

FOI DOF/2026-0174

Request

Can you please confirm if any NICS HR Elective Transfer Opportunities or Departmental Transfer Notices have been issued with the inclusion of 'analogous grades' within the last 2 years.

DoF response

I can confirm the department holds the information requested.

Elective Transfer

Elective Transfer is the term given to the filling of a post with someone at the same grade and discipline. Only if you are in the same discipline and grade as the vacant post will you be eligible to apply. Therefore, no Elective Transfer opportunities have been issued with the inclusion of 'analogous grades' within the last 2 years.

Departmental Transfer Notices

NICSHR do not manage Departmental Transfer notices centrally. DoF Departmental Transfer Notices (DTN) is a mechanism to allow the Department to manage its internal staffing resources in a fair and transparent manner, and the DoF HR Business Partnering team provide support to business areas to manage this process. The operation of DTNs is aligned with the principles underpinning the Elective Transfer process. Accordingly, DTNs are open only to staff within the same discipline and at the same substantive grade as the vacant post.

With the exception of DTN 23/26, which was re-issued due to an error by the vacancy owner, references to "analogous grades" have not been included in DTNs within the past two years.