

Panel Member 2024 Competition: FAQs

Please ensure that you have read the Panel Member Information Booklet for more detailed information before applying for this position.

Application, Qualification and Interview

Is there a closing date for submitting an application form?

There is currently no closing date for submitting an application form however, it is open to the International Protection Office (IPO) and/or Repatriation to introduce a closing date at any stage. In the event that a closing date is introduced, it will be detailed on the IPO website (www.ipo.gov.ie) and the ISD website (www.irishimmigration.ie) at least two weeks in advance of that date.

Can I take up the position of Panel member while I am a serving civil servant?

No. In accordance with section 19.1¹ of the Civil Service Code of Standards and Behaviour, you are not permitted to take up the position of Panel member.

Can I apply if I am a former civil or public servant?

Yes.

Can I take up the role of panel member while I am on a career break in the civil service?

No. Please refer to circular 4/2013 career break scheme from the civil service for further details.²

Can I apply if I am based outside Dublin?

Yes, however, you must be available to travel to the IPO/ ISD offices in order to carry out certain functions of the role.

Who is eligible to apply?

Eligible candidates must be:

(a) A citizen of the European Economic Area (EEA). The EEA consists of the

¹ 19.1 A civil servant should not seek contracts with Government Departments or Offices for the supply of goods or services (other than for employment) either for his or her own benefit, or for any partnership or company with which he or she has an involvement in his or her private capacity or on behalf of other persons or organisations.

² Circular 4/2013 - [Career break - NSSO](#)

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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 is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or

(e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or

(f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

To qualify candidates must be eligible by the date of application.

Are IT/ typing skills essential?

Yes. You must have a proficient level of typing skills. Panel members are responsible for all administrative tasks associated with their work. No clerical assistance is provided. Panel members must also be able to engage with online tools such as case management portals and a videoconferencing platform (currently Zoom).

Will I receive confirmation that the IPO has received my application?

You will receive an email acknowledging receipt of your email after submitting it to ISDrecruit@justice.ie. Please note: due to the volume of applications, it may be several months before you receive any further response.

What is the next step after submitting an application?

As this is a rolling competition. From time to time, the IPO/ Repatriation will select and progress eligible applications to the interview stage of the process. Applications are reviewed and progressed in batches, in the sequence in which they are received. Depending on the volume of applications, a shortlisting process may be utilised. The IPO will be in contact with you regarding the outcome of your application. Please note that it may be a number of months before you are contacted.

What are the arrangements for interview if called?

Interviews are conducted online, over Zoom.

What is the format for the interview?

The interview will explore the topics covered in the application form for the

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position, in order to consider suitability for being a Panel member.

Repatriation: if you opt-in and are deemed to qualify for interview with Repatriation, you will be informed in advance. An additional section of your IPO interview will deal with your qualification for work on the Repatriation panel.

Post-Interview

I have been unsuccessful, can I reapply?

No, you cannot reapply to this competition. Only one application is permitted per person.

I have been successful at interview, what happens next?

If you are successful at the interview stage, you will have to submit relevant supporting documentation, complete the Garda vetting process and undertake appropriate training.

Conditions of Work

What is considered to be a conflict of interest?

It is a condition of being a Panel member that Panel members do not undertake any actions which create a conflict of interest or have the potential to create one. Specifically, it is considered a conflict if, while a member of the panel, you are involved in advising or representing individuals in relation to applications for international protection, permission to remain or leave to remain.

Panel members are also obliged to inform the Chief International Protection Officer if they are engaged or intend to engage in **any** work associated with people in international protection, permission to remain or leave to remain.

Any conflicts of interest or potential conflicts of interest that you may have as a Panel member should be declared in advance of an interview, if called.

Will I be an employee of the IPO?

No, Panel Members are contractors who operate on a self-employed basis.

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How are Panel Members paid?

Panel Members invoice the IPO/ Repatriation when they have completed reports and submitted them, and they have been quality assessed by IPO staff.

Panel Members are expected to be fully tax compliant, and will be asked to certify this before being appointed to the Panel. While some level of tax is taken at source, Panel members are self-employed and expected to make their own arrangements to ensure that any remaining taxation obligations are met.

Please refer to Panel Member Information Booklet 2024 for more detailed information on this campaign.