



## **Presidency Policy Officer (Temporary)**

The Department of Enterprise, Tourism and Employment is seeking a number of Presidency Policy Officers (Administrative Officer level) for temporary positions in the lead up to, and during, the Irish Presidency of the Council of the European Union. Ireland will assume the rotating six-month Presidency on 1 July 2026.

Ensuring a successful EU Presidency in 2026 is essential for Ireland's position, influence and reputation in the EU and for advancing the Union's agenda against a complex geopolitical background.

Successful candidates will have an exciting opportunity to be involved in all aspects of the work of the Department, either directly related to the Presidency or in other priority areas where they will provide cover for staff who have been assigned to Presidency duties.

Successful candidates will take up duty on different dates in 2026- It is envisaged that temporary Presidency Policy Officers will conclude their roles by the end of 2026. Contract duration will, therefore, vary between six months and twelve months depending on start date. We expect the majority of roles to start in Q1 2026.

The Department of Enterprise, Tourism & Employment is committed to a policy of equal opportunity. The Department of Enterprise, Tourism & Employment undertake to build a diverse workforce, representative of Irish society and to create an inclusive work environment where differences are respected and all individuals are valued. Applications are welcome from candidates identifying with minority communities and those with a broad variety of backgrounds and experiences.

### **Job Specification:**

The demanding and varying responsibilities of the role may include:

- Planning and preparation for the Department's Presidency meetings and events
- Assisting in the drafting and collation of reports, proposals and information materials
- Preparation of research/analysis papers
- Drafting of briefing material for Ministers and senior officials for EU meetings
- Liaising with Irish missions abroad and with other Government departments

The above is a general guide to the key duties and responsibilities of the role and is not an exhaustive description. Other duties and responsibilities appropriate to the role may be assigned by management from time to time.

### **Office Location:**

Successful candidates will be located in one of our Dublin offices.

## **Qualifications/Experience:**

### *Essential*

- A first- or second-class honours degree (minimum Level 8 on the National Framework of Qualifications)
- High level of oral and written communication skills, including excellent applied writing skills
- A strong interest in Irish public affairs and EU, foreign and development policy
- Excellent interpersonal skills, initiative and good judgement
- Good administrative, organisational and computer skills
- Flexibility and capability to work both independently and as a member of a team

### *Desirable*

- An undergraduate or postgraduate degree in a relevant discipline
- Work experience, ideally in a relevant field
- Familiarity with social media and communications strategies
- A knowledge of foreign languages.

## **Eligibility:**

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a Stamp 4 visa<sup>[1]</sup> or a Stamp 5 visa;

If successful, candidates will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed, and
- are fully competent, available to, and capable of undertaking those duties.

Appointments will be subject to satisfactory completion of An Garda Síochana (police) vetting and reference checks.

## **Key Capabilities**

Candidates must also be able to demonstrate the capabilities identified as being important for roles at Administrative Officer Level as set out in the Civil Service Capability Framework for that role. These capabilities are as follows:

- **Building Future Readiness;**
- **Evidence Informed Delivery;**
- **Leading & Empowering;**
- **Communicating & Collaborating.**

Further information on the Capability Framework can be found [here](#).

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<sup>[1]</sup> Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

**Selection Process:**

Selection process may include the following stages:

- Shortlisting based on the information provided by candidates in their application form;
- Interview;

**Application Details:**

Applications should be made electronically by e-mail using the official application form.

The completed application form should be returned by email to [dete@osborne.ie](mailto:dete@osborne.ie) **in word format** with the subject line – Presidency Policy Officer (Temporary)– YOUR NAME.

The closing date for completed applications is **12 noon on Friday 16<sup>th</sup> January 2026**. Late applications cannot be accepted.

All applications will be acknowledged. If you do not receive an acknowledgment within three working days of applying, please contact the HR team.

All queries should be submitted in writing in the first instance to [Dete@osborne.ie](mailto:Dete@osborne.ie)

**Use of Artificial Intelligence – AI:**

The Department recognises that honesty and integrity are key values in the Civil Service. While we support and encourage the responsible use of AI and emerging technologies to promote learning and productivity, we also want to ensure that applicants reflect their own experience, skills, and understanding of the role when preparing application forms. The use of AI tools should be kept to a minimum and must not be used to generate or rewrite substantive content in application forms.

The following are considered ‘acceptable’ uses of AI in application forms:

- To assist with grammar, spelling, and clarity
- To assist with formatting and structuring your own examples
- Refining content to stay within the maximum word count

The following are considered ‘unacceptable’ uses of AI in application forms:

- Submitting responses generated entirely by AI without personal input
- Using AI to fabricate or exaggerate qualifications or experience

**NOTE:** Entry requirements/qualifications/eligibility may not be verified by the Department until the final stage of the process. Therefore, those candidates who do not possess the entry/eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. Candidates must satisfy the eligibility criteria, including the educational requirement, at the time the offer of temporary employment is made.

**Remuneration:**

The applicable pay rate is that of the first point on the scale of the Administrative Officer standard scale (€40,268 per annum). There is no entitlement to Civil Service status.

**Reasonable Accommodations:**

We are committed to positively supporting candidates with disabilities throughout the selection process. If you have a disability and would like to share information that you feel would assist you in doing your best during the selection process, including at interview, please contact the HR Team to discuss your needs. Candidates who may require a reasonable accommodation are asked to contact Osborne Recruitment Team at [dete@osborne.ie](mailto:dete@osborne.ie) and cc. the Disability Liaison Officer, Mr. Cian Mac Hale at [cian.machale@enterprise.gov.ie](mailto:cian.machale@enterprise.gov.ie) as soon as possible so that we can ensure Reasonable Accommodations will be met. The information provided will be handled in a confidential manner and will only be used to assist HR in determining reasonable accommodations where appropriate.

**Code of Practice:**

The selection process for this competition will be conducted in accordance with the Code of Practice *Appointment to Positions in the Civil Service and Public Service (2022)* published by the Commission for Public Service Appointments and available at [www.cpsa.ie](http://www.cpsa.ie)

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates.