

Candidate Information Booklet



**24460108 Graduate Policy Analyst/Economist
in the Irish Government Economic & Evaluation
Service (at Administrative Officer level)**

Dublin

Closing Date: 3pm on Thursday 24th October 2024



24460108 Graduate Policy Analyst/Economist in the Irish Government Economic & Evaluation Service (at Administrative Officer level)

publicjobs and employing Departments/ Offices will run this competition in compliance with the Code of Practice for appointment to positions in the civil service and public service, prepared by the Commission for Public Service Appointments (CPSA) and available on www.cpsa.ie.

We are committed to a policy of equal opportunity.

publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Acts 2004-2013.

Contact: LVC4

publicjobs

Email: graduate@publicjobs.ie

URL: www.publicjobs.ie

Introduction

What is the Irish Government Economic and Evaluation Service?

Established in 2012, the Irish Government Economic and Evaluation Service (IGEES) is an integrated, cross-Government service that supports better policy formulation and implementation in the Civil Service through data and policy analysis. The Service offers wide ranging employment opportunities across Government Departments in analytical roles across all policy areas (e.g. transport, housing, education, social protection, climate action, etc.), as well as macroeconomic forecasting, public expenditure and fiscal policy.

IGEES is working to build analytical capacity across the Civil Service and to embed an evidence informed approach to analysis, design and implementation of public policy. This will contribute to the achievement of better policy outcomes and better value for money for the public.

Purpose

The primary aims of IGEES are to:

- Develop and maintain a professional policy analysis service within the Civil Service;
- Ensure application of best practice in using data and policy analysis in support of better value for money and more effective public policy; and
- Facilitate more open policy dialogue with academia, external specialists and stakeholders across the broad socio-economic spectrum.

For further information, please [CLICK HERE](#)

The Role

There are IGEES Graduate Policy Analyst/Economist roles in every Government Department. The work varies depending on the requirements of the Department, but typically covers one or more of the following:

- Contributing to national policy development across a wide range of areas;
- Using data, quantitative and qualitative tools and techniques to conduct policy analysis and evaluation;
- Contributing to appraisals and evaluations of significant areas of expenditure in line with the Public Spending Code;
- Economic modelling and forecasting;
- Contributing to briefing and advising senior officials and Ministers;
- Providing technical advice and guidance to ensure effective regulation.

Training and Development

Key to the development of the IGEES is the continuous learning and development of its staff so that relevant analytical, economic, and evaluation skills are maintained and enhanced. This involves induction training (initial and advanced), as well as attendance at advanced training modules, master classes, etc. Learning and development may also involve pursuit of further academic qualifications, completion of assignments and short periods of secondment to relevant national and international bodies/institutes. IGEES Graduate Policy Analysts/Economists also participate in a one year graduate programme, which covers the core competencies required for working effectively in the Civil Service.

Person Specification

The person(s) appointed will be capable of bringing the tools and techniques of economic and policy analysis to inform policy development and decision making in order to help optimise the use of scarce resources across Government. In addition, they should demonstrate the skills and capabilities under the 4 main Capability Dimensions identified for this role:

- Building Future Readiness
- Evidence Informed Delivery
- Leading & Empowering
- Communicating and Collaborating

For further details on the **Capability Framework** and definitions please [click here](#).

Mobility

Staff mobility is an important element of capacity building and staff development within IGEES. As part of the normal course of career and professional development, staff are expected to move on a regular basis to other IGEES units across Government Departments.

Summary Conditions of Service

Starting Salary: €38,869

Annual Leave: 25 Days

Hours of attendance: 41 hours and 15 minutes gross per week

Principal Conditions of Service: Please [CLICK HERE](#) to view full Conditions of Service

Selection Process Provisional Dates

Closing Date	3pm on Thursday, 24 th October 2024
Candidates with disabilities to forward psychologist/medical report to asu@publicjobs.ie (Please see page 7 for further details)	Thursday, 24 th October 2024
Stage 1 – Online Assessment	8 th November 2024 – 12 th November 2024
Stage 2 – Shortlisting	5 th December 2024 – 13 th December 2024
Stage 3 – Main Interview & Presentation	Batch 1: 8 th January 2025 – 24 th January 2025 Further dates in February to be confirmed

Please note all dates are provisional and subject to change.

