DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

The Department of Foreign Affairs and Trade intends holding a competition for the purpose of filling positions for

JUNIOR PROFESSIONAL INTERN

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

(DEVELOPMENT COOPERATION DIRECTORATE)

Closing Date and Deadline for applications is

17.30 pm, 6th April 2018

The Department of Foreign Affairs and Trade is committed to a policy of equal opportunity.

The Department will run this campaign in accordance with the codes of practice of the Commission for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa.ie

Enquiries: Please contact the Department of Foreign Affairs and Trade

Email: jpi@dfa.ie

Or

Jennie Quin
Human Resources
Development Cooperation Directorate,
Department of Foreign Affairs & Trade
23 – 27 Henry St
Limerick.
Telephone Number: 353 61 774032.
Title of Position: Junior Professional Intern

Department: Foreign Affairs and Trade

Division: Development Cooperation Directorate (Irish Aid)

Location: Headquarters (Limerick and Dublin)

Introduction:
Irish Aid, the Government’s official development assistance programme, is administered by the Development Cooperation Division of the Department of Foreign Affairs and Trade. Development cooperation is integral to Ireland’s foreign policy. The aid programme represents a very significant commitment of public funds, with €707 million budgeted for Official Development Assistance (ODA) in 2018. Ireland’s programme is recognised internationally for its strong focus on relieving poverty and hunger, for its partnership approach in some of the poorest countries in sub-Saharan Africa, and for its effectiveness.

Establishment of Panel:
An order of merit panel of up to 20 candidates will be established from which a number of immediate appointments will be made. The panel will expire after two years.

Role of the Junior Professional Intern and qualities required
The role of Junior Professional Intern (JPI) is a training position that involves mostly working with development specialists who provide technical support to the Government’s development cooperation/aid programme (Irish Aid), in the Department of Foreign Affairs and Trade. The position will offer the opportunity to work as part of a highly motivated and skilled team, in a range of disciplines of relevance to the policy objectives of the aid programme.

It would be an advantage that Junior Professional Interns have a deep appreciation for and have an ability to respond to the complex and evolving environment within which the Irish Aid programme is positioned. The Junior Professional Intern will play a support role in the management of the aid programme, ranging from the provision of technical support and input into policy advice to oversight (within a management structure) of individual projects and programmes.

Duties:
The precise range of duties will vary over time according to the exigencies of the planned and ongoing programmes, but will include the following:
Headquarters [Limerick and Dublin]

- Provision of support in a sector or on a thematic issue of relevance to the programme;
- Mentored by experienced colleagues to play a support role in the oversight and monitoring of approved budgets and programmes;
- Under the guidance of Senior staff provide input into (verbal and written) briefings and speeches as required;
- Work as part of a Unit or cross-unit team and build effective work relationships with other colleagues across the Department;
- Contribute to policy discussions of relevance to the Irish Aid programme with other donors, civil society and other development actors;
- Support the Department staff in international networks and at international/national meetings of relevance to the programme;
- Contribute to the Units technical support and advice to field operations;
- Support the Unit to provide high-quality analysis, reports and briefings as requested;
- Support the public information and communications/outreach work of the organisation;
- Undertake other functions as requested by the Head of Unit/Line Manager.

Requirements

Candidates must meet the following requirements:

- Have held a post graduate qualification or similar qualification in international relations, development, or one of the following areas for at least two years; and
- Have 2 years relevant experience in one or more of the following areas:
  - Public Health including HIV/AIDS and other communicable diseases
  - Nutrition
  - Governance
  - Economics/Business/Private Sector
  - Statistics / ICT
  - Accounting and Public Financial Management
  - Communications including journalism
  - Development Management/ International Relations
  - Humanitarian Response / Human Rights
  - Environment / Climate Change
  - Agriculture and Rural Livelihoods
  - Education
  - Gender

- Have not previously undertaken an internship with the Department of Foreign Affairs & Trade;

  and

Be an Irish citizen, or a European Economic Area national with an unrestricted right to reside in Ireland;
• Have
  o either experience of working in the developing world,
  or
  o Experience of working in the area of community development either at voluntary or professional level.

