



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

DEVELOPMENT SPECIALIST

DEPARTMENT OF FOREIGN AFFAIRS

Development Cooperation and Africa Division

The Department of Foreign Affairs is launching a recruitment campaign for the purpose of recommending persons for appointment to the above position in that Department.

This campaign will be conducted in compliance with the codes of practice prepared by the Commission for Public Service Appointments (CPSA). These codes are available on www.cpsa.ie.

The Department of Foreign Affairs is committed to a policy of equal opportunity. We undertake to build a diverse workforce, representative of Irish society. We aim to create an inclusive work environment where our differences are respected and all individuals are valued. We welcome applications from candidates identifying with minority communities and those with a broad variety of backgrounds and experiences.

CONTACT:

HR – Competitions Team
Department of Foreign Affairs and Trade
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Closing Date: 12 noon Wednesday 19 April 2023

Development Specialist

Title of Position:	Development Specialist
Department:	Foreign Affairs
Division:	Development Cooperation and Africa Division (DCAD)
Location:	Headquarters (Limerick and Dublin) and Embassies/Missions abroad

Introduction

The mission of the Department of Foreign Affairs is to serve the Irish people, promote their values and advance their prosperity abroad, and to provide the Government with the capabilities, analysis and influence to ensure that Ireland derives the maximum benefit from all areas of its external engagement. Further information about the Department's priorities and goals can be found in [Statement of Strategy 2021 - 2023](#).

In particular, the Department provides advice and support to the Minister for Foreign Affairs, the Ministers of State assigned to the Department, and the Government on all aspects of foreign policy including international development (also known as Irish Aid), and on all issues relevant to the pursuit of peace, partnership and reconciliation in Northern Ireland and between both parts of the island of Ireland. The Department takes the lead in delivering Ireland's international development programme, with an allocated budget in the region of €715 million in 2023. This is forecast to grow in future years as progress is made towards meeting the Government's ambition that Irish overseas development aid reach 0.7% GNI by 2030.

Role of the Development Specialist and qualities required

The post of Development Specialist (DS) involves the provision of management and technical support to the Government's international development programme, working in the Department of Foreign Affairs and in Embassies/Missions abroad as part of the delivery of Ireland's wider Foreign Policy objectives. The position will offer the opportunity to work as part of a highly motivated and skilled team, in a range of disciplines of relevance to the policy objectives of the international development programme, as stated in *A Better World* (2019) and consonant with the strategy statement of the Department of Foreign Affairs.

It is an explicit condition of appointment that successful candidates will be required to rotate throughout their career between assignments in Ireland and assignments in Embassies / Missions. It is possible that appointment will be subject to accepting a post in an Embassy of Ireland with a development focus as a first assignment. All postings are in accordance with agreed guidelines.

Development Specialists are required to have a deep appreciation for and have an ability to respond, strategically and operationally under direction, to the complex and evolving environment within which Ireland's international development programme is situated, both at home and abroad.

The Development Specialist will support the management of Ireland's international development programme, ranging from the provision of policy advice and technical support to oversight of individual projects and programmes. Development Specialists may also have responsibility for the management of components of the aid programme. The role includes staff management, often in a multicultural setting. A good understanding of risk is an advantage.

Duties:

The precise range of duties will vary over time according to the exigencies of the planned and ongoing programmes, but will include the following:

Headquarters [Limerick and Dublin] (in support of the Head of Unit)

- Assume responsibility for providing advice and guidance in a sector(s) or on a thematic issue(s) of relevance to the programme;
- Assume management responsibility for the oversight and monitoring of approved budgets and programmes;
- Provide input into (verbal and written) briefings, Departmental engagements with the Oireachtas, and speeches as required;
- Work as part of a Unit or cross-unit team, including, as relevant, staff management responsibilities, and build effective work relationships with other colleagues across the Department and across the Irish civil service;
- Engage in policy discussions of relevance to Ireland's international development programme with other countries, donors, civil society and development actors;
- Represent the Department in relevant networks in Ireland and abroad and at international/national meetings of relevance to the programme, including in the multilateral system;
- Provide technical support and advice to field operations;
- Arrange and support the procurement of consultancy and support services as required;
- Provide high-quality analysis, reports, briefings, correspondence etc as requested and in line with Civil Service obligations;
- Support the public information and communications/outreach work of the organisation;
- Undertake other functions and duties as requested by the Head of Unit.

At Embassies/Missions abroad (in support of the Head of Mission)

- Under the supervision of the Head of Mission support the development/implementation of Mission Strategy Plans (MSP).
- Under direction of the Head of Mission take responsibility for the effective management and oversight of assigned programmes and budgets including relevant aspects of project/programme design, appraisal, monitoring and evaluation, including staff management;
- Provide management support to the Head of Mission with an emphasis on international development but also on other issues which the Head of Mission might reasonably require;
- Contribute to reports on the monitoring of the Mission Strategy Plan (MSP) aimed at ensuring that the Mission has up-to-date and accurate information relative to the programme;
- Support the Head of Mission in developing annual business plans, risk profiles and reports;
- Support the establishment of 'early warning' systems to detect weaknesses in project implementation and ensure that corrective intervention is taken as required;
- When required, represent the Mission at Government, donor and partner meetings of relevance to the programme and / or Ireland's wider foreign policy objectives;
- Arrange and support the procurement of consultancy and support services;
- Facilitate in-country visits of relevance to the programme;
- Ensure excellent communications with colleagues in the Mission, at Headquarters and with programme partners;
- Undertake other Mission-related management, consular and representation functions as requested by the Head of Mission.

