



An Roinn Airgeadais
Department of Finance

E92/2/60

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10 December 2001

Circular 55/2001: 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 December 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

[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 21 December 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 10 January 2002:

- (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. The role profile for this position is included in the appendix to this circular.

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. Ted McEnery, Personnel Officer, Office of the Houses of the Oireachtas.

Mise le meas

Joe McGovern
Assistant Secretary

Appendix:**Nature of the Work**

The structure of the Houses of the Oireachtas is in the process of being changed into four separate Directorates:

- i. House Services
- ii. Corporate Services
- iii. Committee Services
- iv. Member Services

The role of a Junior Clerk can be set out on a directoral basis as follows:

- i. House Services

The role of a Junior Clerk is to assist in the accurate, efficient and timely production of Parliamentary Questions, Private Notice Questions and motions for the Draft Order paper, the Dáil and Seanad Order of Business and the Journals of Dáil and Seanad proceedings; procedural processing of Bills through all stages to enactment. The work of the Junior Clerk is primarily driven by deadlines and provides a challenging, demanding and stimulating environment. The work involves contact with the Members of the Oireachtas on a day-to-day basis.
- ii. Corporate Services

The role of a Junior Clerk includes support in the administration and execution of staff recruitment, HR policy and Personnel operations, ensuring timely and correct payment of salaries, allowances to staff, members and political party staff; monitoring and controlling of the Office's expenditure and inspecting financial transactions; implementation of MIF and PMDS; IT house-keeping on a day-to-day basis; co-ordination and implementation of arrangements for official itinerary of incoming and outgoing parliamentary delegations; and providing support on FOI, Internal Audit, SMI and various projects associated with change in the Office.
- iii. Committee Services

Junior Clerks are engaged in the preparation of documents for Committee meetings and the subsequent drafting of reports; Junior Clerks can expect to accompany Oireachtas delegations abroad from time-to-time.
- iv. Members Services

In this area Junior Clerks are responsible for the delivery of various services to Members including those set down in legislation. Junior Clerks would have the delivery of a quality customer service as their primary focus in this directorate.

Personal Requirements

- i A good understanding of the overall role of Parliament, e.g. legislative process.
- ii Concern for work quality.
- iii Customer Service.
- iv Ability to work under pressure in a deadline-driven environment.
- v Excellent interpersonal skills.