



An Roinn Dlí agus Cirt Department of Justice

INFORMATION NOTE

PLEASE READ CAREFULLY

CASE PROCESSING PANEL MEMBER

THE INTERNATIONAL PROTECTION OFFICE
IMMIGRATION SERVICE DELIVERY

The International Protection Office (IPO) and Immigration Service Delivery (ISD) are committed to a policy of equal opportunity.

Any queries in relation to this competition should be sent to ISDrecruit@justice.ie

1. Introduction

Immigration Service Delivery (ISD) is a section within the Department of Justice. ISD was initially established as the Irish Naturalisation and Immigration Service (INIS) in 2005 in order to provide a “one stop shop” in relation to asylum, immigration, residency, citizenship and visas. ISD is responsible for the policy and administrative functions of the Minister for Justice in relation to these matters. ISD also facilitates a whole of government approach to immigration and asylum issues, which enables a more efficient service to be provided in these areas.

The International Protection Office

The International Protection Office (IPO) is an office within ISD and is responsible for processing applications for international protection (refugee status and subsidiary protection) under the International Protection Act 2015. It also considers, as part of a single procedure, whether applicants should be given permission to remain. The IPO comprises, inter alia, a Chief International Protection Officer and international protection officers who are independent in the performance of their international protection functions. The Office is also responsible for determining whether a protection application should be transferred to another Member State under the EU Dublin III Regulation. The International Protection Office, on behalf of the Minister, may also be represented at an appeal hearing at the International Protection Appeals Tribunal against a negative recommendation at first instance in respect of an application for international protection or in relation to a transfer decision under the EU Dublin III Regulation.

Case Processing Function

The case processing function in both the IPO/ISD is complex and is governed by a strict constitutional and domestic statutory framework including a substantial number of judgments of the Superior Courts, as well as adherence to international (including EU) legal instruments to which the State is a party.

Case Processing Panel

To support the IPO/ISD to carry out their functions to optimum effect and to assist in the reduction of caseloads, additional persons are being recruited for its Case Processing Panel.

2. Panel Member: Tasks and Responsibilities

Applications are invited from persons who wish to be considered for assignment to the Case Processing Panel. The Panel will be located at a Dublin location but may be required, from time to time, to perform some functions outside Dublin.

The functions of members of the Panel, which are outlined in general terms below, can include;

- examining individual files assigned to them, carrying out the necessary research (including country of origin research), considering documentation on file including any representations submitted, having regard to the provisions of the International Protection Act 2015, the European Union (Subsidiary Protection) Regulations, 2013 and the Immigration Acts 1999 and 2004, (and amendments thereto) and any other relevant legislation and case law;
- carrying out interviews with applicants for international protection under the International Protection Act 2015, (and amendments thereto) and, following the interview, preparing a detailed synopsis/draft report;
- interviewing applicants for subsidiary protection under the European Union (Subsidiary Protection) Regulations, 2013 (and amendments thereto) and producing a reasoned, balanced and legally robust draft report;
- producing a reasoned, balanced and legally robust draft report/submission to an officer of the Minister on cases to be considered under the permission to remain element of the International Protection Act 2015;
- undertaking functions under the EU Dublin III Regulation;
- representing the Minister via the International Protection Office at appeal hearings in respect of applications for international protection and transfer decisions under the EU Dublin III Regulation at the International Protection Appeals Tribunal, 6-7 Hanover Street, Dublin 2.

This work will be subject to specified terms and conditions and the quality of work will be supervised by management. Panel members will be assigned certain functions depending on the business needs of the IPO/ISD in line with the relevant statutory framework.

Persons appointed to the Panel will be paid on the basis of a fee per completed task, based on the fees set out in the **Annex** hereto. All work submitted by members of the Panel will be subject to a quality assessment before payment is made.

Persons appointed to the Panel must fully respect the confidential nature of the immigration and international protection processes.

Persons appointed to the Panel will not be Civil Servants or employees of the State.

