**FROM: PAUL MCKINNEY Ref: I/C 01/20**

**DATE: 13 JANUARY 2020**

**TO: NI CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**THE CHIEF EXECUTIVES’ FORUM (CEF)**

**ADMINISTRATIVE OFFICER**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

Eligibility

1. This opportunity is open to staff at substantive **Administrative Officer** level and analogous grades.

Salary

1. **CEF** will salary and associated expenses and as this is a development opportunity, the successful candidate will move at their current salary.

Duration

1. It is anticipated that this opportunity will last for two years with the possibility of an extension subject to the agreement of all parties.

The secondment will begin as soon as suitable candidate has been identified and a release date agreed.

Location

1. The successful candidate will be based at Clare House, 303 Airport Road West, Belfast BT3 9ED.

Authorisation

1. All applications **MUST** be accompanied with confirmation that your Line Manager **and** Business Area is willing to release you if successful in your application. In the event that this application is successful, the Business Area will be responsible for departmental sign-off on the Secondment Agreement which will be prepared by NICS HR / HRConnect.

How to apply (this process is for NI Civil Servants only)

1. Complete the candidate proforma which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and forward a copy to your Line Manager and Business Area (at least Grade 7 level) to ensure that endorsement for this application is provided prior to the deadline of **5.00pm on Friday 31 January 2020**.

Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at [secondments@hrconnect@nigov.net](mailto:secondments@hrconnect@nigov.net) or by post to:

Secondments Team

HRConnect

Metro Building

6-9 Donegall Square South

Belfast

BT1 9EX

1. Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting purposes.

GDPR

1. Your information will be held and managed in accordance with the Data Protection Act/GDPR policies and procedures, including those relating to retention and disposal will be applied; the information will be used only for the purposes of this secondment, and will only be shared with any relevant third parties only with the explicit permission and assurance of NICSHR.

Further information

10. For further information please contact Pamela Carson on Tel: 28 9081 6446 or by email at: [pamela.carson@finance-ni.gov.uk](mailto:pamela.carson@finance-ni.gov.uk).

**Paul McKinney**

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