Requirements

Essential requirements:

- Candidates must be citizens of Ireland;
- A relevant degree or equivalent professional qualification (Level 8 on the National Framework of Qualifications – Honours Bachelor Degree level) in a discipline relevant to Ireland’s international development programme;
- A relevant post graduate qualification;
- A minimum of 3 years’ experience working in development, including a period of time working in a developing country or in a multilateral role with significant exposure to development issues;
- Knowledge and competency in a sector or thematic priority of relevance to the Ireland’s international development programme;
- Proven ability to manage people, budgets and programmes.

Desirable Requirements

- Knowledge of Irish public sector context, with the work of the Department of Foreign Affairs and with the policies and Ireland’s international development programmes;
- Preference will be afforded to candidates with qualifications, experience and/or skills in the following;
 - Agriculture and rural livelihoods; anthropology; climate change and the environment; education; emergency humanitarian operations; environmental economics & development; gender; governance & democracy; ICT; law and human rights; nutrition; peace studies; politics, political economy, political geography; private sector and economic development; public administration; public health including HIV & AIDS & other communicable diseases; sociology and statistics.
 - Accounting, economics, public financial management, risk management and programme funding;
 - Evaluation, including a comprehensive knowledge of and experience in developing/designing research methodologies, methods, techniques, managing complex studies, and an ability to understand policy context;
- Understanding, proficiency, and experience of the field of international development including a deep understanding of the economic and political context in which development interventions are successful;
- Contextual awareness (identifies and keeps up-to-date on key departmental, national and international policies and developments and trends, and their interplay with Ireland’s international development programme);
- Good representation, networking and influencing skills;
- Effective communication and reporting skills (including understanding, reporting and communicating complex information);
- Language ability is an advantage;
- Initiative and Team Work (capacity to motivate staff; innovate; participate in / lead teams aimed at process or organisational reform).

Key Competencies

In addition, the successful candidate will be expected to demonstrate that they possess the skills/competencies identified as being important for roles at Assistant Principal level. These comprise:

- Leadership
- Analysis and decision making
- Management and delivery of results
- Interpersonal and communication skills

- Drive and commitment to public sector values
- Specialist knowledge, expertise and self-development¹

ELIGIBILITY TO COMPETE

Eligibility to compete and certain restrictions on eligibility are outlined below.

Citizenship:

Candidates must be citizens of Ireland.

Health:

A candidate for, and any person holding the office, must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character:

A candidate for, and any person holding the office, must be of good character.

Collective Agreement - Redundancy Payments to Public Servants (DoF letter to Personnel Officers dated 28 June 2012):

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public monies. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013):

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service

¹ This competency will receive double-weighting to reflect the central importance of development expertise to this role.

Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Career Breaks:

Subject to satisfying the eligibility requirements, the competition is open to staff who are on a Career Break, provided their Career Break conforms to the provisions of Department of Finance Circular 18/98, or on secondment arrangements.

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

PRINCIPAL CONDITIONS OF SERVICE

General:

The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Starting Salary:

The salary scale for this position effective from 1 March 2023 is as follows:

Development Specialist – PPC Scale

€74,701 - €77,452 - €80,241 - €83,040 - €85,834 - €87,445 [Max] - €90,265 [LSI1] - €93,095 [LSI2]

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the scale.

Important Note:

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation but may be adjusted from time to time in line with Government policy.

Appointees will agree that any overpayment of salary, allowances or expenses will be repaid in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure and Probation:

The appointee will be required to serve a 12-month probationary period. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by the relevant supervisor(s) to determine whether the appointee:

- (i) has performed in a satisfactory manner;
- (ii) has been satisfactory in general conduct; and
- (iii) is suitable from the point of view of health with particular regard to sick leave.

Prior to completion of probation a decision will be made as to whether or not the appointee will be retained pursuant to Section 5A(2) of the Civil Service Regulations Act 1956-2005. This decision will be based on the appointee's performance being assessed against the criteria set out in (i) to (iii) above.

In the event that you are not considered as suitable to the position having been assessed against stated criteria, you will be notified in writing of the action to be taken prior to the expiry of this contract in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

If an appointee who fails to satisfy the conditions or probation has been an existing civil servant immediately prior to their appointment from this competition, the issue or reversion will normally apply. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Suspension of Probation

The Department may suspend the probationary period and, as a result, extend the term of the probationary contract in the following circumstances:

- the probationary period will be suspended if the officer is on Maternity or Adoptive leave,
- the probationary period may, at the discretion of the Department, be suspended where the employee is absent on any other form of statutory or non-statutory leave.

