



THE APPROVED HOUSING BODIES REGULATORY AUTHORITY

Candidate Application Form

Procurement Specialist (Grade 6 – Senior Staff Officer)

To be considered for the post of Procurement Specialist (Senior Staff Officer), with the Approved Housing Bodies Regulatory Authority (AHBRA), candidates must submit this completed application form, following the instructions in the candidate information booklet, by 12 pm on 16 October 2025.

A CV is **not** required and should not be submitted. **Applications received in any format other than this application form will not be accepted.** In completing this application form, candidates should not exceed the prescribed word count for individual questions.

1. Personal Details

Name	
Address	
Phone Number	
Email	

2. Employment Record (most recent first)

Give below, in date order (starting with your current employer), full particulars of all employment (including any periods of unemployment greater than three months) between the date of leaving school or college and the present date.
Copy and paste the blank fields to add more employment records as necessary.

Employer Name			
Employer Address			
Title of Post Held		Salary	
Reason for Leaving			
Start Date		End Date	
Description of main responsibilities (Max 300 words)	<i>This box will expand as you type. Give details of your main responsibilities/tasks. Please do not go over 300 words please note only the first 300 words will be considered as part of the application.</i>		



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Copy and paste the blank fields to add more employment records, as necessary.



3. Educational Qualifications (most recent first)

Begin with your most recent qualification, if required please insert further rows at the bottom of this section to add more qualification records, as necessary. Please complete all sections below:

Title of Qualification / Award	NFQ Level	Awarding University, College or Examining Authority	Year of Graduation / Completion	Grade Obtained

4. Membership of Professional Bodies (if applicable)

Professional Body	Level of Membership

5. Key Competencies for effective performance at this grade

For each of the areas below, briefly highlight specific key achievements, contributions or expertise you have developed over your career to date which demonstrate your suitability to meet the challenges of the role of **Procurement Specialist**. (Max 300 words – please note only the first 300 words will be considered as part of the application)

a) Communication Skills: (Max 300 words)

b) Teamwork: (Max 300 words)



c) Delivery of Results: (Max 300 words)

d) Analysis & Decision Making (Max 300 words)

e) Specialist Knowledge (Max 300 words)



6. Personal Statement

Outline below why you wish to be considered for this post and why you believe your skills and experience would be of value as Procurement Specialist with AHBRA.
(Max 500 words – please note only the first 500 words will be considered as part of the application)

7. Supplementary Information

Please give any other relevant information in support of your application

8. General Information

Are there any restrictions on your right to work in Ireland?
State Yes or No.
If yes, please provide details.

What length of notice is required in your current position?

Are you proficient in the Irish Language?

Candidates who indicate that they are proficient in Irish may, if called to final interview, be required to undergo a test in order to verify their ability to communicate effectively in Irish.



8. General Information

Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the Public Sector?

If yes, do the terms of the Scheme allow you to apply for this position?

9. Reasonable Accommodation

Candidates with disabilities, who would like to avail of reasonable accommodation, should refer to the Candidate Information Booklet and make their request by email to publicsector@sigmar.ie, and may be asked to submit a medical report, the purpose of which is to provide information to act as a basis for determining reasonable accommodations where appropriate.

10. Declaration

By submitting this completed form for the role of Procurement Specialist with AHBRA, you are confirming that all information provided in this application is true and correct and that you have read the conditions of appointment outlined in the Candidate Information Booklet for this post. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, AHBRA reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment.

Name of Applicant:

Date of Submission: