Candidate Information Booklet

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Trainee Auditor 2026
in the Office of the Comptroller and Auditor General (Dublin)

Closing Date: 3pm on Thursday 17th September 2026

Open competition for appointment as:

Trainee Auditor 2026 in the Office of the Comptroller and Auditor General (Dublin)

Vacancy ID: 8263

Contact: Recruitment & Selection

Email: largevolumerecruitment5@publicjobs.ie

URL: **www.publicjobs.ie**

publicjobs is committed to a policy of equal opportunity and encourage applications under all nine grounds of the employment equality act.

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

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

Introduction
The Comptroller and Auditor General (C&AG) holds office under Article 33 of the Constitution. His constitutional function is to audit on behalf of the State, all accounts of moneys administered by or under the authority of the Oireachtas. In addition, certain other functions have been conferred on him by law.

The C&AG supports effective democratic scrutiny through his published reports and in the provision of assistance to the Committee of Public Accounts in its examination of public finances.

The Office of the Comptroller and Auditor General (the Office), assists the C&AG to:

- Audit and report on the accounts of public bodies
- Establish that transactions of public bodies are in accordance with the legal authorities governing them and that funds are applied for the purposes intended
- Examine whether State bodies are using their resources economically and efficiently and have mechanisms in place to evaluate the effectiveness of their operations
- Authorise the release of funds from the Exchequer for purposes permitted by law.

In implementing this mandate, account is taken of the special considerations that attach to the management of public funds including the requirements of probity, risk management and sound corporate governance.

Approximately 290 accounts of public bodies are audited by the C&AG. The primary purpose of audit work is to provide assurance on the accuracy of the accounts of these public bodies. In addition, the C&AG carries out a range of examinations of material programmes or areas of administration where there is a perceived risk that public funds may not be properly or efficiently utilised.

Further details on the role and work of the Office can be found at www.audit.gov.ie

The Office of the Comptroller and Auditor General is certified for the fifth consecutive year as a 'Great Place to Work'. The Office was acknowledged on the 2026 list of Ireland's Best Workplaces™ and was also recognised as one of Ireland's Best Workplaces for Health & Wellbeing™ 2026.

The Office of the Comptroller and Auditor General is now recruiting for suitably qualified and committed individuals to take up the role of Trainee Auditor. This is an exciting opportunity for talented and enthusiastic individuals who are looking to embrace new challenges, do purposeful work and make a real difference to the Irish State and its people.

The Role
The role of Trainee Auditor involves:

- Working as part of audit teams to carry out the audits of annual financial statements of public bodies such as government departments/offices and State-sponsored, health and educational bodies
- Reviewing the internal control systems in place in these audited bodies
- Participating in project audits of significant programmes or areas of expenditure
- Participating in performance measurement reviews in the Office's Performance Audit Directorate
- Participating in inspections of other publicly funded organisations.

It is a requirement that the person appointed will have the capacity to carry out any functions or combination of functions attaching to any trainee auditor role.

Please Note: Successful candidates will be required to follow an approved course of study leading to full membership of a recognised professional accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA). This membership must be acquired within a maximum period of seven years from the date of initial appointment. For further details, please refer to the Principal Conditions of Service on page 5.

Key Duties and Responsibilities
The key duties and responsibilities of a Trainee Auditor include the following:

- Participating in audits, inspections or examinations as specified by the Line Manager
- Obtaining background information for planning work assignments
- Planning and organising work to meet audit objectives and deadlines
- Developing and tailoring audit programmes (for the recording of audit tests completed and evidence gathered) with reference to standard templates and relevant information on the operation of audited bodies
- Carrying out audit work in line with internal and external audit policies and guidelines to the required quality standards
- Evaluating financial information and reviewing financial statements against the evidence collected
- Raising audit concerns with the Line Manager and the client organisation, as appropriate
- Drafting sections of audit reports
- Participating in topic identification exercises on a wide range of performance areas in government departments and non-commercial state bodies
- Using specialised software to document audit work and analyse audit data
- Recording time and task information on the Office's electronic information system
- Travelling to audits located away from headquarters including those outside Dublin, as required (this may require overnight travel)
- Carrying out other audit and non-audit related duties, as required

Please note: The above is a general guide to the key duties and responsibilities of the role and is not an exhaustive description. Other duties and responsibilities appropriate to the role may be assigned from time to time.

