

Reference No: E109/3/88; **Date:** 06/01/89

Circular 2/1989:- Scheme of Promotion to Higher Executive Officer level posts

A Dhuine Uasail

1. I am directed by the Minister for Finance to refer to the interdepartmental scheme of promotion to Higher Executive Officer level posts. In accordance with the provisions of the scheme, it has been reviewed by the Official and Staff Sides and the following arrangements will apply to promotion to Higher Executive Officer and to certain other posts at Higher Executive Officer level as agreed at General Council (Report No. 1122).

The Scheme

2. The scope and application and other important aspects of this competition are detailed in the scheme, a copy of which has been supplied to every Personnel Unit. Eligible officers should familiarise themselves with it. Applicants will be given a copy with their application form.

Duration of panels

3. The panels formed under the terms of this Circular will be valid from 1 January 1989 to 31 March 1990.

Scope and application of the scheme

4. The following posts which fall to be filled by promotion will be filled under the scheme:

(i) every third fillable vacancy in the grade of Higher Executive Officer in all Departments* (excluding the Land Registry of the Department of Justice)

(ii) every third fillable vacancy in the grade of Auditor in the Office of the Comptroller and Auditor General

(iii) every third fillable vacancy in the grade of Senior Clerk in the Houses of the Oireachtas

(iv) fillable vacancies in the grade of Higher Executive Officer in Departments having an import quota; the number of vacancies to be filled in this manner will be determined by reference to the import quota assigned to individual Departments

* For Department read Department/Office/Company throughout.

(iv) the non-specialist Higher Executive Officer post in the Land Registry of the Department of Justice

(v) one fillable vacancy in the grade of Higher Executive Officer in Coillte Teo. for each officer serving in Coillte Teo. who is appointed under the terms of this scheme.

(vi) one fillable vacancy in the grade of Higher Executive Officer in FAS for each officer serving in FAS who is appointed under the terms of this scheme.

Eligibility

5. The civil service is committed to a policy of equal opportunity.

6. Candidates must on 1 January 1989

(a) be serving as an Executive Officer in the Civil Service

or

an Assistant Auditor in the Office Of the Comptroller and Auditor General

or

a Junior Clerk

or

an Executive Officer on secondment to FAS from the Civil Service

or

an Executive Officer in Coillte Teo. who was on the staff Of the Department Of Energy, Forest Service, on 31 December 1988 and who was transferred to Coillte Teo on 1 January 1989 and

(b) have not less than 5 years service in their existing grade or not less than 7 years total service of which not less than 2 years was in an eligible grade. Service in Coillte Teo. will not count as qualifying service for these purposes

7. If candidates are subject to probation in their existing grade, they must have satisfactorily completed probation in that grade. In cases where officers would have been eligible to compete had they remained in their previous grade, this probation requirement will not apply.

8. Executive Officers appointed as:

HEO/Industrial Relations Liaison Officer or
HEO/Equality Officer or
HEO/Systems Analyst

are eligible provided that they (a) have the service specified in paragraph 6 above, (b) have not been appointed definitively to one of the above posts and (c) have not been promoted to HEO in their parent Departments.

The Competition

9. Selection will be by way of a written test and an interview.

10. The written test will be conducted by the Civil Service Commission and will be held on 30 March 1989. It will consist Of papers based on the type of work Performed by executive tirades. Copies of the question pacers set for previous competitions will be made available to candidates by the Commission. All candidates who meet the eligibility requirements and who are sent forward for the competition (see paragraph 16 below) will be invited to the written test. The test may be taken in either Irish or English but no extra marks will be given for doing it in one language rather than the other.

11. Performance at the written test will determine which candidates go forward to the interview. The marks obtained at the written test will not, however, be carried forward to the interview and will not be

made available to the interview board. Likewise, the interview board will not be given the order of merit Of candidates resulting from the written test. The interviews will be conducted by a board to be set up by the Civil Service Commission. The interview will be competitive and will determine which candidates are fully qualified for appointment. Two panels will be drawn up, in order of merit, from the qualified candidates as provided in the scheme.

12. Office Of the Comptroller and Auditor General Unless candidates indicate that they are not interested in being considered for posts as Auditor in the Office of the Comptroller and Auditor General they will be tested during the competitive interview by a representative of that office to establish whether or not they are deemed to be qualified for such a post. That aspect of the interview will not affect the order of merit. It will be used solely as a means of identifying those who are interested in and suitable for Auditor posts. The final list of candidates who qualify will indicate which candidates (if any) will be offered appointments (if any) in order of merit as Auditor.

13. The number of candidates called to interview and the number of qualified candidates placed on the panels in order of merit will be based on estimates, supplied by the Department of Finance, of the likely requirements from the panels for the period in question.

14. In determining the order of merit of qualified candidates arising from the competitive interview, the Civil Service Commissioners will give credit for proficiency in both Irish and English. To qualify for the award of credit, candidates must have established proficiency on or before 31 December 1988 (ref. Circular 43/75).

Applications

15. Application forms may be had from Personnel Units (obtainable by them from the Civil Service Commission). Applicants will be given a copy of the scheme with their application form. Applications (with a small recent photograph attached) should be addressed to the Head of the Department in which the candidate is serving to arrive as soon as possible but not later than 27 January 1989. Where the candidate is on loan, the Head Of the Department should transmit the application to the parent Department to arrive there not later than 1 February 1989. Applications should reach the Civil Service Commission as soon as possible but not later than 10 February 1989. An applicant who has not heard from the Civil Service Commission by 16 March 1989 should contact that Office immediately. Applicants from FAS should address their applications to the Secretary, Department of Labour.

16. The Head of the Department should not send candidates' applications to the Civil Service Commission unless satisfied that the candidates

- * have been satisfactory in their present grade
- * have been satisfactory in general conduct
- * are suitable from the point of view of health with particular regard to sick leave: in relation to health and sick leave this Department's Circular 34/76 must be followed
- * fulfil the conditions of eligibility specified in paragraphs 6-8 of this Circular.

17. For each candidate who is being sent forward, the Head of the Department should send to the Civil Service Commission

- * the candidate's application
- * an assessment Of the candidate's suitability for Promotion on a form to be supplied by the Civil Service Commission and the promotion potential form in the relevant schemes Of performance

appraisal as completed at the last appraisal before the date of this Circular; where a sufficiently long period, say of the order of nine months, has elapsed since the candidate's appraisal and where there is sufficient reason to believe that the candidate's performance in the interim period merits a change in the assessment, then a current appraisal should be made.

Appointments

18. Appointments will be made from the panels in accordance with the provisions of the scheme. They will be in an acting capacity for at least one year and will be subject to the usual conditions governing such appointments. In the event of reversion, an officer will return to fill a vacancy in the grade previously held in the Department which sent the officer forward for the competition. The next Person on the relevant panel will be appointed to the vacancy thus created provided the reversion occurred before 31 March 1990.

19. The position in regard to refusals of appointment is as specified in the scheme.

Circulation

20. Please bring this Circular to the notice Of all eligible officers serving in your Department and associated offices without delay.

21. If you have any queries, they should be referred to Ms Frances Nuttall at (01) 779601, Extension 348.

Mise le meas
Seamus O Ciosain
Runai Cunta