3. Essential Qualifications & Requirements

Applicants must, on the date they apply;

- (a)
- Hold an Honours Bachelor Degree (Level 8 National Framework of Qualifications) with minimum grade 2.2. in which Law is a single or joint major **or**
 - Hold an Honours Bachelor Degree (Level 8 National Framework of Qualifications) with minimum grade 2.2. in a relevant discipline. **or**
 - Have a minimum of 2 years' relevant experience in the area of International Protection and/or Immigration. **or**
 - Have a minimum of 2 years' experience in a similar field in which report writing and conducting interviews formed a central part of the role.

and

- (b)
- Have proven research, drafting and report writing skills.
 - Have a qualitative approach to work and the capability to produce well researched draft submissions.

and

- (c)
- Be available to process case files when required.
 - Have good information technology skills, particularly in the use of Microsoft Office

and

- (d)
- Have a valid permission to work in Ireland

Desirable attributes;

- (i) Have been called to the Bar or are admitted or enrolled as a Solicitor in the State
- (ii) Have a thorough knowledge/experience of Irish asylum and refugee law (including EU/international aspects).
- (iii) Have a thorough knowledge/experience of the law in Ireland in relation to subsidiary protection (including EU/international aspects), immigration, and permission/leave to remain.
- (iv) Have knowledge/experience of Human rights law
- (v) Have the ability to work to deadlines and to achieve targets.
- (vi) Have a high degree of interpersonal effectiveness.
- (vii) Have the ability to work on own initiative and to take direction as required.
- (viii) Have excellent communication and teamwork skills.
- (ix) Be in a position to undertake a minimum of three interviews per week

4. Application Process

This is a rolling competition. In that regard applications will be accepted on an ongoing basis or until such time as a closing date is introduced.

Applications must be submitted on the official application form. The form must be typed and submitted in Word format. Only one application per person will be permitted.

All sections of the form must be completed. When completing the application form accuracy is essential, as it will be used for shortlisting applicants, should the need arise. It is therefore in the applicant's interest to ensure that the information supplied in all sections is correct.

The completed application form should be submitted by email to ISDrecruit@justice.ie

The acceptance of this application **does not imply** that the IPO/ISD is satisfied that such person fulfils the requirements of the selection process and does not carry a guarantee that such application will receive further consideration.

It is important to note that the onus is on the applicant to ensure that the eligibility requirements for the competition are met before applying.

There is no closing date for receipt of applications however the IPO reserves the right to close the competition at any stage should it be deemed necessary. In the event that a closing date is introduced, it will be detailed on the advertisement notice on the IPO website at least 2 weeks in advance of that date.

Confidentiality

Applications will be treated in strict confidence.

5. Selection Process

From time to time, as determined by the needs of the IPO/ISD, eligible applications will be selected to progress to the next stage of the process.

Selection methods

The methods used to select a successful applicant for this Panel **may** include -

- Shortlisting of applicants on the basis of the information contained in their application.
- At the discretion of the IPO/ISD, an interview for shortlisted applicants

For the purpose of a shortlisting exercise, it will be in the applicant's interest to provide a detailed and accurate account of qualifications/experience in their application form.

In the event that a large number of applicants meet the essential eligibility requirements for Panel members and IPO/ISD decide to invite a smaller number to interview, this is not to suggest that other applicants are necessarily unsuitable or incapable of processing the cases assigned rather that there are some applicants who are, prima facie, better qualified and/or have more relevant experience.

As this is a rolling competition, the selection methods referred to above may be carried out at various times throughout the lifespan of the competition should the need arise.

The onus is on all applicants to make themselves available for interview (should that method be employed) on the date(s) specified by IPO/ISD and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form.

Successful applicants will be placed on the Case Processing panel when positions arise subject to Garda vetting and undertaking appropriate training.

Obligations placed on applicants

Applicants for appointment should note that canvassing will **disqualify** and will result in their exclusion from the process.

