



An Roinn Airgeadais
Department of Finance

E109/42/01

Sráid Mhuirfean Uacht,	Upper Merrion Street,	Telephone: 353-1-676 7571
Baile Átha Cliath 2,	Dublin 2,	Facsimile: 353-1-678 9936
Éire.	Ireland.	LoCall: 1890 66 10 10
		VPN: 8109
		http://www.irigov.ie/finance

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Circular 18/2001: Confined competition for promotion to the post of Director of Internal Audit at Principal (standard scale) level, in the Department of Agriculture, Food and Rural Development

A Dhuine Uasail,

1. I am directed by the Minister for Finance to announce the holding of a Civil Service Commission confined competition for promotion to the Principal (standard scale) post of Director of Internal Audit in the Department of Agriculture, Food and Rural Development.

Job context

2. The Internal Audit Unit has been established in the Department of Agriculture, Food and Rural Development for over twenty years and has two broad areas of responsibility as set out below:

- **Programme of Internal Audit for the Department:** The Internal Audit Unit is responsible for establishing that the accounting systems, procedures and controls operated by the Department are being complied with and are capable of realising policy objectives in an economic, efficient and effective manner. The Unit is also responsible for ensuring that departmental control policies and procedures provide against any unauthorised use of the funds administered by the Department.
- **Annual Scrutiny Programme:** The Scrutiny programme involves the conduct of an Annual Programme of Scrutiny of Transactions within commercial organisations in receipt of FEOGA Guarantee funds.

In discharging its responsibilities, the Internal Audit Unit reports to the External Audit Committee of the Department which was established to monitor the application of the Scrutiny function and to advise on the Department's internal audit function.

Job description

3. The successful candidate will be assigned to the post of Director of Internal Audit in the Internal Audit Unit of the Department of Agriculture, Food and Rural Development and will be responsible for the management of the Unit.

TO ALL DEPARTMENTS

[For department, read department/office throughout this circular.]

The appointee will be responsible for:

- Establishing that the Department's accounting records are maintained in an appropriate manner consistent with the production of accounts as required.
- The reliability of the financial data which supports management decision-making.
- The safeguarding of departmental assets through the maintenance of appropriate auditing procedures.
- The implementation of the conditions of the audit protocol between the Department and the European Commission regarding controls arrangements for the administration of EU Structural Funds.
- The training and development of the staff of the Unit and, in particular, the establishment of an annual training programme.

In managing the Internal Audit Unit, the appointee will have direct responsibility for:

- Ensuring that all auditing procedures conform to the Standards for the Professional Practice of Internal Auditing.
- Ensuring that the resources of the Unit are used in an efficient and effective manner.
- Co-ordinating the preparation and effective implementation of a Strategic Plan and an Annual Audit Plan.
- Determining the procedure to be undertaken on individual audits with a view to maintaining the independence of the Unit.
- Circulating final reports to all relevant bodies and areas of the Department.
- Co-ordinating the interaction of internal auditing procedures with all the appropriate external bodies as required.
- Contributing to the development of a Risk Management Programme for the Department and the independent verification of the effective implementation of the agreed programme.
- The development of the internal audit function in the Department and the ongoing assessment of the resources required by the Unit to promote this development.

Personal requirements

4. The person appointed will have:

- Proven experience in the management of audit programmes in large organisations.
- Relevant experience in the management of computer audit programmes.
- Good leadership and motivational skills.
- Good oral and written communication skills.
- The ability to meet pre-determined goals in implementing the annual audit plans.
- The capacity to establish a good working relationship with departmental staff in the context of the overall management of the Unit.

A knowledge of EU policy and practice in relation to accountability and financial management requirements and a working knowledge of computer assisted audit techniques is desirable, though not essential.

Eligibility

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

- (i) be a member of a recognised body of professional accountants or the Institute of Internal Auditors with relevant experience gained since admittance to membership of the appropriate body

and

(ii) be serving in an established capacity in the Civil Service in one of the following grades:

- Professional Accountant Grade I
- Professional Accountant Grade II
- Assistant Principal (standard scale)
- Assistant Principal (higher scale)
- A departmental grade listed in the Appendix to this Circular
- Assistant Principal on secondment to the HSA from the Civil Service
- Assistant Regional Director or Regional Director on secondment to FÁS from the Civil Service

and

(iii) 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. In this context, credit is given for all job-sharing service on the same basis as full-time service.

6. 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.

7. 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.

8. The eligibility of any particular grade or group for appointment under the terms of the competition applies exclusively to the post of Director of Internal Audit in the Department of Agriculture, Food and Rural Development as covered by the terms of the circular.

Conditions of appointment

9. The appointment will be to the grade of Principal (standard scale). The appointment will be subject to the usual conditions governing such appointments, and as such, will be in an acting capacity in the first instance. 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 or her former Department or duties. Any extra payment arising from the assignment would then cease.

The competition

10. Selection will be by 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.

11. 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

12. 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 Wednesday 11 April 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 May 2001.

13. 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:

(i) to certify that he or she

- has worked well and been satisfactory in his/her present grade,
- has been satisfactory in general conduct,
- fulfils the conditions of eligibility set out in paragraphs 5-7 above,

and

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

14. 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

15. Personnel Sections should bring this Circular to the notice of all eligible officers serving in their Departments and associated Offices without delay, including eligible 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 directly to the Civil Service Commission.

Mise le meas,

Joe McGovern
Assistant Secretary

APPENDIX

DEPARTMENTAL GRADES ELIGIBLE TO COMPETE

Office of the Comptroller and Auditor General
Senior Auditor

Department of Foreign Affairs
First Secretary

Department of Justice, Equality and Law Reform
Co-ordinator of Work and Training

Courts Service
Any grade at Assistant Principal level in the Courts Service

Office of the Houses of the Oireachtas
Principal Clerk
Assistant Principal Committee Clerk

Office of the Ombudsman - Office of the Information Commissioner
Investigator