Entry/Eligibility Requirements

Qualifications/eligibility may not be verified until the final stage of the process, therefore, those candidates who do not possess the essential requirements, **on or by the dates specified below**, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

Please note that, given the volume of applications, publicjobs is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they pass the final stage and come under consideration for appointment to the role. The onus is on the candidate to ensure they fulfil the eligibility requirements set out below. publicjobs reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

- Please **[CLICK HERE](#)** for further information regarding Eligibility to Compete and Certain Restrictions on Eligibility

Essential Requirements

Applicants for these positions must, **on or before the 31st October 2025** have achieved / expect to achieve:

1. (i) a primary honours degree at minimum 2.1 (Level 8 on the National Framework of Qualifications) in a discipline with a **strong data analysis component** such as Economics, Social Science, Public Policy or Statistics

or

- (ii) a Masters degree level qualification (minimum Level 9 on the National Framework of Qualifications) in a discipline with a **strong data analysis component** such as Economics, Social Science, Public Policy or Statistics;

and

- (iii) successfully demonstrate the required capabilities for this role.

IMPORTANT: Please see **Appendix 1** for more information on the **Capability Framework** and **preparation guidelines.**

It is expected that from the outset, those newly recruited will be able to make a substantive contribution to the work of the Civil Service. While training is to a significant extent 'on the job', induction and training courses in specific skills and areas of work will be provided to assist you to become familiar with the public sector.

The Application and Selection Process

Practical Matters

- Applications can be made online through www.publicjobs.ie.
- To apply, candidates must have a "User Account" on www.publicjobs.ie. If you have not already done so, you must click Login on the publicjobs homepage and register as a '**New User**' to create your Profile (register a New Account).
- If you cannot remember your profile details please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access, complete and submit the application form. Further information on how to apply can be found below.

Username / Password issues

If you have forgotten your Username or Password, please click on the following link:

<https://www.publicjobs.ie/candidateportal/home/forgottenDetails.do>

How to contact publicjobs?

If you continue to have 'User Name' or 'Password' difficulties please email publicjobs at graduate@publicjobs.ie outlining your issue and giving your name and contact details, including a telephone number where you can be reached.

Candidates should note that support will only be available during office hours until the closing date.

- Candidates must use **their own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. publicjobs will only communicate application information with the candidate and not with any third party.
- It is important that you keep note of your username and password as you will need this information to access your publicjobs messageboard.
- 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 email/text message notification will be sent to the email address/telephone number originally supplied by you.
- Interaction with candidates during the selection process will primarily be conducted online. publicjobs will send most communication through your publicjobs messageboard. Check your messageboard on a regular basis as email notifications of updates/tests issued to your messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.
- publicjobs accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their messageboard and access all communications from the publicjobs.
- If invited to tests, exercises, interview and/or any other selection stage, the onus is on each applicant to make themselves available on the date(s) specified by publicjobs. If you do not attend on the specified date/time you will be deemed withdrawn from the competition.
- An Unreasonable Conduct Policy is in operation in publicjobs. Information on the policy can be found on the publicjobs [website](#).

How to Apply

The onus is on the candidate to select the correct competition(s).

Click on the button ‘Apply now’ to access the application webform. This button is located at the end of the job posting page for “Graduate Policy Analyst Economist 2024” on www.publicjobs.ie. You must complete the application webform in full and click the submit button.

Once you have submitted your application you should return to your publicjobs account and confirm that it has been successfully submitted via **‘My Applications’**. You should review your submitted application and ensure that it is fully completed and correct. At this point you should consider adding publicjobs.ie to your safe senders or contact list within your email account to avoid not receiving email because a [publicjobs](http://publicjobs.ie) email has been blocked.

Only fully completed applications submitted online will be accepted into the competition. **Applications will not be accepted after the closing date (3pm, Thursday 24th October 2024). Only one application per person is permitted.**

The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the publicjobs or other body is satisfied that such a person fulfils the requirements.

Candidates with Disabilities – Reasonable Accommodations for the Selection Process

publicjobs has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates.

If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

Please be assured that having a disability or requiring adjustments will not impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely confidential.

Should you be successful, the disclosure of a disability for this stage of the process will not be passed onto the employing department unless you request that we do so.

If you have indicated on your application/profile that you require reasonable accommodations, please submit a psychologist/medical report to ASU@publicjobs.ie

The purpose of the report is to provide publicjobs with information to act as a basis for determining reasonable accommodations, where appropriate. The information within these reports that is useful for us to see includes the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may redact (block out) parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

These reports must be forwarded to the Assessment Services unit by close of business on **Thursday, 24th October 2024**. You should email a scanned copy of the report to asu@publicjobs.ie

We would ask that any documents which are being sent to asu@publicjobs.ie are in Word, PDF or JPEG format. Please also include your Candidate ID as part of your email.