Applicants must NOT:

- Knowingly or recklessly, provide false information.
- Canvass any person with or without inducements during the course of the application process.
- Impersonate another person or applicant at any stage of the process.
- Interfere with or compromise the process in any way.

Deeming of application to be withdrawn

Applicants who do not attend for interview when and where required by the IPO/ISD, or who do not, when required, furnish such evidence as the IPO/ISD requires in regard to any matter relevant to their application, will have no further claim to consideration.

Applicants who, in the view of the IPO/ISD, do not satisfactorily complete the required training programme will be deemed to be ineligible to join the Panel.

6. Principal Conditions of Service

General

Panel members will be subject to the Civil Service Code of Standards and Behaviour.

Payment will only be made on completion of the tasks assigned in line with the relevant statutory framework and subject to quality approval.

Schedule of Fees

Different fees apply depending on the nature of the functions (or amendments thereto) undertaken, namely

- International protection /permission to remain process.
- Subsidiary Protection process.
- EU Dublin III Regulation process.

Details of fees are outlined in the Annex to this document.

Duties

Persons appointed will be required to perform any duties assigned to them from time to time as appropriate to the position.

Additional matters to note

- Successful applicants will be required to sign an agreement/contract for services in relation to the terms and conditions of the appointment.
- The agreement will be subject to a probationary period of 6 months, after which the contract for services will either be confirmed or discontinued.
- It is a condition of membership of the Panel that a Panel member must provide the contracted services personally on IPO/ISD premises. Sub-contracting of work is not permitted.
- Failure to meet the terms and conditions may result in removal from the Panel.
- It is intended that initial membership of the Panel will be for 12 months from the date of assignment. Subject to ongoing requirements, the Minister for Justice reserves the right to extend the term of the Panel, to renew membership of the Panel or to terminate the operation of the Panel.
- Payment, on a case completed basis, will be at the rate outlined in the **Annex**, regardless of the length of time taken to complete the task assigned to the Panel member and whether this involves, inter alia, the completion of an interview and the preparation of a draft report/submission or representing the International Protection Office at an appeal hearing, subject to any quality system approval.
- National taxation obligations will apply and payments to Members of the Panel will be subject to the provisions of the Revenue Commissioners Code of Practice for Determining Employment Status, dated July, 2021 or any subsequent amendments in this regard.

- **Panel members should be in a position to undertake a minimum of three interviews per week and to provide the follow-up draft reports within a specified timeframe.**
- The identity of each applicant on file is protected under the International Protection Act 2015 and other relevant legislation, including the provisions of data protection law.
- Contact details and a mobile number must be provided to the IPO/ISD management.
- Persons appointed will be required to provide availability details to the IPO/ISD four weeks in advance of being scheduled for a first instance interview or an appeals hearing.
- Panel members may be required to attend for the processing of cases at short notice.
- ***It will be at the discretion of IPO/ISD management to assign cases to members of the Panel and membership of the Panel carries no entitlement to any work or to a minimum or maximum level of work.***
- The work venue will be at a Dublin location but Panel members may be required, from time to time, to perform some functions outside Dublin.
- Travel and subsistence expenses are not payable except for certain functions outside Dublin.
- A Panel member will be required, in the course of his/her work for the IPO/ISD, to abide by the policies and procedures of the IPO/ISD with regard to customer service including internet, phone and e-mail policies and any policy or procedure that the IPO/ISD may introduce over the lifetime of the Panel.
- A Panel member will be required to provide evidence of tax compliance before being accepted on to the Panel.
- A Panel member will be required to consent to the Garda Vetting process being carried out.
- No car parking facilities will be available.

Training

Panel members will be required to undertake any training (including refresher training) as required by the IPO. There will be no fee payable to a member of the Panel for training undertaken. Attendance at training will be at an applicant's own expense. Satisfactory completion of training (as determined by the IPO) will be a necessary requirement before being appointed to the Panel. Panel members may pursue continuous personal development points with their respective professional organisation.

