



An Roinn Airgeadais
Department of Finance

E100/1/85

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Circular 30/2002: Confined competition for promotion to Executive Officer

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 set up a panel from which appointments as Executive Officer may be made. It is not envisaged that appointments will be made from this competition after 31 December 2004.

Eligibility

2. Candidates for promotion to Executive Officer must :-

(a) on the date they apply for the competition be serving in an established capacity in the civil service, or on secondment to FAS from the civil service, in the grades of Staff Officer (General Service) or Clerical Officer (General Service). Previous service in the following grades will count as Clerical Officer service for the purposes of this competition:

- Clerical Assistant (General Service) on clerical, shorthand-typing, typing or data entry duties, including previous service as Writing Assistant, Shorthand Typist, Clerk Typist,
- Typist, Card Puncher or Key-Punch Operator
- Departmental Clerical Officer (Customs & Excise)
- Assistant Officer of Customs and Excise
- Departmental Clerical Assistant (Customs and Excise)
- Departmental Clerical Assistant (Taxes)
- Paperkeeper

and

on or before 1 October 2002 have not less than two years' service in eligible grades.

3. 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).

TO ALL DEPARTMENTS [For department read department/office throughout this circular.]

4. Officers on special leave with pay may apply, if otherwise eligible. Officers on career break may apply if their career break conforms with the terms of Department of Finance Circular 18/98 and if they are 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.

Appointments

5. The civil service is an equal opportunities employer. Promotion within the service is made on the basis of qualifications and the ability to carry out the responsibilities of the grade or post.

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(i). Candidates may apply for Panel A – Dublin and/or Panel B - Provincial, at the initial application stage. Candidates who have applied for Panel B, and who are invited to Stage II of the competition – see paragraph (ii) below, will be asked to indicate at that stage, which of the provincial locations listed from (a) to (x) they wish to be considered for.

(ii)

Panel A - Dublin

Panel B – Provincial

- | | |
|-----------------|---------------------|
| (a) Athlone | (m) Limerick |
| (b) Ballina | (n) Longford |
| (c) Castlebar | (o) Nenagh |
| (d) Cavan | (p) Portlaoise |
| (e) Cork | (q) Roscommon |
| (f) Drogheda | (r) Rosslare |
| (g) Dundalk | (s) Sligo |
| (h) Ennis | (t) Tralee |
| (i) Galway | (u) Tullamore |
| (j) Kilkenny | (v) Waterford |
| (k) Killarney | (w) Wexford |
| (l) Letterkenny | (x) Other Locations |

7. Candidates can be given no assurance that even one appointment to any location listed above will be available. Appointments to an office relocated under a decentralisation programme will not be offered if positions in that office are being filled from special panels set up under the programme.

8. A candidate who refuses appointment from the Dublin panel will be removed from this panel. A candidate who refuses an offer of appointment to a provincial location from sub-panels (a) to (x) will not be considered further for that particular location but may remain eligible for consideration for appointment to any other location which they have specified. A candidate who refuses an offer of appointment may remain on panel (x) for any other provincial location to which panel (x) is applicable and on any other panel on which he or she has been placed. **Candidates are strongly advised to apply only for those locations in which they would be prepared to serve.**

9. Candidates may also apply for positions where fluency in Irish is required. To be considered for such a position candidates must satisfy the Irish language requirements at paragraph 12(i) below.

10. A candidate who accepts an offer of appointment as Executive Officer, whether as a result of this competition or otherwise, will cease to be eligible for appointment from this competition. An officer who retires, resigns, etc. from his or her position in the civil service will cease to be eligible.

The competition

11. Selection will be by means of a competitive interview conducted by the Civil Service Commission. The selection process will consist of two stages.

(a) Stage One will be qualifying and will consist of numeric and verbal reasoning tests and a job simulation exercise. These tests, which will be in multiple choice format, are likely to take place in provincial locations on 19th October 2002 and in Dublin on 23rd October 2002. Candidates will be notified of the time and venue by the CSC. Only those candidates who reach such a standard in these tests as the Civil Service Commissioners consider satisfactory will proceed to the second stage.

(b) Stage Two will be a written junior management exercise and a structured interview for those candidates who have reached a satisfactory standard in Stage One. The number to be invited to Stage Two will be determined by the Civil Service Commissioners from time to time having regard to the number of vacancies to be filled.

In advance of the Stage One written tests, all candidates will receive a test familiarisation booklet which will give details regarding the format and structure of the written tests.

Only candidates who have qualified in the competitive written junior management exercise and competitive interview will be eligible for selection. The order of merit of these candidates will be determined by the marks gained at the competitive junior management exercise, the competitive interview and any marks awarded under paragraph 12 below.

12.

(i) In determining the order of merit at the interview, credit will be given for proficiency in both Irish and English in accordance with Department of the Public Service Circular 43/75 and Department of finance Circular 30/90 to candidates qualified for the award of such credit by such date as may be determined by the CSC.

(ii) If they so wish, candidates, other than those qualified for the full credit of 6% as at (i) above, may, if they are admitted to the competitive interview, have an assessment made of their ability to communicate effectively in both Irish and English. Ability in the language in which the interview is conducted will be assessed at the interview and in the other language by a separate language test. Candidates who, as a result of this assessment, show that they are proficient in both Irish and English will be given credit in respect of such proficiency.

(iii) Candidates who wish to be considered for positions where fluency in Irish is required will have a separate assessment made of their ability to communicate effectively in both Irish and English.

Applications

13. Candidates should apply online at www.publicjobs.ie. Alternatively candidates may complete applications over the telephone by contacting one of the following numbers:

(01) 8587450, (01) 8587480, (01) 8587625, or (01) 8587858.

The closing date for receipt of applications is 5.30 pm on Thursday 26th September 2002. **This closing date must be strictly observed.** An applicant who has not heard from the CSC by Monday 14th October 2002 should contact that Office immediately. **Candidates should use only one means of application, i.e. telephone or e-mail, not both.**

14. The Civil Service Commission will contact Personnel Sections in respect of candidates being called to Stage 2 of the competition. For each such candidate the Personnel Officer will be required:

(i) to certify that the candidate

- has been satisfactory and worked well in his or her present grade,
- has been satisfactory in general conduct, and
- fulfils the conditions of eligibility in paragraphs 2 and 3 above,

and

(ii) to supply the Commission with an assessment of the candidate's suitability for appointment on a form to be supplied by the Commission

15. Eligibility to compete, and health and the level of sick leave, are not verified by the Commission until a candidate comes under consideration for appointment. So admission to the competition 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 Section before applying.

Circulation

16. 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