



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Contract of Employment as Human Rights Special Envoy in the Department of Foreign Affairs.

Employing Department: Department of Foreign Affairs
Address: 80 St. Stephen's Green
Dublin 2

Employee: <Insert Name>

Address: <Address 1>
<Address 2>
<Address 3>

I am directed by the Minister for Foreign Affairs to say that he is prepared to offer you an appointment as temporary **Human Rights Special Envoy** in the Department of Foreign Affairs on the following terms and conditions with effect from <Insert Date> to <Insert Date>. This contract is issued in accordance with the Unfair Dismissals Acts 1977 to 2007 and the Minimum Notice and Terms of Employment Acts 1973 to 2005.

1. General

The appointment is subject to the Civil Service Regulation Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

2. Pay

The salary scale for this position is the Principal Officer (PPC) scale.

The rate of pay offered will be **€96,377.00** per annum (pro-rated in respect of days worked and estimated to be 50 days over the 2-year period) which is the 3rd scale point of the above salary scale and will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Flights and Travel & Subsistence will be paid in accordance with DFA policies and procedures. Payment of the 'per diem rate' will be paid through the Department's payroll system in accordance with current Irish taxation rules

Commented [MKH1]: As the 50 days is an estimate, how will this be managed through the payroll bi-weekly?

Payment cannot be made until you supply a bank account number and bank sort code to the Personnel Section. Pay may be adjusted from time to time in accordance with Government pay policy. Statutory deductions from salary will be made as appropriate in line with legislation.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Under Section 23 of the National Minimum Wage Act 2000, you may request a written statement of your average hourly rate of pay for any pay reference period.

3. Tenure

3.1 The appointment is to a temporary, unestablished position in the Civil Service. It will cease on the **<Insert Date>**.

3.2 In accordance with the Protection of Employees (Fixed Term Work) Act 2003, your engagement is on a **2-year (50 days) fixed-term contract basis** only, on the following grounds:

- You are being engaged on a temporary basis to support high-level engagement on a small number of established Irish human rights priorities, at the UN General Assembly 3rd Committee (October – December 2021), the Freedom Online Coalition (December 2021), the Commission on the Status of Women (March 2022) and the Human Rights Council (June – July 2022). The programme will be agreed and coordinated by the Director of the Human Rights Unit, currently Gerry Cunningham.

3.4 The Department of Foreign Affairs reserves the right to terminate your employment prior to the date of cessation on giving of the appropriate notice set down in the Minimum Notice and Terms of Employment Acts 1973 to 2005. The Department of Foreign Affairs also reserves the right to terminate your employment for stated reasons. In the event that you wish to terminate your employment prior to expiry of the contract you are required to provide **1 months'** notice to the Department of Foreign Affairs.

3.5 In the event of serious misconduct, your appointment may be terminated without notice.

3.6 In the event of the appointment being terminated under the terms of paragraph 3.5 above, no remuneration or compensation will be payable other than that applicable to work carried out.

4. Unfair Dismissals Act 1977-2007

The Unfair Dismissals Acts 1977-2007 will not apply to the termination of your employment by reason only of the expiry of this fixed term contract without it being renewed or the cessation of the purpose of the contract.

5. Leave

5.1 Annual leave

The annual leave allowance will be 32 working days per annum. This allowance, which is subject to the usual conditions regarding the granting of annual leave is on the basis of a five-day week and is exclusive of the usual public holidays.

5.2 Special leave

Special leave, either paid or unpaid, is available in certain circumstances. Details are set out in the relevant circulars contained in the Personnel Code.

5.3 Sick leave

Pay during properly-certified sick absence, provided there is no evidence of permanent incapacity for service, may be allowed on a pro-rata basis, in accordance with the provisions of the appropriate sick leave regulations and circular. Initially, as with full-time staff, fixed-term employees on probation will have access to sick leave on a pro-rata basis based on their probationary period.

You will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to the employing Department and payment during illness will be subject to you making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

6. Duties

You will be required to perform any duties, which may be assigned to you from time to time. You may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

7. Headquarters

Your headquarters will be such as may be designated from time to time by the Head of Department, but will be **in Dublin on the commencement of this contract.**

When absent from home and headquarters on duty you will be paid appropriate travelling expenses and subsistence allowances, subject to the normal Civil Service regulations.

8. Hours of attendance

Hours of attendance will be as fixed from time to time but will amount to on average not less than 43 hours and 15 minutes gross or 37 hours net per week pro-rated.

No additional payment will be made for extra attendance (over and above 43 hours and 15 minutes gross or 37 hours net per week pro-rated) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

9. The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act will apply, as appropriate, to this appointment.

10. Superannuation and retirement

For the duration of this contract you will be deemed a member of the Single Public Service Pension Scheme (as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. The terms of the Single Public Service Pension Scheme will apply to this appointment. The maximum allowable age for single scheme membership is 70 years.

11. Pension abatement

If you are in receipt of a public service pension, or due to receive a public pension during the term of your employment, your pension may be subject to abatement for the duration of this employment in accordance with section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Changes to your pay and/or public service pensions during your re-employment will cause the level of abatement to be reviewed. It is your responsibility to notify your pension paying authority of such changes. Any overpayments arising may be recouped through your pension in accordance with normal procedures.

12. Secrecy, confidentiality and standards of behaviour

12.1 Official secrecy and integrity

You will, during the term of your appointment, be subject to the provisions of the Official Secrets Act 1963 as amended by the Freedom of Information Acts 1997 and 2003. You will agree not to disclose to third parties any confidential information especially that with commercial potential either during or subsequent to the period of employment.

12.2 Civil Service Code of Standards and Behaviour

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

12.3 Ethics in Public Office Act 1995

The Ethics in Public Office Act 1995 will apply, where appropriate, to your employment.

12.4 Prior approval of publications

You will agree not to publish material related to your official duties without prior approval by the Minister.

12.5 Political activity

During the term of your employment you will be subject to the rules governing civil servants and politics.

13. Changes to terms of Employment

The Minister for Foreign Affairs reserves the right to change the terms and conditions of your employment as s/he sees fit and in accordance with Government pay and employment policy generally as it affects the civil service. The Department will give you as much notice as is feasible of such changes.

14. Personnel Code

All circulars are available on the website <http://circulars.gov.ie/> or from the Personnel Section.

If you accept the appointment on these terms, please complete and return the form of acceptance to me at the above address.

Signed

Personnel Officer
Department of Foreign Affairs

Date

Form of Acceptance

I accept the offer of appointment as Temporary Human Rights Special Envoy in the Department of Foreign Affairs.

I agree to be bound by the above terms and conditions as set out in the above contract (a copy of which I acknowledge to have received for retention by me).

Signed:

Employee

Date:

Signed:

Personnel Officer
Department of Foreign Affairs

Date:

