

## Phase 2B – HEO, AO (including Third Secretary) grades.

### Registering Interest for Notifications

It will be possible to register on the system to receive automatic notifications when a new advertisement is posted.

To register interest to receive notifications:

- Log into [HRSS Self-Service](#)
  - Select 'Advertisement-based Mobility'
    - Select 'Mobility Position Alert'
      - Tick the types of roles you wish to be notified of and select 'Confirm'.
      - Select 'Save' on the following page

### Job Advertisement Registration

	Job Code	Description	Job Description	Opt-In
1	AO	AUDITOR/INVESTIGATOR	<a href="#">Job Description</a>	<input checked="" type="checkbox"/>
2	AO	BUSINESS/FINANCE	<a href="#">Job Description</a>	<input checked="" type="checkbox"/>
3	AO	IR / HR	<a href="#">Job Description</a>	<input type="checkbox"/>
4	AO	ICT	<a href="#">Job Description</a>	<input type="checkbox"/>
5	AO	IGEES	<a href="#">Job Description</a>	<input type="checkbox"/>
6	AO	LEGAL/POLICY/RESEARCH	<a href="#">Job Description</a>	<input type="checkbox"/>
7	AO	FINANCE (PAYROLL/PENSIONS)	<a href="#">Job Description</a>	<input checked="" type="checkbox"/>

Confirm

### Job Advertisement Registration

	Job Code	Description	Job Description	Opt-In
1	HEO	AUDITOR/INVESTIGATOR	<a href="#">Job Description</a>	<input type="checkbox"/>
2	HEO	COURT REGISTRAR	<a href="#">Job Description</a>	<input type="checkbox"/>
3	HEO	EMPLOYEE ASSISTANCE	<a href="#">Job Description</a>	<input checked="" type="checkbox"/>
4	HEO	IR / HR	<a href="#">Job Description</a>	<input checked="" type="checkbox"/>
5	HEO	ICT	<a href="#">Job Description</a>	<input type="checkbox"/>
6	HEO	LEGAL/POLICY/RESEARCH	<a href="#">Job Description</a>	<input type="checkbox"/>
7	HEO	FINANCE (PAYROLL/PENSIONS)	<a href="#">Job Description</a>	<input checked="" type="checkbox"/>

Confirm

Officers who are a HR Shared Services customer but do not have access to the Self-Service can contact the Central Mobility Team at [mobility@peoplepoint.ie](mailto:mobility@peoplepoint.ie) to have interest registered on their behalf.

## Active Advertisement Postings

All active advertisements in your grade will be available to view on the HRSS Self-Service.

To view active advertisements:

- Log into [HRSS Self-Service](#)
  - Select 'Advertisement-based Mobility'
  - Select 'Open Mobility Positions' to open the Mobility Advert Listings

Mobility Advert Listings								
Description	Grade	Organisation	Division	Location Code	Location	View Address	Date Closed	View Advert
IT Manager	Higher Executive Officer	REVENUE COMMISSIONERS	Tax Appeals Commission Staff	0000000011	Sarsfield House, Limerick	<a href="#">View Address</a>	23/03/2021	<a href="#">View Advert</a>
HR Manager	Higher Executive Officer	REVENUE COMMISSIONERS	Tax Appeals Commission	0000000005	Castle View, Dublin 2	<a href="#">View Address</a>	30/03/2021	<a href="#">View Advert</a>

Clicking 'View Advert' will provide more details on the position, including how to apply.

## Notifications from the Scheme

All communication in regards to the Mobility Scheme will be **issued by email only**.

It is the applicant's responsibility to ensure that a valid 'Home' and 'Business' email address is recorded on their 'Personal Information' page on the [HR Shared Services Self-Service](#).