**FROM: PAUL MCKINNEY Ref: I/C 32/20**

**DATE: 20 AUGUST 2020**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunities with**

**DEPARTMENT FOE THE ECONOMY (DfE)**

**ACCOUNTANTS (X2)**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunities and ask that you consider bringing it to the attention of staff in your organisation who would be eligible to apply. It is also available on the Interchange Website.

Eligibility

1. These opportunities are aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **DfE** will meet salary costs and associated expenses. The salary scale is £34,197 - £35,860 per annum (under review).

Duration

1. It is anticipated that this opportunity will last for up to 12 months.

It is hoped the successful candidates will take up post as soon as possible or as soon as a release date is agreed.

Location

1. Home working will be facilitated.

Authorisation

1. All applications **MUST** be accompanied by authorisation from both your Line Manager **and** Interchange Manager, and confirmation that your parent organisation is willing to release you if successful.

How to apply (process for **non**-NI Civil Service organisations)

1. Interested staff should complete a candidate proforma, available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and return it to the Interchange Secretariat at: interchangesecretariat@finance-ni.gov.uk by **5.00pm on Monday 31 August 2020;** otherwise I will assume a nil return.
2. 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. Please contact Johanna Park on tel: 02890412370

or by email at: Johanna.Park@economy-ni.gov.uk.

**Paul McKinney**

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