**External Advert | Request Form**

***To prevent any delays in logging your advert request, please ensure that you complete the form in full: Sections 1-3***

In order to advertise a job vacancy on [www.publicjobs.ie](http://www.publicjobs.ie), please ensure that you review the External Advert Guidelines and complete this request form in full (Sections 1-3). The completed form must be submitted to: externaladverts@publicjobs.ie at least 5 working days in advance of the requested advertising date. Please note, adverts do **not go live on our website on Fridays** – this is reserved for recruitment campaigns that are managed directly by the Public Appointments Service.

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| **Please Note the Following** |
| The completion of the form does not guarantee that the Public Appointments Service can advertise the position on our website, or that we can publish the advert within the desired timeframes – please refer to the External Advert Guidelines for further information.  |

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| **Section 1. English Text for Advert** |
| **Job Title** | NRS14165 Independent Chairperson |
| **Name of Employing** **Department / Authority**  | HSE |
| **Website of Employing** **Department / Authority** | Website address must include <https://www.hse.ie/eng/staff/jobs/job-search> <https://www.hse.ie/eng/staff/jobs/job-search/management-admin-ict/>  |
| **Advertising Opening Date****The date the advert will be published on** <https://www.publicjobs.ie> | 20/09/2023 |
| **Advertising Closing Date** **Must be advertised for a minimum of 2 weeks** | 19/10/2023 at 3pm |
| **Location of Post****Must specify county/counties as part of location**  | Post will be based in North Inner City Drug and Alcohol Task Force in Dublin 1.It is anticipated that blended working arrangements will apply.  |
| **Link to Advert** **Where candidates are directed to access the full job description and details on how to apply** **(This must not be a third-party Website)** | <https://www.hse.ie/eng/staff/jobs/job-search/management-admin-ict/> |
| **Name and Contact for Candidate Queries** **(Details of a designated contact for candidate queries)** | Brian Dowling **Email:** brian\_dowling@health.gov.ie**Mobile:** 0861723068 |

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 **2. Irish Text**

Adverts for positions based in the Republic of Ireland are required to be published in both English and Irish on Publicjobs.ie. The Public Appointments Service has an obligation to comply with the Official Language Act 2003 to ensure that services / information be provided in the Irish language – **the only exception is for jobs that are based in Northern Ireland or EU institutions.**

 **Please complete this section of the form and provide details of the job vacancy in Irish**

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| **Section 2. Irish Text for Advert** |
| **Job Title** |  |
| **Name of Employing** **Department / Authority**  |  |
| **Website of Employing** **Department / Authority** | Website address must include https://www. |
| **Advertising Opening Date****The date the advert will be published on** <https://www.publicjobs.ie> | Click or tap to enter a date. |
| **Advertising Closing Date** **Must be advertised for a minimum of 2 weeks** | Click or tap to enter a date. |
| **Location of Post****Must specify county/counties as part of location**  |  |
| **Link to Advert** **Where candidates are directed to access the full job description and details on how to apply** **(This must not be a third-party Website)** |  |

**Request Form | Job Advert**

**3. Job Categories and Subcategories**

The below categories and subcategories determine the job alerts that are issued to registered candidates via email. Please select the categories that are most relevant to your vacancy. To select a category, please place an X in the “Select” box below.

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| **Section 3. Job Categories and Subcategories** |
| **Category** | **Subcategories** | **Select** |
| **Administrative** | Clerical |   |
|  | General Administration |   |
|  | Other |   |
|  | PA |   |
|  |   |   |
| **Agricultural/Environmental** | Agricultural |   |
|  | Environmental Health |   |
|  | Forestry |   |
|  | Maritime |   |
|  | Meteorological |   |
|  | Planning |   |
|  | Veterinary |   |
|  | Wildlife |   |
|  |   |   |
| **Business Support** | Customer Service |   |
|  | Other |   |
|  | Porter |   |
|  | Services Officer/Service Attendant |   |
|  |   |   |
| **Dental/Orthodontics** | Dentist |   |
|  | Orthodontics/Dental |   |
|  |   |   |
| **Economics/Finance** | Accountant/Auditor |   |
|  | Other |   |
|  |   |   |
| **Education** | Academic |   |
|   | Inspector |   |
|   | Other |   |
|   | Principal |   |
|   | Psychologists |   |
|  | Teaching |   |
|   |   |   |

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| **Category** | **Subcategories** | **Select** |
| **Engineering/Architects/Planners** | Architectural |   |
|   | Engineering |   |
|   | Fire Officer/ Fire Adviser |   |
|   | Other |   |
|   | Planning |   |
|   | Surveying |   |
|   |   |   |
| **European Union (EU) Public Sector Jobs** | All |   |
|   |   |   |
| **Graduate and Trainee /Junior Management** | Graduate Opportunities |   |
|   | Other |   |
|   |   |   |
| **Heritage, Culture & Arts** | All |   |
|  |  |  |
| **HIQA** | All |   |
|  |   |   |
| **Human Resources** | All |   |
|   |   |   |
| **Information Technology** | ICT Other |  |
|   |  |   |
| **Legal** | Legal Secretary |   |
|   | Other |   |
|   | Parliamentary  |   |
|   | Solicitors/Barristers |   |
|  |  |  |
|  **Medical** | Doctor |   |
|  | Nurse/Nurse Management |  |
|  | Other |   |
|   | Psychologist |   |
|  |  |  |
| **Medical Consultant** | Anaesthesiology |   |
|   | Emergency Medicine |   |
|   | Medicine |   |
|   | Obstetrics and Gynaecology |   |
|   | Ophthalmology |   |
|   | Paediatrics |   |
|   | Pathology |   |
|   | Psychiatry |   |
|   | Public Health |   |
|  | Radiology  |   |
|  | Surgery |  |

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| **Category** | **Subcategories** | **Select** |
| **Northern Ireland Public Sector Jobs** | All |   |
|   |   |   |
| **Other Career Areas** | All |   |
|   |   |   |
| **Professional / Technical** | Driver Tester |   |
|  | Other |  |
|  |  |  |
| **Research / Analysis** | Analyst |  |
|  | Investigator |  |
|  | Legal |  |
|  | Other |  |
|  |  |  |
| **Science Based** | Environmental Health |   |
|   | Laboratory |   |
|   | Other |   |
|   | Pharmaceutical |   |
|   | Physics |   |
|   |   |   |
| **Security / Emergency Services** | Firefighter |   |
|   | Garda |   |
|   | Garda Reserve |   |
|   | Other |   |
|   | Prison Service |   |
|   |   |   |
| **Senior Management / Senior Regulator** | All | X |
|  |  |  |
| **Social Care** | All |   |
|  |  |  |