

**Reference No:** ;     **Date:** 14/12/95

**Circular 36/1995:- Confined competition for appointment as Assistant Principal (higher scale) in the Civil Service Training centre of the Department of Finance**

E100/26/78

14 December 1995

Circular 36/95 Confined competition for appointment as Assistant Principal (higher scale) in the Civil Service Training centre of the Department of Finance.

A Dhuine Uasail,

1. I am directed by the Minister for Finance to say that the Civil Service Commission (CSC) will hold a confined competition to establish a panel from which appointments as Assistant Principal (higher scale) on loan to the Civil Service Training Centre (CSTC) of the Department of Finance may be made. It is expected that two appointments will be made initially.

Nature of Work

2. The persons appointed to the posts will be expected to take part in some or all of the following activities:

- identifying civil service training needs and planning to meet them
- advising or deciding on the course content for all forms of in-service training
- co-ordinating all forms of in-service and external training activities and maintaining liaison with other bodies which are engaged in training public servants
- advising on general or specific training issues
- planning, organising and running training programmes and courses, lecturing, tutoring and leading discussions at courses (some of which are conducted residentially outside Dublin)
- facilitating the organisation and development of the current range of Networks run by the CSTC
- chairing and participating in committees and working parties which are concerned with training and other personnel practices in the public service
- keeping in touch with modern practices and ideas in training and other aspects of personnel development
- initiating and implementing measures to improve public service personnel practices and techniques
- conducting organisation development projects for Departments.

The appointees will be involved in the strengthening and deepening of the current strategic Management Initiative across the civil service and in promoting the programme of reform being developed at the moment. In addition to the foregoing, one of the appointees will have special responsibility for the development and presentation of programmes in the field of Information Technology.

To/ All Departments etc.

[For Department, read Department/Office throughout this Circular]

Personal Requirements.

3. Appointees will be expected to

- have above average intelligence, reasoning powers, imagination and judgement
- express themselves clearly and convincingly
- have an aptitude for analytical thought

- be of a self-reliant disposition.

In addition, the appointee with responsibility for technology should preferably have a background in Information Technology.

4. Experience of formal training is not an essential qualification for appointment. The persons appointed will receive comprehensive training in the appropriate field some of which may be given outside the country.

Eligibility

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

6. Candidates must on the date they apply for this competition be serving in an established capacity in the Civil Service

(a) as an Assistant Principal (higher scale)

or

(b) as an Assistant Principal (standard scale) and on

1 January 1996 have completed one years' service in the grade or have completed not less than four years' service in eligible grades

or

(c) as a Higher Executive Officer or an Administrative Officer and on 1 January 1996 have completed not less than four years' service in the existing grade or an aggregate of four years' service in eligible grades. (Note: treatment of prior service in the Higher Officer of Customs and Excise and Social Welfare Officer grades will be as outlined in the scheme for interdepartmental promotion to posts at Assistant Principal (higher scale) level)

Officers serving in the IAA will not be eligible to compete.

7. Officers on probation are not eligible to compete excepting where they would have been eligible had they remained in their previous grade and they have served continuously since satisfactorily completing a period of probation (periods of special leave without pay should not be considered to break continuity of service for this purpose).

8. Officers who are on special leave with pay may apply, if otherwise eligible. Officers who are on special leave without pay other than on career break (e.g. to serve with the EU) may be eligible - Personnel sections should check individual cases with this Department if they are not covered by Circular 33/91.

Conditions of Appointment

9. A successful candidate who is not already serving as an Assistant Principal (higher scale) will be offered appointment to that grade. Appointments will be in an acting capacity for the duration of the loan period and will be subject to the usual conditions governing such appointments. Appointees will be assigned on loan to the CSTC of the Department of Finance and will be expected to serve for a period of five years.

10. A successful candidate who is already serving as an Assistant Principal (higher scale) will continue on his/her normal salary scale subject to the maximum of the scale not being exceeded.

11. An officer whose service is not satisfactory may, at any time up to the end of twelve months, be returned to his/her parent Department and/or duties in the former grade; any extra payment arising from the assignment to the CSTC of the Department of Finance would then cease.

