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| DPP Logo (IRISH FIRST) |
| ***APPLICATION FORM***  **PROCUREMENT MANAGER**  **(HIGHER EXECUTIVE OFFICER) 2025** |
| Completed application form should be submitted with CV **BY EMAIL** to:  [Recruitment@dppireland.ie](mailto:Recruitment@dppireland.ie)   |  | | --- | | **FIRST NAME** | |  |  |  | | --- | | **SURNAME** | |  |   Please see Information Booklet for closing date and time.  **E**  **: FIRST NAME: SURNAME** |

**You must ensure that all sections of this application form are completed in full – please ensure to add your name to the header of this document.**

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| **E MAIL:** |
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| **TELEPHONE:** |
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1. **Competencies**

Using the space below, with reference to each of the competency criteria set out in the HEO competency descriptors listed [here](https://www.publicjobs.ie/images/pdfs/Higher_Executive_Officer_Level.pdf), please highlight using examples specific relevant knowledge, experience, skill or achievement or aptitude, which clearly demonstrates your suitability to meet challenges of a Procurement Manager (HEO) in the Office of the Director of Public Prosecutions. It is recommended that candidates fully utilise the 300-word count to help demonstrate that they meet criteria for each competency.

Candidates should refer to both the role & responsibilities (page 5) and the HEO competency descriptors listed [here](https://www.publicjobs.ie/images/pdfs/Higher_Executive_Officer_Level.pdf) when drafting their competency answers.

Candidates should structure their competency answers as follows:

* Briefly explain the nature of the task, project or objective of the piece of work that you are using to outline your relevant experience in the particular competency.
* Detail what you actually did and how you demonstrated the relevant knowledge and/ or skills. Be clear about what your contribution was and what actions you took.
* Summarise the outcome, impact or result of the work that you did.

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| **Team Leadership (Max. 300 words)** |
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| **Judgement, Analysis and Decision-Making Skills (Max. 300 words)** |
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| **Management and Delivery of Results (Max. 300 words)** |
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| **Interpersonal and Communication Skills (Max. 300 words)** |
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| **Specialist Knowledge, Expertise and Self Development (Max. 300 words)** |
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1. **Statement of Interest in support of your application: (Max. 300 words)**

Please provide additional information **NOT ALREADY** referenced in your application which you

consider relevant in support of your application.

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| Please type over this and the box will expand as required. |

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| **I also attach a comprehensive CV in line with the Competition Notice i.e. not exceeding 3 pages with Education Details and Work History in chronological order** |
| **I hereby declare that I fulfil all the requirements set out in the Competition Notice**  **to fill a position at Higher Executive Officer level in the Office of the Director of Public Prosecutions and that all the information given in this form is correct.** |
| **Name: Date:** |