



An Roinn Airgeadais
Department of Finance

E100/700

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Circular 7/2001: Confined competition for promotion to the post of IT Manager at Assistant Principal (standard scale) level in the Information Technology Support Section of the Central Statistics Office, Dublin

A Dhuine Uasair:

1. I am directed by the Minister for Finance to announce the holding of a Civil Service Commission confined competition for promotion to the Assistant Principal (standard scale) post of IT Manager in the Information Technology Support Section of the Central Statistics Office, Dublin.

Job context

2. The Central Statistics Office is the independent Civil Service agency responsible, under the aegis of the Taoiseach, for compiling and disseminating the bulk of official Irish statistics. It has a core staffing of approximately 550 persons, of whom some 400 work in its Cork office which deals with business, prices, agriculture, labour market and other vital statistics. The Cork office is also involved in the IT and administration areas. The Dublin office has a staffing complement of some 150 staff and is primarily concerned with data on the National Accounts, balance of payments, external trade and demographic statistics.

The next Census of Population (Census 2001) will take place on 29 April 2001. The census is a major undertaking involving a number of inter-related activities. These activities include census geography and mapping, field force recruitment and payment, logistical support (e.g. warehousing and transportation), publicity, census field work, processing of data and publication of results.

The appointee will initially be responsible for a number of IT systems in the census area and will report to the Principal Officer in charge of Census Support and IT. An external contractor has been retained to develop a processing system for Census 2001 using scanning and recognition technology. The position may involve working in both the Ardee Road (Rathmines) office and in the census-processing centre in Swords on a flexible basis for the

TO ALL DEPARTMENTS

[For department head department/office throughout this circular.]

duration of the census operation. The appointee will also be involved in the overall implementation of the Central Statistics Office IT strategy.

Job description

3. The appointee's duties will include:

- Maintenance of the existing VAX-based census administrative systems (e.g. payroll, recruitment).
- Further processing of Census 2001.
- Assisting in the delivery of the Census dissemination programme.
- Total familiarity with and management of census data.
- Technical support to census division.
- Liaising with the external consultants involved in the census processing in relation to IT.
- Management of the Census IT unit.
- Resource planning and development of appropriate training and skills planning for the Census IT unit.
- Redevelopment, as appropriate, of systems to take account of the technical architecture defined in the Central Statistics Office's IT strategy.

Personal requirements

4. Candidates must possess some or all of the following qualities:

- Extensive knowledge of IT, including significant management experience in a progressive IT environment.
- Proven experience of participation on project teams in successful IT development work.
- A knowledge of the principles and techniques of data management.
- Excellent inter-personal, communications and presentation skills.
- Experience of working with external consultants.
- Ability to operate in a team environment.

Eligibility

5. Candidates must, on the date they apply for the competition,

(i) be serving in an established capacity in the Civil Service as a Higher Executive Officer or an Administrative Officer or in a departmental grade listed in paragraph 2 of the Appendix to this circular, or be serving as a Higher Executive Officer on secondment to FAS from the Civil Service

and

(ii) on **1 April 2001**, have not less than three years' service in their existing grade or an aggregate of three years' service in eligible grades, except in the case of a Social Welfare Officer or a Higher Executive Officer or an Administrative Officer who has prior service in the Social Welfare Officer grade or the former grade of Higher Officer of Customs & Excise (see paragraph 6 below). In this context, credit is given for all job-sharing service on the same basis as full-time service.

6. Social Welfare Officers will be required to have not less than eight years' service to be eligible for the competition and may count service, up to a maximum of five years, in the grade of Executive Officer as service in the Social Welfare Officer grade for this purpose. Former Social Welfare Officers and former Higher Officers of Customs & Excise who have

been recertified as Higher Executive Officers and/or appointed as Administrative Officers **and** who have less than three years' service in the Higher Executive Officer and/or Administrative Officer grades, will be required to have an aggregate of at least eight years' service in eligible grades to be eligible for the competition. Service in the former grade of Higher Officer of Customs & Excise will count as service in an eligible grade. Former Higher Officers of Customs & Excise may count up to five years service in the Executive Officer grade or in the former grades of Officer and Indoor Officer of Customs & Excise as service in the Higher Officer grade for this purpose.

