Oifig an Ard-Reachtaire Cuntas agus Ciste
Office of the Comptroller and Auditor General

Sigmar Recruitment

CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

The Office of the Comptroller and Auditor General is an equal opportunities employer

Auditor
with the Office of the Comptroller an Auditor General
www.auditorgeneraljobs.com
Closing date
Tuesday 22nd September 2020, 12 Noon

Sigmar Recruitment Consultants Ltd. is committed to a policy of equal opportunity. Sigmar Recruitment Consultants Ltd. will run this campaign in compliance with the Codes of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA) and which are available on www.cpsa.ie

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Office of the Comptroller and Auditor General

Sigmar Recruitment

INFORMATION BOOKLET

Title of Position: Auditor

Organisation: Office of the Comptroller and Auditor General

Location: Dublin

Closing Date 22nd September 12 Noon

Sigmar Recruitment Consultants Ltd is holding a competition on behalf of the Office of the Comptroller and Auditor General for the appointment of a person to the position of Auditor in the Office.

Background

The Comptroller and Auditor General (C&AG) holds office under Article 33 of the Constitution. His constitutional function is to audit on behalf of the State all accounts of moneys administered by or under the authority of the Oireachtas. In addition, certain other functions have been conferred on him by law.

The C&AG supports effective democratic scrutiny through his published reports and in the provision of assistance to the Committee of Public Accounts in its examination of public finances.

The Office of the Comptroller and Auditor General (the Office) assists the C&AG to

- audit and report on the accounts of public bodies
- establish that transactions of public bodies are in accordance with the legal authorities governing them and that funds are applied for the purposes intended
- examine whether State bodies are using their resources economically and efficiently and have mechanisms in place to evaluate the effectiveness of their operations
- authorise the release of funds from the Exchequer for purposes permitted by law.

In implementing this mandate, account is taken of the special considerations which attach to the management of public funds including the requirements of probity, risk management and sound corporate governance.

Around 300 public bodies are audited by the C&AG. The primary purpose of audit work is to provide assurance on the accuracy of the accounts of these public bodies. In addition, the C&AG carries out a range of examinations of material programmes or areas of administration where there is a perceived risk that public funds may not be properly or efficiently utilised.

Description of the Position

Assist the Senior Auditor in effectively delivering audits and/or reporting topics in compliance with the OCAG requirements (standards and budgets) including taking responsibility for end-to-end delivery of some audits/projects

□ Planning, executing and reporting financial and other audit/reporting work to OCAG standards and in a timely manner.

□ Developing (or assisting in developing) audit/examination approaches as required

□ Where appropriate, undertaking supervision, review and/or other activities where required.

□ Maintaining and updating professional knowledge by identification of own training and development needs, updating skills and attending relevant training courses as agreed with manager

□ Responsibility for client relationships (level of responsibility appropriate to client category)

□ Providing written material which is clear and concise and addresses the relevant issues.

□ Exercising appropriate judgment in providing conclusions and meaningful recommendations

It is a requirement that the person appointed will have the capacity to carry out any functions or combination of functions attaching to any Auditor

Essential entry requirements

(A) ELIGIBILITY:

1. Requirements:

(a) Candidates must have, on or before 22 September 2020

(i) full membership of a prescribed accountancy body supervised by the Irish Auditing and Supervisory Auditing Authority (IAASA)

(ii) knowledge and experience of modern auditing and accounting practice, with at least one year's auditing or evaluation experience

(iii) experience of working in a professional team environment

(iv) excellent written and oral communication skills

(v) a planned and systematic approach to work

(vi) strong analytical skills

(vii) sound judgment and strong decision making skills

In addition, the following are considered to be desirable:

(viii) knowledge and experience of auditing in a private or public sector environment

(ix) experience in quantitative and qualitative analysis

(x) a good knowledge of government/public sector financial systems and procedures

(xi) an appreciation of the functioning of computer systems and of the controls and security associated with this environment

(xii) knowledge of the Irish language as the Office is responsible for the audit of the accounts of certain Irish language organisations

Citizenship requirements

Eligible candidates must be:

(a) a citizen of the European Economic Area (EEA) - the EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**

(b) a citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**

(c) a non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp four visa; **or**

(d) a person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp four visa **or**

(e) a non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp four visa.

