 2001:

- (a) Form T. Gen. 20 - on this it should be shown whether a candidate is "recommended" or "strongly recommended" or "not recommended";
- (b) An assessment from available from Personnel Section, Office of the Houses of the Oireachtas.

7. Applications will be reviewed by a selection board to be set up by the Clerk of the Dáil as soon as possible after the closing date for receipt of applications. It is intended that candidates will undergo a short-listing process to determine whether or not they will be called for interview. Of those candidates called for interview, some may be called for further interview.

Salary

8. The scale of pay is the same as that for Executive Officer but a successful candidate will, on appointment as Junior Clerk, be placed on the scale at a point three increments above existing salary subject to the normal maximum of the scale (i.e. exclusive of long-service increments) not being exceeded.

Appointment

9. An appointment will be on an acting basis in the first instance. If an officer's service is not satisfactory, the officer may, at any time up to the end of one year, be returned to the former department in the original grade.

10. The definitive appointment of a successful candidate as Junior Clerk will be subject to the issue by the Civil Service Commissioners of a certificate of qualification under the Civil Service Commissioners Act, 1956.

Duties

11. A Junior Clerk is required to perform a wide range of duties assigned from time to time in the administrative, procedural or committee areas of the Office as appropriate to the post by direction of the Ceann Comhairle. The attention of applicants is specially directed to the fact that attendance beyond the usual hours is frequently necessary. Compensation in respect of any additional attendance may be either by payment at the appropriate rate for extra attendance or by way of a compensatory leave scheme.

Annual leave

12. Junior Clerks are eligible for annual leave at the rate of 20 days during the first five years of service and 21 days thereafter, exclusive of the usual public holidays. In certain cases, service during which an officer was eligible for annual leave of at least 20 days may reckon towards the qualifying period for the grant of 21 days annual leave as Junior Clerk.

Circulation

13. Please take special care to bring this circular to the notice of all eligible officers serving in your department and associated offices without delay (including eligible officers on maternity or other forms of leave).

14. Queries about this circular or about the progress of any application should be made to Mr. Art O'Leary, Personnel Officer, Office of the Houses of the Oireachtas.

Mise le meas

J. McGovern
Assistant Secretary