



# SENIOR MANAGEMENT OPPORTUNITIES IN THE DEPARTMENT OF THE TAOISEACH

We are seeking to fill two key roles within the restructured Department of the Taoiseach which, in accordance with the Programme for Government, will operate as a cabinet office to oversee the delivery of the programme.

## Assistant Secretary General Social Affairs and Corporate Services

The person appointed to this post will have responsibility for managing a number of the Department's strategic priorities, as well as for internal corporate services.

### Specific responsibilities will include:

- Supporting and advising the Taoiseach in his role of Head of Government in respect of social affairs;
- Supporting the Cabinet Committees on Social Policy, Health and Public Service Reform and managing the secretariat for a range of interdepartmental committees;
- Ensuring that Ireland's social policies are kept under constant review and that a longer-term perspective is applied to policy;
- Managing the Department's contribution to the reform of public services;
- Delivering excellent services in corporate human resources, information technology, finance, staff development and support functions;
- Driving the Department's internal restructuring and modernisation programme.

## Assistant Secretary General European Affairs

Building on the recent strengthening and enhancement of the EU function and the integration of EU Coordination in the Department of the Taoiseach, the person appointed to this post will play a direct role in assuring Ireland's standing as a respected and influential member of the European Union.

### Specific responsibilities will include:

- Advising the Taoiseach, Tánaiste and Minister of State for European Affairs on European Union issues of importance to Ireland;
- Supporting the Taoiseach in his role as an EU Head of Government, including in his preparation and participation in meetings of the European Council, eurozone meetings and EU-international summit meetings, including during Ireland's EU Presidency in 2013;
- Supporting the Cabinet Committee on European Affairs and managing the secretariat for other interdepartmental committees;
- Identifying medium-to-long term European Union issues of strategic importance to Ireland, in particular issues with a substantial potential impact on the domestic policy agenda and co-ordinating cross-departmental analysis of and advice on them;
- Ensuring that Ireland's EU policies are kept under constant review.

### Suitable applicants for both of these positions must:

- Have or be capable of acquiring within a short period a thorough knowledge of the policy issues for which s/he will have responsibility;
- Either have or be capable of acquiring within a short period the skills and capacity to work in an effective and cooperative manner across Government Departments;
- Have excellent policy analysis and policy formation skills, including a demonstrated capacity for innovative and strategic thinking;
- Have a clear understanding of and an ability to work with the Irish and EU political processes;
- Have demonstrated leadership, management and interpersonal skills;
- Have an ability to build strong team relationships, within the Department, with other Departments and agencies, and with external stakeholders;
- Be capable of bringing a whole of Government perspective to complex cross cutting issues.

**Closing Date: Thursday 10th November, 2011**

For further details including full lists of responsibilities and requirements, please log on to [www.publicjobs.ie](http://www.publicjobs.ie) or for a confidential discussion, contact Tommy Quinn at +353 1 8587405 or email [tommy.quinn@publicjobs.ie](mailto:tommy.quinn@publicjobs.ie)



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