Office Location and Vacancies
The headquarters of the Office of the Comptroller and Auditor General is based on Mayor Street, Dublin 1.

There are currently a number of vacancies and candidates who are successful in this competition will be placed on a panel, in an order of merit, to fill current and future vacancies which may arise.

It is not expected that appointments will be made from these panels after January 2028.

Working Environment
Successful candidates will be required to attend headquarters or a designated client site every day for the initial four weeks to facilitate induction and training. Thereafter, an application can be made for hybrid working.

While attendance at headquarters or client site is necessary, the Office operates a hybrid working model, allowing staff to work from home up to a maximum of 60% of the time.

On-site attendance patterns may be influenced by the stage of the work cycle and business or client needs. Attendance at headquarters may also be required for in-office team days and office-based learning and development.

There may also be a requirement to travel outside of Dublin on occasion. When absent from home and headquarters on duty, appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

Training and Development
Other than on-the-job training, the Office provides:

- Funding for professional accountancy education and study leave
- Additional professional training and development courses provided both in-house and externally
- ICT training

Benefits
As well as a meaningful, varied, challenging and interesting career, some of the benefits of working as a Trainee Auditor in the Office of the Comptroller and Auditor General are:

- Salary starting at €42,541 with yearly increments for satisfactory performance
- Funding and study leave for professional accountancy exams
- Opportunity to avail of hybrid working (up to 60% at home) following an onsite induction period
- Public Sector pension
- Annual leave starting at 23 days per year, rising to 24 days after 5 years' service
- Subject to business needs and a satisfactory probationary period
    - Flexible working with a commitment to work-life balance and a family-friendly workplace (including work-sharing arrangements and a wide variety of special leave options)
    - Access to Shorter Working Year Scheme
    - Facility to apply for career breaks
    - Learning and development opportunities
- Cycle to work scheme
- Access to Public Service Credit Union
- Tax saver public transport pass
- Opportunities for promotion

Key Information: Trainee Auditor in the Office of the Comptroller and Auditor General

Salary Range: From €42,541 to €64,514 (Max) **Starting Annual Leave**: 23 Days

Hours of attendance: 41 hours and 15 minutes' gross per week (35 hours net)

Principal Conditions of Service: Please **CLICK HERE** to view the Principal Conditions of Service (including full salary scale) applicable to the role.

Competition Closing Date: Your application must be submitted on the publicjobs website not later than **3pm on Thursday 17th September 2026**

If you do not receive an acknowledgement of receipt of your application within 24 hours of submitting your application, please email: largevolumerecruitment5@publicjobs.ie

You should check your **publicjobs.ie Application Centre** on a regular basis as email notifications about updates/tests/Interviews etc. published in the "**Review Communications**" area can sometimes be filtered into your Junk/Spam email folders. You are also advised to check all these folders regularly.

ENTRY REQUIREMENTS

Essential

Candidates **must** on or before 2nd November 2026*:

1. Have undertaken and passed at least the first level of recognised professional accountancy examinations in an accountancy body regulated by the Irish Auditing and Accounting Supervisory Authority (IAASA) i.e. Association of Chartered Certified Accountants (ACCA), Association of International Accountants (AIA), Chartered Accountants Ireland (CAI), Chartered Institute of Management Accountants (CIMA), Chartered Institute of Public Finance and Accountancy (CIPFA)

OR

2. Hold a primary honours degree at minimum 2.1 (at least Level 8 on the National Framework of Qualifications) (or NARIC Ireland Foreign Qualifications equivalent) in Accounting, Business or Finance

OR

3. Be a qualified accountant with full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA) i.e. Association of Chartered Certified Accountants (ACCA), Association of International Accountants (AIA), Chartered Accountants Ireland (CAI), Chartered Institute of Management Accountants (CIMA), Chartered Institute of Public Finance and Accountancy (CIPFA)

OR

4. Have Accounting Technicians Ireland membership

Please note: Successful candidates must commit to undertake and complete professional accountancy exams and obtain full membership of a recognised professional accountancy body supervised by IAASA if appointed from this competition.