Outside Employment and conflicts of interest

It is a condition of membership of the Panel that a Panel member does not engage in actions which give rise to or may give rise to a conflict of interest. In this regard, it is considered that a conflict of interest arises where a Panel member is involved in advising or representing persons in the international protection or leave/permission to remain process during the period they are assigned to the Panel.

Applicants and members of the Panel must inform the IPO/ISD if they are engaged in or intend to engage in other work associated with the IPO/ISD or other bodies involved in the international protection and immigration process.

Conflicts or potential conflicts of interest should be declared to the IPO/ISD management immediately.

Official Secrecy and Integrity

A Panel member will be subject to the Official Secrets Act, 1963 as amended and to the Ethics in Public Office Acts, 1995 and 2001.

Confidentiality

A Panel member must fully respect the confidential nature of the immigration and protection process.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation came into force on the 25th May 2018, replacing the existing data protection framework under the EU data protection directive.

When an application form is received, a computer record is created in the applicant's name, which contains most of the personal information supplied. This personal record is used solely for the purpose of processing an application.

Such information held on computer is subject to the rights and obligations set out under GDPR. An applicant is entitled under the Act to obtain, at any time, a copy of the information held, which is kept on computer.

7. Review Procedure

The IPO/ISD will consider requests for a review of a decision. Any such requests should be forwarded to ISDrecruit@justice.ie within 5 days of notification of a decision.

Annex

Schedule of fees.

International Protection Determination Process	
Full Single procedure - Nature of function	Fee
To interview the principal applicant for an international protection declaration, and to prepare the necessary written draft report for international protection in respect of the principal applicant.	€495
To interview the partner/spouse of a principal applicant for an international protection declaration in respect of their own application for international protection and to prepare the necessary written draft report in respect of that person.	€290
To interview, where necessary, a dependent child of the principal applicant for an international protection declaration and permission to remain (papers only) at first instance and to prepare the necessary written draft report in respect of that child.	€65
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal where an appeal has been lodged by a principal applicant.	€295
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal where an appeal has been lodged by a partner/spouse of a principal applicant.	€210

Note: Other fees apply to certain other cases under the International Protection Act, 2015

Subsidiary Protection Process	
Subsidiary Protection Legacy Cases (2013 Regulations) - Nature of function	Fee
To interview the principal applicant for subsidiary protection at first instance and to prepare the necessary written draft report in respect of a principal applicant.	€330
To interview a partner/spouse of a principal applicant at first instance in respect of their own application and to prepare the necessary written draft report in respect of that person.	€195
To interview, where necessary, a dependent child of the principal applicant at first instance and to prepare the necessary written draft report in respect of that child.	€45
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal where an appeal has been lodged by a principal applicant.	€195
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal where an appeal has been lodged by a partner/spouse of a principal applicant.	€140

Dublin Process	
Dublin Regulation Cases - Nature of function	Fee
To interview the principal applicant under the European Union (Dublin System) Regulations 2018 - SI No. 62 of 2018 and such further EU (Dublin System) Regulations as may be made by the Minister and to prepare the necessary written draft report in respect of a principal applicant.	€220
To interview a spouse/partner of a principal applicant under the European Union (Dublin System) Regulations 2018 - SI No. 62 of 2018 and such further EU (Dublin System) Regulations as may be made by the Minister and to prepare the necessary written draft report in respect of that person.	€135
To interview, where necessary, a dependent child of a principal applicant under the European Union (Dublin System) Regulations 2018 - SI No. 62 of 2018 and such further EU (Dublin System) Regulations as may be made by the Minister and to prepare the necessary written draft report in respect of that child.	€30
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal under the European Union (Dublin System) Regulations 2018 - SI No. 62 of 2018 and such further EU (Dublin System) Regulations as may be made by the Minister where an appeal has been lodged by a principal applicant.	€135
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal under the European Union (Dublin System) Regulations 2018 - SI No. 62 of 2018 and such further EU (Dublin System) Regulations as may be made by the Minister where an appeal has been lodged by a partner/spouse of a principal applicant.	€100