Desirable for the job:

• A knowledge of global development issues and an understanding of the economic, business, trade and political context in which development interventions are successful;

• An understanding and appreciation of the complex environment in which the Department of Foreign Affairs and Trade (including Irish Aid) and its Missions operate;

• An interest in international affairs.

Key Competencies:

• Organisation and Planning
• Initiative and Teamwork
• Communications Skills
• Focus on Results

ELIGIBILITY TO COMPETE

Eligibility to compete and certain restrictions on eligibility

Health:
A candidate for, and any person holding the office, must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character:
A candidate for, and any person holding the office, must be of good character.

Collective Agreement - Redundancy Payments to Public Servants (DoF letter to Personnel Officers dated 28 June 2012):
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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Minister’s consent will have to be secured prior to employment by any public service body.

**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 debarred from applying 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):**
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 monies. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

**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. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. 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).

**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, 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 persons 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).

**Career Breaks:**
Subject to satisfying the eligibility requirements, the competition is open to staff who are on a Career Break, provided their Career Break conforms to the provisions of Department of Finance Circular 18/98, or on secondment arrangements.

**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 67 years of age on the closing date and time for the competition.

**Principal Conditions Of Service**

**General**
The positions are for 24 months and are non-established positions in the Civil Service and carry no entitlement to established status. The Scheme is designed solely for the purpose of providing relevant work experience and accordingly will not give rise to contracts of indefinite duration. Successful candidates will serve a probationary period of 6 months at the end of which performance as regards health, conduct, efficiency and general service will be reviewed and if satisfactory, candidates will be appointed for a further 18 months.

Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of the probationary contract, an officer’s performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

1. has performed in a satisfactory manner
2. has been satisfactory in general conduct, and
3. is suitable from the viewpoint of health with particular regard to sick leave.

Prior to completion of the probationary contract a decision will be made as to whether or not the officer will be retained pursuant to **Section 5A (2) Civil Service Regulation Acts 1956-2005**. This decision will be based on the officer’s performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to the officer by the Department/Office. A copy of Department of Finance guidelines on probation will also be made available to the officer.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

**Location**
JPIs will be based at an office of the Department of Foreign Affairs and Trade in Limerick or Dublin and will have a unique opportunity to work closely with, and learn from, the staff of the Government’s aid programme.

**Pay**
The rate of pay offered will be the first point of the Executive Officer standard scale €29,026 per annum.

**Hours of attendance**
Hours of attendance will be as fixed from time to time, but will amount to on average not less than 43 ¼ hours gross, or 37 hours net per week. Where extra attendance is necessary, overtime payments, or time off in lieu, will be allowed in accordance with the Civil Service overtime regulations.
Organisation of Working Time Act 1997:
The terms of the Organisation of Working Time Act, 1997 will where appropriate apply to this appointment.

Annual Leave
Interns will have an annual leave allowance of 23 days per annum, exclusive of public holidays. Leave will be calculated on a pro-rata basis.

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 paying the Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Department of Foreign Affairs and Trade. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits

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”).

Key provisions attaching to membership of the Single Scheme are as follows:

a) Pensionable Age
The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

b) Retirement Age:
Scheme members must retire at the age of 70.

c) Pension Abatement
If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, 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.

If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.
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.

d) Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants (“Non-Established State Employee Scheme”). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e) 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 existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f) 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.

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.

In applying for the above position you are deemed to have noted and consented to the above conditions
FORMAT OF THE COMPETITION

SELECTION METHOD

This competition will be a competency based process. It is therefore advisable for candidates to be fully aware of the key competencies required for this role as outlined on page 4. Care should be taken when completing the competency section of the application form as candidates may be shortlisted on the evidence provided in this section. The relevant competency should be demonstrated clearly in the examples provided. If a candidate fails to meet the required standard in any one competency s/he will not progress to the next stage of the competition.

The methods used to select the successful candidate for this post may include:-

- Shortlisting of candidates on the basis of the criteria outlined in the booklet.
- A competitive preliminary Interview to reduce the numbers of candidates to a more manageable number for the final interview board if necessary;
- A final competitive interview, possibly including a presentation by the candidate on questions put to her or him prior to the interview

Shortlisting

In the event that a large number of candidates meet the minimum eligibility requirements for the post, the Department may decide to shortlist a smaller number for interview based on an assessment of pre-determined criteria in the application form. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, but rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any shortlisting exercise that may be employed, the Department will be guided by an expert board who will examine the application forms and assess them against pre-determined criteria based on the requirements of the position.

