



**An Roinn Gnóthaí Eachtracha**  
**Department of Foreign Affairs**

Open Competition for the position of  
Assistant Legal Adviser

**Application Form**

<b>Personal Contact Information:</b> Please ensure that you notify us immediately if any of your contact details change. You may do so at <a href="mailto:ALA2023@dfa.ie">ALA2023@dfa.ie</a>	
Title: Ms/Mr/Dr, etc.	
Surname:	
First Name:	
<b>Current Address:</b>	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Address Line 4:	
Eircode:	
Phone Number Home: (incl. international code)	
Phone Number Work:	
Mobile:	
E-Mail:	
<b><u>Declaration</u></b> I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as age, qualifications, experience and character for the release by other people or organisations of such information as may be necessary to the Department of Foreign Affairs for that purpose. This may include enquiries to past/present employers. The submission of this application is taken as consent to this.	
Signed : _____ Date: _____	

Please complete all sections of this form.

As the work involves representing the state abroad, candidates must be an Irish citizen and must be willing and able to travel.

Are you an Irish Citizen?

If you require any reasonable accommodations to be made at any stage of the selection process, please let us know by stating your requirements below and we will make the necessary arrangements to assist you

### **1. ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

Please outline your academic and professional qualifications in the below table in reverse chronological order

<b>Full title Degree(s) / Qualifications held</b>	<b>Subject(s) in final exam</b>	<b>Grade obtained (e.g. 1, 2.1, 2.2, Pass, etc)</b>	<b>University, College or Examining Authority</b>	<b>Year in which Degree / Qualification was obtained</b>

**(i) Date called to Bar in the State**

**and/or**

**(ii) Date admitted/enrolled as a Solicitor in the State**

*Note: As per the Information Booklet, candidates must, on or before Friday 14th April 2023, have been called to the Bar in the State or have been admitted and be enrolled as a Solicitor in the State*

**2. EMPLOYMENT RECORD**

Give below, in date order, full particulars of all employment (including also any periods of unemployment) between the date of leaving college and the present date starting with your current details. No period between these dates should be unaccounted for. Add additional boxes if required.

Period in months	Dates		Title of post held, description of duties, salary etc.	Name and full address of employer.	Address at which you resided during all periods of employment, self-employment or unemployment.
	From	To			

**3. LEGAL EXPERTISE**

Please give a brief statement outlining your knowledge of:

**(i) Public International Law:**

**(ii) Irish Law:**

**(iii) Human Rights and/or EU Law:**

#### 4. LANGUAGES

Language Skills. Please indicate your level of expertise based on the following levels: 4 = Fluent ; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise				
Language	Read	Write	Oral	Aural

#### 5. KEY COMPETENCIES

For each of the areas below, please provide an example of your achievements which you would like bring to the attention of the interview board with particular regard to the position of Assistant Legal Adviser.

Under competency headings **a-e**, please provide at least **one** example of your achievements which demonstrate why you would be a suitable candidate for the position of Assistant Legal Adviser. Under competency **f** please provide **two** examples.

**Please provide summary information only – strictly no more than 250 words per example – candidates must include word count at the end of each section.**

Candidates should be specific about the task or project e.g. why it was important, how they went about it, what their specific role or contribution was and the impact or outcome.

Please also refer to the Assistant Principal Officer competency framework annexed to this Application Form.

##### **a. Leadership**

<p>Word Count:</p>
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**b. Analysis & Decision Making**

Word Count:

**c. Management & Delivery of Results**

Word Count:

**d. Interpersonal & Communication Skills**

Word Count:

**e. Drive & Commitment to Public Service Values**

Word Count:

**f. Specialist Knowledge, Expertise and Self Development <sup>1</sup>**

Word Count:

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<sup>1</sup> This competency will receive double-weighting to reflect the central importance of legal expertise to this role.



