



Circular Letter 0046/2017

To: The Chief Executives of Education and Training Boards

**RE: ELIGIBILITY CRITERIA FOR RECRUITMENT/PROMOTION FOR ADMINISTRATIVE STAFF IN
EDUCATION AND TRAINING BOARDS**

Introduction

The arrangements as set out in this Circular are to be read in conjunction with and as an addendum to Circular Letter 0008/2017 as published on the 10th February 2017.

These arrangements relate to the eligibility criteria for recruitment and promotion for administrative staff. The arrangements in this Circular further relate to the operation of an Education and Training Sector Candidate Pool. The Education and Training Sector Candidate Pool is the pool of eligible applicants that may apply for administrative posts within the Education and Training Sector, the Education and Training Sector comprising Education and Training Boards (ETBs) and Institutes of Technology (IOTs).

This Circular, in conjunction with Circular 0008/2017, sets out the arrangements and procedures to be implemented by ETBs.

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1. Grades IV, V, VI and VII – Requirements and Eligibility Criteria for Recruitment/Promotion from Confined Competition AND from Open Competition

1.1 Section 1.3 of Circular Letter 0008/2017 sets out the requirements and eligibility criteria for recruitment/promotion for Grades IV, V, VI and VII. These criteria apply to the requirements and eligibility for recruitment/promotion from confined competition.

1.2 The requirements and eligibility criteria for recruitment/promotion from open competition were erroneously omitted from Circular 0008/2017. The requirements and eligibility criteria for recruitment/promotion from open competition are that candidates must:

- have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;
- be capable and competent of fulfilling the role to a high standard;
- have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;
- Oral Irish – It may be a requirement of the post that the candidate possesses a competency in Oral Irish, to the satisfaction of the Chief Executive of the ETB/to the satisfaction of the IOT. Where there is a requirement for competency in Oral Irish in respect of a post it will be specified in the advertisement for that post.

2. Arrangements for filling Grade IV Posts in Education and Training Boards

This section supercedes the arrangements as set out in Section 2 of Circular 0008/2017

2.1 Under these arrangements 50% of posts at Grade IV are filled from the Education and Training Sector Candidate Pool and 50% are filled by open competition.

2.2 It will be a matter for each ETB to decide which particular vacancies are filled by open competition having regard to the particular requirements of the ETB.

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