



Assistant Principal – Evaluation and Audit Unit

The role

The Assistant Principal Officer is a senior managerial grade in the Civil Service and is a critical role in implementing government policy in the economic, financial, international, environmental and/or social arenas. While the responsibilities and key deliverables for the role of Assistant Principal in the Department may vary, within the **Evaluation and Audit Unit** (EAU) the general duties are outlined below. Reporting to the Director of Evaluation and Audit, the post holder will have responsibility for:

- Managing and overseeing highly complex and potentially sensitive in-depth evaluations at programmatic, organisational and strategic level and ensuring that evaluations are carried out in an impartial, objective and credible manner following OECD and international standards. This includes the application of significant expertise in evaluation design and implementation of a range of qualitative and quantitative methodological approaches as appropriate.
- Implementing the Department's evaluation policy; promoting a culture of evaluation across the Department and providing advisory support to business units to undertake decentralised evaluation work in line with international best practice.
- Disseminating and communicating evaluation findings and recommendations to inform senior management decision-making and address Departmental and Foreign Policy needs.
- Guiding and strengthening EAU's approach to learning and communication with internal and external stakeholders, including the development of a range of dedicated communication products related to the work of the Department.
- Provision of advice and engaging effectively with diverse audiences and stakeholders including Ministers, senior civil servants including on cross-governmental and international issues.
- Strategic evaluation planning and management; developing, and managing the implementation of the evaluation strategy, work-plan, quality assurance processes, and all reporting requirements of evaluation, including reporting on evaluation activities to the Secretary General, the Management Board and the Audit Committee.
- Leading and managing evaluation staff including monitoring the overall performance of evaluation team members, development of staff and the effective operation of the Performance Management and Development System (PMDS).

- Representing the Department in relevant national and international networks; liaising with Irish Government Departments and international counterparts on matters of mutual interest and relevance to the role.

Eligibility Requirements

Candidates must on or before the closing date:

1. Have management experience at an appropriate level, including leading teams, developing people and managing resources;
2. Have demonstrated experience in managing highly complex, politically sensitive and strategic evaluations. Comprehensive experience in developing evaluation methodologies, tools, policies, procedures and operations is required;
3. Have experience of promoting and communicating interests and values at home and/or abroad;
4. Have the ability to communicate effectively with senior management and be capable of engaging effectively and sensitively with diverse stakeholders;
5. Demonstrate that they possess the skills/competencies identified as being important for the role.

Desirable qualifications and experience

- An advanced university degree (Master's degree or equivalent) in evaluation, social sciences, economics, international relations or other relevant discipline is highly desirable.
- Higher qualifications and/or specialised training in evaluation, methods, and research design is highly desirable.
- A minimum of three years of progressively responsible experience in managing evaluations in an international environment is highly desirable.
- Experience in planning and implementing evaluation capacity development activities is desirable.
- Experience in managing evaluations in an international development context, for example, country-level strategic evaluations, is desirable.
- Adaptability to operate in different cultural environments.

About the Evaluation and Audit Unit

The mission of the Department of Foreign Affairs is to serve the Irish people, promote their values, and advance their prosperity and interests 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. The Evaluation and Audit Unit is an independent unit within the Department's corporate governance structure, reporting to the Secretary General. Its role is to support, protect and enhance the delivery of the Department's mission by providing objective assessment, assurance, advice and insight regarding corporate performance, governance, risk management and internal control. An Audit Committee provides independent appraisal of the audit and evaluation arrangements, and publishes a report on its work each year. EAU maintains an efficient, effective, relevant and independent evaluation and audit function within DFA by:

- Carrying out audit and evaluation exercises;
- Encouraging and supporting similar exercises carried out by other business units;
- Facilitating acceptance and implementation of audit and evaluation findings;
- Contributing to the development of appropriate policy and practice, and compliance with best practice, in both areas across the Department.

EAU works closely with other DFA business units, and those involved in policy, planning and performance measurement processes. EAU coordinates evaluations relating to the Public Spending Code, including Value for Money Reviews, Policy Reviews and Focused Policy Assessments. In addition, EAU has responsibility for providing assurance to the Secretary General regarding governance, risk management, and internal controls, including at all missions abroad.

