Nru./No. 20,742
Prezz/Price
€7.02

Gazzetta tal-Gvern ta' Malta
The Malta Government Gazette

Il-Ġimgħa, 26 ta' Novembru, 2021
Friday, 26th November, 2021

Pubblikata b'Awtorità
Published by Authority

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NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 1544

ĦATRA TA' KUMMISSARJU GĦALL-PROMOZZJONI TAD-DRITTIJIET TA' PERSUNI B'DIŻORDNI MENTALI

BIS-SAĦĦA tas-setgħat mogħtija lilu bl-Artikolu 5 (1) tal-Att dwar is-Saħħa Mentali (Kap. 525), il-Prim Ministru, wara konsultazzjoni mal-Kap tal-Oppożizzjoni, ħatar lil Dott. Dennis Vella Baldacchino bħala Kummissarju għall-Promozzjoni tad-Drittijiet ta' Persuni b'Diżordni Mentali b'seħħ mill-1 ta' Diċembru, 2021.

Is-26 ta' Novembru, 2021

Nru. 1545

FORZI ARMATI TA' MALTA (FORZA REGOLARI)

Il-MINISTRU għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi għoġbu japprova l-promozzjoni tal-Uffiċjali msemmija hawn taħt għar-rank ta' Logutenent b'seħħ mid-data li tinsab ħdejn isimhom.

2 Logutenant Mizzi Joseph Pio	27 ta' Novembru, 2021
2 Logutenant Barbara Darren	27 ta' Novembru, 2021
2 Logutenant Abela Nicholas	27 ta' Novembru, 2021
2 Logutenant Bezzina Dalton	27 ta' Novembru, 2021
2 Logutenant Aquilina Matthew	27 ta' Novembru, 2021
2 Logutenant Mizzi Wayne Joseph	27 ta' Novembru, 2021
2 Logutenant Flattley Jurgen	27 ta' Novembru, 2021
2 Logutenant Cauchi Miguel	27 ta' Novembru, 2021
2 Logutenant Buttigieg William	27 ta' Novembru, 2021

Is-26 ta' Novembru, 2021

Nru. 1546

BORD DWAR IL-PETIZZJONIJIET

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi bis-saħħa tas-setgħat mogħtija bir-Regolamenti dwar Petizzjonijiet quddiem it-Tribunal Lokali artikolu 3 (1) ta' L.S. 291.04, il-Ministru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi approva li Bord dwar il-Petizzjonijiet ikun kostitwit kif ġej sal-11 ta' Diċembru, 2023:

Is-Sur Silvio Scerri
Is-Sur Carlo Stivala
Dott. Vincent Micallef

Is-26 ta' Novembru, 2021

GOVERNMENT NOTICES

No. 1544

APPOINTMENT OF COMMISSIONER FOR THE PROMOTION OF RIGHTS OF PERSONS WITH MENTAL DISORDERS

IN exercise of the powers vested in him by Article 5 (1) of the Mental Health Act (Cap. 525), the Prime Minister, after consultation with the Leader of the Opposition, has appointed Dr Dennis Vella Baldacchino as Commissioner for the Promotion of Rights of Persons with Mental Disorders with effect from 1st December, 2021.

26th November, 2021

No. 1545

ARMED FORCES OF MALTA (REGULAR FORCE)

THE Minister for Home Affairs, National Security and Law Enforcement had the pleasure to approve the promotion of the undermentioned Officers to the rank of Lieutenant with effect from the date as shown against their names.

2 Lieutenant Mizzi Joseph Pio	27th November, 2021
2 Lieutenant Barbara Darren	27th November, 2021
2 Lieutenant Abela Nicholas	27th November, 2021
2 Lieutenant Bezzina Dalton	27th November, 2021
2 Lieutenant Aquilina Matthew	27th November, 2021
2 Lieutenant Mizzi Wayne Joseph	27th November, 2021
2 Lieutenant Flattley Jurgen	27th November, 2021
2 Lieutenant Cauchi Miguel	27th November, 2021
2 Lieutenant Buttigieg William	27th November, 2021

26th November, 2021

No. 1546

PETITIONS BOARD

IT is hereby notified for general information that, in exercise of the powers conferred by the Petitions (Local Tribunals) Regulations article 3 (1) of S.L. 291.04, the Minister for Home Affairs, National Security and Law Enforcement has approved that a Petitions Board be constituted as follows up to the 11th December, 2023:

Mr Silvio Scerri
Mr Carlo Stivala
Dr Vincent Micallef

26th November, 2021

Nru. 1547

BORD DWAR IL-PETIZZJONIJIET

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi bis-saħħa tas-setgħat mogħtija bir-Regolamenti dwar Petizzjonijiet quddiem it-Tribunal Lokali artikolu 3 (1) ta' L.S. 291.04, il-Ministru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi approva li Bord dwar il-Petizzjonijiet ikun kostitwit kif ġej sad-29 ta' Novembru, 2023:

Is-Sur Joseph Baldacchino
Is-Sa Rodianne Haber
Is-Sa Kimberly Vella
Is-Sa Amanda Grech
Is-Sa Nicole Buttigieg

Is-26 ta' Novembru, 2021

No. 1547

PETITIONS BOARD

IT is hereby notified for general information that, in exercise of the powers conferred by the Petitions Board (Local Tribunals) Regulations article 3 (1) of S.L. 291.04, the Minister for Home Affairs, National Security and Law Enforcement has approved that a Petitions Board be constituted as follows up to the 29th November, 2023:

Mr Joseph Baldacchino
Ms Rodianne Haber
Ms Kimberly Vella
Ms Amanda Grech
Ms Nicole Buttigieg

26th November, 2021

Nru. 1548

BORD DWAR IL-PETIZZJONIJIET

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi bis-saħħa tas-setgħat mogħtija bir-Regolamenti dwar Petizzjonijiet quddiem it-Tribunal Lokali artikolu 3 (1) ta' L.S. 291.04, il-Ministru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi approva li Bord dwar il-Petizzjonijiet ikun kostitwit kif ġej sas-7 ta' Novembru, 2023:

Dott. Ian Borg

Is-26 ta' Novembru, 2021

No. 1548

PETITIONS BOARD

IT is hereby notified for general information that, in exercise of the powers conferred by the Petitions (Local Tribunals) Regulations article 3 (1) of S.L. 291.04, the Minister for Home Affairs, National Security and Law Enforcement has approved that a Petitions Board be constituted as follows up to the 7th November, 2023:

Dr Ian Borg

26th November, 2021

Nru. 1549

BORD DWAR IL-PETIZZJONIJIET

NGĦARRFU għall-informazzjoni ta' kulħadd illi s-Sa Sarah Schembri nħatret bħala Membru fuq Bord dwar il-Petizzjonijiet (Tribunal Lokali) minflok is-Sa Annette Buhagiar.

Din il-ħatra tibqa' fis-seħħ sas-7 ta' Novembru, 2023.

Is-26 ta' Novembru, 2021

No. 1549

PETITIONS BOARD

IT is notified for general information that Ms Sarah Schembri has been appointed as Member on the Petitions Board (Local Tribunals) in lieu of Ms Annette Buhagiar.

The nomination will remain valid until 7th November, 2023.

26th November, 2021

Nru. 1550

TRIBUNAL TA' APPELLI DWAR IL-LIĊENZI TAL-PULIZIJA

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi bis-saħħa tas-setgħat mogħtija bl-Avviż Legali 222 tal-2007, il-Ministru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi approva l-ħatriet li ġejjin fuq it-Tribunal ta' Appelli dwar il-Liċenzi tal-Pulizija sal-24 ta' Settembru, 2023:

No. 1550

POLICE LICENCES APPEALS TRIBUNAL

IT is hereby notified for general information that in exercise of the powers conferred by Legal Notice 222 of 2007, the Minister for Home Affairs, National Security and Law Enforcement has approved the following composition of the Police Licences Appeals Tribunal up to 24th September, 2023:

President
Is-Sur Ray Attard, B.Eng. (Hons), Eng. Surv.

Assessuri
Is-Sur Joseph Scicluna
Is-Sur Ronnie Vella
Is-Sa Lorna Callus
Is-Sa Silvana Mifsud

Segretarja
Is-Sa Ninette Sammut, M. Cons

Is-26 ta' Novembru, 2021

Nru. 1551

KUMITAT GĦALL-MEDJAZZJONI BEJN IL-VITTMA U MIN WETTAQ IR-REAT

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi l-Ministru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi ħatar il-Kumitat għall-Medjazzjoni bejn il-Vittma u Min Wettaq ir-Reat skont l-Att dwar il-Ġustizzja Riparatriċi (Kap. 516), għal perjodu ta' sentejn sal-24 ta' Settembru, 2023, kif ġej:

Chairperson
Is-Sa. Miriam Sevasta, BA, LP (Socio-Legal Studies), PG Dip. Prob. Serv.

Membri
Dott. Chantal Avellino, B.Psy (Melit.), Dip. Prob. Serv. (Melit.), MSc Forensic Psych. (Glasgow), PhD Psych. (Portsmouth)
Dott. Mark Attard Montaldo, BA International Relations, LP, LLD, MA (Magister Juris)
Is-Sa Maria Camilleri, BA (Hons), PGCE

Is-26 ta' Novembru, 2021

Nru. 1552

BORD TAL-ĦABS GĦALL-IMMANIĠĠJAR TAR-RIABILITAZZJONI MILL-VIZZJI

Ngħarrfu b'din għall-informazzjoni ta' kulħadd illi l-Ministru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi għoġbu japprova l-Bord tal-Ħabs għall-Immaniġġjar tar-Riabilitazzjoni mill-Vizzji, maħtur skont ir-Regolamenti tal-Ħabs kif emendati bl-Avviż Legali Nru. 435 tal-2012, għandu jkun kostitwit kif ġej sal-24 ta' Settembru, 2022:

Chairperson
Dott. George Grech, M.D., MRCS, LRCP, MMCFD

President
Mr Ray Attard, B.Eng. (Hons), Eng. Surv.

Assessors
Mr Joseph Scicluna
Mr Ronnie Vella
Ms Lorna Callus
Ms Silvana Mifsud

Secretary
Ms Ninette Sammut, M. Cons

26th November, 2021

No. 1551

VICTIM-OFFENDER MEDIATION COMMITTEE

IT is hereby notified for general information that the Minister for Home Affairs, National Security and Law Enforcement has appointed the Victim-Offender Mediation Committee in terms of the Restorative Justice Act (Cap. 516) for a period of two years till the 24th September, 2023, as follows:

Chairperson
Ms. Miriam Sevasta, BA, LP (Socio-Legal Studies), PG Dip. Prob. Serv.

Members
Dr Chantal Avellino, B.Psy (Melit.), Dip. Prob. Serv. (Melit.), MSc Forensic Psych. (Glasgow), PhD Psych. (Portsmouth)
Dr Mark Attard Montaldo, BA International Relations, LP, LLD, MA (Magister Juris)
Ms Maria Camilleri, BA (Hons), PGCE

26th November, 2021

No. 1552

PRISON ADDICTION REHABILITATION MANAGEMENT BOARD

It is hereby notified for general information that the Minister for Home Affairs, National Security and Law Enforcement has approved the Prison Addiction Rehabilitation Management Board, in terms of the Prison Regulations as amended by Legal Notice No. 435 of 2012, be constituted as follows up to the 24th September, 2022:

Chairperson
Dr George Grech M.D., MRCS, LRCP, MMCFD

Membri Rappreżentanti ta' Organizzazzjonijiet Volontarji

Sedqa
Is-Sur Mike Orland, BA (Hons), Social Work, MA Family Therapy and Systemic Practices

Membru Supplenti

Is-Sur Thomas Galea, MA, Family Therapy and Systemic Practice, BA (Hons), Social Work

Caritas Malta
Is-Sur Bernard Schembri BA (Hons) Social Work

Membru Supplenti
Is-Sur Anthony Girard

Membru Ex Ufficio

Faċilità Korrettiva ta' Kordin
Il-Manager, Unità tal-Kura u r-Riintegrazzjoni jew ir-rappreżentant tiegħu

Is-26 ta' Novembru, 2021

Members Representing Voluntary Organisations

Sedqa
Mr Mike Orland BA (Hons), Social Work, MA Family Therapy and Systemic Practices

Alternate Member

Mr Thomas Galea, MA, Family Therapy and Systemic Practice, BA (Hons), Social Work

Caritas Malta
Mr Bernard Schembri BA (Hons) Social Work

Alternate Member
Mr Anthony Girard

Ex Ufficio Member

Corradino Correctional Facility
The Manager, Care and Reintegration Unit or his representative

26th November, 2021

Nru. 1553

TAQSIMA TAR-REGOLAMENTAZZJONI GĦALL-GĦASAFAR SELVAĠĠI

Notifika Ta' Deroga

BIS-SAĦĦA tas-setgħat mogħtija bir-raba' proviso tar-Regolament 10(6) tar-Regolamenti dwar il-Konservazzjoni tal-Għasafar Selvaġġi (L.S. 549.42), il-Ministru għall-Ambjent, it-Tibdil fil-Klima u l-Ippjanar, flimkien mal-Ministru għal Għawdex qiegħed, wara li ħa inkonsiderazzjoni r-rakkomandazzjoni tal-Kumitat Ornis (Malta) li ltaqa' fit-tlettax (13) ta' Ottubru, 2021, jawtorizza deroga mill-proviżjonijiet tar-Regolament 4 (1) (a), (d) u (e) f'konformità mad-dispożizzjonijiet tar-Regolament 9(1)(e) li tippermetti li jittieħdu kampjuni tad-demm u tar-rix sa massimu ta' ħamsin (50) eżemplar mill-ispeċi Zanzarell tat-Tikki (*Muscicapa striata s.l.*) u li jittieħdu frieħ minn din l-ispeċi li jkunu mejta fil-bejtiet għal analiżi ġenetika. L-awtorizzazzjoni qed tingħata għall-iskop ta' riċerka u analiżi xjentifika strettament taħt il-kundizzjonijiet u l-kontrolli stipulati fil-liċenzja maħruġa għal dan il-għan mit-Taqsima tar-Regolamentazzjoni għall-Għasafar Selvaġġi u li għandha tkun valida minn Mejju sa Awwissu, 2022. L-informazzjoni miksuba minn dan l-istudju għandha tasal għand it-Taqsima tar-Regolamentazzjoni għall-Għasafar Selvaġġi f'forma ta' rapport dettaljat sal-ħmistax (15) ta' Settembru, 2022.

Is-26 ta' Novembru, 2021

No. 1553

WILD BIRDS REGULATION UNIT

Notice of Derogation

IN EXERCISE of the powers conferred by the fourth proviso to Regulation 10(6) of the Conservation of Wild Birds Regulations (S.L. 549.42), the Minister for the Environment, Climate Change and Planning, in conjunction with the Minister for Gozo has, after giving due consideration to the recommendations of the Malta Ornis Committee, which met on the 13th October, 2021, is hereby authorising derogation from the provisions of Regulation 4 (1) (a), (d) and (e) in line with the provisions of Regulation 9(1)(e) to permit the taking of blood and feather samples from up to fifty (50) adult specimens of Spotted Flycatcher (*Muscicapa striata s.l.*) and retrieval of any chicks from the same species that may be found dead in nests for genetic analysis. Authorisation is being granted for the purpose of scientific research and analysis strictly under the conditions and controls stipulated in the licence issued for this purpose by the Wild Birds Regulation Unit, which shall be valid from May to August, 2022. The information obtained through this study shall be submitted to the Wild Birds Regulation Unit in the form of a detailed written report by not later than 15th September, 2022.

26th November, 2021

Nru. 1554

ATT DWAR IL-PROFESSJONI NUTARILI U L-ARKIVJI NUTARILI (KAP. 55)

Nomina ta' Nutar Delegat/Konservatur

NGĦARRFU b'din illi bis-saħħa tas-setgħat mogħtijin bl-artikolu 20 tal-Att dwar il-Professjoni u Arkivji Nutarili, il-Qorti ta' Reviżjoni Nutarili nnominat lin-Nutar Dottor Daniel John Bugeja bħala nutar delegat u konservatur tal-atti tan-Nutar Dottor Rebecca Janelle Wellman u dan għall-perjodu bejn il-25 ta' Novembru, 2021 u d-29 ta' Novembru, 2021.

Illum, 23 ta' Novembru, 2021.

DR MARIA RUTH CIANTAR, M. ADV. (MELIT.), LLB (HONS) (MELIT.), DIP. LAWS OF PROC. (MELIT.)
Deputat Reġistratur, Qorti ta' Reviżjoni tal-Atti Nutarili

No. 1554

NOTARIAL PROFESSION AND NOTARIAL ARCHIVES ACT (CAP. 55)

Appointment of Notary Delegate/Keeper

IT is hereby notified that in exercise of the powers conferred by Section 20 of the Notarial Profession and Notarial Archives Act, the Court of Revision of Notarial Acts has appointed Notary Dr Daniel John Bugeja to be notary delegate and keeper of the Acts for Notary Dr Rebecca Janelle Wellman, for the period between the 25th November, 2021 and the 29th November, 2021.

Today, 23rd November, 2021.

DR MARIA RUTH CIANTAR, M. ADV. (MELIT.), LLB (HONS) (MELIT.), DIP. LAWS OF PROC. (MELIT.)
Deputy Registrar, Court of Revision of Notarial Acts

Nru. 1555

DEPUTAT SEGRETARJU EŻEKUTTIV TAL-KUNSILL LOKALI

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi l-persuna msemmija hawn taħt ġiet appuntata Deputat Segretarju Eżekuttiv ta' dak Il-Kunsill b'seħħ mill-25 ta' Novembru, 2021:

Kunsill Lokali	*Deputat Segretarju Eżekuttiv*
Birkirkara	Mandy Carly Farrugia

Is-26 ta' Novembru, 2021

No. 1555

LOCAL COUNCIL DEPUTY EXECUTIVE SECRETARY

IT is hereby notified for general information that the following person has been appointed Deputy Executive Secretary of that Local Council with effect from 25th November, 2021:

Local Council	*Deputy Executive Secretary*
Birkirkara	Mandy Carly Farrugia

26th November, 2021

Nru. 1556

ATT DWAR IL-ĦADDIEMA D-DEHEB U L-ĦADDIEMA L-FIDDA (ARĠENTIERA) (KAP. 46)

ID-DIRETTUR Ġenerali Standards and Metrology Institute jgħarraf illi, fid-data li tidher hawn taħt, il-prezz tad-deheb u l-fidda li fuqu huma bbażati l-valutazzjonijiet magħmulin mill-Konslu għall-Ħaddiema d-Deheb u l-Ħaddiema l-Fidda ġie ffissat għall-finijiet tal-artikolu 14 tal-imsemmi Att kif ġej:

Data *Date*	Deheb Pur Gramma *Pure Gold* *Grams*	Fidda Pura Gramma *Pure Silver* *Grams*
26.11.2021	€51.249	€0.674

Is-26 ta' Novembru, 2021

No. 1556

GOLDSMITHS AND SILVERSMITHS ACT (CAP. 46)

THE Director General Standards and Metrology Institute notifies that, on the date shown hereunder, the price of gold and silver on which valuations made by the Consul for Goldsmiths and Silversmiths are based has been fixed for the purposes of article 14 of the said Act as follows:

26th November, 2021

Nru. 1557

NUMRI ĠODDA TA' BIBIEN FIL-MOSTA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 785 tal-14 ta' Settembru, 2001, taħt it-titlu 'Numri ġodda ta' bibien fil-Mosta', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 1557

NUMBERING OF DOORS AT IL-MOSTA

Amendments

WITH reference to Government Notice No. 785 dated 14th September, 2001, under the title 'Renumbering of doors at Il-Mosta', the following amendments in **bold** should be made.

