



An Roinn Dlí agus Cirt Department of Justice

INFORMATION NOTE

PLEASE READ CAREFULLY

INTERNATIONAL PROTECTION AND REPATRIATION PANEL MEMBERS

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 implementation of 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 (as amended). 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 implementing the Dublin III Regulation (Regulation EU No 604/2013) in order to determine which EU country is responsible for examining an asylum application and assessing International Protection cases for inadmissibility under Section 21 of the 2015 International Protection Act. The International Protection Office, on behalf of the Minister, may also be represented at an appeal hearing at the International Protection Appeals Tribunal (IPAT) 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.

Repatriation Division, ISD

The Repatriation Division of ISD is primarily concerned with the removal of persons who do not have permission to be in the State, under the Immigration Act 1999, the International Protection Act 2015 and the European Communities (Free Movement of Persons) Regulations 2015.

Case Processing Function

The case processing function in both the IPO and Repatriation is complex and is governed by a strict constitutional and domestic statutory framework including the International Protection Act 2015, the Immigration Act 1999 and 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.

International Protection and Repatriation Panels

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 sought for its Panels.

2. Panel Member: Tasks and Responsibilities

Applications are invited from persons who wish to be considered for assignment to the IPO and Repatriation Panels. Work will be primarily undertaken at Dublin locations but Panel members may be required, from time to time, to perform some functions outside Dublin. On occasion, certain duties – including applicant interviews and representing the IPO at the IPAT – must be performed using a digital platform.

The work in IPO/ Repatriation will be subject to specified terms and conditions and the quality of work will be supervised by civil servants. Panel members will be assigned certain functions depending on the business needs of the IPO/ Repatriation in line with the relevant statutory framework. Persons appointed will be paid on the basis of a fee per completed task, regardless of the length of time taken, and based on the fees set out in the **Annex** hereto. All work must be submitted by Panel members within a specified time and will be subject to a quality assessment before payment is made.

Panel members must undertake **all administrative tasks** associated with the below functions, including typing and engaging with relevant databases and digital platforms.

Panel members must fully respect the confidential nature of the immigration and international protection processes.

Panel members will not be Civil Servants or employees of the State.

IPO Panel

The current functions of members of the IPO Panel are varied and may include:

- undertaking functions under the EU Dublin III Regulation to include examining individual cases assigned to them having regard to the provisions of the Dublin III Regulation, carrying out Dublin III interviews with applicants, considering all documentation on file including any representations submitted, producing a legally robust Dublin III transfer decision report;
- i) 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, and
ii) carrying out interviews with applicants for international protection under the International Protection Act 2015 regarding, *inter alia*, the single procedure, preliminary matters or admissibility and, following the interview, preparing a detailed synopsis/draft report;
- examining documentation and producing a reasoned, balanced and legally robust draft report/submission to an officer of the Minister on cases to be

considered under, *inter alia*, the following elements of the International Protection Act 2015 and other relevant legislation:

- Permission to remain
- Subsequent application
- Prohibition of refoulement
- representing the Minister via the International Protection Office at appeal hearings in respect of recommendations on applications for international protection and transfer decisions under the EU Dublin III Regulation at the International Protection Appeals Tribunal, including the consideration of all evidence relevant to the appeal and questioning/cross examination of the applicant in respect of same. IPAT hearings can take place at 6-7 Hanover Street, Dublin 2 or via an online platform;
- on the affirmation of a Section 39 decision at the IPAT, reviewing documentation and producing a reasoned, balanced and legally robust draft report/submission to an officer of the Minister on a review of the permission to remain element of the International Protection Act 2015.

Repatriation Panel¹

- Candidates who opt-in for consideration for work with Repatriation and are successful, may be offered two separate contracts (IPO and Repatriation) with the option of signing one or both.
- Panel members contracted with Repatriation will primarily be charged with consideration of cases falling under Section 3 of the Immigration Act 1999, notably Sections 3(6) and 3(11), and the European Communities (Free Movement of Persons) Regulations 2015.

¹ See page 7 of Application Form.

3. Essential Qualifications & Requirements²

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 proficiency in the use of information technology, particularly in typing and the use of Microsoft Office

and

(d)

- Have a valid permission to work in Ireland

² These qualifications are essential for work in the **IPO**. Should candidates also wish to be considered for work in Repatriation, it is an essential requirement to have been called to the Bar or admitted/ enrolled as a Solicitor in the State.