** Important: Candidates who anticipate that they will have, by 2nd November 2026, at the latest, a qualification as outlined in points 1 to 4 above are eligible to apply. However, if the required qualifications are not or cannot be produced by the date specified, their application for the role will receive no further consideration.*

Candidates must also be able to demonstrate:

5. Excellent organisational and planning skills with a demonstrated ability to prioritise, manage and progress tasks/projects in a fast-paced environment
6. Excellent research and analytical skills with a proven ability to produce work of consistently high quality within specified deadlines
7. Sound judgment and strong decision-making skills
8. A high level of commitment including an ability to work under pressure to meet challenging deadlines
9. Persistence in seeing tasks through to completion
10. The ability to work on own initiative or under supervision, as part of a team

11. Excellent oral and written communication skills with fluency in English
12. Excellent interpersonal skills with the ability to build and maintain effective working relationships both internally and externally
13. An ability to identify and obtain information relevant to the audit
14. Confidence, tact and assertiveness in dealing with others at various levels in audited bodies
15. A high degree of adaptability, flexibility and motivation, as it is often necessary for Trainee Auditors to move from one audit body to another or from one type of work to another
16. An ability to develop and apply technical skills relevant to the work of the Office
17. A commitment to continuous development of skills and professional qualifications relevant to the work of the Office
18. Strong Information Technology (IT) skills with proficiency in Microsoft Office applications, including Word and Excel.

Desirable Requirements

- Experience in an auditing or accounting environment
- Skill/expertise in accountancy, book-keeping or financial systems and procedures
- Experience in quantitative and qualitative analysis
- Good knowledge of government/public sector financial systems and procedures
- An understanding of the functioning of IT systems and of the controls and security associated with this environment
- Knowledge of the Irish language as the Office is responsible for the audit of the accounts of certain Irish language organisations

NOTE: Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the entry/eligibility requirements, on or before **2nd November 2026,** 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 come under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out above. 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 demonstrate that they hold the required qualifications by the deadline specified 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.

Full information on Eligibility to Compete and Certain Restrictions on Eligibility can be found HERE.

COMPETITION PROCESS

How to Apply

Applications should be made online through **www.publicjobs.ie**.

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

At publicjobs, we have recently transitioned to a new recruitment platform with the aim of enhancing our services and the candidate experience. The new service will give you more visibility and control of your application.

When accessing our new recruitment platform for the first time, candidates must register as a New User to create a profile ("Register"). To do so, please access the vacancy you wish to apply for on our Jobs Board by clicking on the title of the position. You will be brought to the vacancy where you can click on "Apply" in the right-hand section of our website, or at the bottom of the advertisement. Candidates who have not previously registered on our new recruitment platform will be required to enter some personal details to continue with their application. Account verification will be required, and you must check your email inbox and follow the instructions to verify your account. Please do not confuse registering (creating a profile) with submitting an application. Candidates who have already registered will have an account and should select 'Login' from the top right-hand section of the registration page or through the link at the bottom of the page.

Once registered and after your email address has been verified, you must then access the application form, ensure all sections of the application form are fully completed and submit it.

To do this, you will be required to return to the vacancy you wish to apply for – ***Trainee Auditor 2026 in the Office of the Comptroller and Auditor General*** – on the jobs board on **www.publicjobs.ie** and click on "**Apply**". This time, you should select the "Login" option in the top right-hand section of the Login Page. Your username is the e-mail address associated with your account. Please note that your username and password are case sensitive.

Please carefully note the following instructions. As you progress through the application, at the bottom of every page, there will be an option to "Save and Continue". The information that you enter is only saved once you click on the 'Save and Continue' button. If you close the browser before clicking 'Save and Continue' or are inactive on the system for 30 minutes or more, you may be logged out of the application form and your information could be lost.

It is imperative that all sections of this application form are completed in full. The mandatory fields are marked with an asterisk *. These fields must be completed before you can submit the application form. You may save the form and come back to it later, however, please note that you must submit the form in order to be considered for this competition as unsubmitted applications will not progress to the next stage.

