

## **Secondment Arrangements**

**For those currently working in the public/civil service may apply to be considered for secondment.**

### **Conditions of Assignment**

- The role is full-time and will be for a period of 2 years.
- The secondee will continue to be an employee of their parent organisation and will remain on their payroll for the duration of the secondment. All terms and conditions of employment will continue as indicated in their contractual agreement with the parent organisation.
- At the end of each quarter, following commencement of the role, SOLAS will refund, on receipt of an invoice from the parent organisation, the salary amount and PRSI costs paid to the secondee.
- The secondment arrangement will be reviewed after three months to ensure that it is meeting the expectations of both parties.
- In the event of the secondee's service not being satisfactory the secondment arrangement will cease, and the secondee will return to their parent organisation.
- At the end of the period of secondment, the officer will return to his or her parent organisation, in accordance with the redeployment arrangements applying at that time.

### **Application Process**

Applicants should complete the SOLAS application form, highlighting relevant experience and setting out their reasons for considering themselves suitable for the role, and submit by email to [recruitment@solas.ie](mailto:recruitment@solas.ie) by midnight on Sunday 5<sup>th</sup> September 2021. Applications received after the closing date will not be considered.

### **Selection Process**

When the closing date has passed, SOLAS will undertake a selection process. This may include an initial shortlisting of applications to ascertain the applicants who best meet the requirements of the advertised position. Applicant(s) may then be invited to an interview (within Public Health guidelines) to discuss and explore their skills and potential to meet the requirements of the advertised position.

### **Location**

Since March 2020 due to the COVID-19 pandemic and in line with Government instructions and restrictions, SOLAS staff are working remotely. Please note Castleforbes House, Dublin is the base for this position, and we will return there when allowed to do so, while again abiding by Government instructions and restrictions. SOLAS has committed to a hybrid working model in the future and we await further instruction from our governing Department on these arrangements.