IL-MOSTA

66. TRIQ IT-TRINKATUR

In-naħa tax-xellug meta tidħol minn Triq is-Snajja'

Left side entering from Triq is-Snajja'

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Garaxx	39
Sweat & Blood	41

In-naħa tal-lemin meta tidħol minn Triq is-Snajja'

Right side entering from Triq is-Snajja'

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*

għandhom jinqraw
should read

In-naħa tax-xellug meta tidħol minn Triq is-Snajja'

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
39 (Garaxx)	39
Garaxx	**41**
41, Sweat & Blood	**43**

In-naħa tal-lemin meta tidħol minn Triq is-Snajja'

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*

Is-26 ta' Novembru, 2021

26th November, 2021

Nru. 1558

NUMRI ĠODDA TA' BIBIEN F'ĦAŻ-ŻEBBUĠ

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 65 tal-31 ta' Jannar, 1989, taħt it-titlu 'Numri ġodda ta' bibien f'Ħaż-Żebbuġ', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 1558

NUMBERING OF DOORS AT ĦAŻ-ŻEBBUĠ

Amendments

WITH reference to Government Notice No. 65 dated 31st January, 1989, under the title 'Renumbering of doors at Ħaż-Żebbuġ', the following amendments in **bold** should be made.

ĦAŻ-ŻEBBUĠ

TRIQ DUN FILIPPO CALLEJA

Meta tidħol minn Triq Frans Sammut

Entering from Triq Frans Sammut

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
41 (Garaxx)	41
Florentia	42
Bieb bla numru	43
Garaxx	44
Casa Farrugia	45

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
41 (Garaxx)	41
Daħla għall-garaxxijiet	**42**
Pepprin	**42A**
Eye View Court	**43**
Bieb bla numru	**43A**
The Olive Court	**44**
Bieb bla numru	**44A**
45, Casa Farrugia	45

Is-26 ta' Novembru, 2021

Nru. 1559

NUMRI ĠODDA TA' BIBIEN FIŻ-ŻURRIEQ

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 115 tad-9 ta' Frar, 2016, taħt it-titlu 'Numri ġodda ta' bibien fiż-Żurrieq', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

26th November, 2021

No. 1559

NUMBERING OF DOORS AT IŻ-ŻURRIEQ

Amendments

WITH reference to Government Notice No. 115 dated 9th February, 2016, under the title 'Renumbering of doors at Iż-Żurrieq', the following amendments in **bold** should be made.

IŻ-ŻURRIEQ

TRIQ IS-SUPERJUR MANWEL CAMILLERI

In-naħa tax-xellug meta tidħol minn
Triq Donato Del Piano

Left side entering from Triq Donato Del Piano

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*

In-naħa tal-lemin meta tidħol minn
Triq Donato Del Piano

Right side entering from Triq Donato Del Piano

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Bieb bla numru	16
Bieb bla numru (Flettijiet)	18
Bieb bla numru	20
Bieb bla numru	22
Bieb bla numru	24
Sit bla bini	26
Sit bla bini	28
Sit bla bini	30
Sit bla bini	32
Sit bla bini	34
Sit bla bini	36
Garaxx	38

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
16	16
Bieb bla numru (Dar)	**18**
Alexandria Court Block A	**20**

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Bieb bla numru (Dar)	**22**
		The Shire	**24**
		Alexandria Court Block B	**26**
		Neverland	**28**
		Alexandria Court Block C	**30**
		1, Chesterfield	**32**
		38 (Garaxx)	38

* In-numri 34 u 36 mhux se jintużaw peress li nfetħu inqas bibien milli kien hemm maħsub oriġinarjament

Is-26 ta' Novembru, 2021

26th November, 2021

Nru. 1560

No. 1560

NUMRI ĠODDA TA' BIBIEN F'ĦAL GĦARGĦUR

Prolungament

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 350, tad-19 ta' April, 2002, taħt it-titlu 'Numri ġodda ta' bibien f'Ħal Għargħur', għandu jsir dan il-prolungament kif indikat b'tipi **grassi**.

NUMBERING OF DOORS AT ĦAL GĦARGĦUR

Prolongation

WITH reference to Government Notice No. 350, dated 19th April, 2002, under the title 'Renumbering of doors at Ħal Għargħur', the following prolongation in **bold** should be made.

ĦAL GĦARGĦUR

3. TRIQ DEMETRIJU FARRUGIA

In-naħa tax-xellug meta tidħol minn Triq Caravaggio

Left side entering from Triq Caravaggio

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*

In-naħa tal-lemin meta tidħol minn Triq Caravaggio

Right side entering from Triq Caravaggio

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
16 (Garaxx)	16

għandhom jiżdiedu
should be added

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Poppy	**18**
		Verdala Court	**20**
		Turvey	**22**
		Il-Matmura	**24**
		Vilhena Court	**26**
		Joy	**28**

Is-26 ta' Novembru, 2021

26th November, 2021

Nru. 1561

NUMRI ĠODDA TA' BIBIEN FL-IKLIN

Żieda

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 1476, tad-9 ta' Novembru, 2021, taħt it-titlu 'Numri ġodda ta' bibien fl-Iklin', għandha ssir din iż-żieda kif indikat b'tipi **grassi**.

No. 1561

NUMBERING OF DOORS AT L-IKLIN

Addition

WITH reference to Government Notice No. 1476, dated 9th November, 2021, under the title 'Renumbering of doors at L-Iklin', the following addition in **bold** should be made.

L-IKLIN

1. TRIQ L-ARĊISQOF ĠUŻEPPI MERCIECA

In-naħa tax-xellug meta tidħol minn Triq Anton Buttigieg
Left side entering from Triq Anton Buttigieg

In-naħa tal-lemin meta tidħol minn Triq Anton Buttigieg
Right side entering from Triq Anton Buttigieg

għandu jiżdied
should be added

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Dar Parrokkjali	**2**

Is-26 ta' Novembru, 2021

26th November, 2021

Nru. 1562

NUMRI ĠODDA TA' BIBIEN FIL-KALKARA

Żieda

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 569, tal-21 ta' Lulju, 1998, taħt it-titlu 'Numri ġodda ta' bibien fil-Kalkara', għandha ssir din iż-żieda kif indikat b'tipi **grassi**.

No. 1562

NUMBERING OF DOORS AT IL-KALKARA

Addition

WITH reference to Government Notice No. 569, dated 21st July, 1998, under the title 'Renumbering of doors at Il-Kalkara', the following addition in **bold** should be made.

IL-KALKARA

8. TRIQ IL-MISSJONI TALJANA

In-naħa tax-xellug meta tidħol minn Triq ir-Rnella
Left side entering from Triq ir-Rnella

In-naħa tal-lemin meta tidħol minn Triq ir-Rnella
Right side entering from Triq ir-Rnella

għandhom jiżdiedu
should be added

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Xatba	**1**		
Bieb bla numru	**3**		
Garaxx	**5**		
Bieb bla numru	**7**		
Garaxx	**9**		
3, Annuna	**11**		
2	**13**		
1	**15**		

Is-26 ta' Novembru, 2021

26th November, 2021

Nru. 1563

NUMRI ĠODDA TA' BIBIEN F'SAN PAWL IL-BAĦAR

Kjarifika

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 260 tat-12 ta' Marzu, 2010, taħt it-titlu 'Numri ġodda ta' bibien f'San Pawl il-Baħar', għandha ssir din il-kjarifika kif indikat b'tipi **grassi**.

No. 1563

NUMBERING OF DOORS AT SAN PAWL IL-BAĦAR

Clarification

WITH reference to Government Notice No. 260 dated 12th March, 2010, under the title 'Renumbering of doors at San Pawl il-Baħar', the following clarification in **bold** should be made.

SAN PAWL IL-BAĦAR

1. TRIQ IT-TURISTI

In-naħa tax-xellug meta tidħol minn Triq Cassarino

Left side entering from Triq Cassarino

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*

In-naħa tal-lemin meta tidħol minn Triq Cassarino

Right side entering from Triq Cassarino

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
St. Joseph Court	456
Randa	458
Garaxx	360
Noble Court	362
Garaxx	464
Colette	466

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
St. Joseph Court	456
Randa	458
Garaxx	**460**
Noble Court	**462**
Garaxx	464
Colette	466

Is-26 ta' Novembru, 2021

26th November, 2021

Nru. 1564

AVVIŻ GĦALL-GĦANIJIET TAL-ATT TAL-1996 DWAR GWARDJANI PRIVATI U UFFIĊJALI TAL-KOMUNITÀ (KAP. 389)

IL-KUMMISSARJU tal-Pulizija, skont l-artikoli 7 u 8 tal-Att tal-1996 dwar Gwardjani Privati u Uffiċjali tal-Komunità, b'din jgħarraf li rċieva dawn l-applikazzjonijiet kif imsemmija hawn taħt:

No. 1564

NOTICE IN TERMS OF THE PRIVATE GUARDS AND COMMUNITY OFFICERS (CAP. 389)

THE Commissioner of Police, in terms of articles 7 and 8 of the Private Guards and Community Officers Act 1996, hereby notifies that the following applications as mentioned hereunder have been received:

Applikazzjoni ghall-liċenzja bħala Gwardjani Privat
Application for licence of a Private Guard

Isem u kunjom *Name and Surname*	Nru. tal-Karta tal-Identità *Identity Card No.*	Indirizz *Address*
Milos Stojanovic	691216 L	Tan-Nanna, Mais C, Triq San Duminku, Ix-Xewkija, Għawdex
Moira Xuereb Callus	276273 M	Goldfinch, Flat 3, Triq Tal-Imwiegel, Is-Siġġiewi
Silvan Paul Borg	499687 M	88, Triq Viani, Tas-Sliema
Francis Borg	39666 M	17, Sqaq Biċċieni, Ħaż-Żabbar
Carmen Mercieca	207560 M	175, Carmfred, Triq Mikielang Sapiano, Ħaż-Żebbuġ
Zaklina Kasikovic	235037 A	172, Sta Rita, Triq il-Kunvent, Ħaż-Żabbar
Emanuel Bugeja	207462 M	Il-Ħdax ta' Settembru, Triq in-Nassaba, Ħal Safi
Ian Pisani	298093 M	Blk F, Bieb C, Flat 1, Triq Peppi Vella, Il-Birgu
Andy Lee Spiteri	407599 M	11, Emmkaro, Triq il-Għasel, Il-Mosta
Catherine Darmanin	60464 M	15, Triq Ta' Tavlin, Sqaq Nru 1, Iż-Żejtun
Casey Vassallo	246002 L	37, Triq Matty Grima, Bormla
Fouad Abdulkarim Abu-Leda	134243 A	Yorkshire Flats, Flat 4, Triq Rafel Caruana Dingli, Il-Mosta
Sonja Bucalo	141912 A	Lungo Mare Residence, Flat 29, Triq iż-Żirżieb, Il-Munxar, Għawdex
Martin Scerri	626556 M	230, Omar, Flat 2, Triq Sir Luigi Preziosi, San Pawl il-Baħar
Lorraine Gove'	266172 M	1, Kiasra, Triq il-Palm, Ħaż-Żabbar
Dyon Farrugia	102803 L	99, Thursday, Triq il-Kampanella, Il-Fgura
Carmen Sinagra	274969 M	47, Triq il-Grazzji, Sqaq Nru 1, Ħaż-Żabbar
Ryan Farrugia	183999 M	119, St Michael, Flat 1, Triq Pietru Pawl Caruana, Bormla
Kevin Stafrace	94676 M	52, Triq d'Argens, L-Imsida
Kenneth Charles Langley	106491 A	34, Blue Lagoon, Flat 9, Triq il-Mazzola, San Pawl il-Baħar
Mary Rose Attard	97568 M	38, Marks Flat 2, Triq Karm Zerafa, Birkirkara
Emanuel Micallef	495269 M	272, Triq il-Karmnu, Birkirkara
Anabel Borg	120084 M	14, Aquarius, Triq iż-Żabra, Ħaż-Żabbar
Rosanna Spagnol	472476 M	Blk 2, Flat 6, Triq tal-Ġebel, Birżebuġa
Matthew Miles	188403 L	14, Meadow Sweet, Triq Pawlu Mifsud, Ħaż-Żebbuġ
Romina Buttigieg	461076 M	Blk F, Flat 15, Triq Jean Houel, San Ġiljan
Joseph Antoney Borg	362585 M	153, Da Vinci Crt, Flat 2, Triq il-Garni, Il-Mellieħa
Fedele Briffa	140466 M	14, Triq Florence Nightingale, Birżebbuġa
Mariella Monreal	117373 M	84, Piermar, Triq Nerik Xerri, Ħal Kirkop
Liliana Said	376579 M	25, Triq il-Kastellan, Iż-Żejtun
Christine Farrugia	417088 M	Carmen Flat, 1B, Triq il-Poezija, Ħaż-Żebbuġ
Clive Sammut	482590 M	41, Sardinella, Tirq Odilone Caruana, Ħal Tarxien
Antoine Cachia	141975 M	195, Flat 1, Triq San Mikiel, Bormla
Paolino Gatt	332473 M	37, St Joseph, Triq Antonio Muscat Fenech, Ħal Qormi
George Cilia	553658 M	24, Eden, Triq Wignacourt, Birkirkara
Mary Anne Therese Calleja	267186 M	6 Back & Come Place, Triq il-Qawra, San Pawl il-Baħar
Jeffrey Darmanin	482168 M	63, Mann, Flat 4, Triq l-Għarnuq, Il-Fgura
Anthnoy Portelli	363773 M	Abrosiana, Triq San Ġużepp, Il-Mosta
Maria Carmela Cini	741254 M	Blk A-2 Flat 3, Pjazza Madonna ta' Fatima, Tal-Pietà
Maria Victoria Zammit	121469 M	10, Triq Patri Marjanu Vella, Tas-Sliema
Marion Caruana	335680 M	Antonin Crt, Flat 4, Triq it-Tifkira, Raħal Ġdid

John Paul Pisani	499278 M	Blk B, Flat 8, Triq it-Torri tal-Arloġġ, Binja Buqana, L-Imtarfa
Angelina Cauchi	47866 M	22, Brave Heart, Triq ix-Xwieni, Il-Marsa
Arthur Portelli	1459 M	24, Triq Tommaso Caruana Demajo, Il-Ħamrun
Iamin Guarracino	133194 M	11, Luna, Triq San Franġisk, Raħal Ġdid
Ritianne Sammut	419581 M	27, Blk 7, Flat 2, Triq Wigi Rosato, Bormla
Khurram Shahzada	208443 A	St Joseph Court, Flat 1A, Triq C. De Broctorff, L-Imsida
Ryan Lee Spiteri	568091 M	149, Triq Birkirkara, San Ġiljan
Sylvia Azzopardi	49972 M	365 Vinsil, Triq l-Imdina, Ħal Qormi
Rachel Martina Pulis	239996 M	33, Bacho Ista, Triq il-Kunċizzjoni, Ħal Qormi
Johanna Darmanin	502688 M	92, Triq Biċċieni, Ħaż-Żabbar
Natalie Briffa	164 G	38, Triq Għajn Qatet, Ir-Rabat, Għawdex
Gianluca Cutajar	83900 L	Blk C, Flat 3, Triq Patri Franġisk Grech, Santa Venera
Rodianne Borg	550785 M	48, San Tropez Crt, Flat 3, Triq Hector Dalli, Iż-Żejtun
Anthony Borg	164678 M	48, San Tropez Crt, Flat 3, Triq Hector Dalli, Iż-Żejtun
Josephine Ruby Margaret Schiavone	70508 L	27, Triq il-Bieqja, Birżebbuġa
Mariella Grech	271779 M	88, Flat 2, Triq San Ġwann l-Għammied, Ir-Rabat
Helen Mallia	357968 M	18, Flat 3, Triq il-Merill, Il-Mellieħa
Joseph Borg	25170 G	71B, Triq Ta' Gajdoru, Ix-Xagħra, Għawdex
Sandra Pace	372377 M	Blk 7, Flat 12, Triq Patri Serafin Zarb, Pembroke
Rose-Ann Ebejer	288769 M	45, Triq Nerik Sacco, Il-Marsa

Kull persuna tista', fi żmien xahar mill-pubblikazzjoni ta' dan l-avviż, toġġezzjona bil-miktub lill-Kummissarju dwar il-ħruġ ta' dawn il-liċenzji għal xi waħda mir-raġunijiet imsemmija fl-artikolu 10 tal-Att tal-1996 dwar Gwardjani Privati u Uffiċjali tal-Komunità, li huma:

(a) meta l-applikant jew xi uffiċjali tal-applikant jew persuna oħra li jkollha kontroll effettiv tas-servizzi li jkunu se jiġu pprovduti mill-applikant.

(i) tkun instabet ħatja f'Malta jew xi mkien ieħor ta' xi delitt kontra s-sigurtà tal-Istat, jew ta' xi offiża volontarja fuq il-persuna jew ta' xi delitt kontra proprjetà jew kontra l-fiduċja pubblika jew ta' xi delitt gravi ieħor; jew

(ii) tkun iddikjarata falluta jew meta l-qagħda finanzjarja tagħha tkun prekarja jew xort'oħra tagħmel lill-applikant mhux adatt; jew

(iii) tkun tkeċċiet mill-pulizija jew mill-forzi armati jew mis-servizz tal-ħabs minħabba xi reat jew xi nuqqas ieħor fl-imġiba; jew(b) dwar xi tagħrif li jkun ta' interess pubbliku; jew

(iv) tkun uffiċjal pubbliku jew membru tal-Pulizija jew Forzi Armati jew tas-servizz tal-ħabs; jew

(b) dwar xi tagħrif li jkun ta' interess pubbliku; jew

(c) meta l-applikant ma jkollux il-kwalifiki meħtieġa kif jista' jkun preskritt bl-Att jew taħtu.

Is-26 ta' Novembru, 2021

Any person may, within one month from the publication of this notice, object in writing to the Commissioner about the issue of the above licences on any of the grounds listed in section 10 of the Private Guards and Community Officers Act 1996, which are:

(a) where the applicant or any officer of the applicant or any person who has an effective control of the services to be provided by the applicant.

