ANNEX A

FOI DOF/2026-0100

Request

Re: Administrative Officer – North West vacancies competition

1. The number of candidates assigned to Tier 1, Tier 2 and Tier 3, etc with a breakdown of how many candidates are in each tier.
2. A breakdown, by tier, of the preferred locations selected by candidates (for example, the number of candidates in each tier who selected each location).
3. The number of candidates from each tier who have been placed to date.
4. The number of Administrative Officer vacancies currently awaiting placement in the Coleraine / Ballymoney area, arising from:
    - this competition, and
    - any other Administrative Officer competitions currently in operation.

DoF response

I can confirm the department holds some of the information requested.

1. See table below for candidates assigned by tier. This includes all candidates successful in this competition.

Tier	**Candidates per tier**
Tier 1	93
Tier 2	55
Tier 3	66
Tier 4	107
Tier 5	87
Tier 6	105
Tier 7	157
TOTAL	670

2. See table below for breakdown, by tier, of the preferred locations selected by candidates. This includes all candidates successful in this competition. Please note that candidates could select multiple locational preferences.

Tier	**Area 2**	**Area 4**	**Area 5**
Tier 1	77	33	34
Tier 2	45	20	11
Tier 3	56	27	15
Tier 4	84	35	24
Tier 5	74	27	25
Tier 6	84	31	27
Tier 7	130	59	41
TOTAL	550	232	177

3. See table below for the number of candidates from each tier who have taken up post from this competition at the end of January 2026.

Tier	**No. in post @ 31.01.26**
Tier 1	27
Tier 2	13
Tier 3	14
Tier 4	23
Tier 5	20
Tier 6	26
Tier 7	32
TOTAL	155

4. Details of the total vacancies in each department is not held centrally by Department of Finance. Each Civil Service department is responsible for managing its resources – both financial and staff. Each department determines its individual workforce needs and is responsible for ensuring that any additional staffing resources are affordable. When a department identifies a vacancy that needs filled, the request is referred to NICSHR to initiate the process to fill the post. NICSHR liaises with all departments on an ongoing basis to seek to prioritise recruitment activity within allocated financial and staff resources.

   As at the end of January 2026, (the most recent figures available at time of the request), NICSHR was not managing any Administrative Officer vacancies in Coleraine or Ballymoney which may be filled from the North West Administrative Officer Competition IRC321112 and 15 Administrative Officer vacancies in Coleraine and Ballymoney which may be filled from Administrative Officer Competition IRC303169.