12. During the period of loan an appointee, subject to being qualified in all other respects, will be eligible to be considered for promotion in the parent Department and to apply for entry to interdepartmental competitions open to officers of either his/her substantive or acting grade.

13. If, during the loan period, an appointee is offered promotion the following arrangements will apply:  
(i) if the promotion is to Assistant Principal (standard scale or higher scale) level s/he may accept the promotion and opt either to take up the promotion in the relevant Department or to remain in the CSTC to finish out the period of loan

(ii) if promotion is to Principal (standard scale or higher scale) level s/he ~, if s/he wishes to accept the promotion, take up duty immediately in the new grade in the relevant Department.

If an officer does not accept promotion under (i) or (ii), the relevant Department will be free from any further obligation to consider him/her for promotion during the period of loan.

14. On expiry of the period of "loan, if not already promoted, an officer will return to fill an Assistant Principal vacancy in the parent Department. If there is no vacancy at that time, the return will be deferred until one arises. The officer's return to the parent Department will be offset against the next liability that Department would have under the interdepartmental scheme of promotion to Assistant Principal (standard scale) level posts or the interdepartmental scheme of promotion to Assistant Principal (higher scale) level posts, as appropriate.

15. An officer returning to an Assistant Principal (standard scale) post will retain his/her salary at the point s/he had reached on the salary scale for Assistant Principal (higher scale) on a personal basis, until such time as the salary to which s/he would normally be entitled in the parent Department reaches that point.

16. It is unlikely that it would be possible to allow an appointee to take a career break or special leave with or without pay during the five year loan period.

17. The current salary for Assistant Principal (higher scale) is  
£28,685 - £29,773 - £30,852 - £31,940 - £33,028 - £34,111

Starting pay will be calculated in accordance with the provisions of Circular 34/77 (starting Pay on Promotion or Establishment).

#### The Competition

18. Selection will be by means of a competition conducted by the CSC. The competition will consist of a competitive interview.

19. Candidates may be required to undergo a preliminary interview (which may be in the form of a group interview) with only those candidates who reach the requisite standard being invited to attend for competitive interview. The interview(s) will be conducted by a board(s) to be set up by the CSC.

20. In placing, in order of merit, the candidates considered best qualified for appointment, the CSC will give credit for proficiency in both Irish and English, in accordance with Circular 30/90 and Circular 43/75, to candidates qualified for the award of such credit on or before 1 January 1996. A candidate who does not already qualify for such credit and who wishes to be assessed for this purpose may take a special oral test to be arranged by the CSC. Only candidates who are called to the competitive interview may take the special test.

#### Applications

21. Candidates should obtain their application forms from their own Personnel section. The CSC will supply application forms to Personnel sections on request. Applications should be addressed to the Head of the Department in which the candidate is serving, to arrive there as soon as possible but not later than 11 January 1996. Where a candidate is on loan, the Head of the Department should transmit the

application to the parent Department to arrive there not later than 16 January 1996. Applications should reach the CSC as soon as possible but not later than 18th January 1996.

22. The Head of the Department should not send candidates' applications to the CSC unless satisfied that the candidates

- have worked well and 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 (as amended by Circular 32/91) must be followed; particular regard should be paid to paragraph 3.3 of that Circular
- fulfil the conditions of eligibility set out in paragraphs 6 to 8 above
- have the personal requirements outlined in paragraph 3 above.

23. Candidates should note that eligibility for the competition and the level of sick leave is not verified by the civil Service

Commission until a candidate comes under consideration for appointment. Admission to the competition, therefore, does not imply acceptance by the CSC. If candidates have any doubts about any aspect of their eligibility, they are advised to clarify their position with their Personnel section before proceeding with the application.

24. For each candidate called to the competitive interview the ~

Head of Department should send the CSC an assessment of the candidate's suitability for (a) appointment to the post of Assistant Principal (higher scale) in the CSTC (b) for promotion (if appropriate), on a form to be supplied by the CSC. The CSC will contact Departments directly in this regard at the relevant stage of the competition.

Circulation

25. Please bring this Circular to the notice of all eligible officers serving in your Department and associated Offices without delay.

26. If candidates have any queries about this Circular they should contact their Personnel section. Subsequent enquiries about their candidature should be addressed directly to CSC.

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Joe McGovern  
Assistant Secretary