Eligibility to compete and certain restrictions on eligibility

- (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 the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) 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 4 visa or
- (f) 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 the UK or Switzerland and has a stamp 4 visa.

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. 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) Incentivised Scheme for Early Retirement (ISER).

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 not eligible to apply 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):

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 moneys. 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 either of these schemes 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 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).

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.

Maximum Recruitment Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 70 years of age on the closing date and time for the competition.

PRINCIPAL CONDITIONS OF SERVICE

1. General

Appointment is offered as an unestablished position on a probationary contract in the Civil Service for a period of one year on the following terms and conditions with effect from the date of appointment.

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. This contract is issued in accordance with the Unfair Dismissals Acts 1977 to 2007 and the Minimum Notice and Terms of Employment Acts 1973 to 2005.

2. Salary

PPC (Personal Pension Contribution) salary for this position, with effect from 1st February 2022, is as follows:

€70,399 – €72,991 – €75,620 – €78,258 – €80,891 – €82,409 – LSI 1 €85,067 – LSI 2 €87,734

LSI 1 - After 3 years' satisfactory service at the maximum

LSI 2 - After 6 years' satisfactory service at the maximum

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th of April 1995 and is required under law 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 under law to make a Personal Pension Contribution.

Non PPC

€68,003 – €70,478 – €71,843 – €74,345 – €76,848 – €78,295 – LSI 1 €80,816 – LSI 2 €83,345

LSI 1 - After 3 years' satisfactory service at the maximum

LSI 2 - After 6 years' satisfactory service at the maximum

Important Note:

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

Different terms and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Subject to satisfactory performance increments may be payable in line with current Government policy.

Appointees 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.

3. 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 and any extensions thereof.

- (iv) has performed in a satisfactory manner;
- (v) has been satisfactory in general conduct; and
- (vi) 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 and any extensions thereof.

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.

4. Headquarters

The position will be based in Department of Foreign Affairs Headquarters in Dublin.

5. The Organisation of Working Time Act 1997

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

6. Hours of Attendance

Hours of attendance will be as fixed from time to time but will amount to on average not less than 43 hours and 15 minutes' gross including lunch breaks or 35 hours' net per week. Where extra attendance is necessary, payment or time off in lieu may be allowed in accordance with the Civil Service regulations.

7. Annual Leave

The annual leave allowance for the position of Assistant Principal is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five-day week and is exclusive of the usual public holidays.

8. 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 who are paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due to you under the Social Welfare Acts direct to the Department of Business, Enterprise and Innovation. Payment of salary during illness will be subject to you making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

9. 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 66 (rising to 67 and 68) in line with changes in State Pension age.
- 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 that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

10. 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.

11. Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009. Please note that from 1 January 2019 PRD will be replaced by an 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 for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.

IMPORTANT NOTICE - 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).

APPLICATION AND SELECTION PROCESS

Application Format

Applications should be made in the form of a detailed CV, including current employment details and two references, and confirmation of any period of notice arising from current employment.

The CV should be accompanied by a covering letter and sent by email to: competitions@dfa.ie

Closing Date

The closing date for completed applications is **22 July 2022**. Late applications will not be accepted.

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

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

Selection Method

The selection method may include:

- **Shortlisting of candidates on the basis of the information provided in their application.**
- **Preliminary Interview to reduce the numbers of candidates to a more manageable number for the main interview board if necessary.**
- **A competitive interview. Candidates may be required to give a presentation as part of the 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 number will only be called to interview.

In this respect, the Department of Foreign Affairs provide for the employment 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 a 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.

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 DFA is satisfied that such a person fulfils the requirements.

Candidates with Disabilities

Candidates who would like to avail of reasonable accommodations 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;
 - 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, DFA may at its discretion, select and recommend another person for appointment on the results of this selection process.

Non-Refund of Expenses

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

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2003, the Data Protection Acts 1988 and 2003, and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by DFA, are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

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.

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.

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.

When you submit an application for a competition, we create a record in your name. Information submitted with a job application is used in processing your application. All necessary precautions will be taken to ensure the security of your data.

Canvassing

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

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 Acts 1997 and 2003. You will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

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.

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.

Circulars

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

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.