

*Joint Managerial Body*

*Secretariat of Secondary Schools*

*Emmet House,*

*Milltown, Dublin 14*

*D14 V3K8*

*T: (01) 2838255*

*F: (01) 202 8219*

*E:* [*info@jmb.ie*](mailto:info@secretariat.ie)

*W:* [*www.jmb.ie*](http://www.jmb.ie)

Secretariat of Secondary Schools (SSS)

APPLICATION FOR POST OF

Procurement Operations Officer - Schools Procurement Unit (SPU)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. This form must be signed.**

**2. All questions must be answered. Do not change the question numbers or sequence.**

**3. The Application Form must be typed in Arial font size 11.**

**4. The total number of pages (including this cover sheet) should not exceed 16.**

**N.B. No letter of application or CV should accompany this form.**

**Contact Details:**

**Important Directions:**

Please complete and return this application form by email to [**corporateservices@jmb.ie**](mailto:corporateservices@jmb.ie)**,** with **‘Application for the post of Procurement Operations Officer in the SPU’** in the subject field. Completed applications must be received by no later **31st August 2023.** The onus will be on applicants to ensure their application form is fully completed and submitted on time. **Late applications will not be accepted.**

It is a mandatory requirement to provide all the information requested in this application form. Failure to do so will invalidate your application.

**For Office Use Only**

**Ref. No.\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| 1. **Full Name:** |
| 1. **Address:** |
| **3. Telephone No: Mobile:** |
| 1. **Email:** |
| 1. **Present position and where employed:** |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Qualifications (**listed from highest attained first, followed by other(s) in order of academic accomplishment) | | | |
| Course | Years Attended  From To | | Qualification  Obtained |
|  |  |  |  |

***Candidates will be required to produce evidence of their qualifications prior to any offer of appointment***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7. Details of Experience**  *(Please list positions held, commencing with most recent employer)* | | | | |
| Dates From | Dates  To | Position | Employer | Responsibilities |
|  |  |  |  |  |
| **8. Other relevant experience (Social/Business - *commencing with most recent)*** | | | | |
| Dates From | Dates  To | Position | Organisation | Responsibilities |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **9. Proficiency[[1]](#footnote-1) in the Irish Language:** | **Insert  in box provided to indicate proficiency** | **Yes** | **No** |
|  |  |

|  |
| --- |
| **10. Outline briefly how you see your employment to date and other experience as relevant to this post.**  **11. Competencies/Skills required for the role of Procurement Operations Officer in the Schools Procurement Unit**  **For each of the areas below,** **please briefly highlight specific achievements, contributions or expertise you have which clearly demonstrate your suitability to meet the challenges of the role of Procurement Operations Officer in the Schools Procurement Unit.** You should describe both the situation and how you demonstrated the competency/skill in question. You can choose examples from any context that you feel best demonstrates your ability to meet the requirement of this role, for example, Delivery of Results can be demonstrated through reference to internal or external clients/stakeholder groups. These examples will form the basis of the questions from the Interview Board. You may, at interview, be asked for additional examples of where you demonstrated these competencies and questions on your understanding of the role of the Procurement Operations Officer generally.  **For each of the heading below, please describe a specific experience or achievement which you feel demonstrates your skills, abilities, and suitability to meet the challenges of the role of Procurement Operations Officer in the Schools Procurement Unit. (Min. 100 words for each example provided)** |

|  |
| --- |
| **1. People Management / Teamworking (max 500 words)** |
|  |
| **2. Analysis & Decision Making (max 500 words)** |
|  |

|  |
| --- |
| **3. Delivery of Results (max 500 words)** |
|  |

|  |
| --- |
| **4. Interpersonal & Communication Skills (max 500 words)** |
|  |

|  |
| --- |
| **5. Drive and Commitment (max 500 words)** |
|  |

|  |
| --- |
| **6. Specialist Knowledge, Expertise and Self Development (max 500 words)** |
|  |

|  |  |  |
| --- | --- | --- |
| **12. Are there any restrictions on your right to work in this country?**  Yes No    **If “Yes” give details** | | |
| **13. Please provide any other relevant information about yourself, your experience and why you feel you would be highly suitable for the position of Procurement Operations Officer in the Schools Procurement Unit.** | | |
| **14. References**  Please supply the names and contact details of two referees, both of whom must know you in a professional capacity. #2 Referee will only be contacted if #1 Referee cannot be contacted. | | |
| Name & Address | E-mail Address. & Tel.No. | How do you know the above person? / What is your relationship with this person? |
| Professional Referee #1 |  |  |
| Professional Referee #2 |  |  |

|  |
| --- |
| **15. Undertaking**  **I certify to the Secretariat of Secondary Schools that the information provided herewith is true and correct.**  Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_  **N.B.**   * *Short-listing of candidates may take place.* * ***Referees will only be contacted if you are under consideration for appointment.*** * *The SSS reserves the right to call candidates for a second interview if required.* * *Irish Proficiency is of advantage for this position. If you have indicated your proficiency at Section 9 above, this will be tested at interview and extra marks are available.* * ***The SSS is an equal opportunities employer.***   **Data Protection**: All personal information provided on this application form will be stored securely by the SSS and will be used for the purposes of the recruitment process. Application forms will be retained for a period of 18 months, and in the case of a successful candidate for the duration of his or her employment and a minimum of two years thereafter. This information will not be disclosed to any third party without your consent, except where necessary to comply with statutory requirements or to provide normal company services. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about you. Should you wish to make any changes, or erasures, to any information stored about you, please contact the General Secretary of the SSS. |

1. See Section 15 of this application form [↑](#footnote-ref-1)