



**Stiúrtóir Náisiúnta,
Acmhainní Daonna**

Feidhmeannacht na Seirbhísí
Sláinte Ospidéal Dr. Steevens',
Baile Átha Cliath 8, D08 W2A8

**National Director
Human Resources**

Health Service Executive,
Dr Steevens' Hospital,
Dublin 8, 08 W2A8

**www.hse.ie
[@hselive](mailto:nationalhr@hse.ie)**

t 01 635 2319
e nationalhr@hse.ie

To:

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- Each National Director**
- Each Assistant National Director HR**
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- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHOs**
- Each Head of HR CHOs**
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- Each HR Manager Section 38 Agencies**
- Each Employee Relations Manager**
- Each Group Director of Nursing & Midwifery**
- Each Group Director of Midwifery**
- Each Clinical Director**
- Director National Ambulance Service**

From: Anne Marie Hoey, National Director of Human Resources

Date: 5th January 2023

Subject: HR Circular 001/2023 - International Recruitment – Relocation Package

Dear Colleagues

There has been significant investment in improving capacity and infrastructure for recruitment for the HSE both centrally and locally, particularly in relation to the National Service Development Plans and Programmes such as the Enhanced Community Care Programme and the Children's Disability Network Teams.

However, the national pool is limited and although every effort is being made to maximise this pool through links with colleges and universities, there remains a significant deficit nationally in many of the clinical professions.

To supplement the national pool, the HSE is continuing to source significant candidate numbers through the international market. The HSE recognises that an enhanced relocation offer across all disciplines is critical to maximise the candidate pools.

Earlier this year, I announced the approval of an attractive and competitive International Recruitment - Relocation Package. The relocation package includes allowances payable to candidates to meet initial costs of relocating. This allowance is payable towards vouched accommodation and flight expenses up to a combined total amount of €4,160 for candidates relocating from the EU / UK and €4710 for candidates relocating from Non-EU countries.

As advised in Circular [023/2022](#), a review has been carried and it has been agreed to increase the duration that the accommodation allowance is payable, from 28 days to 3 months, subject to the maximum amount payable.

Additional other costs such as initial registration fees to Regulatory Bodies, Visa fees, aptitude test fees, etc. are also payable on behalf of the candidate. The exact cost is dependent on where the candidate is relocating from, the discipline, specialty of the post and any relevant Framework conditions applicable.

It has been agreed with the Chief Operations Officer that these costs will be borne by the hiring service and should therefore be included in your own estimates.

The HSE is supported in this recruitment initiative by a number of international recruitment partners who will engage and recruit with interested applicants on behalf of the service and to HSE standards.

HR Circular 001/2023 supersedes HR Circular 023/2022.

Queries

Please review the FAQs at the end of this circular for any queries. Should you have further enquiries, these can be emailed to resourcingandreform@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources

International Recruitment – Relocation Package Frequently Asked Questions

1. What is the effective date of this circular?

The effective date of this circular is 1st January 2023 and is applicable to candidates commencing in the Organisation on or after the 1st January 2023.

2. When will this circular be reviewed?

Circular 001/2023 will be reviewed on the 31st December 2023.

3. Is this circular applicable to all disciplines in all staff categories?

Circular 001/2023 is applicable to all disciplines in the various staff categories.

4. What grades of staff are eligible for the International Recruitment – Relocation Package?

This circular is applicable to all grades of staff. As the costs are borne by the Service, the hiring Service Managers are best placed to make the decision on the categories of staff they wish to recruit internationally.

5. Is the International Recruitment – Relocation Package only payable to candidates who are taking up a permanent post?

The International Recruitment – Relocation Package is payable to International candidates who are resident outside of Ireland and are relocating to Ireland to take up either a permanent post or a temporary post for a minimum of 2 year duration. A commitment must be given by the International candidate to remain in the employment of the organisation for a minimum period of 2 years.

