

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