7. Officers who other than on an allowance basis, are serving as HEO/Systems Analyst or who have prior service as HEO/Systems Analyst may count such service as HEO service for the purpose of paragraph 5 above.

8. Officers on probation are not eligible to compete except 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.

9. Officers on special leave with pay may apply, if otherwise eligible. Officers on special leave without pay (e.g. to serve with the EU) may be eligible; Personnel Sections should check cases not covered by Department of Finance Circular 33/91 with this Department. Officers on career break may apply if the terms of their career break conform with the provisions of Department of Finance Circular 18/98 and if they are otherwise eligible.

Conditions of appointment

10. The appointment will be to the grade of Assistant Principal (standard scale) and will be subject to the usual conditions governing such appointments. An officer whose service is not satisfactory, or who opts not to remain in the post, may, at any time up to the end of one year, be returned to his/her former Department or duties. Any extra payment arising from the assignment would then cease.

The competition

11. Selection will be by means of a competitive interview conducted by the Civil Service Commission. The interview board may, having examined the applications of all candidates by reference to the nature of the duties and the personal requirements described in paragraphs 3 and 4 above, decide that not all of the candidates will be invited to attend before the board for interview. In addition, the board may, at its discretion, require candidates to undergo a preliminary interview and invite only those who reach the requisite standard to attend for competitive interview to select the candidate best qualified for appointment. The interview(s) will be conducted by a board to be set up by the Civil Service Commission.

12. In placing in order of merit the candidates considered best qualified for appointment, the Civil Service Commission will give credit for proficiency in both Irish and English, in accordance with Department of Finance Circular 30/90 and Department of the Public Service Circular 43/75, and any other relevant instruction to candidates qualified for the award of such credit.

Applications

13. Candidates should obtain their application forms from their own Personnel Section. The Civil Service Commission will supply application forms to Personnel Sections on request. Candidates should return their completed application forms directly to **The Chief Executive Officer, Civil Service Commission, 1 Lower Grand Canal Street, Dublin 2**, to reach there as soon as possible but not later than **5.30 p.m. on Thursday 15 March 2001**. **This closing date must be strictly observed.** Candidates invited to interview must be prepared to make themselves available at short notice. It is expected that interviews will take place in April 2001.

14. The Civil Service Commission will contact Personnel Sections in respect of candidates being called to competitive interview. For each such candidate the Personnel Officer will be required:

- (a) to certify that the candidate
- has worked well and been satisfactory in his or her present grade,
 - has been satisfactory in general conduct, and
 - fulfils the conditions of eligibility set out in paragraphs 5 to 9 above,

AND

(b) to send to the Civil Service Commission an assessment of the candidate's suitability for promotion to Assistant Principal (standard scale) on a form to be supplied by the Commission.

15. *Candidates should note that (i) eligibility for the competition and (ii) health and the level of sick leave are 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 Commission. In particular, candidates should note that the Personnel Officer will not have verified the health and the level of sick leave of those called to competitive interview; accordingly, admission to the competition and/or an invitation to competitive interview does not imply that they meet the health and sick leave criteria. In considering a successful candidate's suitability for appointment from the point of view of health and sick leave the Commission will have regard to Department of the Public Service Circular 34/76, as amended by Department of Finance Circulars 32/91 and 33/99. If candidates have doubts about any aspect of their eligibility, they should clarify their position with their Personnel Section before proceeding with their application.

Circulation and further information

16. Personnel Sections should bring this circular to the notice of all eligible officers serving in their department and associated offices without delay, including officers on maternity leave, career break and other relevant forms of leave. If candidates have any queries about this circular, they should contact their Personnel Section. Subsequent enquiries about their candidature should be addressed to the Civil Service Commission.

Mise le meas.

Joe McGovern
Assistant Secretary

APPENDIX - GRADES ELIGIBLE TO COMPETE

1. The general service grades of Administrative Officer and Higher Executive Officer.
2. The following departmental grades at Higher Executive Officer/Administrative Officer level:

Office of the Comptroller and Auditor General

Auditor

Department of Foreign Affairs

Third Secretary

Office of the Houses of the Oireachtas

Senior Clerk

Department of Justice, Equality and Law Reform - IT and Telecommunications

Division at Garda Headquarters

Systems Analyst

Department of Social, Community and Family Affairs

Social Welfare Officer

3. Certain officers serving in FÁS as specified in paragraph 5(i) of the circular.