Desirable attributes:

- (i) Have been called to the Bar or are admitted or enrolled as a Solicitor in the State³
- (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 experience working with vulnerable migrants which may include front facing interviewing and/or frontline work
- (vi) Have the ability to work to deadlines and to achieve targets
- (vii) Have a high degree of interpersonal effectiveness
- (viii) Have the ability to work on own initiative and to take direction as required
- (ix) Have excellent communication and teamwork skills
- (x) Be in a position to undertake a minimum of three interviews per week
- (xi) Have experience conducting work using a remote platform (e.g. Zoom or Microsoft Teams)

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 each individual section 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.

³ As per footnote i), this is obligatory for those seeking to work as Panel members in Repatriation.

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/ ISD 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

As determined by the needs of the IPO/ISD, from time to time 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/ Repatriation, an interview for shortlisted applicants.
- For the purpose of a shortlisting exercise, it will be in the applicant's interest to complete **each section**, providing 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/ Repatriation 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/ Repatriation 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 offered a place on the IPO/ Repatriation Panel and may be appointed as Panel members subject to completion of 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 Codes 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.

Fees

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

- International protection /permission to remain process
- Permission to remain review process
- Inadmissibility process
- Refoulement consideration
- EU Dublin III Regulation process
- Appeals processes.
- Section 3 of the Immigration Act 1999
- Regulation 20 and 23 of the European Communities (Free Movement of Persons) Regulations 2015 (S.I. 548/2015)

Details of fees are outlined in the Annex to this document. Fees may be subject to review.

Duties and responsibilities

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

- In the case of IPO, Panel members tasked with interviewing 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.
- In the case of Repatriation, a Panel member may be assigned 5 cases per week, at the discretion of the Minister and shall complete such cases within a reasonable time period to be determined by the Minister.
- It is a condition of membership of the Panel that a Panel member must provide the contracted services personally. **Sub-contracting of work is not permitted.**
- 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 must be in a position to interact with an online scheduling tools, should the need arise.
- Work will be primarily undertaken at Dublin locations but Panel members may be required, from time to time, to perform some functions outside Dublin. Some Panel member work, such as interviews and IPAT hearings, may take place online. Panel

members **must have the requisite IT competence** to carry out online interviews and undertake mandatory training as needed.

- Panel members may be required to attend for the processing of cases at short notice.
- Contact details including an email address and a mobile number must be provided to the IPO/ISD staff.
- A Panel member will be required, in the course of work undertaken 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.

Contract and Payment

Successful applicants will be required to sign a contract for services in relation to the terms and conditions of the appointment.

- The contract will be subject to a probationary period of 3 months.
- 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.
- A successful applicant will be required to consent to the Garda Vetting process being carried out.
- Payment is on a case completed basis, subject to any quality system approval, regardless of the length of time taken to complete the task assigned 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. Payment will be at the rate outlined in the **Annex** (see below).
- 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.
- 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. Panel members are expected to be fully tax compliant, and will be asked to certify this before being appointed to the Panel.
- Please be aware payroll set-up can take in excess of 2 months, and initial payments can be delayed as a result.
- Travel and subsistence expenses are not payable.
- 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/ ISD. 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/ ISD) 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.

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.

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.

Failure to meet the terms and conditions may result in removal from the Panel.

Principle conditions of service may be subject to change. Panel members will be informed in these circumstances.

7. Review Procedure

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

Annex: Schedule of Fees

Single Procedure		
	Full Single Procedure	€615.00
	Protection Only	€495.00
	PTR Only	€120.00
Spouse/Partner		€350.00
	Protection Only	€290.00
	PTR Only	€60.00
Dependent		€95.00
	Protection Only	€65.00
	PTR Only	€35.00
Withdrawal		€165.00
No Show		€110.00
PTR Post IPAT Decision		
Review of Case		€120.00
Spouse/Partner		€60.00
Dependent		€30.00
Subsequent Application for IP		
Subsequent Application		€245.00
Single Procedure Appeals (Presenting Unit)		
Principal Applicant		€295.00
Spouse/Partner		€210.00
Dependent		€0.00
Does not go ahead		€95.00
Dublin Regulation Cases		
Principal Applicant		€220.00
Spouse/Partner		€135.00
Dependent		€30.00

Dublin Cases (Appeals)	
Principal Applicant	€135.00
Spouse/Partner	€100.00
Dependent	€0.00
Does not go ahead	€25.00
IP Preliminary Interview/Admissibility Assessment	
Admissibility	€245.00
Refoulement Consideration	
	€247.50
Repatriation	
Considerations under Section 3 and Regulations 20 and 23 of the European Communities (Free Movement of Persons) Regulations 2025 (S.I. 548/2015)	€365.00

Note: Other fees apply to certain other cases under the International Protection Act, 2015 and Immigration Act, 1999.