

## **Department of Public Expenditure and Reform - Board for the Public Appointments Service**

The Minister for Public Expenditure and Reform will shortly be appointing a new Board for the Public Appointments Service (PAS).

Expressions of interest are invited from suitably qualified and experienced persons interested in being appointed to the board. Ideally candidates should have previous experience of Human Resources as it applies in a large organisation, awareness of issues relating to public service recruitment and public policy in general.

Note: Candidates who are found to be suitable but who are not offered an initial place may be placed on a panel and may be contacted at a later stage should further vacancies arise.

In considering applications due regard will be given to Government policy on gender balance on State Boards.

In making appointments, the Minister is not restricted to those who have responded to this invitation.

### **Background Information**

#### **About The Public Appointments Service**

The Public Appointments Service (PAS) was established under the Public Service Management (Recruitment and Appointments) Act 2004 as an independent centralised recruitment, assessment and selection body for the Civil Service, Health Service Executive, Local Authorities, An Garda Síochána, the Irish Prison Service and other State and Semi-State bodies.

As a well-developed shared service provider, PAS occupies the pivotal position of providing services right across the entire public service and its client portfolio includes both State and Semi-State organisations. The work of PAS ranges from traditional large volume recruitment competitions to tailored selection processes for senior professional and management positions, which include an executive search dimension. The Office handles the full range of appointments to public service administrative, technical and professional positions including internal and cross-departmental promotion competitions.

PAS provides recruitment support services for the Top Level Appointments Committee and has recently played a key role in the development and provision of a new and more open approach to the appointment of members to State Boards. Under the redeployment programme for the public service, PAS has responsibility for the management of the resource panel and matching people to suitable vacancies across the system. Ancillary services provided for clients include job analysis, competency development, test design, quality assurance, and strategic HR planning, training/coaching and advisory services.

Operating under the Public Service Management (Recruitment and Appointments) Act 2004, PAS has championed a merit based approach to appointments founded on core values of openness, fairness, equality of treatment, and probity. An acknowledged leader in the area of selection and assessment techniques both in Ireland and amongst Public Sector bodies internationally, PAS exploits online technology extensively in its interactions with both candidates and clients through its custom designed public service wide recruitment website. The universally recognised “publicjobs” brand is underpinned by experienced professional resources and systems and is the platform on which new services and enhancements, including self-service options, are being developed for both clients and candidates.

The PAS operates with the guidance and advice of a Board which comprises a Chairperson and 8 other members including the Chief Executive in an ex officio capacity.

### **Remuneration**

Members of the Board of PAS will receive a fee of €7,695 per annum and the Chairperson will receive a fee of €11,970 per annum. The rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government policy. All successful appointees may choose to voluntarily waive their fees as a matter of personal choice.

### **How to Apply**

Anyone interested in being considered for appointment as a Board member should submit an application form via the following link: [www.stateboards.ie](http://www.stateboards.ie) together with detailed Curriculum Vitae and a cover letter.

If you are already registered on [www.publicjobs.ie](http://www.publicjobs.ie) you can log in using your username and password.

If you have not previously registered on [www.publicjobs.ie](http://www.publicjobs.ie) you will need to register your details.

You must go to “Choose a Job Category” on the left side of the screen.

Click on “Membership of a State Board” and then click “Apply for this job”.

**Please note that documents a) and b) below should be submitted as one attachment and should be saved as one document before commencing the application process.**

Step 1 - Complete the Online Application Form. Most of this will be pre-filled from your registration profile.

Step 2- Attach (a) and (b) listed below

- (a) Curriculum Vitae not exceeding 3 pages;
- (b) A short cover letter/personal statement outlining your suitability for a board member position.

### **Closing Date**

The closing date for receipt of applications is: **Tuesday 5<sup>th</sup> August 2014**

All applications/expressions of interest will be treated confidentially and information will only be given to the appropriate personnel.

