



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

**Assistant Staff Officer
Grade IV
Grade Code 0558**

In exercise of the powers conferred on me by Section 22 of the Health Act 2004, I hereby approve the qualifications, as set out hereunder, for the appointment and continuing as **Assistant Staff Officer, Grade IV** in the HSE.

1. Professional Qualifications, Experience, etc

(a) Eligible applicants will be those who on the closing date for the competition:

(i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004

Or

(ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish¹. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.

Or

(iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction

Or

(iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

Note¹:

Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable.

Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme.

The Leaving Certification Applied Programme does not fulfil the eligibility criteria.

and

(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.

2. Age

Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

3. Health

Candidates 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.

4. Character

Candidates for and any person holding the office must be of good character.

Dated this 3rd day of March two thousand and seventeen



Rosarii Mannion
National Director of Human Resources