(i) has been convicted in Malta or elsewhere of any crime against the safety of the state, or of any crime of voluntary harm or injury to any person or any crime against property or public trust or any other serious crime; or

(ii) has been declared bankrupt or his financial position is precarious or otherwise renders the applicant unsuitable; or

(iii) has been discharged from the police or armed forces or the prison services because of any offence or other misbehaviour; or

(iv) is a public officer or a member of the police or armed forces or the prison services; or

(b) when information is available which is in the public interest; or

(c) where the applicant does not possess the necessary qualifications as may be prescribed by or under the Act.

26th November, 2021

UFFIĊĊJU TAL-PRIM MINISTRU

Sejħa għall-Applikazzjonijiet f'Headship Positions

Il-Kumitat Konsultattiv għall-Ħatriet Anzjani (SAAC) jixtieq jidentifika individwi kompetenti biex ikunu rrakkomandati biex jimtlew Headship Positions fi Grad 3 (Skala ta' Salarju 3) u fi Grad 4 (Skala ta' Salarju 4) fil-Ministeri kif elenkat hawn taħt:

Direttur (Awditjar tal-Fondi Ewropej), Dipartiment għall-Awditjar Intern u Investigazzjonijiet, OPM

Direttur (Servizzi Legali), MFH

Uffiċjal Kap tal-Awditjar, Awtorità tal-Artijiet, MEI

Direttur (Riżorsi Umani u Strateġija), Strateġija u Sapport, Forzi tal-Ordni, MHSE

Direttur (Critical Infrastructure), MHSE

Direttur Ġenerali (Investigazzjonijiet u Konformità), Uffiċċju tal-Kummissarju tat-Taxxa, MFE

Direttur (Technical VAT), Diviżjoni Legali u Internazzjonali, Uffiċċju tal-Kummissarju tat-Taxxa, MFE

Direttur (Debt Management), Dipartiment tat-Teżor, MFE

Il-ħatra hija fuq bażi ta' Performance Agreement ta' erba' snin, u hija suġġett għal perjodu ta' prova ta' sena.

Eliġibbiltà

F'każ ta' uffiċjali pubbliċi, dawk eliġibbli għal din il-pożizzjoni jridu jkunu:

(a) uffiċjali pubbliċi anzjani li għandhom grad sostantiv fi Skala 7 jew ogħla; **jew** uffiċjali pubbliċi anzjani li servew fis-Servizz Pubbliku f'pożizzjonijiet klassifikati fi Skala 7 jew ogħla għal sitt snin konsekuttivi; **jew** uffiċjali pubbliċi oħrajn li servew fis-Servizz Pubbliku f'pożizzjonijiet klassifikati fi Skala 7 jew ogħla għal erba' snin konsekuttivi; **u**

(b) kapaċi jikkomunikaw tajjeb bil-kliem u bil-kitba bl-ilsien Malti kif ukoll bl-Ingliż.

Uffiċjali li preżentament jokkupaw kariga ta' kap u li servew mill-inqas sena mit-terminu tal-Performance Agreement attwali jistgħu japplikaw għall-pożizzjoni msemmija f'dan l-avviż; dan kemm-il darba jkunu ssodisfaw il-ħtiġiet ta' eliġibbiltà pertinenti. Il-perjodu ta' sena għall-fini ta' ħtieġa tal-eliġibbiltà ma tgħoddx meta l-individwu qed japplika għal pożizzjoni ogħla.

OFFICE OF THE PRIME MINISTER

Filling of Headship Positions

The Senior Appointments Advisory Committee (SAAC) wishes to identify suitable individuals and competent professionals who could be recommended to fill a Headship Position in Grade 3 (Salary Scale 3) and in Grade 4 (Salary Scale 4) in the following Ministries as listed hereunder:

Director (EU Funds Audits), Internal Audit and Investigations Department, OPM

Director (Legal Services), MFH

Chief Audit Officer, Lands Authority, MEI

Director (HR & Strategy), Strategy and Support, Malta Police Force, MHSE

Director (Critical Infrastructure), MHSE

Director General (Compliance and Investigations), Office of the Commissioner for Revenue, MFE

Director (Technical VAT), Legal and International Division, Office of the Commissioner for Revenue, MFE

Director (Debt Management), Treasury Department, MFE

The appointment shall be made on the basis of a Performance Agreement for a period of four years and is subject to a one-year probation period.

Eligibility

In the case of public officers, for applicants to be eligible in respect of this position they must be:

(a) senior public officers who have a substantive grade in scale 7 or higher; **or** who have served for six consecutive years in the Public Service in positions classified in scale 7 or higher; **or** other public officers who have served for four consecutive years in the Public Service in positions classified in scale 7 or higher; **and**

(b) proficient and able to communicate effectively both verbally and in writing in the Maltese and English languages.

Officers currently occupying a headship position and who have served at least one year of the term of their **current** performance agreement may apply for the position advertised, subject to having satisfied the pertinent eligibility requirements. The one-year term eligibility criterion does not apply when one is applying for a higher position.

F'każ ta' persuni li mhumiex uffiċjali pubbliċi, l-eliġibbiltà titqies kif ġej:

(a) sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti jridu jkunu ċittadini Maltin;

(b) l-applikanti jridu jippreżentaw provi ta' esperjenza ta' mill-anqas erba' snin f'kariga tal-livell ta' senior management komparabbli ma' dik ta' pożizzjonijiet ikklassifikati fi skala 7 jew ogħla fis-Servizz Pubbliku;

(c) l-applikanti jridu jippreżentaw ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux qabel xahar mid-data li tkun ħarġet din is-sejħa għall-applikazzjonijiet u jgħidu jekk qatt kinux impjegati fis-Servizz Pubbliku ta' Malta, u jagħtu d-dettalji; **u**

(d) kapaċi jikkomunikaw tajjeb bil-kliem u bil-kitba bl-ilsien Malti kif ukoll bl-Ingliż.

Proċedura tal-Intervista tal-SAAC

Il-kandidati li huma eliġibbli jkunu mitluba jagħmlu psychometric test li jsir fl-Istitut għas-Servizzi Pubbliċi (IPS). Sussegwentement, jattendu għal extended interview li jservi bħala parti mill-għażla preliminari u wara ssegwi intervista individwali.

Aktar tagħrif dwar l-għażla preliminari, il-proċess tal-intervista tal-SAAC u informazzjoni addizzjonali jinsabu fil-linji gwida – Nomination Process for Headship Positions – Notes for Prospective Applicants – aċċessibbli hawn <ħolqa>.

Kif tibgħat l-applikazzjoni

Applikanti prospettivi huma mistiedna japplikaw permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt) **sa tmiem il-ġurnata tax-xogħol ta' nhar it-Tlieta, 14 ta' Diċembru, 2021.**

Kopja tal-linji gwida ta' kif timtela applikazzjoni tista' tinkiseb minn din il-<ħolqa>.

Dokumentazzjoni meħtieġa mal-Applikazzjoni

L-applikazzjoni għandha tinkludi:

(a) curriculum vitae dettaljat (Europass format) li għandha tinkludi l-iżvilupp professjonali kontinwu. Fil-każ ta' uffiċjali pubbliċi li attwalment qed jokkupaw pożizzjoni ta' Kap, għandhom jissottomettu wkoll il-performance assessments tagħhom tal-aħħar tliet snin;

(b) dikjarazzjoni ta' motivazzjoni ta' mhux iktar minn 300 kelma fejn l-applikanti jgħidu għaliex iqisu lilhom

In the case of non-public officers, the eligibility in respect of this position is as follows:

(a) by the closing time and date of this call for applications, applicants must be citizens of Malta;

(b) applicants must have a proven track record of four (4) years experience at senior management level comparable to that of positions classified in scale 7 or higher in the Public Service;

(c) applicants must produce a recent certificate of conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in the Malta Government Service, giving details; **and**

(d) applicants must be proficient and able to communicate effectively both verbally and in writing in the Maltese and English languages.

SAAC Interview Procedure

Eligible applicants who have not sat for a psychometric test in the past two (2) years will be required to sit for a psychometric test which will be held at the Institute for the Public Services (IPS). Subsequently they will be called for an extended interview which will serve as part of the preliminary shortlisting, followed by an individual interview.

Further details regarding the preliminary shortlisting, the SAAC interview process and additional information may be viewed in the following guidelines – The Nomination Process for Headship Positions – Notes for Prospective Applicants – through this <link>.

Submission of Applications

Prospective applicants are invited to apply through the Recruitment Portal **only** (https://recruitment.gov.mt) **by close of business of Tuesday, 14 December, 2021.**

Guidelines to assist in the submission of applications online may be viewed by selecting this <link>.

Complete Application Checklist

Applications must include:

(a) a detailed *curriculum vitae* (Europass format) which will include the continuous professional development record and, in the case of current incumbents, will also include copies of performance assessments of the last three years;

(b) a motivational statement of not more than 300 words wherein applicants explain why they consider themselves

infushom kwalifikati għal din il-pożizzjoni maniġerjali għolja tal-ewwel għażla tagħhom;

(c) pjan ta' erba' snin fir-rigward tal-pożizzjoni indikata fl-applikazzjoni bħala l-ewwel preferenza, li għandha tiġi ppreżentata biss skont it-template aċċessata minn din il-<ħolqa>; u

(d) id-dokument tas-Service and Leave Record Form aġġornat u maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni (fil-każ ta' impjegati tal-Amministrazzjoni Pubblika).

Iċ-ċertifikazzjoni tal-IPS li tikkonferma t-tlestija b'suċċess tal-programm Entry to Senior Management Level Programme (Management Toolkit), jew l-istatus uffiċjali attwali tal-attendenza jinkisbu direttament mill-IPS minn-naħa tal-Amministrazzjoni. Se tingħata preferenza lil dawk l-uffiċjali li jkunu temmew b'suċċess il-Management Toolkit. Jekk uffiċjal li jkun għadu ma bediex il-Management Toolkit jintgħażel għal pożizzjoni ta' Headship Position, dan ikun meħtieġ jattendi u jlesti b'suċċess it-Toolkit fl-ewwel tnax-il (12) xahar tal-ħatra.

Min-naħa l-oħra, uffiċjali li sad-data ta' din l-applikazzjoni jkunu digà lestew b'suċċess il-Management Toolkit, mal-ħatra tagħhom f'pożizzjoni ta' Headship, ikunu obbligati jattendu u jgħaddu b'suċċess top-up course tal-istess Toolkit sa tnax-il xahar mid-data tal-ħatra tagħhom.

APPLIKAZZJONIJIET MHUX KOMPLUTI U/JEW LI JASLU TARD MHUX SE JIĠU KKUNSIDRATI. L-APPLIKANTI LI JITQIESU INELIĠIBBLI SKONT IT-TERMINI TA' DIN IS-SEJĦA SE JIĠU INFURMATI KIF XIERAQ.

Kandidati prospettivi huma mfakkra li hija r-responsabbiltà tagħhom li jaraw li l-applikazzjoni hija kompluta u d-dettalji kollha huma korretti, kif ukoll li d-dokumentazzjoni mitluba tintbagħat sad-data tal-għeluq ta' din is-sejħa.

Qabel ma persuna tiġi mitluba tattendi l-intervista, hija teħtieġ tagħmel dikjarazzjoni fejn tindika kwalunkwe kunflitt ta' interess li jista' jkollha (eż. interessi kummerċjali, xogħol privat, eċċ.). Min diġà għamel din id-dikjarazzjoni fil-passat, irid jikkonferma li ma hemmx tibdil. Fejn kien hemm xi tibdil, trid issir dikjarazzjoni oħra.

Kopja tal-position descriptions għall-pożizzjonijiet imsemmija hawn fuq kif ukoll għal dokumenti oħra tista' tinkiseb billi tintbagħat ittra elettronika lil (managementsupport.opm@gov.mt).

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to be qualified in respect of the position listed as their first preference;

(c) a four-year plan in respect of the position listed as first preference in accordance to the set template accessed at this <link>; and

(d) an updated Service and Leave Record Sheet issued not earlier than one (1) month from the date of application (in the case of public officers).

IPS certification confirming successful completion of the Entry to Senior Management Level Programme (Management Toolkit), or current official status of attendance will be obtained directly from IPS by the Administration. Preference will be given to those officers who have successfully completed the Management Toolkit. Should an officer who has not yet attended the Management Toolkit be nominated for a Headship Position, s/he would be required to attend and successfully complete the programme within the first twelve months of appointment.

Conversely, officers who by the time of this call for applications have sucessfully completed the Management Toolkit, on being nominated for a Headship Position, they will be required to attend to and successfully complete a top-up course to the Management Toolkit within the first twelve months of appointment.

INCOMPLETE AND/OR LATE APPLICATIONS WILL NOT BE CONSIDERED. APPLICANTS WHO ARE DEEMED INELIGIBLE IN TERMS OF THIS CALL WILL BE INFORMED ACCORDINGLY.

Applicants are reminded that it is their responsibility to ensure the completeness and correct details of their applications, as well as the submission of all required documentation strictly within the deadline of this call.

Prior to being called for the interview, prospective applicants would be required to fill a declaration indicating any possible or potential conflict of interest (e.g. business interests, private work, etc.). Applicants who have already submitted such a declaration in the past are to confirm in writing that there are no changes and need not resubmit it. In the cases where there has been a change, a new declaration would need to be submitted.

Position descriptions of the above-mentioned positions and/or any other documents referred to above, can be obtained by sending an email to (managementsupport.opm@gov.mt).

26th November, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Allied Health Professional (Nutrition) fuq Bażi Full-time/Part-time fil-Ministeru għas-Saħħa

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Id-Direttur Ġenerali (People Management) Ministeru għas-Saħħa, tilqa' applikazzjonijiet għall-post ta' Allied Health Professional (Nutrition) fuq bażi full-time/part-time fil-Ministeru għas-Saħħa.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' sena (1).

2.2 Is-salarju ta' Allied Health Professional bid-Degree f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu tal-ECTS/ECVET jew ekwivalenti) huwa ta' Skala ta' Salarju 10, li fis-sena 2021 huwa ta' €21,267 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €23,713.

Persuna fil-grad ta' Allied Health Professional li minbarra r-rekwiżit stipulat f'paragrafu 2.2, għandhom ukoll fil-pussess tagħhom Masters Degree f'Livell 7 tal-MQF (suġġett għal minimu ta' 60 krettu tal-ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, jinħatru mad-dħul bħala Senior Allied Health Professional fi Skala ta' Salarju 8 (€24,091 x €486.83 - €27,012).

2.3 Persuna fil-grad ta' Allied Health Professional titla' fi Skala ta' Salarju 9 (€22,633 x €447.33 - €25,317) wara sentejn (2) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Allied Health Professioanl tiġi promossa għall-grad ta' Senior Allied Health Professional fi Skala ta' Salarju 8 (€24,091 x €486.83 - €27,012) wara tliet (3) snin servizz sodisfaċenti fil-grad ta' Allied Health Professional fi Skala ta' Salarju 9.

Persuna fil-ħatra ta' Allied Health Professional li fil-kors tad-dmirijiet tagħha tikseb Postgraduate Masters f'Livell 7 tal-MQF (suġġett għal minimu ta' 60 krettu tal-ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, għandha titla' minnufih għal Skala ta' Salarju 8 bħala Senior Allied Health Professional.

2.5 Persuna fil-ħatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) b'mill-inqas ħames (5) snin servizz sodisfaċenti fil-grad ta' Senior Allied Health Professional fi Skala ta' Salarju 8 u ċertifikat ta' tlestija b'suċċess tal-Competency Programme u Evaluation Framework (CAF)

MINISTRY FOR HEALTH

Post of Allied Health Professional (Nutrition) on a Full-time/Part-time Basis in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health, invites applications for the post of Allied Health Professional (Nutrition) on a full-time/part-time basis in the Ministry for Health.

Terms and Conditions

2.1 This appointment is subject to a probationary period of one (1) year.

2.2 The salary for the post of Allied Health Professional with Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) is Salary Scale 10, which in the year 2021 is equivalent to, €21,267 per annum, rising by annual increments of €407.67 up to a maximum of €23,713.

An Allied Health Professional who in addition to the requirement stipulated in paragraph 2.2, are also in possession of a relevant and recognised Postgraduate Masters Degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent) or PhD at MQF Level 8, shall on entry be immediately appointed a Senior Allied Health Professional in Salary Scale 8 (€24,091 x €486.83 - €27,012).

2.3 An Allied Health Professional will progress to Salary Scale 9 (€22,633 x €447.33- €25,317) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 An Allied Health Professional will be promoted to the grade of Senior Allied Health Professional in Salary Scale 8 (€24,091 x €486.83 - €27,012) on completion of three (3) years satisfactory service in the grade of Allied Health Professional in Salary Scale 9.

An Allied Health Professional who in the course of his/her duties obtains a relevant and recognised Postgraduate Masters Degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent) or PhD a MQF Level 8 shall immediately progress to Salary Scale 8 as Senior Allied Health Professional.

2.5 A Senior Allied Health Professional (Salary Scale 8), with at least five (5) years satisfactory service as Senior Allied Health Professional in Salary Scale 8 and certificate of successful completion of the Competency Programme and Evaluation Framework (CAF), shall be promoted to

tiġi promossa għall-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€25,656 x €531.17 - €28,843) kemm mid-data tal-otteniment tas-snin tas-servizz stipulat kif ukoll it-tlestija b'suċċess tal-CAF.

Persuna fil-ħatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) fil-pussess ta' Postgraduate Masters f'Livell 7 tal-MQF (suġġett għal minimu ta' 60 krettu tal-ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQ rilevanti u rikonoxxuti, b'mill-inqas sentejn (2) servizz sodisfaċenti bħala Senior Allied Health Professional u ċertifikat ta' tlestija b'suċċess tal-Competency Programme u Evaluation Framework (CAF), għandhom jiġu promossi fil-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€25,656 x €531.17 - €28,843). Fil-każ ta' uffiċjali li ma jkollhomx iċ-ċertifikat ta' tlestija b'suċċess tal-Competency Programme u Evaluation Framework mat-tlestija ta' sentejn (2) servizz sodisfaċenti fil-grad, għandhom jiġu promossi għal Allied Health Practitioner bil-kundizzjoni li jiksbu din iċ-ċertifikazzjoni fi żmien sena (1) mill-ħatra ta' Allied Health Practitioner fi Skala ta' Salarju 7. Uffiċjali li jonqsu milli jippreżentaw tali ċertifikazzjoni fil-qafas ta' żmien stipulat għandhom jerġgħu lura awtomatikament għal Senior Allied Health Professional fi Skala ta' Salarju 8.

2.6 Persuna maħtura tkun intitolata għal benefiċċji oħra tali, u suġġetta għal kundizzjonijiet u obbligi oħra tali li jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern u l-union kompetenti.

