

Information Booklet

Estimating Clerk

Title of Position:	Estimating Clerk
Location:	McKee Barracks, Blackhorse Avenue, Dublin 7
Employing Authority:	Department of Defence

About the Job:

The Estimating Clerk will be primarily responsible for the purchasing of vehicles and automotive equipment. The following reflects the typical duties a successful applicant may be required to undertake, this role will require a high level of:

- a. Budget maintenance and IT skills.
- b. Interpersonal skills and personal responsibility/initiative.
- c. Flexibility and ability to deal with a wide range of accountancy tasks.
- d. Interaction with traders and suppliers.
- e. Interaction with The Office of Government Procurement as is required.
- f. The raising and receipt of purchase orders.
- g. Providing financial advice and advice on the maintenance of the Defence Forces fleet to the Subhead Manager to include advice on the setting up parts contracts, the tendering process and contract management.

The above duties will require sound judgement, initiative, interpersonal skills, and acceptance of responsibility. The Estimating Clerk duties will also require flexibility and an ability to deal with a wide range of finance related and supplier management tasks.

Responsibilities:

- a. Execute procurement projects as directed by the Director of Transport.
- b. Support the Director of Transport in the management of procurement budgets.

- c. Support the Procurement Staff Officer in the management of tenders and existing contracts.
- d. Develop and monitor implementation of agreed policies, procedures and safe professional practices by adhering to relevant legislation, regulations and procedures.
- e. Verify that transactions comply with financial policies, regulations and procedures.
- f. Raise and receipt purchase orders.
- g. Query late/unfulfilled orders.
- h. Receive and process invoices and requisitions for goods and services.
- i. Liaise with suppliers, traders and Dept. of Defence Contracts Branch as required by the Procurement Staff Officer.
- j. Compile reports for submission to management for approval.
- k. Any other duties deemed appropriate.

Entry requirements and Eligibility:

Essential

- Must have as a minimum a Certificate in Public Procurement or similar qualification.

Desirable

- Have experience of working in the motor trade.
- Be computer literate with a very good working knowledge of email, Microsoft Word and Microsoft Excel.
- Possess a full Irish Driving license or similar permit for driving in Ireland.
- Possess the ability to communicate effectively both verbally and in writing.
- Experience of working with a Management Information Framework system for stock management, raising and receipt of Purchase Orders.

Health & Character:

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Candidates selected by the interview panel must successfully complete the Garda vetting process and medical clearance process prior to being selected for employment. Some posts may also require special security clearance.

Selection Criteria:

Selection for appointment will be by means of a competitive interview conducted by a board established by the Department of Defence. The Department may, having examined the applications of all candidates, decide that a limited number of candidates will be invited to attend for interview. The criteria for selecting candidates to be called for interview will be the requirements of the position as set out in this document. In the event that a short-listing process occurs, applicants will be short-listed for interview on the basis of the information supplied in their CVs demonstrating that they fulfil the eligibility criteria and possess the essential requirements and relevant qualifications as set out in this document. Failure to include information regarding these requirements may result in applicants not being called forward to the next stage of the selection process.

Data Protection Acts 1988, 2003 & 2018

When your application is received, the Department of Defence creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Should you be successful and where the services of a third party are used in processing your application, it may be required to provide them with information (i.e. Payroll Shared Service Centre), however all necessary precautions will be taken to ensure the security of your data. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988/2003 & 2018.

The Department does not commit itself to making any appointments. Candidates invited for interview must be prepared to make themselves available at their own expense.

Canvassing will disqualify.

The closing date for applications is 5.00 pm Friday 27th March 2020

How to Apply:

Please email CVs to defenceforces@welfare.ie

Principal Terms and Conditions of Employment

Estimating Clerk

Tenure	The appointment is full time, permanent and pensionable. Candidates selected by the interview panel must successfully complete the Garda vetting/ Medical process prior to being selected for employment.
Remuneration	<p>The following 2 point salary scale will apply for any appointee covered by the Public Service Pensions (Single Scheme & Other Provisions) Act 2012:</p> <p>PPC Payscale- €762.77- €845.32</p> <p>Class A rate of PRSI will apply to any person appointed under this competition.</p> <p>The rate of remuneration may be adjusted from time to time in line with Government policy.</p>
Working Week	The standard working week applicable to the posts 43.25 hours gross (inclusive of lunch breaks) and 37 hours net (exclusive of lunch breaks).
Annual Leave	The annual allocation applicable to a full-time position is 25 days (inclusive of Good Friday) and exclusive of public holidays.
Superannuation	<p>The superannuation arrangements for new entrants will be in line with the provisions of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012. The minimum age at which a pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2021 and 68 in 2028). Retirement is compulsory on reaching 70 years of age.</p> <p>For employees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, the retirement age is 65 but you have the option to remain in employment until age 70.</p> <p>Please note that the abatement provisions of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply to applicants who are in receipt of public service pensions.</p>
Probation	The persons appointed shall be subject to a probationary period of 12 months.

Important Notice:

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).