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

Candidates who have availed of the following schemes and may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility):

- Collective agreement with effect from 1st June 2012 reached between the Department of Public Expenditure and Reform and the Public Services Committee of the Irish Congress of Trade Unions
- The Department of Health Circular 7/2010 dated 1 November 2010 Voluntary Redundancy Schemes (VRS)
- The Department of Environment, Community & Local Government circular letter LG(P) 06/2013 Voluntary Redundancy Scheme for Local Authorities

Those who have previously availed of the following schemes are not eligible to apply:

- Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09
- The Department of Health Circular 7/2010 dated 1 November 2010 Targeted Voluntary Early Retirement (VER) Scheme

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

Application Process

Information booklets are all available by following this link: www.auditorgeneraljobs.com. Applications must be made through the link. Emailed cover letters and CV's will not be accepted.

To apply, please upload your **CV and cover letter** (as **one document**, you will not be permitted to upload separate documents to the site). Submissions that fail to include a cover letter will be disqualified from the competition.

Closing time and date

Your application must be submitted on or before 12 noon on Tuesday 22nd September 2020. Submissions received after 12 noon on the 22nd September will not be accepted, regardless of the reason for delays. If you do not receive an acknowledgement of receipt of your application within two working days of your submission, please contact Naomi Coleman at Sigmar at ncoleman@sigmar.ie or call + 353 (1) 4744675

It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any correspondence will be through the email address/mobile phone number originally supplied by you.

Selection process

The successful candidate will be selected on the basis of merit in accordance with the selection process. The selection process may involve a number of stages with candidates some or all of the following:

- Short-listing of applications for the next stage based on screening of applications
- A preliminary case study
- A competency based interview (which may involve a presentation exercise).

Normally the number of applications received for a position exceeds that required to fill the role. While candidates may meet the eligibility criteria of the competition, if the numbers applying for a post are such that it would not be practical to progress all candidates to the next stage of the selection process, Sigmar Recruitment Consultants Ltd. may decide that a smaller number of applicants will only be called to the next stage. In this respect, Sigmar Recruitment Consultants Ltd. may short-list to select a group for the next stage who, based on an examination of the application forms, appear to be the most suitable 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 on the application form.

The next stage may involve a preliminary live case study exercise of up to a half day in duration. A candidate must achieve a minimum score of 50% to progress to the final stage. Candidates who are successful at this stage of the selection process will proceed to the final stage which is a competency-based interview and may also include a presentation exercise. The competencies are as outlined in the Office's competency framework, available on the Office website: www.audit.gov.ie. A candidate must achieve a minimum of 50% of the available marks in each of the competencies at the interview in order to be placed on the panel.

The marking structure will not provide for the award of marks for particular qualifications or educational courses attended.

All interviews and exercises will be conducted remotely given the current working arrangements. When completing any Video interview or Assessment the candidate must have their cameras on for the duration of the meeting.

Candidates must make themselves available for a test to examine their connectivity to host a virtual meeting before both a case study and an interview when these are being conducted remotely.

The onus is on the candidate to advise if they require any special arrangements or if reasonable accommodation is required around specialist equipment. Candidates should advise Sigmar Recruitment of any needs when notified that they will proceed beyond initial application stage. Documentary evidence of recommended reasonable accommodations must be provided by candidates. A minimum of 48 hours' notice is required in order for arrangements to be put in place. If no communication is received from a candidate, Sigmar Recruitment will assume that no arrangements are needed.

Candidates will be required to attend or provide the necessary IT equipment and software for remote testing and/or interview(s) at their own expense. It is not possible to alter the allocated testing and/or interview date(s) or time(s). Candidates who do not attend for testing and/or interview(s) etc., when and where required, will have no claim for further consideration and their candidature will be deemed to be withdrawn.

Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, which must be provided promptly on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract. Therefore, it is advised that you have this documentation available to you when making your application.

Any candidate who supplies false or misleading information in their application may be disqualified or have their employment terminated. Sigmar Recruitment will endeavour to keep candidates informed

of the progress of their application at the earliest possible date. Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Other Important Information

Sigmar Recruitment Consultants Ltd. will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that Sigmar Recruitment Consultants Ltd. is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position, Sigmar Recruitment Consultants Ltd. will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process. The Board may also at its discretion create a panel of candidates. If a panel is created on foot of this competition, the panel will expire one year after creation.

Candidates' Rights - Review Procedures in relation to the Selection Process

Sigmar Recruitment Consultants Ltd. will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments http://www.cpsa.ie/.

Should a candidate be unhappy with an action or decision in relation to their application (where the selection is managed by Sigmar Recruitment) they can seek feedback from Sigmar Recruitment. An initial review will be carried out internally by the candidate's recruitment contact as to why their application was deemed unsuccessful. The outcome of this review will be sent to the candidate in written format.