2.7 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad/pożizzjoni li qed tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

2.8 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwalunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Allied Health Professional (Nutrition) jinkludu li:

i. Jippjana, iwettaq u jevalwa servizz speċifiku tal-allied health;

ii. Jippreżenta dokumentazzjoni ċara, preċiża u fil-ħin;

iii. Jikkomunika, jaħdem id f'id effettivament ma' professjonisti oħra, individwi u gruppi ta' pazjenti, familji/carers u aġenziji oħra skont il-ħtieġa;

the grade of Allied Health Practitioner in Salary Scale 7 (€25,656 x €531.17 - €28,843) as from the date of satisfaction of both the stipulated years of service and the successful certification of the CAF.

A Senior Allied Health Professional (Salary Scale 8), in possession of a recognised and relevant Postgraduate Masters Degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent) or PhD a MQF Level 8 with at least two (2) years satisfactory service as Senior Allied Health Professional and certificate of successful completion of the Competency Programme and Evaluation Framework (CAF), shall be promoted to the grade of Allied Health Practitioner in Salary Scale 7 (€25,656 x €531.17 - €28,843). In the case of officers who are not in possession of the certificate of successful completion of the Competency Programme and Evaluation Framework on the completion of two (2) years satisfactory service in the grade, shall be promoted to Allied Health Practitioner on condition that s/he obtains this certification within one (1) year from appointment of Allied Health Practitioner in Salary Scale 7. Officers who fail to present such certification within the stipulated timeframe shall automatically revert to Senior Allied Health Professional in Salary Scale 8.

2.6 An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent union.

2.7 Lateral applications by public officers who already hold an appointment in the same grade/position being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

2.8 Accepting appointment in the same grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

Duties

3.1 The job duties for the post of Allied Health Professional (Nutrition) include:

i. Plans, delivers and evaluates specific allied health service;

ii. Presents clear, accurate and timely documentation;

iii. communicates and liaises effectively with other professionals, individuals and groups of patients, family/carers and other agencies as required;

iv. Iżomm ruħu aġġornat fuq żviluppi u modi fil-prattika ta' professjoni speċifika tal-allied health permezz ta' studju tal-letteratura kurrenti jew billi jattendi korsijiet tal-continuous professional development disponibbli u jaddatta prattiki ta' xogħol skont evidenza l-aktar riċenti;

v. Iwettaq kwalunkwe dmirijiet oħra li jkunu meħtieġa mill-Allied Health Professional responsabbli b'rispons għall-eżiġenzi tas-servizz;

vi. Jaderixxi mal-politiki u l-proċeduri kollha kif applikabbli lill-entità/entitatjiet fejn l-Allied Health Professional ikun ġie allokat;

vii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

viii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Aktar dettalji dwar id-dmirijiet marbuta ma' dan il-post jistgħu jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, li jista' jiġi kkuntattjat ukoll permezz ta' ittra elettronika lil (recruitment.health@gov.mt).

3.2 Persuna maħtura tista' tkun meħtieġa li twettaq dmirijiet fi kwalunkwe servizz għall-kura tas-saħħa tal-Gvern ta' Malta skont id-diskrezzjoni tal-amministrazzjoni.

3.3. Persuna maħtura tista' tkun meħtieġa taħdem fuq bażi ta' xift li jinkludi xogħol billejl skont rosters stabbiliti fil-Ministeru għas-Saħħa. Allied Health Professionals ingaġġati fuq bażi part-time jkunu meħtieġa li jaħdmu minimu ta' 20 siegħa fil-ġimgħa u allokati f'rosters u sezzjonijiet skont l-eżiġenzi tas-servizz.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

iv. Keeps up-to-date on developments and trends in the practice of the specific allied health profession by study of the current literature or by attending continuous professional development courses available and to adapt work practices according to the latest evidence;

v. Performs any other duties which may be required by the responsible Allied Health Professional in response to the exigencies of the service;

vi. Abides by all policies and procedures as applicable to the entity/entities that the Allied Health Professional is deployed to;

vii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

viii. Any other duties as directed by the Principal Permanent Secretary.

Further details of the job description of the post may be obtained from the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, which may be contacted by email to (recruitment.health@gov.mt).

3.2 An appointee may be requested to perform duties in any of the health care services in the Government of Malta at the discretion of the management.

3.3 An appointee may be required to perform duties on a shift basis including night duties according to the established rosters in the Ministry for Health. Allied Health Professionals engaged on part-time basis will be required to work on a minimum of 20 hours per week and deployed on a roster and section according to the exigencies of the service.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. profiċenti fil-lingwa Maltija u l-lingwa Ingliża; U

iii. fil-pussess ta' kwalifika rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu tal-ECTS/ECVET jew ekwivalenti*) fin-Nutrition jew kwalifika ekwivalenti, rikonoxxuta, kumparabbli U jkunu f'pussess ta' ċertifikat tar-reġistrazzjoni fin-Nutrition mal-Kunsill ta' Professjonisti Kumplimentari għall-Mediċina f'Malta.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 180 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

iv. Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

4.2.(i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat.

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. proficient in the Maltese and English languages; AND

iii. in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Nutrition or an equivalent, recognised comparable qualification AND in possession of a certificate of registration in Nutrition by the Council for Professions Complimentary to Medicine in Malta.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 180 ECTS/ECVET credits. The advice of the MQRIC may be sought.

iv. Public Officers applying for this post must be confirmed in their current appointment.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

Aktar minn hekk, dawk il-kandidati li ma jkunux għadhom ġabu r-rekwiżiti speċifikati f'paragrafu 4.1.iii formalment, xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-għoti ta' tali rekwiżiti sal-aħħar ta' Marzu 2022. Jekk jintgħażlu, dawn il-kandidati jridu juru r-rekwiżiti indikati f'paragrafu 4.1.iii qabel il-ħatra.

4.3. Uffiċjali Pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deċiżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħ il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

Kwalunkwe kriterju ieħor ta' eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa għall-applikazzjonijiet.

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-Klassi/Stream tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-bażi tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieġ minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodisfaw is-snin meħtieġa ta' 'servizz fil-grad' kif stipulat fis-sejħiet għall-applikazzjonijiet.

Kwalunkwe rekwiżit ieħor ta' eliġibbiltà għall-post/pożizzjoni għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-HR Unit tal-Ministeru/Dipartiment li joħroġ is-sejħa għall-

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

Furthermore, candidates who have not yet formally obtained the requisites specified in paragraph 4.1.iii. will still be considered, provided that they submit evidence that they would qualify for such requisites by end March 2022. If selected, such candidates must produce the requisites indicated in paragraph 4.1.iii before appointment.

4.3 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 Public Officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of 'service in the grade' as stipulated in calls for applications.

Any other eligible requisites for the post/position must be met in the terms of this call for applications.

4.5 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the HR Unit of the Ministry/Department issuing the call for application will request an

applikazzjonijiet għandu jagħmel talba għal Service and Leave Record Form (GP 47) aġġornata mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.6 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.5 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.7 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.8 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

updated Service and Leave Record Form (GP 47) from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.8 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta,VLT 1171 permezz, tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta skont kif applikabbli, li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottemettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa żewġ (2) ġranet tax-xogħol wara d-data tal-għeluq jew sa żewġ (2) ġranet tax-xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, jew permezz tal-indirizz elettroniku

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct not later than one month from the date of application as applicable which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the People Management Division, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, or through email (recruitment.health@gov.mt). These general

(recruitment.health@gov.mt). Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Diviżjoni huma (https://deputyprimeminister.gov.mt) u (recruitment.health@gov.mt).

Is-26 ta' Novembru, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għas-Saħħa

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa tilqa' applikazzjonijiet għall-post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għas-Saħħa.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' sitt (6) xhur.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager (Accounting and Finance) li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2021 huwa ta' €18,724 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €20,848.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11 (€19,974 x €375.17 - €22,225 fis-sena 2021) mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b), f'perjodu ta' mhux iktar minn sentejn (2) mid-data tal-ħatra fejn, fil-każ li dan ma jseħħx, il-ħatra tiġi mneħħija.

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€21,267 x €407.67 - €23,713 fis sena 2021) wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 L-aċċettazzjoni ta' ħatra f'dan il-grad/pożizzjoni tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-

provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Division are (https://deputyprimeminister.gov.mt) and (recruitment.health@gov.mt).

26th November, 2021

MINISTRY FOR HEALTH

Post of Assistant Manager (Accounting and Finance) in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health invites applications for the post of Assistant Manager (Accounting and Finance) in the Ministry for Health.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Assistant Manager (Accounting and Finance) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2021 is equivalent to €18,724 per annum, rising by annual increments of €354 up to a maximum of €20,848.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2021 is equivalent to €19,974 per annum, rising by annual increments of €375.17 up to a maximum of €22,225, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b), in not more than two (2) years from the date of appointment, in failure of which, appointment would be relinquished.

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, which will progress to Scale 10 (€21,267 x €407.67 - €23,713 in the year 2021) on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are

Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

2.7 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

a. Il-persuni maħtura fil-flussi Maniġerjali/ta' Uffiċjal/Prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

b. L-uffiċjali l-oħra kollha għandhom jiġu kkonfermati fil-ħatra, u jekk jinħatru għandhom iservu f'dan il-post għal minimu ta' sentejn (2), qabel ma japplikaw lateralment. Din il-kundizzjoni tal-aħħar mhijiex applikabbli għal finijiet ta' promozzjoni.

2.8 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-Accounting and Finance, skont il-postijiet vakanti stabbiliti.

2.9 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager (Accounting and Finance) jinkludu li:

i. Iwettaq dmirijiet relatati ma' tranżazzjonijiet ta' flus kontanti u ċekkijiet u direct debits, u l-ipproċessar f'waqtu ta' tranżazzjonijiet, verifiki, rekordjar, aġġustamenti, rendikont u rikonċiljazzjoni;

ii. Jassigura li l-approvazzjonijiet ikunu disponibbli qabel l-ipproċessar ta' tranżazzjonijiet, u li l-ammont imħallas ikun korrett u skont il-proċedura;

iii. Jieħu ħsieb b'mod bażiku ż-żamma tal-kotba u jassisti fit-tħejjija taż-żamma ta' kontijiet bħalma huma bilanċi tar-reġistru u sottomissjonijiet oħra rilevanti;

iv. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti;

automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.7 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in Accounting and Finance, in accordance with established vacancies.

2.9 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The job duties for the post of Assistant Manager (Accounting and Finance) include:

i. Carries out duties related to cash, cheque and direct debit transactions, including the timely processing of transactions, verifications, recording, adjustments, tracking and reconciliation;

ii. Ensures that approvals are available before processing transactions, that amounts paid are correct and that procedure is followed;

iii. Deals with basic book keeping and assists in the preparation of accounts, such as ledger balances and other relevant submissions;

iv. Assists in the compilation of publications and reports;

v. Jassisti fl-ippjanar u l-kontroll ta' baġit taħt superviżjoni, filwaqt li jressaq materji rilevanti għall-attenzjoni tal-uffiċjal li jkun qed jagħmel is-superviżjoni kif ikun neċessarju. Dan jinkludi r-reviżjonijiet tal-baġits proposti u l-verifika tal-line items u l-infiq kollu biex tiġi żgurata l-eżattezza;

vi. Jivvaluta, taħt superviżjoni, virements fi ħdan il-voti kif ukoll talbiet għal fondi addizzjonali u l-estimi riveduti;

vii. Jikkontribwixxi għall-iżvilupp ta' implimentazzjoni ta' proġetti inklużi proċessi ddelegati, u għall-indentifikazzjoni ta' titjib tal-proċess għal raġuni ta' simplifikazzjoni, innovazzjoni u valur miżjud;

viii. Iżomm ruħu aġġornat ma' standards ta' accounting, legiżlazzjoni finanzjarja u politiki tal-Gvern;

ix. Iżomm ruħu aġġornat ma' sistemi bażiċi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif jintalab jagħmel;

x. Jikkordina u jipparteċipa f'laqgħat, iżomm il-minuti tal-laqgħat u jara li l-azzjoni meħtieġa titwettaq;

xi. Jassisti f'ħidmiet ta' kuljum, li jinkludu l-immaniġġjar u d-distribuzzjoni ta' korrispondenza u talbiet għall-informazzjoni, iżomm ir-rekords, kif ukoll l-inputtjar u l-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;

xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha kif jista' jkun meħtieġ;

xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

v. Assists in budget planning and control under supervision, while bringing relevant matters to the attention of the supervising officer as necessary. This includes reviewing proposed budgets and verifying all line items and expenditures to ensure accuracy;

vi. Assesses under supervision, virements within the votes as well as requests for additional funding and the revised estimates;

vii. Contributes to the development of project implementation including delegated processes, and to the identification of process improvements for simplification, innovation and added value;

viii. Keeps abreast with accounting standards, financial legislation and Government policies;

ix. Keeps abreast with basic accounting systems, procedures and applications, and follows training as directed;

x. Coordinates and participates in meetings, takes minutes and follows up on required actions;

xi. Assists in day-to-day operations, including the management and distribution of correspondence and queries, record keeping, as well as inputting and updating of computer-based information and databases;

xii. Undertake any other tasks, which the superior may delegate to him/her, as may be required;

xiii. Any other duties as directed by the Principal Permanent Secretary;

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

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ii. kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwa Ingliża. Dawk il-kandidati li m'għandhomx MQF ta' Livell 1 fil-lingwa Maltija jridu jattendu u jgħaddu b'suċċess fl-assessjar mill-kors 'Maltese Language 1' offrut mill-Istitut għas-Servizzi Pubbliċi. L-attendenza għal dan il-kors, flimkien mal-kisba tal-MQF tal-Livell 1 għandhom jitlestew qabel il-konferma tal-ħatra, jiġifieri fi żmien sitt (6) xhur mill-ingaġġ. B'hekk, Uffiċjali impjegati li ma jiksbux dan iċ-ċertifikat fi żmien ta' prova ta' sitt (6) xhur, jingħataw estensjoni ta' darba ta' żmien ta' prova għal perjodu ta' sitt (6) xhur biex jiksbu b'suċċess dan iċ-ċertifikat.

Jekk il-persuna tonqos milli tippreżenta evidenza li għaddiet il-kors b'suċċess u attendiet sal-aħħar tal-perjodu ta' prova (jiġifieri tnax-il (12) xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq.

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

AND

ii. able to communicate in the Maltese and English languages. Candidates who do not possess an MQF Level 1 in the Maltese language must attend and be successful in the assessment of the 'Maltese Language 1' course, offered by the Institute for the Public Services. Attendance for such course, together with the attainment of MQF Level 1, are to be completed before confirmation of appointment, i.e. within six (6) months from engagement. Therefore, officers engaged who would not have obtained this certification within the probationary period of six (6) months will be given a one time extension of their probationary period for a period of six (6) months to successfully obtain this certification.

Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve (12) months from engagement) will result in automatic termination of the post in caption.

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iii. a. (i) fil-pussess ta' kwalifika rikonoxxuta (fil-Livell 4 tal-MQF) fl-Accountancy, jew Business Management, jew Business Administration, jew Economics, jew Banking and Finance jew kwalifika rikonoxxuta professjonali komparabbli fil-Livell 4 tal-MQF fl-Accountancy;

JEW

b. fil-pussess ta' Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVETS jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 5 tal-MQF f'Accountancy.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

JEW

c. fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat (li wieħed minnhom għandu jinkludi pass fl-Accounting) u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li wieħed minnhom għandu jinkludi pass fil-Pure Mathematics), jew kwalifika rikonoxxuta u komparabbli.

iv. Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (kwalifika jew żewġ (2) suġġetti fil-Livell Avvanzat flimkien ma' tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola, jew kwalifika rikonoxxuta komparabbli), kif indikat fil-4.1 (iii) (a) u (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-ħatra, dawk appuntanti jridu jintrabtu li jlestu b'suċċess kwalifika rikonoxxuta f'qasam relatat fil-Livell 5 tal-MQF, f'perjodu ta' mhux aktar tard minn sentejn (2), biex jipprogressaw għal Skala ta' Salarju 11 fejn, fil-każ li dan ma jseħħx, il-ħatra tiġi mneħħija. Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF kif indikat f'paragrafu 4.1 (iii) (b) f'oqsma relatati, dawn l-uffiċjali jipprogressaw għal Assistant Manager (Skala ta' Salarju 11). Il-progressjonijiet l-oħra kollha għandhom ikunu skont id-dispożizzjonijiet indikati fid-dokument li jismu 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat.

AND

iii. a. (i) in possession of a recognised qualification (MQF Level 4) in Accountancy, or Business Management, or Business Administration, or Economics, or Banking and Finance or a recognised comparable professional qualification at MQF Level 4 in Accountancy;

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVETS credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional Diploma at MQF Level 5 in Accountancy.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

OR

c. in possession of two (2) subjects at Advanced Level (one of which must include a pass in Accounting) and three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Pure Mathematics), or a recognised comparable qualification.

iv. Public Officers applying for the post must be confirmed in their current appointment.

Successful candidates who are in possession of a recognised MQF Level 4 (qualification or two (2) subjects at Advanced level and three (3) subjects at Intermediate Matriculation Level, or a recognised comparable qualification) as indicated in 4.1 (iii) (a) and (c), shall enter as Assistant Manager (Salary Scale 12). On appointment, appointees will bind themselves to successfully complete a recognised qualification in a related area at MQF Level 5, in not more than two (2) years, to progress to Salary Scale 11, in failure of which they would relinquish their appointment. Upon possession of a relevant Diploma at MQF Level 5 as indicated in paragraph 4.1 (iii) (b) in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions enshrined in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3 Barra minn hekk, il-kandidati li għadhom ma kisbux formalment il-kwalifika speċifikata fil-paragrafi 4.1 (iii) (a) sa 4.1 (iii) (c) jew inkella kif indikat fil-paragrafu 4.2 xorta se jiġu kkunsidrati sakemm jissottomettu evidenza li huma f' l-aħħar fażi tal-kors tagħhom li twassal għal tali kwalifika. Il-persuni maħtura jridu jiksbu, jew jiġu approvati, għall-għoti ta' tali kwalifika sal-31 ta' Jannar, 2022. Jekk din l-iskadenza stipulata għall-kisba ta' tali kwalifika ma tintlaħaqx, il-ħatra tkun, għal din ir-raġuni, awtomatikament mitmuma.

(a) Il-perjodu ta' prova u l-intitolament għall-progressjoni (skont il-każ) jibdew jgħoddu mid-data tal-ħatra,.

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 4.1 (iii) (a) sa 4.1(iii) (c) jew 4.2.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) (a) to 4.1 (iii) (c) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st January, 2022. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment

(b) Appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualifications referred to in clauses 4.1 (iii) (a) to 4.1 (iii) (c) or 4.2.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their

tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Diviżjoni huma (https://deputyprimeminister.gov.mt) u (recruitment.health@gov.mt).

Is-26 ta' Novembru, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Konsulent Kirurġija Kardjotoraċika fid-Dipartiment tal-Kirurġija Kardjotoraċika, fl-Isptar Mater Dei, fil-Ministeru għas-Saħħa

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa, tilqa' applikazzjonijiet għall-post ta' Konsulent Kirurġija Kardjotoraċika fid-Dipartiment tal-Kirurġija Kardjotoraċika, fl-Isptar Mater Dei, fil-Ministeru għas-Saħħa.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Division are (https://deputyprimeminister.gov.mt) and (recruitment.health@gov.mt).