If you have previously applied for a competition with publicjobs and submitted a report, please email asu@publicjobs.ie to confirm that your report is still on file.

If you would like to talk about your application or any accommodations that may be of benefit during the recruitment process, please contact our Disability Champion, Amanda Kavanagh, at amanda.kavanagh@publicjobs.ie. For further information on the accessibility of our service please see our [Accessibility page](#).

Closing Date

The closing date for receipt of completed applications is **3pm on Thursday, 24th October 2024**

Applications will not be accepted after the closing date. If you do not receive an acknowledgement of receipt of your application within two working days of applying, please check your Junk/Spam folders as email notifications may sometimes be filtered into these email folders (or 'Promotions' in the case of Gmail). In the event that the acknowledgement is still not received please email graduate@publicjobs.ie including your name, candidate ID and contact details. Candidates should note that support will be available during office hours until the closing date.

Selection Process

The selection process for this competition will comprise a number of elements. These may include one or more of the following:

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Shortlisting of candidates on the basis of the information contained in their application against set criteria based on the requirements of the position;
- An online video interview;

- Competitive Interview(s);
- Presentation/Analysis exercise;
- Work sample test;
- Any other tests or exercises that may be deemed appropriate, including language proficiency tests.

Applicants must successfully complete each stage of the selection process, in order to be considered for advancement to the next stage. The number of candidates to be invited forward at each stage will be determined from time to time by publicjobs.

Please note: If publicjobs is not notified of any issues you experience in advance of or on the day of your assessments/interview, we will not be in a position to address these after the fact.

Stage 1: Online Assessment

The initial stages of the selection process will be conducted online. Online assessments may be taken in a venue of your choice, wherever you have access to a computer and a reliable internet connection.

It is important to note that taking these assessments within a secure IT network e.g. a network such as your work or college which may have firewalls or other security technology in place may cause you technical difficulties. You should ensure that you can complete the assessments in a quiet environment where you can concentrate without being disturbed for the duration of the assessments. It is advised to take the assessments on a device that you are familiar with.

Candidates invited to complete the online assessment(s) will be sent a familiarisation booklet, with more information and preparation guidelines.

It is important to note that the email address you provide when applying must be one that you can access at all times. Candidates will be given specific time windows in which to complete the assessment(s). A link(s) to the actual online assessment(s) will be sent to candidates' messageboards on publicjobs.ie in advance of the test-taking window. Candidates who have not completed all of the online assessment(s) before the deadline will be deemed to be no longer interested in this competition and their application will receive no further consideration.

Your attention is drawn to Appendix 2 '*Important Information*'. If invited to progress through the selection process, a candidate may be required to sit tests in a supervised environment.

publicjobs has no function or involvement in the provision of, and does not endorse, any preparation courses relating to the selection process.

Stage 2: Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies. While a candidate may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, publicjobs may decide that a smaller number will be invited to the next stage of the selection process.

publicjobs provide for the employment of a shortlisting process to select a group 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. During shortlisting, an expert board will examine the application forms against agreed shortlisting criteria which are based on the requirements of the position. The standard of content of each application submitted may also be assessed during this process. The shortlisting criteria may include both essential and desirable criteria specified for the position and, it is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application and to provide your very best evidence in relation to the questions asked, if relevant. The onus is on candidates to complete the application form fully and accurately.

For the purposes of the application form, it is advised that you primarily focus on providing concrete evidence/examples at this stage, as much as possible. Candidates invited forward to interview stage will have an opportunity to further demonstrate their breadth of capability in greater detail.

In the case of competitions that may involve large numbers of candidates, candidates may be ranked on the outcome of their online assessment(s) and will be shortlisted in accordance with their ranking. Applicants must successfully complete each stage of the selection process in order to be considered for advancement to the next stage. The number to be invited forward at each stage will be determined from time to time by publicjobs, based on performance at each stage and location preferences, if relevant.

Stage 3: Interview & Presentation

[CLICK HERE](#) for further Information.

For further information on the recruitment process, including the clearance stage, please [click here](#)

Next Steps

Should you come under consideration to proceed to subsequent stages of the selection process, information will be forwarded to you at the appropriate time.

Important notice for existing civil servants

Existing eligible civil servants that apply for and are successful in this competition should note that in the event that they decide to accept an offer of assignment as an Administrative Officer from a panel established under this or any other competition that they will **no longer be eligible** to compete in, or be placed from, an internal or interdepartmental promotional civil service competition for the **grade of Higher Executive Officer or equivalent grade**.

Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. Request a **Review of a decision** made during the process
- Or**
2. **Make a Complaint** that the selection process followed was unfair

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 (as detailed below), a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission for Public Service Appointments (CPSA) **at its sole discretion**.