**6. OTHER RELEVANT / SUPPORTING INFORMATION:**

Please give a brief statement of any other relevant information in support of your application, including computer skills: **Strictly no more than 400 words**

Word Count:

- Before you submit this form to the Department of Foreign Affairs please ensure that you have completed all sections. The onus is on candidates to establish eligibility in this application form.
- Please do not forward any certificates or references with this form.
- MISSTATEMENTS OR CANVASSING WILL RENDER AN APPLICANT LIABLE TO DISQUALIFICATION.
- THE PERSONAL DATA SUPPLIED BY YOU ON THIS APPLICATION FORM WILL BE STORED ELECTRONICALLY AND WILL BE USED ONLY FOR THE PURPOSES REGISTERED UNDER THE DATA PROTECTION ACT 1988 AND 2003.

**Completed Application Forms should be submitted by e-mail to [ALA2023@dfa.ie](mailto:ALA2023@dfa.ie) by no later than 12 noon on 14th April 2023 with the subject line – *Assistant Legal Adviser Application*.**

**In order to complete this application form online, please firstly save the online PDF version and then open in a Word document. If you experience any problems with this, please contact the competitions teams at [ALA2023@dfa.ie](mailto:ALA2023@dfa.ie)**

**Applications will not be accepted after the closing date.**

The Department of Foreign Affairs is committed to a policy of equal opportunity.

## Annex 1

<b>ASSISTANT PRINCIPAL LEVEL</b>
<b>Leadership</b>
<ul style="list-style-type: none"> <li>• Actively contributes to the development of the strategies and policies of the Department/Organisation</li> <li>• Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise</li> <li>• Leads and maximises the contribution of the team as a whole</li> <li>• Considers the effectiveness of outcomes in terms wider than own immediate area</li> <li>• Clearly defines objectives/goals and delegates effectively, encouraging ownership and responsibility for tasks</li> <li>• Develops capability of others through feedback, coaching and creating opportunities for skills development</li> <li>• Identifies and takes opportunities to exploit new and innovative service delivery channels</li> </ul>
<b>Analysis &amp; Decision Making</b>
<ul style="list-style-type: none"> <li>• Researches issues thoroughly, consulting appropriately to gather all information needed on an issue</li> <li>• Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)</li> <li>• Integrates diverse strands of information, identifying inter-relationships and linkages</li> <li>• Makes clear, timely and well grounded decisions on important issues</li> <li>• Considers the wider implications of decisions on a range of stakeholders</li> <li>• Takes a firm position on issues s/he considers important</li> </ul>
<b>Management &amp; Delivery of Results</b>
<ul style="list-style-type: none"> <li>• Takes responsibility for challenging tasks and delivers on time and to a high standard</li> <li>• Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances</li> <li>• Ensures quality and efficient customer service is central to the work of the division</li> <li>• Looks critically at issues to see how things can be done better</li> <li>• Is open to new ideas and initiatives and creative solutions to problems</li> <li>• Ensures controls and performance measures are in place to deliver efficient and high value services</li> <li>• Effectively manages multiple projects</li> </ul>
<b>Interpersonal &amp; Communication Skills</b>
<ul style="list-style-type: none"> <li>• Presents information in a confident, logical and convincing manner, verbally and in writing</li> <li>• Encourages open and constructive discussions around work issues</li> <li>• Promotes teamwork within the section, but also works effectively on projects across Departments/Sectors</li> <li>• Maintains poise and control when working to influence others</li> <li>• Instills a strong focus on Customer Service in his/her area</li> <li>• Develops and maintains a network of contacts to facilitate problem solving or information sharing</li> <li>• Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system</li> </ul>
<b>Specialist Knowledge, Expertise and Self Development</b>
<ul style="list-style-type: none"> <li>• Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/Organisation</li> <li>• Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities</li> <li>• Is considered an expert by stakeholders in own field/ area</li> <li>• Is focused on self development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role</li> </ul>
<b>Drive and Commitment to Public Service Values</b>
<ul style="list-style-type: none"> <li>• Is self-motivated and shows a desire to continuously perform at a high level</li> <li>• Is personally honest and trustworthy and can be relied upon</li> <li>• Ensures the citizen is at the heart of all services provided</li> <li>• Through leading by example, fosters the highest standards of ethics and integrity</li> </ul>