



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Clerical Officer, Grade III Grade Code 0609
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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 **Clerical Officer, Grade III** in the HSE.

1. Professional Qualifications, Experience, etc

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

(i) Obtained at least grade D (or pass) in Higher or Ordinary Level in five subjects from the approved list of subjects in the Department of Education established Leaving Certificate Examination or Leaving Certificate Vocational Programme or Leaving Certificate Applied..

Or

(ii) Passed an examination of at least equivalent standard

Or

(iii) Satisfactory relevant experience which encompasses demonstrable equivalent skills

And

(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and administrative ability), 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 4th day of January two thousand and seventeen



Rosarii Mannion
National Director of Human Resources