The onus is on all applicants to make themselves available for interview on the date(s) specified by the Department and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form. The Department of Foreign Affairs and Trade will not be responsible for expenses incurred by candidates in this application process.

Completing the Application Form:

The application form is available from www.irishaid.ie and also on www.dfat.ie

Competency based application forms are designed to help you to present relevant evidence in order that decision makers can evaluate how well you ‘fit’ the requirements of a particular role. Relevant evidence is usually drawn from your work experience and the way in which you have accomplished a range of activities. Those involved in screening the applications will be evaluating the information you give against specific competencies required for effective performance in the role. To do this they need you to give enough detail so that they can tell what you actually did and how you did it.
Applications must be made on the official application form. All sections of the form must be fully completed. When completing the application form please ensure that the information supplied in all sections is correct as you may be shortlisted on the basis of information supplied.

Closing Date:

Applications must be completed and submitted by 17:30 pm, 6th April 2018 to jpi@dfa.ie

All sections of the form must be fully completed.

By submitting information electronically, parties accept that data may not be fully secure.

Enquires can be submitted to jpi@dfa.ie

Applications will not be accepted after the closing date.

Confidentiality:
Subject to the provisions of the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence.

Equality:
The Department of Foreign Affairs and Trade is committed to a policy of Equal Opportunity.

Confidentiality:
Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes. Subject to the provisions of the Freedom of Information Acts, 1997 & 2003 applications will be treated in strict confidence.

Security Clearance
Police vetting will 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. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other important information
The Department of Foreign Affairs and Trade will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or invitation to attend an interview, is not to be taken to imply that the Department is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the Department of Foreign Affairs and Trade will make all such enquiries as are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process

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

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; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria

Candidates must:
- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned and if successful, they will not be appointed to the post unless they agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.

Deeming of Candidature to be withdrawn:
Candidates who do not attend for interview or other tests when and where required by the Department of Foreign Affairs and Trade or who do not, when requested, furnish such evidence as the Department of Foreign Affairs and Trade may require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Quality Customer Service
We aim 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. Feedback will be provided on written request.

Complaints and Requests for Review:
The Department of Foreign Affairs and Trade will consider requests for review in accordance with the provisions of the codes of practise published by the Commission for Public Service Appointments (CPSA). The Codes of Practice are available on the website of the CPSA http://www.cpsa.ie

The candidate must address her/his concerns in relation to the process in writing setting out the basis of the complaint being made to the Personnel Officer (Competitions), Department of Foreign Affairs and Trade

Data Protection Act:
When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to FOI Unit, Department of Foreign Affairs and Trade.

**Codes of Practice**

The Recruitment and Selection of a candidate for this post will be in compliance with codes of practice established by the Commissioners for Public Service Appointments.

The code reflects the following core principles.

- Probity
- Merit
- Best Practice
- Fairness and Consistency
- Openness, Accountability and Transparency

Under these codes of practice the Department of Foreign Affairs and Trade is obliged to:-
- provide all eligible candidates with a reasonable opportunity to apply for the post
- ensure that the eligibility requirements are appropriate to the duties and requirements of the post
- treat all candidates in a fair, impartial and equal fashion and ensure that their applications are dealt with in confidence
- select candidates according to merit using sound, objective and appropriate selection techniques
- ensure that there is appropriate expertise among the board selecting candidates
- comply with all relevant legislation, for example, Employment Law; Data Protection; Freedom of Information; Equality.

For further information on the Codes of Practice, please see [www.cpsa.ie](http://www.cpsa.ie) or contact the Commission for Public Service Appointments, 18, Lower Leeson Street, Dublin 2

**Details of this competition are also available on the Department of Foreign Affairs and Trade Website** [http://www.dfa.ie](http://www.dfa.ie)

**Enquiries**

Any queries can be sent to jpi@dfa.ie. Telephone queries can be made to 061-774032.
Section A. Contact Information
Please ensure that you notify us immediately if any of your contact details change. You may do so by selecting 'JPI Recruitment' from the drop down list on the ‘Contact Us’ page of www.irishaid.ie.