There is no obligation on publicjobs to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, publicjobs will intervene in cases where it finds an error is likely to have occurred.

Requesting a Review under Section 7

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by publicjobs. publicjobs will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Informal Review will consist of a desk-based examination of any available information in relation to the recruitment process and the decision taken regarding the candidate's application. The outcome of the Informal Review Process will be communicated to the requester in writing.

- A request for Informal Review must be made within 5 working days of notification of the decision, and will normally take place between the candidate and a representative of publicjobs who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they may adopt the formal procedures set out below.

A request for Formal Review must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Review process. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The candidate must address their concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, publicjobs, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Review will be conducted by a person who is completely independent of the selection process
- The outcome of the Formal Review must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

Making a Complaint under Section 8

A candidate may believe there was a breach of the Commission's Code of Practice by publicjobs that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates to make a complaint under **Section 8** to publicjobs in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, either publicjobs or the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, publicjobs and the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. **The CPSA cannot instruct publicjobs to reverse a decision taken in the course of an appointment process.** Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if the complainant cannot support their allegations by setting out how publicjobs has fallen short of the principles of this Code.

The Informal Complaint will consist of a desk-based examination of any available information in relation to the recruitment process. The outcome of the Informal Complaint will be communicated to the requester in writing.

- An Informal Complaint must be made within 5 working days of notification of the decision and will normally take place between the candidate and a representative of publicjobs who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they may adopt the formal procedures set out below.

A Formal Complaint must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Complaint. Any extension of these time limits

will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The candidate must address their concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, publicjobs, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Complaint will be investigated by a person who is completely independent of the selection process.
- The outcome of the Formal Complaint must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

For further information on the above Review and Complaint procedures please see the *Code of Practice for Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on written request. Feedback and rechecks may be requested for up to six months after completion of each stage of the competition. However, please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback/recheck is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

Contravention of the Code of Practice

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, if a person found guilty of an offence was, or is, a candidate at a recruitment process:

- they will be disqualified as a candidate and excluded from the process;
- where they have been appointed to a post following the recruitment process, they will be removed from that post.

General Information

Please [**CLICK HERE**](#) for general information regarding the competition.

Appendix I

Civil Service Capability Framework Graduate Policy Analyst/Economist

Overview

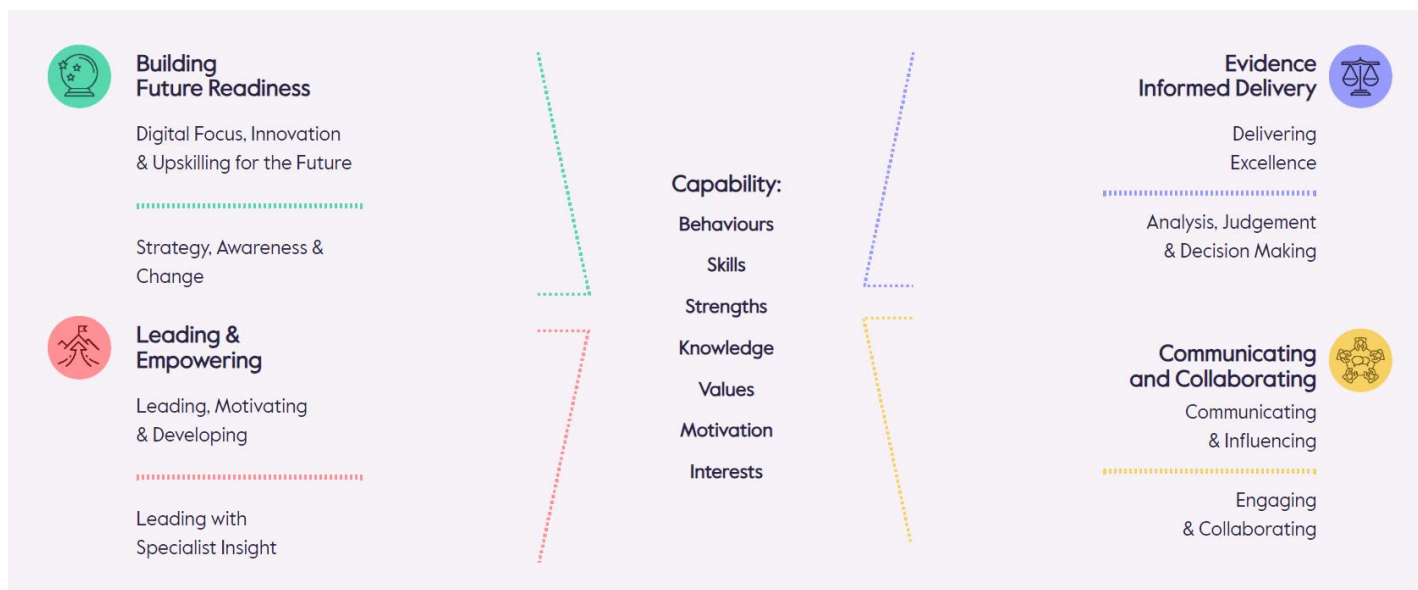
The Civil Service Capability Framework is the new model which will be used for recruitment and selection for roles across the Civil and Public Service. The framework was developed based on extensive consultation across the Civil Service. The capability framework supports the Civil and Public Service in building the workforce of the future. Our ambition is to attract, empower and develop a diversity of people, with the capability and talent to collaboratively deliver excellence, on behalf of our government and the people of Ireland.