In circumstances where a candidate relocates to Ireland on an initial contract of less than 2 years duration, however subsequently remains in the organisation on an extended contract, amounting to 2 years or more, the Service may decide to pay the Candidate Allowances retrospectively to the candidate, in adherence with Revenue guidelines.

6. What costs are covered by International Recruitment – Relocation Package?

The International Recruitment – Relocation Package covers flight and accommodation costs up to a maximum as set out in FAQ 9 below. The costs must be vouched. Allowances towards accommodation costs are payable for a period of not more than three months, up to the maximum amount payable.

7. Are Allowances payable directly to the candidates?

Vouched expenses up to the maximum payable amount covering accommodation and flight expenses incurred during the first three months of taking up employment, are payable directly to the candidates, either via the partner / agency or by the hiring service.

In most circumstances, international recruitment is managed via an international recruitment partner / agency. The vouched expenses covering the first month of employment will be included as part of the invoice from the supplier and are paid by the employer to the partner / agency, who pass them on to the candidate. Vouched

expenses for months two and three, up to the maximum payable amount, will be paid to the employee by the employer.

In circumstances where an international candidate is recruited by the service directly (i.e. not through a recruitment agency), the service should make arrangements to pay the allowances directly to the candidate via Other Staff Costs or Vendor Payment as agreed by the Service Manager.

8. Are the allowances payable to the candidates taxable?

As outlined by Revenue, all payments must be matched with receipted expenditure in order to avoid incurring tax. The amount paid by the employer must not exceed the amount incurred by the candidate to relocate. In effect, payment free of tax is restricted to the reimbursement of actual expenditure incurred at the time of the move. <https://www.revenue.ie/en/employing-people/employee-expenses/removal-and-relocation-expenses/index.aspx>

9. What is the amount payable to international candidates relocating to Ireland?

The relocation package payable to candidates is dependent on where the candidates are relocating from; i.e. EU/UK and Non-EU Countries. Please see breakdown of maximum amount payable to candidates in table below:

Approved Relocation Package Payable to Candidates	EU/UK Candidate Payable up to	Non-EU candidate Payable up to
	€	€
Total Allowances paid to candidates	4,160	4,710

10. Are there any additional amounts payable to the candidates?

An allowance for a return (repatriation) flight to the value of €800 is payable to Candidates who were recruited from outside the EU on a Specified Purpose Contract of 2 year duration and are returning to their country of origin having completed but not extending their contract.

11. What Additional Other Costs are payable on behalf of the candidate, as part of the new International Recruitment – Relocation Package?

The following initial Additional Other Costs are payable on behalf of the candidate:

- Registration fees to Regulatory Bodies
- Visa Fees
- Royal College of Surgeons in Ireland (RCSI) Aptitude Test Fees / other required registration tests
- Philippine Overseas Employment Administration (POEA)
- Language Testing & Examinations for the purpose of registration
- Recognition Fee / Validation of Qualification fee
- Atypical Working Scheme (ATWS) Fee

12. How are the initial Additional Other Costs paid?

In most circumstances, international recruitment is managed via an international recruitment partner / agency. The initial Additional Other Costs for the candidate are

paid directly to the statutory agencies / professional services (e.g. registration bodies, government departments (visa's), language testing) and are included as part of the invoice from the supplier.

In circumstances where an international candidate is recruited by the service directly (i.e. not through a recruitment agency), the service should make arrangements to pay the initial Additional Other Costs on behalf of the candidates directly to the relevant body via the most appropriate means, ie. Vendor Payments.

13. Are the allowances payable to any candidate who comes from abroad, or is it only where international candidates are recruited as a result of the efforts of a recruitment agency or the service itself?

The HSE will be sourcing significant candidate numbers through the international market to supplement the national candidate pool. International recruitment may be managed via an international recruitment partner / agency or by the service directly.

Where an international candidate is recruited via the normal recruitment process, the payment of the Relocation Package is at the discretion of the hiring Service.

14. Who can I contact if I have further queries that are not answered above?

Queries in relation to this circular should be emailed to: resourcingandreform@hse.ie