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*Please provide the following for identification purposes:

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<th>Date of Birth*</th>
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| Telephone Home:       |  |
| (incl. international code) |  |
| Telephone Work:       |  |
| Mobile:               |  |
| E-Mail:               |  |

Do you hold a valid driving licence?
Please indicate if it is Full/Provisional and Country of issue

I certify that the information contained in this form is true, complete and correct to the best of my knowledge and belief.

Signed: ___________________________ Date: ___________________________

Name (in block capitals):
# Section B. Nationality

Are you a citizen of a European Economic Area State

If 'Yes' indicate which State

# Section C. Education

## Primary Degree

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<th>Major subjects taken to degree level</th>
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## Post Graduate Study (or equivalent professional qualification)

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# Section D. Studies in the field of International Development

Have you studied International Development?

If not already described above:

College / Institution

Qualification (if any):

Major Topics studied:

Year awarded:
## Section E. Expertise

### GENERAL

*Please indicate your level of expertise based on the following levels:*  
4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise

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<td>Nutrition / Agriculture and Rural Livelihoods</td>
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<td>Communications including Journalism</td>
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<td>Statistics / ICT</td>
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<td>Public Health including HIV/AIDS and other communicable diseases</td>
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<td>Development Management/International Relations</td>
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<td>Environment / Climate Change</td>
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<td>Education</td>
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### LANGUAGE PROFICIENCY

*Please indicate your level of expertise based on the following levels:*  
4 = Fluent; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise

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### COMPUTER SKILLS

*Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise*

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<tr>
<th>Skill</th>
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<td>MS Word</td>
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### Section F. Work experience in the Development Sector

*Please list relevant work experience.*

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<tr>
<th>Country</th>
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<th>Date To</th>
<th>Services Provided (40 word limit)</th>
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## Section G. Other Employment

### Other Work Experience

Please list relevant work experience.

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<th>Date To</th>
<th>Services Provided (40 word limit)</th>
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## Section H. How will this Internship contribute to your career plans? (150 words approx.)
Section I: Competencies and Experience: Candidates are required to set out their experience and skills against the following competencies:

Organisation and Planning: Please describe a key experience/achievement relating to the organisation and planning of a task/project. Describe your role and how you approached it. (150 words approx.)

Initiative and teamwork: Please describe a key experience/achievement that demonstrates your self-reliance, your ability to bring forward ideas and your ability to work as part of a team. Describe your role and how you approached it. (150 words max)

Communications: Please describe a key experience/achievement relating to communication skills in a task/project. Describe your role and how you approached it. (150 words max)
Focus on Results: Please describe a key experience of when you had to ensure that a project/team remained focused on the achievement of a set of results/outputs. Describe your role and how you approached it. (150 words max)

Policy Areas: Please set out any relevant experience/skills against each of the seven priority areas for the development cooperation programme: humanitarian assistance; global hunger; addressing situations of fragility; climate change; trade & economic growth; essential services; human rights & accountability (max 20 words each). Please note that it is not necessary to cover every area, only those where you have relevant experience.

Experience of travelling and living overseas: Briefly outline any additional experience not already described above (150 words approx.)
**Other:** Please outline any additional experience/skills in areas relevant to organisational effectiveness, such as: project/programme cycle management skills; management information systems; human resources; financial analysis; and risk management.
**Section J. References:** Please give names, addresses and contact details of two persons who can comment on the quality of your work.

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<tr>
<th>Contact details:</th>
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- Before you submit this form to the Department of Foreign Affairs and Trade, please ensure that you have completed all sections. The onus is on candidates to establish eligibility in the application form.

- Please do not forward any certificates or references with this form.

- *Misstatements or canvassing will render an applicant liable to disqualification.*

**Important Information:**

Applications must be completed and submitted by **17.30pm, 6th April, 2018** to jpi@dfa.ie

All sections of the form must be fully completed.

All Application Forms that are received will be acknowledged within 5 working days. Please contact jpi@dfa.ie if you do not receive an acknowledgement.

Enquires can be submitted to jpi@dfa.ie

**Applications will not be accepted after the closing date.**