Where the Department's ability to assess the officer and/or the officer's ability to demonstrate their suitability for permanent appointment is compromised by the officer's absence on leave, the contract period will be extended by the period of leave taken.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Headquarters:

While on assignment in Ireland, the officers will be based in either Limerick or Dublin as designated from time to time by the Head of the Department or Office or by another appropriate authorised officer. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

Foreign Service Allowances, appropriate to the post, will be payable while an officer is on assignment overseas.

Hours of attendance:

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes' gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Organisation of Working Time Act 1997:

The terms of the Organisation of Working Time Act, 1997 will where appropriate apply to this appointment.

Annual Leave:

Annual leave will be 30 working days a year.

Sick leave:

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers paying the Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection, Community and Rural Development and the Islands to pay any benefits due under the Social Welfare Acts direct to the Department of Foreign Affairs. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection, Community and Rural Development and the Islands within the required time limits.

Superannuation and Retirement:

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service, at the time of being offered an appointment. In general, and except for candidates who have worked

in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at <http://www.per.gov.ie/pensions>

Where the appointee has worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire at the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Pension Abatement:

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013 which, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007:

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based on the person’s actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Ill Health Retirement:

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post ill-health retirement from Public Service

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#) or upon request to PAS.

Applicants will be required to attend the Chief Medical Office (CMO) to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Pension Accrual:

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution:

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>

Official Secrecy and Integrity:

You will during the term of your probationary contract be subject to the provisions of the Official Secrets Act 1993 as amended by the Freedom of Information Act 2014. You will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour:

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Act 1995:

The Ethics in Public Office Act 1995 will apply, where appropriate, to your employment.

Publication of any Material:

You will agree not to publish material related to your official duties without prior approval by the Minister.

Political Activity:

During the term of your employment, you will be subject to the rules governing Civil Servants and politics.

All Circulars are available on the website <http://circulars.gov.ie> or from the Personnel Section.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).

FORMAT OF THE COMPETITION

The application and selection process for this competition is set out below

How to apply

Applications should be made on the official application form. The application form is available on the website.

In order to complete the application 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 DS2023@dfa.ie

The completed application form should be returned to the competitions team with the subject line – ***Application - Development Specialist Competition.***

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence.

Closing Date

The closing date for completed applications is **12 noon Wednesday 19 April 2023**. Late applications cannot be accepted.

All applications will be acknowledged. If you do not receive an acknowledgment within three working days of applying, please contact the competitions team.

All queries should be submitted in writing in the first instance to DS2023@dfa.ie

NOTE: Qualifications/eligibility may not be verified by the Department until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign.

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of information in the application
- a competitive preliminary interview to reduce the numbers of candidates to a more manageable number for the final interview board
- a final competitive interview.

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Department of Foreign Affairs may decide that a set number of candidates will only be called to interview.

In this respect, the Department of Foreign Affairs provide for the use of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position and decide if you will be shortlisted, relative to the other candidates applying for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or

have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience.

Interviews:

Interviews will focus on each applicant's career to date with a view to eliciting evidence of their level of preparedness, compared with that of the other candidates, for appointment to the post of Development Specialist. Each candidate will be scored under each of the six Assistant Principal Officer competency headings (with particular emphasis on Specialist Knowledge and Expertise – this competency will receive double-weighting to reflect the central importance of development expertise to this role). A minimum pass mark of 60% will be set for each competency and it will be necessary to achieve this mark in each of the six elements being scored.

The interview board will be asked to rank the candidates in order of merit.

Admission to the competition

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Department is satisfied that such a person fulfils the requirements.

Non-Refund of Expenses

Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

Candidates deemed to be withdrawn

Candidates who do not attend for interview, or who not, when requested, furnish such evidence as the Department may require in regard to their candidature, will have no further claim to consideration.

Candidates with disabilities

Candidates who would like to avail of reasonable accommodations for potential interviews are asked to submit a medical report. The purpose of the report is to provide DFA with information to act as a basis only for determining reasonable accommodations where appropriate. These reports must be submitted by the competition closing date.

Security Clearance

Police vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed by the Department of Foreign Affairs.

Specific candidate criteria

In addition to fulfilling the eligibility criteria set out, candidates must;

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health and character;
- Be suitable in all other relevant aspects for appointment to the post concerned;
- If successful, they will not be appointed to the post unless they;
 - provide proof of Irish citizenship;
 - agree to undertake the duties attached to the post and accept the terms and conditions under which the duties are, or may be required to be performed; and

- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Declining an offer of appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it, the Department may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates' Obligations

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; &
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Canvassing

Candidates should note that canvassing will disqualify and will result in their exclusion from the process

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. Information submitted with this job application is used in processing your application. All applications are treated with the strictest of confidentiality and all necessary precautions will be taken to ensure the security of your data.

Quality Customer Service

DFA aims to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Code of Practice

The selection process for appointments will be conducted in accordance with the Code of Practice *Appointment to Positions in the Civil Service and Public Service (2022)* published by the Commission for Public Service Appointments and are available at www.cpsa.ie

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates.

Complaints and Requests for Review

Complaints/requests for review will be considered by Human Resources in accordance with the procedures set out in the Code of Practice. The Code of Practice may be accessed by visiting www.cpsa.ie or by contacting the Commission.