All sections on the application form Progress Tracker must show a green checkmark before you can apply. Return to any section on the Progress Tracker missing a green checkmark where guidance on the missing information will be displayed. Please ensure all information is correct before submitting your application as no changes can be made after submission. Once you have submitted your application form, you will be brought to a page confirming the status of your application as "Application received". You can view the status of your application at any time by logging in, selecting your name in the top right-hand section of the page and selecting "View all applications". At this point you should consider adding **@publicjobs.tal.net** to your safe senders or contact list within your email account to avoid not receiving emails because a publicjobs email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. 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 or any other body is satisfied that such a person fulfils the requirements.

Visit the **Help Centre** if you have questions or encounter technical difficulties navigating the site.

Only one application per person is permitted.

Candidates who may have previously applied for this, or similar roles, and who wish to be provided with a copy of their previous application form should email dataprotection.officer@publicjobs.ie with this request, confirming three of the following identifiers, as soon as possible.

1. Full name 2. Date of birth, 3. Username, 4. *Candidate ID (this would have been included in any communications regarding your previously submitted applications) 5. *PPSN

We need 2 unique identifiers (information that is not readily available to others, marked with an asterisk*) in order to verify that you are the account holder. **If you only have answers to 1 of the unique identifiers (marked with asterisk*), please answer either of the following questions (if applicable)**

• list your college/school qualifications
• list the last 2 Campaigns that you applied for
• list the job alerts that you have set up

If you are unable to answer either of these questions please provide us with the following information:

• Address including Eircode
• Work phone number
• Mobile phone number

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. Please note, this relates only to the selection process (e.g. online tests, interviews, etc.) and not workplace accommodations.

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, you should upload a copy of your psychologist/medical report directly to your online application before submitting your application. You are required to include a copy of your medical/psychologist report before the closing date of the competition (3pm on Thursday 17th September 2026). Please do not email a copy of your report to the recruitment unit mailbox.

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.

If you have previously applied for a competition with publicjobs and submitted a report (within the past 3 years), there will be an area on the online application where you can provide details of the previous competition and/or your previous candidate ID number. A member of the Assessment Services unit will check if your report is still on file (if you consented to this information being retained).

If you have any queries about the reasonable accommodations process or the accommodations you have received, or if you have any difficulty with sourcing your medical/psychologist report by the closing date, please contact ASU@publicjobs.ie. For further information on the accessibility of our service please see our Accessibility page. If you wish to discuss any matter relating to the accessibility of our service or our building, please contact out Disability Champion, Amanda Kavanagh, at edi@publicjobs.ie.

Closing date
Your application must be submitted on the publicjobs website not later than **3pm on Thursday 17th September 2026.** If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email largevolumerecruitment5@publicjobs.ie

You are advised to check your message board on a regular basis as email notifications of updates/ tests/ Interviews etc. issued to your Message board may sometimes be filtered into your Junk/ Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that they are in receipt of all communication from publicjobs. publicjobs accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by publicjobs and should make sure that the contact details specified on the application form are correct.

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.

Selection Process Provisional Dates

Closing Date	3pm on Thursday 17th September 2026
Candidates with disabilities to upload a copy of their psychologist/medical report directly to their online application before submitting the application. (Please see page 9 for further details)	3pm on Thursday 17th September 2026
Stage 1 – Case Study Exercise	Wednesday 14th October 2026
Stage 2 – Interview	Monday 30th November to Friday 4th December 2026

Please note these dates are provisional and are subject to change.

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.

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. The onus is on candidates to complete the application form fully and accurately.

In the case of competitions that may involve large numbers of candidates, candidates may be ranked on the outcome of their online assessment tests and will be shortlisted in accordance with their ranking. Applicants must successfully compete and be placed highest, to be considered for advancement to the next stage of the multistage selection process. The number to be invited forward at each stage will be determined from time to time by publicjobs.

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.

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 they 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 Competition Information

Please **CLICK HERE** for General Information including Candidate Obligations and GDPR.

Appendix I

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 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 to 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.

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publicjobs

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Chapter House,
26/30 Upper Abbey Street,
Dublin 1.
Eircode: D01 C7W6.
Phone: 01 858 7400

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