26th November, 2021

MINISTRY FOR HEALTH

Post of Consultant Cardiothoracic Surgery in the Department of Cardiothoracic Surgery at Mater Dei Hospital in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health, invites applications for the post of Consultant Cardiothoracic Surgery in the Department of Cardiothoracic Surgery at Mater Dei Hospital, in the Ministry for Health.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' sena (1).

2.2 Is-salarju ta' Konsultent huwa ta' Skala ta' Salarju 4, li fis-sena 2021 huwa €36,794 fis-sena.

2.3 Persuna fil-ħatra ta' Konsulent tirrapporta direttament liċ-Chairperson Kliniku tad-Dipartiment tal-Kirurġija Kardjotoraċika.

2.4 Persuna li tiġi maħtura tkun tista tagħżel li taħdem fuq bażi ta' Kuntratt A jew Kuntratt B.

2.5 Persuna maħtura tkun intitolata għal tali benefiċċji oħra, u suġġetta għal tali kundizzjonijiet u obbligi oħra li jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern u l-union kompetenti.

2.6 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Konsulent Kirurgu Kardjotoraċiku jinkludu li:

i. Ikun parti mid-Dipartiment tal-Kirurġija Kardjotoraċika u jirrispondi direttament liċ-Chairperson Kliniku ta' dan id-Dipartiment;

ii. Ikun responsabbli għat-tim tiegħu u jassigura dixxiplina u prattika klinika tajba speċjalment fil-prattiki ta' kontroll ta' infezzjoni;

iii. Jieħu sehem attiv fl-espansjoni u l-iżvilupp tas-servizzi kardjotoraċiċi kemm tal-outpatient u l-inpatient fl-isptarijiet tal-Gvern;

iv. Jipprovdi l-kura klinika kollha fi ħdan il-mandat tal-ispeċjalità tal-kirurġija kardjotoraċika skont l-istandards tal-kwalità tal-professjoni;

v. Jieħu sehem fl-attivitajiet tad-Dipartiment, jipparteċipa fi programmi ta' tagħlim u riċerka tiegħu, jattendi regolarment għal-laqgħat kliniċi u jieħu sehem fil-proċess ta' assigurazzjoni ta' kwalità u verifika;

vi. Jipprovdi servizzi speċjalizzati fi sptarijiet oħra u/jew ċentri tas-saħħa skont programmi approvati, u jista' wkoll ikun meħtieġ li jipprovdi servizz f'xi estensjoni futura ta'

Terms and Conditions

2.1 This appointment is subject to a probationary period of one (1) year.

2.2 The salary for the post of Consultant is Salary Scale 4, which in the year 2021 is equivalent to €36,794 per annum.

2.3 The Consultant shall report to the Clinical Chairperson, Department of Cardiothoracic Surgery.

2.4 The appointee will be able to choose to work on a Contract A or B basis.

2.5 An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent union.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

Duties

3.1 The job duties for the post of Consultant Cardiothoracic Surgery include:

i. Forms part of the Department of Cardiothoracic Surgery and will be directly responsible to the Clinical Chairperson of this Department;

ii. Be responsible for his team and ensuring discipline and good clinical practice, especially infection control practices;

iii. Actively takes part in the expansion and development of both out-patient and in-patient Cardiothoracic services in government hospitals;

iv. Provides all clinical care within the remit of the specialty of cardio-thoracic surgery in accordance with quality standards of the profession;

v. Takes part in the activities of the Department, participates in its teaching and research programmes, attends regularly at clinical meetings and partakes in the process of quality assurance and audit;

vi. Provides specialised services in other hospitals and/or health centres in accordance with approved programmes, and may also be required to provide service in any

servizzi tas-saħħa hekk kif provdut fi skema komprensiva tas-Saħħa Nazzjonali;

vii. Iżomm ruħu aġġornat mal-iżviluppi kurrenti fil-qasam tal-kirurġija kardjotoraċika u jipparteċipa f'laqgħat ta' wara l-gradwazzjoni kemm lokalment u kif ukoll barra minn Malta u jkun meħtieġ li jinvolvi ruħu fit-tagħlim kontinwu ta' kollegi kliniċi fil-livelli kollha fir-rigward tal-użu xieraq tal-faċilitajiet rilevanti;

viii. Jipparteċipa fil-ħidma tad-Dipartiment hekk kif inkarigat miċ-Chairperson Kliniku;

ix. Jikkollabora ma' u jagħti pariri lill-membri l-oħra tal-ħaddiema mediċi, kirurġiċi u tal-allied health dwar materji li jappartjenu għall-ispeċjalitajiet imsemmija hawn fuq u għal dan il-għan, ikun mistenni li jaħdem mill-qrib mal-isptar, mal-kommunità u kumitati bbażati fuq is-Saħħa Pubblika u ma' korpi b'responsabbiltajiet għall-kirurġija kardjotoraċika;

x. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa;

xi. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu, kif jista' ikun meħtieġ;

xii. Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

3.2 Persuna appuntata tista' tkun rikjesta twettaq dmirijiet fi kwalunkwe servizz għall-kura tas-saħħa f'Malta u fl-Isptar Ġenerali ta' Għawdex skont id-diskrezzjoni tal-amministrazzjoni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma persuni

future extension of health services as provided under a comprehensive National Health Scheme;

vii. Keeps abreast with the current developments in the field of cardiothoracic surgery and participates in postgraduate meetings locally and abroad and will be required to involve him/herself in the on-going education of clinical colleagues at all levels with regards to the appropriate use of relevant facilities;

viii. Participates in the work of the Department as assigned by the Clinical Chairperson;

ix. Liaises with and advises other members of the medical, surgical and allied health on matters pertaining to the above mentioned specialties and to this effect, he/she will be expected to work closely with hospital, Community and Public Health based committees and bodies with responsibilities of cardiothoracic surgery;

x. Makes use of the Information Technology systems which may be in operation within the Ministry for Health;

xi. Undertakes any other tasks which the superior may delegate to him/her as may be required;

xii. Carries out any other duties as directed by the Principal Permanent Secretary.

3.2 An appointee may be required to perform duties in any of the health care services in Malta and Gozo General Hospital at the discretion of the management.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty

msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. profiċjenti fil-lingwa Maltija u l-lingwa Ingliża.

4.2 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandu aktar minn hekk:

i. ikollhom isimihom imniżżel fir-Reġistru għall-Ispeċjalisti tal-Kirurġija Kardjotoraċika miżmum mill-Kunsill Mediku ta' Malta; jew

ii. ikunu approvati li isimhom jitniżżel fir-Reġistru għall-Ispeċjalisti tal-Kirurġija Kardjotoraċika miżmum mill-Kunsill Mediku ta' Malta; jew

iii. a. ikollhom Ċertifikat ta' Tlestija ta' Taħriġ Speċjalizzat (CCST) maħruġ mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta għall-professjoni rilevanti, li juri li l-applikant lesta tali taħriġ speċjalizzat li jista' jintalab għal Kirurġija Kardjotoraċika; jew

b. ikollhom kwalifika ta' speċjalist ekwivalenti għas-CCST fil-Kirurġija Kardjotoraċika, li tkun maħruġa mill-Awtorità kompetenti ta' Stat Membru ieħor tal-Unjoni Ewropea, kif indikat f'parti 1b tat-Tieni Skeda tal-Att dwar il-Professjonijiet tas-Saħħa ta' Malta; jew

provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. proficient in the Maltese and English languages;

4.2 By the closing time and date of this call for applications, applicants must furthermore be:

i. listed in the Specialist Register of Cardiothoracic Surgery kept by the Medical Council of Malta; or

ii. approved for inclusion in the Specialist Register of Cardiothoracic Surgery kept by the Medical Council of Malta; or

iii. a. in possession of a Certificate of Completion of Specialist Training (CCST) issued by the Specialist Accreditation Committee of Malta for the relevant profession, which shows that the applicant has completed such specialist training as may be prescribed for Cardiothoracic Surgery; or

b. in possession of a specialist qualification equivalent to the CCST for Cardiothoracic Surgery, which is issued by the competent authority in another EU Member State, as listed in Part 1b of the Second Schedule of the Health Care Professions Act of Malta; or

c. ikollhom kwalunkwe kwalifika oħra ta' speċjalist dment li ma' din tinhemeż dikjarazzjoni formali ta' rikonoxximent mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta, li tiddikjara li l-kwalifiki/esperjenza huma suffiċjenti sabiex tabib ikun irreġistrat mal-Kunsill Mediku ta' Malta bħala Speċjalist fil-Kirurġija Kardjotoraċika.

4.3 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandu aktar minn hekk ikollhom sentejn (2) esperjenza full-time bħala Speċjalist fil-Kirurġija Kardjotoraċika. Qed ikun hawnhekk ikkjarifikat li l-esperjenza bħala Speċjalist titqies li ma tibdiex qabel id-data tar-Reġistrazzjoni fir-Reġistru għall-Ispeċjalisti miżmum mill-Kunsill Mediku ta' Malta, jew reġistrazzjoni ekwivalenti maħruġa mill-awtorità kompetenti fi Stat Membru ieħor tal-Unjoni Ewropea. Qed ikun ikkjarifikat ukoll li l-esperjenza mwettqa fuq bażi part-time jew fi kwalunkwe każ fuq bażi ta' inqas minn erbgħin (40) siegħa fil-ġimgħa, tkun rikonoxxuta fuq bażi prorata.

4.4 Persuna magħżula li tkun eliġibbli taħt paragrafu 4.2 (iii) (b) u paragrafu 4.2 (iii) (c) hawn fuq trid tkun imniżżla fir-Reġistru għall-Ispeċjalisti miżmum mill-Kunsill Mediku ta' Malta u trid tkun ukoll irreġistrata bis-sħiħ mal-Kunsill Mediku ta' Malta qabel il-ħatra.

4.5 Kandidati li japplikaw skont it-termini ta' paragrafu 4.2 (iii) (b) jew paragrafu 4.2 (iii) (c) hawn fuq iridu jiksbu ittra ta' rikonoxximent mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta li tikkonferma li l-kwalifiki tagħhom jistgħu jiġu kkunsidrati bħala ekwivalenti għaċ-Ċertifikat ta' Tlestija ta' Taħriġ Speċjalizzat (CCST) maħruġ mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta. F'każ ta' diffikultà għandu jintalab il-parir tal-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta.

Sabiex tiġi ffaċilitata r-referenza, is-sit elettroniku tal-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta jista' jiġi kkonsultat minn (https://deputyprimeminister.gov.mt)/en/sph/Pages/Specialist-Accreditation-Committee.aspx).

4.6 Kandidati li japplikaw skont it-termini ta' paragrafu 4.2 (iii) (b) jew paragrafu 4.2 (iii) (c), u li jkunu meħtieġa jippreżentaw dikjarazzjoni mill-Kumitat għall-Akkreditazzjoni ta' Speċjalist kif mitlub fil-paragrafu 4.5 għandhom jinkludu kopja ta' din id-dikjarazzjoni mal-applikazzjoni u jippreżentaw l-oriġinali waqt l-intervista. Kandidati li mhumiex fil-pussess ta' din id-dikjarazzjoni xorta jistgħu japplikaw, basta jissottomettu kopja ta' din id-dikjarazzjoni hekk kif tkun għad-dispożizzjoni tagħhom u fi kwalunkwe ċirkustanza mhux aktar tard mid-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet. Applikanti li ma jippreżentawx id-dikjarazzjoni meħtieġa fi żmien xahar għal raġunijiet lil hinn mill-kontroll tagħhom jistgħu jitolbu estenjoni ta' dan il-limitu ta' żmien b'xahar ieħor mill-Kap tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u

c. in possession of any other specialist qualification provided that this must be accompanied by a formal recognition statement by the Specialist Accreditation Committee of Malta, stating that the qualifications/experience are sufficient for a doctor to be registered with the Medical Council of Malta as a specialist in Cardiothoracic Surgery.

4.3 By the closing time and date of this call for applications, applicants must furthermore have two (2) years full- time experience as a Specialist in Cardiothoracic Surgery. It is hereby being clarified that specialist experience will be deemed not to commence prior to the date of registration in the Specialist Register kept by the Medical Council of Malta, or equivalent registration issued by the competent authority in another EU Member State. It is furthermore being clarified that experience carried out on a part-time basis, or in any case on a basis of less than forty (40) hours per week, is reckoned on a pro-rata basis.

4.4 The successful candidate eligible under paragraph 4.2 (iii) (b) and paragraph 4.2 (iii) (c) above must be listed in the Specialist Register kept by the Medical Council of Malta and must also be fully registered with the Medical Council of Malta before appointment.

4.5 Candidates applying in terms of paragraph 4.2 (iii) (b) or paragraph 4.2 (iii) (c) above must obtain a recognition statement from the Specialist Accreditation Committee of Malta confirming that their qualifications may be considered as an equivalent to the Certificate of Completion of Specialist Training (CCST) issued by the Specialist Accreditation Committee of Malta. In case of any difficulty, the advice of the Specialist Accreditation Committee of Malta is to be sought.

For ease of reference, the website of the Specialist Accreditation Committee of Malta may be consulted at (https://deputyprimeminister.gov.mt)/en/sph/Pages/Specialist-Accreditation-Committee.aspx).

4.6 Candidates applying in terms of paragraph 4.2 (iii) (b) or paragraph 4.2 (iii) (c) and who are required to present a statement by the Specialist Accreditation Committee as specified in paragraph 4.5 should include a copy of that statement with their application and present the original at the interview. Candidates not in possession of the required statement may still apply, provided that they submit a copy of the statement as soon as it is available and in any case, by not later than the closing date of this call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the Head of Department receiving the applications, indicating clearly the reasons for the delay. Requests for an extension beyond this period are

jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Talbiet għal estensjonijiet lil hinn minn dan il-perjodu għandhom jiġu sottomessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

4.7 Uffiċjali Pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deċiżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħ il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

Kwalunkwe kriterju ieħor ta' eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa għall-applikazzjonijiet.

4.8 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-Klassi/Stream tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-bażi tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieġ minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodisfaw is-snin meħtieġa ta' 'servizz fil-grad' kif stipulat fis-sejħiet għall-applikazzjonijiet.

Kwalunke rekwiżit ieħor ta' eliġibbiltà għall-post għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.9 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.10 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.9 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.11 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha

to be submitted for the consideration of the Public Service Commission.

4.7 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in the calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.8 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of 'service in the grade' as stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.9 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.10 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.9 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.11 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant)

tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/ jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.9, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta skont kif applikabbli, li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottemettu l-applikazzjoni tagħhom.

or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.9, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct not later than one month from the date of application as applicable which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku tal-Ministeru għas-Saħħa huwa (https://deputyprimeminister.gov.mt), in-numru tal-fax huwa +356 2299 2604, u l-indirizz elettroniku huwa (recruitment.health@gov.mt).

Is-26 ta' Novembru, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Manager II fil-Ministeru għas-Saħħa

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa, tilqa' applikazzjonijiet għall-post ta' Manager II biex jaqdi dmirijiet ta' data analytics fid-Dipartiment tal-Kura Primarja fil-Ministeru għas-Saħħa.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171. These general provisions are to be regarded as an integral part of this call for applications.

The website address of the Ministry for Health is (https://deputyprimeminister.gov.mt), the fax number is +356 2299 2604, and the email address is (recruitment.health@gov.mt).

26th November, 2021

MINISTRY FOR HEALTH

Post of Manager II in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health, invites applications for the post of Manager II to carry out data analytics duties at Primary Health Care in the Ministry for Health.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager II huwa ta' Skala ta' Salarju 7, li fis-sena 2021 huwa ta' €25,656 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €28,843.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€27,327 x €596.33 - €30,905 fis-sena 2021) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.6 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

2.7 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

a. Il-persuni maħtura fil-flussi Maniġerjali/ta' Uffiċjal/Prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

b. L-uffiċjali l-oħra kollha għandhom jiġu kkonfermati fil-ħatra, u jekk jinħatru għandhom iservu f'dan il-post għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Din il-kundizzjoni tal-aħħar mhijiex applikabbli għal finijiet ta' promozzjoni.

2.8 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-ispeċjalizazzjoni skont il-postijiet vakanti stabbiliti.

2.9 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager II is Salary Scale 7, which in the year 2021 is €25,656 per annum, rising by annual increments of €531.17 up to a maximum of €28,843.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€27,327 x €596.33 - €30,905 in 2021) after three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

2.5 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.7 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and are to serve in this post for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years before applying laterally. The latter condition is not applicable for promotion purposes.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties in the area of specialization in accordance with established vacancies.

2.9 The result will be valid for a period of two (2) years from the date of publication.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager II jinkludu li:

i. Jassisti lill-Kap Eżekuttiv, iċ-Ċerperson Mediku u l-Konsulent biex iġib approċċ ġdid biex itejjeb l-intelliġenza kummerċjali eżistenti fid-dipartiment;

ii. Jestratta, jittrasforma u jtella' dejta minn sorsi differenti;

iii. Joħloq skripts biex jawtomatizza kompiti ripetittivi bħal statistiċi ta' kull xahar jew talbiet annwali;

iv. Jevalwa u jipproċessa minn qabel informazzjoni mhux ipproċessata;

v. Jesplora dejta biex jiskopri diskrepanzi u mudelli;

vi. Jippreżenta u jispjega informazzjoni b'mod aċċessibbli;

vii. Jistabbilixxi KPIs u Indikaturi Operattivi biex jistabbilixxu għanijiet u oġġettivi;

viii. Jidderieġi u jappoġġja l-implimentazzjoni konsistenti tal-inizjattivi tad-Dipartment tal-Kura Primarja;

ix. Jagħti kontribut lill-management fl-iżvilupp u l-amministrazzjoni tat-tim;

x. Jieħu inizjattiva biex jiskopri informazzjoni minn dejta mhux ipproċessata;

xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha kif jista' jkun meħtieġ;

xii Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż

Duties

3. The job duties for the post of Manager II include:

i. Assists the CEO, Medical Chairperson and Consultant to bring a fresh approach to improving existing business intelligence within the department;

ii. Extracts, transforms and loads data from disparate sources;

iii. Creates scripts to automate repetitive tasks such as monthly stats or annual requests;

iv. Evaluates and pre-processing raw information;

v. Explores data to discover discrepancies and patterns;

vi. Presents and explains information in an accessible way;

vii. Sets up KPIs and Operational Indicators to establish goals and objectives;

viii. Directs and supports the consistent implementation of Primary Health Care initiatives;

ix. Provides input to the management in the development and administration team;

x. Takes initiative to discover information from raw data;

xi. Undertake any other tasks, which the superior may delegate to him/her, as may be required;

xii. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of

b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi), jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża.

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fil-computer science, jew statistics jew information science jew health economics.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVET jista' jintalab il-parir tal-MQRIC.

EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages.

AND

iii. in possession of a recognised Masters degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in computer science or statistics or information science or health economics.

*In absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

iv. Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(a) Il-perjodu ta' prova u l-intitolament għall-progressjoni (skont il-każ) jibdew jgħoddu mid-data tal-ħatra,

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 4.1(iii) jew 4.2.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u

iv. Public Officers applying for this post must be confirmed in their current appointment

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1(iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st January, 2022. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment,

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clause 4.1(iii) and 4.2.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry/department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the

d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-

closing time and date of this call for applications but also on the date of appointment.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15. Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list

kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati; żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Diviżjoni huma (https://deputyprimeminister.gov.mt) u (recruitment.health@gov.mt).

Is-26 ta' Novembru, 2021

of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete documents or missing.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving division are (https://deputyprimeminister.gov.mt) and (recruitment.health@gov.mt).

26th November, 2021

MINISTERU GĦALL-INTERN, IS-SIGURTÀ NAZZJONALI U L-INFURZAR TAL-LIĠI

Post ta' Manager I (Riżorsi Umani) fil-Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi, jilqa' applikazzjonijiet għall-post ta' Manager I (Riżorsi Umani) fil-Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager I (Riżorsi Umani) huwa ta' Skala ta' Salarju 10, li fl-2021 huwa ta' €21,267 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €23,713.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€22,633 x €447.33 - €25,317 fis-sena 2021) wara sentejn (2) servizz bħala Manager I fi Skala ta' Salarju 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 9 titla' fi Skala ta' Salarju 8 (€24,091 x €486.83 - €27,012 fis-sena 2021) wara ħames (5) snin servizz bħala Manager I fi Skala ta' Salarju 9, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 8 titla' fi Skala ta' Salarju 7 (€25,656 x €531.17 - €28,843 fis-sena 2021) wara tliet (3) snin servizz bħala Manager I fi Skala ta' Salarju 8, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.8 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz

MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT

Post of Manager I (Human Resources) in the Ministry for Home Affairs, National Security and Law Enforcement

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Home Affairs, National Security and Law Enforcement, invites applications for the post of Manager I (Human Resources) in the Ministry for Home Affairs, National Security and Law Enforcement.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager I (Human Resources) is Salary Scale 10, which in year 2021 is €21,267 per annum, rising by annual increments of €407.67 up to a maximum of €23,713.

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€22,633 x €447.33 - €25,317 in 2021) on completion of two (2) years service as Manager I in Salary Scale 10, subject to satisfactory performance.

2.5 A Manager I in Salary Scale 9 will progress to Salary Scale 8(€24,091 x €486.83 - €27,012 in 2021) on completion of five (5) years service as Manager I in Salary Scale 9, subject to satisfactory performance.

2.6 A Manager I in Salary Scale 8 will progress to Salary Scale 7(€25,656 x €531.17 - €28,843 in 2021) on completion of three (3) years service as Manager I in Salary Scale 8, subject to satisfactory performance.

2.7 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of his/her basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.8 Accepting appointment in this grade signifies that any pending applications within the Public Service are

Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

2.9 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

a. L-applikanti maħtura fil-flussi Maniġerjali/ta' Uffiċjal/Prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u jekk maħtura għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

b. L-uffiċjali l-oħra kollha għandhom jiġu kkonfermati fil-ħatra, u jekk jinħatru għandhom iservu f'dan il-post għal minimu ta' sentejn (2), qabel ma japplikaw lateralment. Din il-kundizzjoni tal-aħħar mhijiex applikabbli għal finijiet ta' promozzjoni.

2.10 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tar-Riżorsi Umani, skont il-postijiet vakanti stabbiliti.

2.11 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

Dmirijiet

L-oġġettivi tal-post huma li jappoġġaw il-funzjonijiet kollha tal-immaniġġjar tar-Riżorsi Umani inkluż l-ippjanar tar-Riżorsi Umani, konformità ta' proċessi delegati u mmaniġġjar ta' ġestjoni tar-rekords/data/statistika aġġornati tal-impjegati li fuqhom jittieħdu d-deċiżjonijiet Strateġiċi tar-Riżorsi Umani. Dan ir-rwol huwa kumplimentari għal dak ta' People Management.

3. Id-dmirijiet għal dan il-post ta' Manager I (Riżorsi Umani) jinkludu li:

i. Jappoġġa lis-superjur fil-monitoraġġ tal-funzjonijiet delegati tal-politiki, il-programmi u l-prattiki kollha tar-riżorsi umani biex tiġi żgurata l-konformità mal-politiki ċentrali fil-ministeru kollu;

ii. Jassisti lis-superjur fit-twettiq ta' dmirijiet relatati mar-reklutaġġ, il-promozzjonijiet u l-progressjonijiet tal-impjegati kif u meta meħtieġ;

automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.9 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.10 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in the area of Human Resources, in accordance with established vacancies.

2.11 The result will be valid for a period of two (2) years from the date of publication.

Duties

The objectives of the post are to support all human resource management functions including HR Planning, compliance of delegated processes and the management of updated employees records/data/statistic upon which Strategic Human Resources Management decisions are taken. This role is complementary to that of People Management.

3. The job duties for the post of Manager I (Human Resources) include:

i. Supports the superior with the monitoring of delegated functions of all human resources policies, programmes, and practices to ensure compliance with central policies across the ministry;

ii. Assists the superior in performing duties related to the recruitment, promotions and progressions of employees as and when required;

iii. Jassisti fil-ħolqien tal-listi ta' kontroll u l-Proċeduri Operattivi Standard biex tittejjeb l-aderenza mal-proċessi, il-proċeduri u r-regolamenti biex jitnaqqsu r-riskji ta' nuqqas ta' konformità;

iv. Jikkordina u jwettaq kontrolli ta' konformità kostanti u regolari biex jiżgura li l-politiki stabbiliti jkunu qed jiġu osservati, u jsegwi l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;

v. Jassisti superjuri fl-allinjament bejn l-istrateġija tar-Riżorsi Umani u l-għanijiet tan-negozju, jikkontribwixxi għall-Analiżi tal-Ħtiġiet ta' Taħriġ u jappoġġja programmi ta' ġestjoni tat-tibdil;

vi. Jikkordina u jipparteċipa fil-ġbir ta' data relatata mar-rekords tar-Riżorsi Umani tal-Ministeru billi jutilizza s-sistemi standard tad-data korporattiva Dakar HR għad-dħul, l-inkjesta u r-rappurtar tad-data;

vii. Jikkollabara mal-kapijiet tal-Ministeru biex jiżgura l-implimentazzjoni u l-konformità sħiħa tal-istqarrijiet tal-prestazzjoni u jieħu l-azzjoni meħtieġa biex jiżgura li l-perjodi ta' żmien jiġu osservati b'mod strett;

viii. Jiffaċilita l-proċess ta' reklutaġġ tal-Ministeru inklużi l-abbozzi, l-ipproċessar u l-ħruġ ta' sejħiet għall-applikazzjonijiet, isegwi l-proċedura meħtieġa kif deskritta u ggwidata minn politiki, regolamenti prevalenti u d-Diviżjoni dwar Nies u Standards;

ix. Jappoġġa u jikkompila l-ħidma meħtieġa dwar id-data/finanzjarja meta jkun meħtieġ għal negozjati;

x. Jassisti fit-tħejjija u l-qsim tad-data, u jikkordina mal-IPS għall-induzzjoni ta' impjegati ġodda jew impjegati oħra li jeħtieġu żvilupp wara riżultati tal-evalwazzjoni tal-prestazzjoni kif ukoll jikkordina l-orjentazzjoni interministerjali kif meħtieġ;

xi. Jappoġġa l-Kultura ta' Eċċellenza filwaqt li jassigura komunikazzjoni effettiva fil-livelli kollha;

xii. Kwalunkwe kompitu ieħor lis-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xiii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

xiv. Kwalunkwe dmirijiet oħra hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

iii. Assists in creating the checklists and Standard Operating Procedures to improve adherence to processes, procedures and regulations to reduce risks of lack of compliance;

iv. Coordinates and carries out constant and regular compliance checks to ensure that established policies are being adhered to, and follow up on the timely implementation of corrective measures required;

v. Assists superior in the alignment between the HR Strategy and business goals, contributes towards the Training Needs Analysis and supports change management programmes;

vi. Coordinates and participates in the collations of data related to human resources records of the ministry by utilising the standard Dakar HR Corporate data systems for data entry, enquiry and reporting;

vii. Liaises with the heads of the ministry to ensure implementation and full compliance of performance appraisals and takes the necessary action to ensure that timeframes are strictly adhered to;

viii. Facilitates the Ministry's recruitment process including the drafts, processing and issuing of calls for applications, follows the necessary procedure as outlined and guided by prevailing policies, regulations and the People and Standards Division;

ix. Supports and prepares all the required data/financial workings in case of negotiations;

x. Assists in the preparation and sharing of data, and coordinates with IPS for the induction of new or other employees who require development following results of performance appraisals as well as coordinates the interministry orientation as necessary;

xi. Supports the Culture of Excellence whilst ensuring effective communication at all levels;

xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

xiv. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi), jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

U

iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18 (3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages;

AND

iii. in possession of a recognised Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits,

ECTS/ECVET jew ekwivalenti*) fil-Work and Human Resources Management jew Training and Development jew Public Administration jew Public Management jew Corporate Governance and Leadership jew Leadership and Organisational Behaviour jew Management and Leadership jew Strategy, Leadership and Change Management jew Industrial Relations and Workplace Learning jew Business Administration.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 180 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

iv. Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat. Kwalifika ta' Masters f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 60 krettu ECTS/ECVETS jew ekwivalenti*.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

or equivalent*) in Work and Human Resources Management or Training and Development or Public Administration or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or Business Administration.

*In the absence of documentary evidence as to the ECTS/ ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 180 ECTS/ ECVET credits. The advice of the MQRIC may be sought.

iv. Public Officers applying for this post must be confirmed in their current appointment.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVETS credits or equivalent*.

*In the absence of documentary evidence as to the ECTS/ ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st January, 2022. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) Il-perjodu ta' prova u l-intitolament għall-progressjoni (skont il-każ) jibdew jgħoddu mid-data tal-ħatra,.

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 4.1 (iii) jew 4.2.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment.

(b) Appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clause 4.1 (iii) and 4.2.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 60%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tat-Taqsima tar-Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 60%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Human Resources, Ministry for Home Affairs, National Security and Law Enforcement, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mill-Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi, 201, Triq id-Dejqa, Il-Belt Valletta. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tal-Ministeru huma (www.homeaffairs.gov.mt) u (recruitment.mhse@gov.mt).

Is-26 ta' Novembru, 2021

MINISTERU GĦALL-INTERN, IS-SIGURTÀ NAZZJONALI U L-INFURZAR TAL-LIĠI

Post ta' Senior Manager (Project Management) fil-Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi, jilqa' applikazzjonijiet għall-post ta' Senior Manager (Project Management) fil-Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Senior Manager (Project Management) huwa ta' Skala ta' Salarju 5, li fl-2021 huwa ta' €29,134 fis-sena, li jiżdied b'€640.67 fis-sena sa massimu ta' €32,978.

2.4 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.5 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz

access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Human Resources Section, Ministry for Home Affairs, National Security and Law Enforcement, 201, Triq id-Dejqa, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Ministry are (www.homeaffairs.gov.mt) and (recruitment.mhse@gov.mt).

26th November, 2021

MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT

Post of Senior Manager (Project Management) in the Ministry for Home Affairs, National Security and Law Enforcement

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Home Affairs, National Security and Law Enforcement, invites applications for the post of Senior Manager (Project Management) in the Ministry for Home Affairs, National Security and Law Enforcement.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelver (12) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Senior Manager (Project Management) is Salary Scale 5, which in year 2021 is €29,134 per annum, rising by annual increments of €640.67 up to a maximum of €32,978.

2.4 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.5 Accepting appointment in this grade signifies that any pending applications within the Public Service are

Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

2.6 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qed tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

a. Il-persuni maħtura fil-flussi Maniġerjali/ta' Uffiċjal/Prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u jekk maħtura għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

b. L-uffiċjali l-oħra kollha għandhom jiġu kkonfermati fil-ħatra, u jekk jinħatru għandhom iservu f'dan il-post għal minimu ta' sentejn (2), qabel ma japplikaw lateralment. Din il-kundizzjoni tal-aħħar mhijiex applikabbli għal finijiet ta' promozzjoni.

2.7 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-Project Management, skont il-postijiet vakanti stabbiliti.

2.8 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Senior Manager (Project Management) jinkludu li:

i. Jimmaniġġja proġetti u programmi b'mod effiċjenti u effettiv, jikkordina, jakkwista u/jew jiżviluppa briefs, kitbiet u materjal ta' pubbliċità, eċċ, relatati ma' proġetti u kampanji kif assenjat mill-Kap tad-Dipartiment, u kwalunkwe kompiti oħra relatati mal-pipeline acquis;

ii. Jagħti appoġġ, b'analiżi f'waqtha, pariri u rakkomandazzjonijiet dwar kwistjonijiet assoċjati ma' proġetti, programmi u affarijiet tal-UE fl-oqsma kollha li jaqgħu taħt il-mandat tal-Ministeru lill-maniġment superjuri filwaqt li jassisti fl-awditjar ta' dawn il-proġetti;

iii. Is-sorveljanza tal-implimentazzjoni tal-pjanijiet strateġiċi u operattivi, biex tiżgura l-kwalità, il-kwantità, il-puntwalità u riżultati kosteffettivi filwaqt li jipproponi miżuri korrettivi fejn meħtieġ fir-rigward tal-għanijiet ippjanati u r-riżultati mistennija;

automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.6 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.7 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in Project Management, in accordance with established vacancies.

2.8 The result will be valid for a period of two (2) years from date of publication.

Duties

3. The job duties for the post of Senior Manager (Project Management) include:

i. Manage projects and programmes in an efficient and effective manner, co-ordinate, acquire and/or develop briefs, write-ups and publicity material etc., related to projects and any campaigns as assigned by the Head of Department, and any other tasks relating to the pipeline acquis;

ii. Provide support on the work, with timely analysis, advice and recommendations on matters associated with projects, programmes and EU affairs in all areas falling within the Ministry's remit to senior management whilst also assisting in audits for these projects;

iii. Monitor the implementation of strategic and operational plans, to ensure quality, quantity, timeliness and cost-effective results whilst proposing corrective action in relation to planned objectives and expected results;

iv. Is-segwitu u l-iżgurar li kwalunkwe azzjonijiet, rapporti, dokumenti, memoranda ta' spjegazzjoni u noti ta' struzzjoni dwar proposti/komunikazzjonijiet/rapporti tal-UE mitluba, jittieħdu u jiġu pprovduti fl-iskadenzi stabbiliti biex tiġi żgurata l-kordinazzjoni ta' attivitajiet u prijoritajiet;

v. Għajnuna lid-Direttur kif meħtieġ biex il-Ministru u r-rappreżentazzjonijiet tal-UE f'Malta jinżammu infurmati dwar il-kwistjonijiet li jkunu qed jiġu diskussi fil-livell tal-UE u l-pożizzjonijiet li għandhom jittieħdu minn Malta, speċjalment bi tħejjija għall-Kunsill tal-Affarijiet Interni;

vi. It-twettiq ta' riċerka u jiżgura li d-dejta statistika u l-projezzjonijiet huma preċiżi u rilevanti, u li kwalunkwe xejriet identifikati fid-dejta jiġu analizzati, interpretati u rrappurtati lill-uffiċjali superjuri flimkien ma' rakkomandazzjonijiet għal azzjoni ta' rimedju meħtieġa;

vii. Jissorvelja l-implimentazzjoni ta' proġetti kemm lokalment kif ukoll iffinanzjati mill-UE (inkluż inizjattivi) u riżorsi relatati (finanzjarji, umani, tanġibbli u intanġibbli) taħt id-direzzjoni tas-superjuri bil-ħsieb li jiġu identifikati kwalunkwe irregolaritajiet, u b'hekk jiġi żgurat li l-proġetti jitwasslu skont il-baġit, u l-parametri ta' ħin u kwalità;

viii. Jirrappreżenta lid-Direttorat waqt laqgħat, kemm online kif ukoll barra mill-pajjiż, inklużi kumitati relatati mal-finanzjament tal-UE, u t-twettiq ta' kwalunkwe taħriġ meħtieġ;

ix. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

x. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanent;

xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż

iv. Follow up and ensure that any actions, reports, documents, explanatory memoranda and instruction notes on EU proposals/communications/reports requested are undertaken and provided within the deadlines set to ensure coordination of activities and priorities;

v. Assist the Director as necessary in keeping the Minister and EU representations in Malta briefed about the issues being discussed at EU level and the positions to be taken by Malta, namely in preparation for the Home Affairs Council;

vi. Conduct research and ensure that statistical data and projections are accurate and relevant, and that any identified trends in data are duly analysed, interpreted and reported to senior officers together with recommendations for remedial action required;

vii. Oversee the implementation of projects both locally and EU funded (including initiatives) and related resources (financial, human, tangible and intangibles) under the direction of superiors with a view to identifying any irregularities, and thus ensure that projects are delivered according to budget, time and quality parameters;

viii. Represent the Directorate during meetings, both online or abroad, including committees relating to EU funding, and undertake any required training;

ix. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

x. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

xi. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of

b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Rijunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża;

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management jew Management Studies jew Studji Ewropej jew Business Administration jew Accountancy jew Creativity and Innovation jew Quality Assurance Management jew Criminology jew International Relations jew Diplomatic Studies jew European Law jew European Legal Studies jew ICT jew Political Science jew Risk Management jew jew kwalifika professjonali rikonoxxuta komparrabli fil-Livell 7 tal-MQF fl-Accountancy.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-

EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. must be proficient in the Maltese and English languages;

AND

iii. in possession of a recognised Masters degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Accountancy or Creativity and Innovation or Quality Assurance Management or Criminology or International Relations or Diplomatic Studies or European Law or European Legal Studies or ICT or Political Science or Risk Management or a recognised comparable professional qualification at MQF Level 7 in Accountancy.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course

kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

U

iv. B'ħames (5) snin esperjenza maniġerjali fi Skala ta' Salarju 7 jew kwalunke esperjenza oħra maniġerjali li tista' tiġi kkunisidrata mill-Amministrazzjoni, liema esperjenza għandha tkun sostnuta kif xieraq b'evidenza rilevanti.

JEW

v. il-persuna li preċedentament kienet tagħmel dawn id-dmirijiet ta' dan ir-rwol speċifiku f'dan il-qasam fil-kapaċità ta' Assistent Direttur, f'terminu li għadu kif spiċċa immedjament qabel jew li l-pożizzjoni ġiet mibdula minn dik ta' Assistent Direttur.

vi. Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

4.2 Kwalifiki li huma ta' livell ogħla minn dak rikjest hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Barra minn hekk, dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-għoti tal-kwalifiki msemmija fil-paragrafu 4.1 (iii) jew inkella jkunu lestew b'suċċess il-krettu meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, meħuda bħala parti minn programm ta' studju ta' livell ogħla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet.