publicjobs, in collaboration with the Irish Government Economic & Evaluation Service, have designed a custom Capability Framework for the role of Graduate Policy Analyst/Economist in the Irish Government Economic & Evaluation Service (at Administrative Officer level). This will be used as a basis for selection for the Graduate Policy Analyst/Economist role.

Exploring and strengthening capability requires consideration of the whole person. The framework builds on the competency-based approach, and considers a wider variety of factors that may influence performance, including: **behaviours/past experience, skills, strengths, knowledge, values, motivation and interests.**

There are four broad Capability Dimensions within the framework: **Building Future Readiness, Evidence Informed Delivery, Leading & Empowering, and Communicating & Collaborating.** These Dimensions are further broken down into Sub-Dimensions (see below).

The full Capability Framework for Graduate Policy Analyst/Economist in the Irish Government Economic & Evaluation Service (at Administrative Officer level), may be viewed [here](#).



There are a number of performance indicators and key skills examples listed within each Capability Dimension. A greater variety of indicators are included under each area, in order to provide more scope for identifying capability in different ways, and to allow candidates with different types of experience to demonstrate their strengths and capability.

Useful Resources:

1. Graduate Policy Analyst/Economist Capability Framework:
https://www.publicjobs.ie/restapi/documents/AO_IGEES_Capability_Framework.pdf
2. Tips for Capability-Based Interviews and Example Questions:
<https://www.publicjobs.ie/en/information-hub/our-recruitment-process/interview-advice#tips-for-capability-based-interviews>
3. Candidate Guidance Video – ‘Introduction to the Civil Service Capability Framework’:
<https://vimeo.com/951952214>

Appendix II

IMPORTANT INFORMATION Terms and Conditions

Name

publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Acts 2004-2013.

Your attention is drawn to this important information. By submitting an application, accessing or attempting any assessment/test materials you are agreeing to be bound by the terms set out below:

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person(s) who contravenes this provision, whether an applicant or other, or who assists another person(s) in contravening this provision, is liable to prosecution and/ or civil suit for loss of copyright and intellectual property.
2. Your attention is drawn the Commission for Public Service Appointment's Code of Practice for Appointment to Positions in the Civil Service and Public Service. In particular, please note Section 5 - Responsibility of Candidates (see below).

Canvassing

Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the appointments process.

Candidates' obligations

Candidates in the recruitment process 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.

Penalties for failure to comply

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 and/or imprisonment.

If a person found guilty of such an offence was or is a candidate in a recruitment process, then:

- Where they have not been appointed to a post, they will be disqualified as a candidate;
 - Where they have been appointed subsequent to the recruitment process in question, they shall forfeit that appointment.
3. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that publicjobs is satisfied that such a person fulfils the essential requirements.
4. **Honesty Agreement**
Honesty and integrity are key values in the Civil and Public Service. Candidates are therefore required to complete this selection process honestly, independently and in accordance with the rules and guidelines. The use of online systems, software or artificial intelligence to facilitate completion of assessment stages, is not permitted. Candidate responses and submissions for relevant assessment stages are subject to checks for response pattern, duplication, originality and a range of other checks. As this is a competitive process, these checks are required to ensure fairness and originality of work submitted. Where a breach occurs, publicjobs will consider sanctions which may result in disqualification from the competition. In completing the assessment stages, you are confirming that you consent for your work to be subject to this process, as relevant.



poistphoiblí
publicjobs

publicjobs,
Chapter House,
26/30 Upper Abbey Street,
Dublin 1.
Eircode: DOI C7W6.
Phone: 01 858 7400

You can also keep up to date
on **publicjobs.ie** and follow us
on our social platforms:

