



5/2002

An Roinn Airgeadais
Department of Finance

E109/6/02

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31 January 2002

Circular 5/2002: Confined Competition for promotion to Principal (standard scale) - Information and Communications Technology - post in the Department of Foreign Affairs

A Dhuine Uasail,

1. I am directed by the Minister for Finance to announce the holding of a confined competition, to be run by the Civil Service Commission, for promotion to a Principal (standard scale) - Information and Communications Technology (ICT) - post in the Department of Foreign Affairs.

Job description

2. One post in the Department of Foreign Affairs will be filled from this competition. The context in which this post has arisen is set out with job description details at Appendix 1.

General requirements

3. The following general competencies apply and interviews will be conducted on the basis of these:

- keen intelligence and sound judgment
- a highly evolved knowledge and understanding of information and knowledge management and information and communications technology systems; and experience in the development of such systems
- proven management ability in an ICT area, including experience in project management and procurement
- proven ability to lead and motivate staff
- excellent interpersonal, communication and presentational skills

Detailed personal requirements for the post are set out in Appendix 1.

Eligibility

4. In order to be eligible to compete, prospective candidates must,
(a) on the date they apply for the competition, be serving in an established capacity in the Civil Service in one of the following grades:

TO ALL DEPARTMENTS

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

- Assistant Principal (standard scale)
- Assistant Principal (higher scale)
- A departmental grade listed in Appendix 2
- Assistant Regional Director or Regional Director on secondment to FÁS from the Civil Service.

AND

(b) on **1 March 2002** 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 work-sharing service on the same basis as full-time service.

5. 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.

6. 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

7. Appointments will be to the grade of 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 or her former department or duties. Any extra payment arising from the assignment would then cease.

The competition

8. 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 general and personal requirements set out in paragraph 3 and in Appendix 1, 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 interviews will be conducted by a board set up by the Civil Service Commission.

9. 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

10. Candidates should obtain their application forms from their own Personnel Section. The Civil Service Commission will supply application forms to Personnel Sections on request. Applications should be addressed directly to the **Civil Service Commission, Chapter House, 26-30 Upper Abbey Street, Dublin 1**, to reach there as soon as possible but not later than **5.30 pm on Thursday, 21 February, 2002**. 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 during March 2002.

11. 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 4 to 6 above;

AND

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

12. 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 after the competitive interview stage. Admission to the competition or invitation to interview therefore, does not imply that a candidate meets the health and sick leave criteria. In considering a candidate's suitability for appointment in terms 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. Candidates with doubts about any aspect of their eligibility should clarify their position with their Personnel Sections before applying.

Circulation and further information

13. Personnel Sections should bring this Circular to the notice of all eligible officers serving in their departments and associated Offices without delay, including officers on maternity leave, career break and other relevant forms of leave. If candidates have any queries about the 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 1

Job context

The Department of Foreign Affairs is in the process of developing an Information and Communications Technology (ICT) Strategy, which will provide the basis for the development of our ICT systems over the next 4 to 5 years. This strategy, which will be finalised by the end of April 2002, will transform the Department's information management procedures and technology to modern, structured, secure and efficient systems at headquarters and in the network of diplomatic missions abroad.

Extract from PMDS Role Profile Form

Job description

The appointee's duties will include:

- implementation of the Department's ICT Strategy, including oversight and management of a major ICT investment and development programme involving the redesign of existing technology systems and the development of new systems to support the Department's business needs
- managing the Department's information and communications technology activities, including aligning ICT strategic planning with the Departmental Strategy Statement and Divisional Business Plans
- systems development
- project planning and implementation
- network and communications management
- budgetary planning and control
- implementing the recommendations of the Information Society Action Plan including the development of strategies for the electronic delivery by the Department of services to the public
- managing the Department's ICT Unit, which will include developing and maintaining the skills set necessary to administer the ICT function in the Department
- formulation and development of training plans for the Department's ICT staff

- ☒ advising the Department's Training and Development Unit in relation to the ICT skills required by all the Department's staff
- ☒ managing and developing the Department's internal and external ICT relationships
- ☒ managing and developing the Department's technical infrastructure; this will include network and hardware capacity planning and procurement
- ☒ maintaining and developing the ICT infrastructure and facilities of the Department to meet its changing business requirements
- ☒ advising the Department's Management Advisory Committee on internal and external business-related ICT opportunities and initiatives
- ☒ involvement in business process re-engineering in the Department

Personal requirements

Candidates for the post should have the following qualifications:

- A strong focus on Customer Service
- Achievement drive
- Experience in project appraisal and management techniques.
- An extensive knowledge of information and knowledge management, including substantial management experience, in a progressive, developmental ICT environment.
- Proven experience of leading project teams in successful ICT development work.
- Proven experience in planning (including strategic planning), design and successful implementation of computer systems.
- Proven record of willingness to take the initiative and to adopt a proactive approach to introduction of ICT solutions.
- Sound knowledge and experience of PC networks and office systems.
- Sound knowledge and experience of systems analysis and development methodologies, business and organisational analysis, CASE tools, fourth-generation environments and relational database systems in a client/server environment.
- Sound knowledge and experience of groupware and proven experience on the introduction of groupware systems.
- Knowledge/understanding of ICT security systems.
- Knowledge of the recommendations on the development of an e-Government / e-public service strategy in response to the Information Society agenda.
- Proven management ability, keen intelligence and sound judgement.

APPENDIX 2

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 attached to the Courts

Office of the Houses of the Oireachtas

Principal Clerk

Assistant Principal Committee Clerk

Office of the Ombudsman

Investigator