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura iridu jkunu ġabu jew ġew approvati għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra tiġi ipso facto, awtomatikament terminata.

(a) Il-perjodu ta' prova u l-intitolament għall-progressjoni (skont il-każ) jibdew jgħoddu mid-data tal-ħatra,.

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 4.1 (iii) jew 4.2.

content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

AND

iv. With five (5) years management experience in Salary Scale 7 or any other management experience that may be considered by the Administration, which experience must be duly sustained with relevant evidence.

OR

v. the incumbent who previously performed the duties of this specific role within this area in the capacity of Assistant Director, in the term which ended immediately prior to suppression of this Assistant directorship.

vi. Public Officers applying for this post must be confirmed in their current appointment.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the qualifications as indicated in paragraph 4.1 (iii) will still be considered, provided that they submit evidence that they have obtained the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must have obtianed or be approved for the award of such qualification by the 31st January, 2022. If the stipulated deadline for the attainment of such qualification is not met, the appointment will be, ipso facto, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment.

(b) Appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualifications referred to in clauses 4.1 (iii) or 4.2.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5 hawn fuq, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tat-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta skont kif applikabbli, li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa żewġ (2) ġranet tax-xogħol wara d-data tal-għeluq jew sa żewġ (2) ġranet tax-xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Human Resources Section, Ministry for Home Affairs, National Security and Law Enforcement through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.

gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mit-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi, 201, Triq id-Dejqa, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tal-Ministeru huma (www.homeaffairs.gov.mt) u (recruitment.mhse@gov.mt).

Is-26 ta' Novembru, 2021

MINISTERU GĦALL-EDUKAZZJONI

Post ta' Learning Support Educators fil-Ministeru għall-Edukazzjoni

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

Il-Ministeru għall-Edukazzjoni (MFED) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MFED jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Taħriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni (MFED), jilqa' applikazzjonijiet għall-post ta' Learning Support Educators fil-Ministeru għall-Edukazzjoni.

Termini u Kundizzjonijiet

2.1. Din il-ħatra hija suġġetta għal perijodu ta' prova ta' tnax-il (12) xahar għal Learning Support Educator III u għal perijodu ta' prova ta' sitt (6) xhur għal Learning Support Educator II u I.

2.2. Is-salarju għal post ta' Learning Support Educator III għal dawk l-applikanti li jidħlu fil-grad bir-rekwiżiti tal-eleġibbiltá ta' paragrafu 4.1 (iii) huwa ta' Skala ta' Salarju 10, li fl-2021 huwa ta' €21,267 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €23,713.

2.3. Persuna fil-grad ta' Learning Support Educator III titla' fi Skala ta' Salarju 9, li fl-2021 huwa (€22,633 x €447.33 - €25,317) wara ħames (5) snin servizz fil-grad ta' LSE III fi Skala ta' Salarju 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4. Is-salarju għal post ta' Learning Support Educator II, għal dawk l-applikanti li jidħlu fil-grad bir-rekwiżiti tal-eleġibbiltà ta' paragrafu 4.1 (iv) huwa ta' Skala ta' Salarju 12,

gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Human Resources Section, Ministry for Home Affairs, National Security and Law Enforcement, 201, Triq id-Dejqa, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Ministry are (www.homeaffairs.gov.mt) and (recruitment.mhse@gov.mt).

26th November, 2021

MINISTRY FOR EDUCATION

Post of Learning Support Educators in the Ministry for Education

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education (MFED) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MFED adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education (MFED) invites applications for the post of Learning Support Educators in the Ministry for Education.

Terms and Conditions

2.1. This appointment is subject to a probationary period of twelve (12) months for Learning Support Educator III and for Learning Support Educator II and I, a probationary period of six (6) months.

2.2. The salary for the post of Learning Support Educator III, for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) is Salary Scale 10, which in 2021 is equivalent to, €21,267 per annum, rising by annual increments of €407.67 up to a maximum of €23,713.

2.3. A Learning Support Educator III, will progress to Scale 9, which in 2021 is (€22,633 x €447.33 - €25,317) on completion of five (5) years service in the grade of LSE III in Salary Scale 10, subject to satisfactory performance.

2.4. The salary for the post of Learning Support Educator II, for those applicants entering into the grade under the eligibility provisions of paragraphs 4.1 (iv) is Salary Scale

li fl-2021 huwa ta' €18,724 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €20,848.

2.5. Persuna fil-grad ta' Learning Support Educator II titla' fi Skala ta' Salarju 10, li fl-2021 huwa (€21,267 x €407.67 - €23,713) wara ħames (5) snin servizz fil-grad ta' LSE II fi Skala ta' Salarju 12, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6. Is-salarju għal post ta' Learning Support Educator I, għal dawk l-applikanti li jidħlu fil-grad bir-rekwiżiti tal-eleġibbiltà ta' paragrafu 4.1 (v) huwa ta' Skala ta' Salarju 15, li fl-2021 huwa ta' €15,263 fis-sena, li jiżdied b'€298.00 fis-sena sa massimu ta' €17,051.

2.7. Persuna fil-grad ta' Learning Support Educator I titla' fi Skala ta' Salarju 14, li fl-2021 huwa (€16,361 x €316.83 - €18,262) wara ħames (5) snin servizz fil-grad ta' LSE I fi Skala ta' Salarju 15, jekk tkun qdiet dmirha b'mod sodisfaċenti, u terġa' titla' fi Skala ta' Salarju 13, li fl-2021 huwa (€17,522 x €335.50 - €19,535) wara ħames (5) snin oħra ta' servizz fil-grad ta' LSE I fi Skala ta' Salarju 14, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.8. Barra minn hekk, persuna fil-grad ta' Learning Support Educator I, li tieħdu l-inizjattiva u ttemm b'suċċess kwalifika sħiħa (Diploma) f'Livell 5 tal-MQF hekk kif imsemmi f'paragrafu 4.1 (iv), tiġi awtomatikament promossa fil-grad ta' Learning Support Educator II fi Skala ta' Salarju 12.

2.9. Barra minn hekk, persuna fil-grad ta' Learning Support Educator I jew II, li tieħdu l-inizjattiva u ttemm b'suċċess kwalifika sħiħa (Degree) f'Livell 6 tal-MQF hekk kif msemmi f'paragrafu 4.1 (iii), tiġi awtomatikament promossa fil-grad ta' Learning Support Educator III fi Skala ta' Salarju 10. F'tali każijiet, is-snin ta' servizz bħala Learning Support Educator II għandhom ikunu meqjusa għall-progressjoni fuq bażi ta' 4:1 (kull erba' (4) snin fil-grad ta' Learning Support Educator II għandhom jirriżultaw fi tnaqqis ta' sena (1) għall-progress fl-Iskala tas-Salarju 9).

2.10. L-Iskala tas-Salarji għall-gradi kollha msemmija hawn fuq (2.2 sa 2.9) huma supplimentati bil-Class Allowance rispettiv annwali flimkien mal-Work Resources Fund rispettiv annwali skont il-grad u l-iskala tas-salarju u huma suġġetti għal żidiet fis-sena kif stipulat fil-ftehim bejn il-Gvern ta' Malta u l-Malta Union of Teacher (MUT) iffirmat fil-21 ta' Diċembru, 2017.

2.11. Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

2.12. L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz

12, which in 2021 is equivalent to €18,724 per annum, rising by annual increments of €354 up to a maximum of €20,848.

2.5. A Learning Support Educator II will progress to Scale 10, which in 2021 is (€21,267 x €407.67 - €23,713) on completion of five (5) years service in the grade of LSE II in Salary Scale 12, subject to satisfactory performance.

2.6. The salary for the post of a Learning Support Educator I, for those applicants entering into the grade under the eligibility provisions of paragraphs 4.1 (v) is Salary Scale 15, which in 2021 is equivalent to, €15,263 per annum, rising by annual increments of €298.00 up to a maximum of €17,051.

2.7. A Learning Support Educator I will progress to Scale 14, which in 2021 is (€16,361 x €316.83 - €18,262) on completion of five (5) years service in the grade of LSE I in Salary Scale 15, subject to satisfactory performance, and to further progress to Scale 13, which in 2021 is (€17,522 x €335.50 - €19,535) on completion of another five (5) years service in the grade of LSE I in Salary Scale 14, subject to satisfactory performance.

2.8. Furthermore, a Learning Support Educator I, who takes the initiative and successfully completes a full qualification (Diploma) at MQF Level 5 as indicated in paragraph 4.1 (iv), will automatically be promoted into the grade of Learning Support Educator II in Salary Scale 12.

2.9. Furthermore, a Learning Support Educator I or II, who takes the initiative and successfully completes a full qualification (Degree) at MQF Level 6 as indicated in paragraph 4.1 (iii), will automatically be promoted into the grade of Learning Support Educator III in Salary Scale 10. In such instances, the years of service as a Learning Support Educator II shall be reckonable for progression on a 4:1 basis (every four (4) years in the grade of Learning Support Educator II shall result in a deduction of one (1) year for progression into Salary Scale 9).

2.10. All Salary Scales for all grades mentioned above (2.2 to 2.9) are supplemented by the respective annual Class Allowance together with the respective annual Works Resource Fund according to the grade and salary scale and are subject to yearly increments as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) of the 21st December, 2017.

2.11. Lateral applications in the same grade from public officers are not allowed.

2.12. Accepting appointment in this grade signifies that any pending applications within the Public Service

Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

Dmirijiet

3. Persuna fil-grad ta' Learning Support Educator hija mistennija li twettaq dmirijiet li jippermettu li l-appoġġ ikollu aċċess għat-tagħlim u valutazzjoni mal-istudenti kollha fil-klassi, jew ma' studenti b'dikjarazzjoni ta' bżonnijiet jew ma' studenti fiċ-Ċentri tar-Riżorsi. Dawn id-dmirijiet jinkludu:

a) Tassisti t-tagħlim u l-proċess tat-tagħlim immexxi mill-Għalliema, li tippromovi l-indipendenza u t-twettiq tal-istudenti kollha, b'dikjarazzjoni tal-bżonnijiet rikonoxxuta jew le, f'kull esperjenzi u kuntesti ta' tagħlim f'kull ċiklu (Early, Junior, Secondary and Upper Secondary Years) fi ħdan il-vjaġġ edukattiv;

b) Tikkollabora mill-qrib u tkun iggwidata mill-Għalliema, u professjonisti oħra li jistgħu jkunu qed jappoġġjaw dan l-isforz fi jew lil hinn mill-klassi, taħt it-tmexxija tas-Senior Management Team (SMT) tal-iskola;

c) Tinvolvi ruħha fl-iżvilupp ta' komunità ta' Edukaturi Professjonali, inkluż permezz tal-Ippjanar tal-Iżvilupp tal-Iskola.

Għajnuna fit-tagħlim

a) Tgħin u taħdem id f'id mal-għalliema tal-klassi u ma' kollegi oħra. Taħt il-gwida tal-għalliema tal-klassi, tassisti fl-edukazzjoni tal-istudenti kollha tal-klassi u, b'mod partikulari, ta' studenti bi bżonnijiet edukattivi individwali biex jiġu pprovduti l-ħtiġiet kurrikulari u ta' tagħlim ta' studenti individwali;

b) Tipparteċipa bis-sħiħ fis-sessjonijiet tal-Making Action Plans (MAPs);

c) Flimkien mal-għalliema tal-klassi, tiżviluppa u twettaq il-programm individwali edukattiv (IEP) billi taddatta l-pjanijiet tal-lezzjoni u r-riżorsi;

d) Tattendi laqgħat tal-IEP u tal-Individual Transition Plan (ITP);

e) Tirrevedi l-IEPs, inkluż li tirrekordja u li tirrapporta dwar il-progress tal-implimentazzjoni ta' dawn l-IEPs fuq bażi regolari;

f) Tagħti appoġġ lill-għalliema tal-klassi biex jiġi ppreparat u miktub id-dokument tal-IEP għal kull student fil-klassi li għandu statement;

are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

Duties

3. A Learning Support Educator is expected to perform duties which enable support to access learning and assessment with all learners in a class, or learners with a statement of needs, or learners in Resource Centres. These duties include:

a) Assisting the teaching and learning process led by the Teacher, promoting independence and fulfilment of all learners, with or without a recognised statement of needs, in all learning experiences and contexts at all cycles (Early, Junior, Secondary and Upper Secondary Years) within the educational journey;

b) Collaborating closely and be guided by the Teacher, and other professionals who may be supporting this endeavour within or beyond the classroom, under the leadership of the school's Senior Management Team (SMT);

c) Engaging in the development of a Community of Professional Educators, including through School Development Planning.

Learning Support

a) Supporting and collaborating with the class teacher and other colleagues. Under the guidance of the class teacher, assisting in the education of all pupils in class, in particular pupils with special educational needs so that their individual curricular entitlement is ensured and their learning needs are catered for;

b) Participating fully in Making Action Plans sessions (MAPs);

c) Together with the class teacher, developing and implementing an Individual Educational Programme (IEP) by adapting the lesson plans and resources;

d) Attending IEP and Individual Transition Plan (ITP) meetings;

e) Reviewing IEPs, including recording and reporting progress of such IEP implementation on a regular basis;

f) Supporting the class teacher to prepare and write the IEP document of every student with a statement in class;

g) Tgħin fit-tħejjija ta' materjal edukattiv u tieħu sehem attiv fl-oqsma kollha tal-proċess ta' tagħlim u l-proċess edukattiv fil-klassi taħt id-direzzjoni tal-għalliema fil-klassi;

h) Flimkien mal-għalliema tal-klassi, tieħu sehem fl-osservazzjoni, fl-assessjar u l-proċess tad-dokumentazzjoni tal-ħidma u tal-imġiba tal-istudenti inklużi;

i) Tipparteċipa fi programmi tranżittivi, rispettivi tal-individwu, biex tiffaċilita l-mixja ta' studenti individwali minn livell edukattiv għal ieħor, minn skola għal oħra, u mill-iskola għall-post tax-xogħol, billi tagħti informazzjoni u dokumentazzjoni rilevanti lil kollegi oħra kkonċernati, ħalli ssir tranżizzjoni xierqa għall-istudent;

j) Tippromovi komunità inklussiva ta' studenti, f'kollaborazzjoni mal-Kap tad-Dipartiment tal-Inklużjoni, speċjalisti, resource workers, għalliema, ġenituri, studenti u stakeholders oħra, fejn l-istudenti kollha jgawdu valur u rispett. Dan jinkludi xogħol kollaborattiv fl-iskola u ma' aġenziji oħra, bħaċ-Child Development Assessment Unit (CDAU), Ċentri ta' Riżorsi, NGOs u ambjenti terapewtiċi u edukattivi oħra;

k) Tipparteċipa f'sessjonijiet ta' hydrotherapy, multi-sensory, sensory integration u oħrajn fl-iskejjel, Ċentri ta' Riżorsi jew ċentri oħra fejn jingħataw dawn is-servizzi, biex jiġi assigurat l-aċċess għad-drittijiet edukattivi u personali tal-istudenti;

l) Tippromovi f'kull ħin, l-għanijiet, l-ethos u l-policies tal-iskola, il-kulleġġ jew iċ-ċentru ta' riżorsi fejn tkun qed taħdem u tagħti kontribut attiv bħala membru tal-istaff;

m) Tassisti fil-preparazzjoni, fid-disseminazzjoni u fl-użu tar-riżorsi tat-tagħlim u tassigura li dawn jinżammu dejjem aġġornati fil-klassi, fl-iskola, u fiċ-Ċentri ta' Riżorsi;

n) Tagħti appoġġ lill-istudent/i waqt attivitajiet barra mill-iskola li jinkludu esperjenzi fil-komunità, fuq il-postijiet tax-xogħol u f'istituzzjonijiet ta' edukazzjoni avvanzata u ogħla;

o) Tħajjar parteċipazzjoni fi proġetti tal-UE u proġetti oħra skont il-pjan ta' żvilupp tal-iskola u kif miftiehem mas-Senior Management Team tal-iskola.

Għajnuna Personali

Tagħti għajnuna lill-istudenti bi bżonnijiet edukattivi individwali fil-kura u l-indafa personali tagħhom. Din l-għajnuna tinkludi:

a) Il-qadi ta' bżonnijiet personali – tindif u ħasil li jinkludi d-dmir li takkumpanja l-istudent sat-toilet; li tgħin

g) Assisting in the preparation of educational materials and playing an active part in all the components of the instructional and educational process in class under the direction of the class teacher;

h) In collaboration with the class teacher, participating in the observation, assessment and documentation process of the performance and behaviour of included learners;

i) Participating in the respective individual transition programmes to assist students as they move from one educational level to another, from school to school, and from school to work, handing over to other involved colleagues, all relevant information and documents so as to ensure a smooth transition for the student;

j) Promoting an inclusive community of learners, in collaboration with Head of Departments (Inclusion), specialists, resource workers, teachers, parents, students and other stakeholders, where all students are valued and respected. This includes collaborative work in school and with other agencies, such as the Child Development Assessment Unit (CDAU), Resource Centres, NGOs and other educational and therapeutic environments;

k) Participating in hydrotherapy, multi-sensory, sensory integration and other sessions, in schools, Resource Centres or other centres where such services are available, so as to ensure access to educational and personal entitlements of students;

l) Promoting at all times the aims, ethos and policies of the school, college or resource centre deployed in, and actively working as a member of the staff team;

m) Assisting in the preparation, dissemination and use of teaching resources ensuring their upkeep in class, school and Resource Centres;

n) Supporting student/s during activities held outside the school premises including experiences in the community, work places and other further and higher educational institutions;

o) Encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team.

Personal Support

Supporting pupils with individual educational needs in their personal care and hygiene needs. This includes:

a) Toileting – cleaning and washing, including accompanying the child to the toilet; undressing and

lill-istudent jinża' u jilbes; li tnaddaf, taħsel u tagħti shower u li tbiddel s-sanitary towels u l-incontinence pads (ħrieqi);

b) Tieħu ħsieb il-ħtiġiet li għandhom x'jaqsmu maċ-ċaqliq tal-istudenti, fejn u l-mod kif ipoġġu bilqiegħda, inkluż id-dmir li terfa' l-istudenti u tmexxihom fil-wheelchair kif ikun meħtieġ, skont ir-regolamenti tal-Att dwar is-Saħħa u s-Sigurtà u skont il-linji gwida internazzjonali. Dawn il-linji gwida huma:

i) irfigħ sa 27 kilogramm isir minn Learning Support Educator wieħed/waħda; irfigħ minn 28 sa 54 kilogramm (inklużi), isir minn żewġ persuni; 'il fuq minn 54 kilogramm għandu jsir permezz ta' lift mekkaniku,

ii) imbuttar ta' wheelchair sa 45 kilogramm isir darba kultant; sa 28 kilogramm isir ta' spiss; u sa 9 kilogrammi jsir skont il-ħtieġa;

c) Tiżgura li studenti individwali f'kull ħin jakkwistaw l-ogħla benefiċċju edukattiv u jkollhom l-aħjar sigurtà billi tagħti għajnuna waqt l-edukazzjoni fiżika, il-logħob, il-ħarġiet edukattivi u s-sessjonjiet ta' terapija, kif ukoll billi titma' lill-istudent, fil-brejk ta' filgħodu, fil-brejk ta' nofsinhar u f'ħinijiet oħra skont il-ħtieġa.