- To request an initial review, a candidate must write to Sigmar within five working days of receiving notification of the decision on their application. Sigmar will carry out the initial review without delay. If the candidate is dissatisfied with the outcome, they may resort to the formal procedures within two working days of receiving notifications of the outcome of the initial review.
- Should the candidate not be satisfied with the outcome of the initial review, it will be referred to the Account Director who acts as the decision arbitrator.
- The decision arbitrator will be a person unconnected with the selection process and he/she will adjudicate on requests for review. The decision of the decision arbitrator in relation to such matters is final.

Candidates' Obligations

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

Candidates must not:

- Knowingly or recklessly provide false information.
- Canvass any person with or without inducements.
- Interfere with or compromise the process in any way.
- A third party must not personate a candidate at any stage of the process.
- 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; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned

  and if successful, they will not be appointed to the post unless they:
  - agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed,
  - are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Sigmar Recruitment, or who do not, when requested, furnish such evidence as Sigmar Recruitment require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Quality Customer Service

We aim 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. Feedback will be provided on written request.

Data Protection Act 2018

When your application is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and as part of the recruitment process, certain information you provide will be forwarded to the employing organisation. Such information held by Sigmar and the employing organisation is subject to the rights and obligations set out in the Data Protection Act 2018. For more information on how we retain and use your personal data, please review our Privacy Statement, which includes instructions on their right to withdraw consent at any point:
https://www.sigmarrecruitment.com/privacy-statement.

To make a subject access request under the Data Protection Act 2018, please submit your request in writing to: Data Protection Officer – Sigmar Recruitment Consultants Ltd., 13 Hume St., Dublin 2 or email privacy@sigmar.ie. Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

PRINCIPAL CONDITIONS OF SERVICE

Part I: Conditions which apply to this particular position

The appointment is subject to the Civil Service Regulation 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.

Salary Scale:

The salary scale for this position effective from 1st September 2019 is as follows:
€48,868 – €50,297 – €51,722 – €53,147 – €54,577 – €56,003 – NMAX €57,429 - LSI1 €59,489 – LSI2 €61,545

Personal Pension Contribution (PPC) Scale

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who **is not required** to make a Personal Pension Contribution.

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

Increments may be awarded annually if the officer's services are satisfactory.

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Important Note:

Different terms and conditions may apply, if, immediately prior to appointment you are a currently serving Civil or Public servant.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you 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 appointment is to a permanent position on a probationary contract in the Office of the Comptroller and Auditor General. The probationary contract will be for a period of one year from the date of appointment. Notwithstanding this paragraph, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

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

Prior to completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to Section 5A(2) *Civil Service Regulation Acts 1956-2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the Office of the Comptroller and Auditor General and you will be given a copy of Department of Finance guidelines on probation.

In the event that you are not considered as suitable to the position of Auditor 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 and any extensions thereof.

Notwithstanding the paragraphs above, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances your initial one year contract may be extended and your probation period suspended. An extension must be agreed by both parties.

- The probationary period stands suspended where an employee is absent due to Maternity or Adoptive Leave;
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation;
- Probation may be suspended in cases such as absence due to a non-recurring illness.

The employee may in these circumstances make application to the employer for an extension to the initial one year contract period.

Annual Leave:
Annual Leave for this position is 29 Days

Duties

The officer will be required to perform any duties appropriate to the position which may be assigned by the Office of the Comptroller and Auditor General from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Unfair Dismissals Act 1977–2005

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of your employment by reason only of the expiry of this probationary contract without it being renewed.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 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 successful candidate will be required to work a five-day week. The hours of attendance are normally Monday to Thursday 9.00am to 5.45pm and 9.00am to 5.15pm on Friday. However, where extra attendance is required to carry out designated duties or assignments, no overtime or additional remuneration is payable.

The Organisation of Working Time Act 1997

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

Headquarters

The Office of the Comptroller and Auditor General is based in Dublin. While attendance at headquarters is necessary, the Office does have a teleworking policy in place. There may be a requirement to travel outside of Dublin on occasion. When absent from home and headquarters on duty, appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

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 provision of the sick leave circulars.

Officers, who will be paying the Class A rate of PRSI, will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to the Office of the Comptroller and Auditor General. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection 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, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

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 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching 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, any of 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 to 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.

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 pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 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 Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

Official Secrecy and Integrity

You will, during the term of your appointment, be subject to the provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act, 1997 and 2003. You will agree not to disclose to third parties any confidential information especially that with commercial potential either during or subsequent to the period of employment. You will also be subject to the Civil Service Code of Standards and Behaviour.

Civil Service Code of Standards and Behaviour

You 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.

Prior Approval of Publications

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.

Personnel Code

All circulars are available on the website www.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.