

Competition for Temporary Clerical Officers

Department of Foreign Affairs & Trade

The Department of Foreign Affairs & Trade intends to recruit for short term/temporary contracts in the Passport Office, Cork. Temporary staff are recruited on a phased basis through the early part of **2020** to cope with increased passport demand in the lead-up to the traditional summer holiday period. As this is seasonal work, the offer of these contracts will not lead to permanent employment. A panel will be formed from which successful applicants will be appointed as required.

As the passport process is automated, it is essential that candidates have a good working set of Windows-based computer skills.

As the Passport Office provides services through Irish, applications from candidates with Irish Language skills and who are willing to communicate with customers through Irish will be welcome.

Eligibility to compete

Candidates should note that eligibility to compete is confined to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway.

Collective Agreement: Redundancy Payments to Public Servants: 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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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 the 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 and Children 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 funds. The same prohibition on

re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Public Service early retirees

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.

How to apply

If you are interested in applying for a position with the Passport Office and satisfy the requirements above, Application Forms are available to collect from:

The Cork Passport Office, 1A South Mall, Cork, or by calling (021) 4944740
or email employercork@welfare.ie

Completed application forms to be forwarded, together with your CV to:

**Employer Engagement Unit (PPO TCO applications),
Department of Employment Affairs & Social Protection,
4th Floor
Abbey Court House,
George's Quay,
Cork.**

Selection for interview will be made by the Department of Employment Affairs & Social Protection based on the following criteria:

- **Fully completed application form**
- **Submission of current passport size photograph affixed to application form.**
- **Your CV, detailing relevant office experience & educational achievements**
- **Photocopy of your passport or current official photographic ID**
- **Current official proof of address**
- **Completed Garda Vetting Form**
- **The provision of two work related Referee contact details.**

It is intended to shortlist 100 candidates for interview. Selected candidates will be forwarded for interview which will be carried out by the Department of Foreign Affairs and Trade. Thereafter and subject to meeting the required standard, a panel will be formed. From this, successful applicants will be appointed as required. Invitations to interview will be issued via email.

Working days per week – 5 (Monday to Friday)

Hours per week: 43 hours and 15 minutes (Flexi time is available)

The Passport Service deals with and holds highly sensitive information that relates to the identity of Irish citizens. For this reason, security in terms of personnel and work process are of primary importance. Applicants must, therefore, accept before entering the recruitment process that any contract offer is contingent on a satisfactory completion of enquiries and checks by An Garda Síochána regarding their suitability for employment in these sensitive positions. Applicants should therefore be aware that where any doubt regarding the suitability of a candidate arises from this vetting process, an offer of a contract will not be made. Such a decision is based on the absolute need for high security in respect of the use by staff of data held by the Passport Office. Given the uniqueness of the services provided by the Passport Office, it should not be seen as any impediment to employment elsewhere including in other positions in the public service.

The Department of Foreign Affairs & Trade HR Department collects, processes and stores information that is necessary to fulfil its contractual commitments to you and/or meet its legal obligations. It treats all information as confidential and will use it only for the purpose for which it was provided in line with GDPR requirements.

The Passport Service will run this competition in compliance with the codes of practice prepared by the Commission for Public Service Appointments (CPSA). These are available on www.cpsa-online.ie.

The Department of Foreign Affairs & Trade is an equal opportunities employer.

Canvassing will disqualify.

Late applications will not be considered.

Closing date for receipt of fully completed Application Form, completed Garda Vetting form, up to date CV and all requested documentation is:

4.30pm Friday 25/10/2019