

Department of Jobs, Enterprise and Innovation

Vacancies on Boards of Agencies under the aegis of the Department

The Minister for Jobs, Enterprise and Innovation is seeking Expressions of Interest from suitably qualified and experienced persons to fill a number of vacancies that will arise between now and the end of 2014 in Agencies under the aegis of his Department.

The purpose of this process is to provide a pool of suitable candidates from which appointments to vacancies on Boards can be made.

The qualifications and experience required for appointment to Boards will vary depending on the nature of an Agency's specific functions and the specific skills required by Boards at various times to provide the necessary breadth of expertise appropriate to its responsibilities.

Notwithstanding this broad requirement, it is anticipated that the vacancies arising between now and the end of 2014 will require expertise in one or more of the following areas:

- **Finance, Accounting/Auditing**
- **Law**
- **Sectoral industry expertise (e.g. Hi-Tech, Clean-Tech, Sustainable Development etc.)**
- **Manufacturing, Education & Learning, Quality/Validation Systems**
- **Occupational Medicine**
- **Sectoral Occupational Health & Safety.**

Appointees to Board positions should also have senior management and, ideally, previous Board level experience, excellent interpersonal skills, a capacity to think strategically and creatively, as well as being financially literate, able to impartially consider issues objectively and committed to the highest standards of integrity and governance.

Full details of the agencies under the auspices of the Department are available on the Department's website www.djei.ie

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.

In submitting expressions of interest, a person should also set out clearly any actual or potential conflicts of interest that may arise should they be appointed to any of the Boards under this Department's remit.

How to apply

Anyone interested in being considered for appointment as a Board member should submit an application form via the following link www.publicjobs.ie together with detailed Curriculum Vitae and cover letter.

If you are already registered on www.publicjobs.ie you can log in using your username and password.

If you have not previously registered on 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 in 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

(b) A cover letter/ personal statement outlining your suitability for a board member position **specifically targeting the contribution** you would make in relation to the areas of expertise highlighted on page 1 of this booklet.

Closing Date

The closing date for receipt of applications is: **Friday 13th December 2013**

We will treat all applications/expressions of interest confidentially and information will only be given to the appropriate personnel.