Dmirijiet waqt it-Trasport

Mingħajr preġudizzju għall-obligazzjonijiet tas-sid u x-xufier tal-vettura konċernata rigward is-sigurtà tal-passiġġieri u l-osservanza totali tal-liġi u r-regolamenti relatati mat-trasport, il-Learning Support Educator tista' tintalab biex taqdi dmirijet relatati mat-trasport ta' studenti bi bżonnijiet edukattivi individwali, kif ikunu mfissra fl-istatement uffiċjali, jew skont kif ikun indikat mill-Kap tal-Iskola jew awtorità kompetenti oħra. F'dan il-każ, il-Learning Support Educator għandha:

a) Tgħin lill-istudenti jitilgħu u jinżlu minn vettura u, f'każijiet ta' studenti li huma f'wheelchair/buggy, tlibbsilhom iċ-ċineg ta' sigurtà fuq l-istess wheelchair/buggy u ċ-ċineg ta' sigurtà fuq l-istudent/i biex tassigura sigurtà waqt it-trasport;

b) Tieħu ħsieb u tindokra l-istudenti fil-vjaġġ minn u lejn l-iskola kif meħtieġ waqt il-ħinijiet normali tal-iskola. Meta tissorvelja u tindokra lill-istudenti barra mill-ħin tal-iskola, il-Learning Support Educator titħallas bir-rata stabbilità.

Dmirijiet Oħrajn

a) Twettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

b) Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

dressing; cleaning, washing and showering; and changing of sanitary towels and incontinence pads;

b) Seeing to the mobility, posture and seating needs, including lifting pupils and pushing pupils in wheelchairs according to Health and Safety Regulations issued under the Health and Safety Authority Act taking into consideration international guidelines. The present guidelines shall be:

i) lifting up to 27 kilograms shall be undertaken by one Learning Support Educator; lifting between 28 and 54 kilograms (both inclusive) shall be undertaken by 2 persons; beyond 54 kilograms, a mechanical lift is to be used,

ii) pushing wheelchairs: up to 45 kilograms occasionally; up to 28 kilograms frequently; and up to 9 kilograms as necessary;

c) Ensuring the maximum educational benefit and safety for individual pupils at all times by providing them with assistance during physical education, games, excursions and therapy sessions, as well as normal feeding during mid-morning and mid-day breaks and at other times as required.

Transport related Duties

Without prejudice to the obligations of the owner and driver of the vehicle concerned regarding the safety of passengers and the full observance of the law and regulations related to transport matters, a Learning Support Educator may be required to carry out transport- related duties, with student with individual educational needs, should the requirement be indicated by the official statement or by the Head of School or other competent authorities. In such cases, the Learning Support Educator shall:

a) Assist in the boarding and un-boarding of pupils on and off the transport vehicle and, in the case of students who are wheelchair/buggy users, put on the restraints on the wheelchair/buggy and also put on the passenger restraint on the students to ensure safety during transportation;

b) Carry out transport supervision duties to and from school when the transport of pupils during normal school hours is necessary. Supervision duties carried out outside school hours shall be remunerated at the established rates.

Others

a) Undertaking any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

b) Undertaking any other tasks, which the superior may delegate to him/her, as may be required; and

c) Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Il-persuna magħżula tkun mistennija li ttemm b'suċċess kors ta' induzzjoni. Barra minn hekk, tkun mistennija li tipparteċipa f'korsijiet għall-iżvilupp professjonali, tkompli f'opportunitajiet ta' Żvilupp Professjonali (CPD) u programmi ta' taħriġ waqt is-servizz (in-service) kif jixraq għar-rwol u l-funzjonijiet tagħha, kif indikat mill-awtoritàjiet edukattivi. Il-persuna għandha tadotta u taħdem lejn l-implimentazzjoni tal-pjan ta' żvilupp tal-iskola partikolari fejn tkun qed tagħti servizz.

Kandidat magħżul għandu jipparteċipa fl-attivitajiet tal-iskola biss meta l-istudent/i li jkunu taħt il-ħarsien tiegħu jkunu qed jieħdu sehem attiv.

Il-persuna magħżula hi mistennija li tagħti servizz skont il-ħtiġiet tal-bżonnijiet ta' kull student fl-iskejjel fi ħdan il-kulleġġ jew ċentri, jew f'ċentri tar-riżorsi/tagħlim skont id-direzzjoni tal-Prinċipal tal-Kulleġġ/Kap tal-College Network u/jew Kap tal-Iskola u/jew Assistent Kap tal-Iskola, u/jew Kap tad-Dipartiment għall-Inklużjoni u kwalunkwe SMT relatat ieħor.

Il-persuna magħżula tkun mistennija li tipprovdi servizz f'aktar minn skola waħda/ċentru u tista' tintbagħat taqdi dmirijiet minn skola għal oħra skont il-qasam ta' speċjalizzazzjoni tagħha skont kif ikun meħtieġ mill-awtoritàjiet edukattivi. Il-persuna magħżula tista' tintbagħat taqdi dmirijiet f'Malta u/jew f'Għawdex skont l-eżiġenzi tas-Servizz Pubbliku ta' Malta u tal-MFED b'mod partikolari.

Rekwiżiti tal-Eliġibbiltà

4.1. Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin f kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma'

c) Any other duties as directed by the Principal Permanent Secretary.

A selected candidate shall be expected to successfully complete an induction course. Furthermore, s/he shall be required to participate in professional development courses, Continuing Professional Development (CPD) opportunities and in-service training programmes as appropriate to his/her role and functions as indicated by the education authorities. S/he shall adopt and work towards the implementation of the school development plan of the particular school/centre s/he is giving service in.

A selected candidate shall participate in school activities only when the learner/s they support are taking an active role.

A selected candidate shall be required to work according to the needs of all learners in the schools within the College or in centres or resource/learning centres as directed by the College Principal/Head of College Network, and/or Head of School, and/or Assistant Head of School, and/or Head of Department Inclusion and any other related SMT.

A selected candidate may be required to provide service in more than one school/centre and may be deployed according to his/her area of specialisation as deemed necessary by the education authorities. A selected candidate may be deployed in Malta and/or Gozo according to the exigencies of the Malta Public Service and in particular the MFED.

Eligibility Requirements

4.1. By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matter of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty

persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta› residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati f ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw fil-lingwa Maltija u fil-lingwa Ingliża; u

iii. fil-pussess ta' kwalifika rikonoxxuta sħiħa (Degree) f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fl-Inclusive Education jew kwalifika komparabbli;

iv. Jekk ma jkunx hemm applikazzjonijiet minn kandidati eliġibbli skont paragarafu 4.1 (iii) u/jew ma jkunx hemm biżżejjed kandidati li kkwalifikaw, l-eleġibbiltà tiġi estiża għal dawk l-applikanti li jkollhom fil-pussess tagħhom kwalifika rikonoxxuta sħiħa (Diploma) f'Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fl-Inclusive Education jew kwalifika komparabbli;

v. Jekk ma jkunx hemm applikazzjonijiet minn kandidati eliġibbli skont paragarafu 4.1 (iv) u/jew ma jkunx hemm biżżejjed kandidati li kkwalifikaw, l-eleġibbiltà tiġi estiża għal dawk l-applikanti li jkollhom fil-pussess tagħhom kwalifika rikonoxxuta sħiħa (Certificate) f'Livell 5 tal-MQF (suġġett għal minimu ta' 30 krettu ECTS/ECVET, jew ekwivalenti*) fl-Inclusive Education jew kwalifika komparabbli.

provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit unde regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Norther Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages; and

iii. in possession of a recognised full qualification (Degree) at MQF Level 6 or higher (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Inclusive Education or a comparable qualification;

iv. in the absence of applications from eligible candidates according to paragraph 4.1 (iii) and/or in the absence of successful candidates, eligibility shall be extended to applicants in possession of a recognised full qualification (Diploma) at MQF Level (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Inclusive Education or a comparable qualification;

v. in the absence of applications from eligible candidates according to paragraph 4.1 (iv) and/or in the absence of successful candidates, eligibility shall be extended to applicants in possession of a recognised full qualification (Certificate) at MQF Level (subject to a minimum of 30 ECTS/ECVET credits, or equivalent*) in Inclusive Education or a comparable qualification.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 30/60/180 krettu ECTS/ECVET (skont kif applikabbli). Jista' jintalab il-parir tal-MQRIC.

Dawk li huma diġà impjegati mal-iskejjel tal-Istat bħala LSE I jew LSE II u jixtiequ jipprogressaw għal grad ogħla, għandhom isegwu l-istruzzjonijiet mill-ħoloq li ġejjin:

LSEII

(https://education.gov.mt/en/resources/Documents/Application%20Forms/Application%20for%20Promotion%20to%20LSE%20II.pdf); jew

LSE III

(https://education.gov.mt/en/resources/Documents/Application%20Forms/Application%20for%20Promotion%20to%20LSE%20III.pdf).

LSE Supplimentari jridu japplikaw għal din is-sejħa biex jilħqu grad ta' LSE.

vi. Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

4.2. (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat. Kwalifika ta' Masters f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 60 krettu ECTS/ECVETS jew ekwivalenti*.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 30/60/180 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

Those already employed with state schools as an LSE I or LSE II and wish to progress to a higher grade are to follow instruction from the following links:

LSE II

(https://education.gov.mt/en/resources/Documents/Application%20Forms/Application%20for%20Promotion%20to%20LSE%20II.pdf); or

LSE III

(https://education.gov.mt/en/resources/Documents/Application%20Forms/Application%20for%20Promotion%20to%20LSE%20III.pdf).

Supply LSE are to apply through this call to progress to an LSE grade.

vi. Public Officers applying for this post must be confirmed in their current appointment.

4.2. (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVETS credits or equivalent*.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits The advice of the MQRIC may be sought.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call f applications.

4.3. Barra min hekk, skont il-ftehim settorali tal-edukazzjoni ffirmat mill-Gvern u mill-Għaqda tal-Għalliema ta' Malta (MUT) fil-21 ta Diċembru, 2017, il-kriteriji tal-eliġibbiltà msemmija fil-partagrafi 4.1 (i) sa (v) hawn fuq, jieħdu f'kunsiderazzjoni s-snin kollha preċedenti ta' servizz sodisfaċenti fil-grad rilevanti u l-kwalifiki akkumulati mill-applikanti. B'hekk, servizz fi rwoli ogħla jew ekwivalenti sal-ħin u d-data ta' din is-sejħa għall-applikazzjonijiet, li jista' jinkludi rwoli mhux regolati minn dan l-istess ftehim, ma jeskludix kandidati potenzjali milli japplikaw u jiksbu l-eliġibbiltà għal gradi ekwivalenti u/jew gradi anqas.

4.4. Uffiċjali Pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deċiżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħ il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

Kwalunkwe kriterju ieħor ta' eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa għall-applikazzjonijiet.

4.5. Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-Klassi/Stream tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-bażi tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieġ minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala Uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodisfaw is-snin meħtieġa ta' 'servizz fil-grad' kif stipulat fis-sejħiet għall-applikazzjonijiet.

Kwalunke rekwiżit ieħor ta' eliġibbiltà għall-post/pożizzjoni għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.6. L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Serviz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.3. Furthermore, as per the education sectoral agreement signed by the Government and the Malta Union of Teachers (MUT) o 21st December, 2017, the eligibility criteria mentioned in paragraphs 4.1 (i) to (v) above, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants. As such, service in higher or equivalent roles by the closing time and date of the call for applications, which may include roles not regulated by the same agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades.

4.4. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievance Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.5. Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of 'service in the grade' as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications

4.6. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.7. Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.6 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.8. L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżulta ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandida jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.9. L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal tal-Edukazzjoni (https://edurecruitment.gov.mt).

5.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1. L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 800 u l-marka li persuna trid iġġib biex tgħaddi hija 400.

6.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.6, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1. L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni permezz tal-Online Recruitment Portal tal-Edukazzjoni **biss** (https://edurecruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-

4.7. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.6 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.8. Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.9. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualification from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

5.1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (https://edurecruitment.gov.mt).

5.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1. Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 800 and the pass mark is 400.

6.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.6, have proven relevant work experience.

Submission of Applications

7.1. Applications are to be submitted, for the attention of the Ministry for Education through the Online Education Recruitment Portal **only** (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant).

kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal.

Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 9 ta' Diċembru, 2022. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

Se jsiru tliet (3) proċessi tal-għażla. Il-proċess tal-għażla jikkunsidra applikazzjonijiet li jaslu sal-5.15 p.m. (Ħin Ċentrali Ewropew) ta' dawn id-data msemmija hawn taħt:

Data tal-ftuħ: l-Erbgħa, 15 ta' Diċembru, 2021; u data tal-għeluq: il-Ġimgħa, 4 ta' Marzu, 2022

Data tal-ftuħ: il-Ġimgħa, 4 ta' Marzu, 2022; u data tal-għeluq: il-Ġimgħa, 10 ta' Ġunju, 2022

Data tal-ftuħ: il-Ġimgħa, 10 ta' Ġunju, 2022; u data tal-għeluq: il-Ġimgħa, 30 ta' Settembru, 2022

Data tal-ftuħ: il-Ġimgħa, 30 ta' Settembru, 2022; u data tal-għeluq: il-Ġimgħa, 9 ta' Diċembru, 2022

7.2. Minħabba l-eżiġenzi tas-Servizz Pubbliku, il-proċess tal-għażla għall-ewwel jikkonsidra applikazzjonijiet li jkunu waslu sal-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar l-Erbgħa, 15 ta' Diċembru, 2021. Dawk l-applikanti magħżula jitqiegħdu f'lista ta' ordni tal-mertu li tibqa' valida għal sentejn (2) mid-data tal-pubblikazzjoni jew sakemm il-lista tar-riżultat tkun eżawrita, liema waħda minn dawn tkun l-ewwel.

7.3. Madankollu, jekk l-ordni tal-mertu tiġi eżawrita u jibqgħu vakanzi, applikanti oħra jistgħu jiġu assessjati mingħajr il-ħruġ ta' sejħa ġdida għall-applikazzjonijiet, sakemm ikunu ssottomettew l-applikazzjoni sal-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 9 ta' Diċembru, 2022. Tiġi ppubblikata lista ta' ordni tal-mertu għal kull proċess tal-għażla. Kull lista ta' ordni tal-mertu li tiġi ppubblikata tibqa' valida għal sena (1) mid-data tal-pubblikazzjoni.

7.4. Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottemettu l-applikazzjoni tagħhom.

7.5. Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal.

The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 9th December, 2022. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

The applications received for the above specified date will be grouped in (three) 3 selection processes. The selection process will consider applications received by 5.15 p.m. (Central European Time) of the following dates:

Opening date: Wednesday, 15th December, 2021; and closing date: Friday, 4th March, 2022

Opening date: Friday, 4th March, 2022; and closing date: Friday, 10th June, 2022

Opening date: Friday, 10th June, 2022; and closing date: Friday, 30th September, 2022

Opening date: Friday, 30th September, 2022; and closing date: Friday, 9th December, 2022

7.2. Due to the exigencies of the Public Service, the selection process will initially consider applications received by 5.15 p.m. (Central European Time) of Wednesday, 15th December, 2021. Successful candidates will be placed in an order of merit list which will remain valid for two (2) years from the date of publication or until the result list is exhausted, whichever is the earliest.

7.3. However, should the order of merit list be exhausted and vacancies remain, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by 5.15 p.m. (Central European Time) of Friday, 9th December, 2022. An order of merit for each selection exercise will be published. Each order of merit list published will remain valid for one (1) year from date of publication.

7.4. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.5. Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.6. L-applikanti jingħataw sa jumejn xogħol wara d-data tal-għeluq jew sa jumejn xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf).

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-26 ta' Novembru, 2021

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD, L-IKEL U D-DRITTIJIET TAL-ANNIMALI

Pożizzjoni ta' Manager fl-Aġenzija tal-Pagamenti Agrikoli u Rurali fil-Ministeru għall-Agrikoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet għall-pożizzjoni ta' Manager fl-Aġenzija tal-Pagamenti Agrikoli u Rurali fil-Ministeru għall-Agrikoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali. Il-pożizzjoni tista' tkun kofinanzjata mill-Fond Agrikolu Ewropew għall-Iżvilupp Rurali 2014-2020

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Manager fl-Aġenzija tal-Pagamenti Agrikoli u Rurali, li jista' jiġi mġedded għal perjodi oħra.

7.6. Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf).

These general provisions are to be regarded as an integral part of this call for applications.

26th November, 2021

MINISTRY FOR AGRICULTURE, FISHERIES, FOOD AND ANIMAL RIGHTS

Position of Manager at the Agricultural and Rural Paying Agency in the Ministry for Agriculture, Fisheries, Food and Animal Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries, Food and Animal Rights, invites applications for the position of Manager at the Agricultural and Rural Paying Agency in the Ministry for Agriculture, Fisheries, Food and Animal Rights. This position may be co-financed by the European Agricultural Fund for Rural Development 2014-2020

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Manager at the Agricultural and Rural Paying Agency, which may be renewed for further periods.

2.2 Il-pożizzjoni ta' Manager hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.3 Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss jew tkomplija ta' biċċa xogħol speċifika, il-pożizzjoni ta' Manager taqa' taħt Regolament 7 (4) tal-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Uffiċjal li jkollu pożizzjoni ta' natura definita (jiġifieri b'raġuni oġġettiva), li jinsab fl-aħħar erba' (4) xhur tat-terminu definit tiegħu, jista' japplika lateralment, anke jekk il-pożizzjoni reklamata għandha l-istess speċjalizzazzjoni li huwa għandu bħalissa.

2.5 L-aċċettazzjoni ta' ħatra f'din il-pożizzjoni tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju marbut mal-pożizzjoni ta' Manager huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 7 (ekwivalenti għal €28,311.83 fl-2021), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

3.2 Persuna magħżula tkun intitolata wkoll għal:

i) Performance bonus sa massimu ta' 10% tas-salarju bażiku tagħha. Ir-rata attwali tiġi stabbilita b'diskrezzjoni tas-Segretarju Permanenti (MAFA);

ii) Disturbance allowance (minflok overtime) ta' 15% tas-salarju rispettiv li tista', f'ċirkostanzi eċċezjonali u għall-perjodi speċifiċi kif awtorizzat mis-Segretarju Permanenti rispettiv, tiżdied għal 25%. Din id-disturbance allowance ma tithallasx jekk l-uffiċjali jkunu qed jaħdmu fuq reduced hours jew kwalunkwe arranġament ta' telework; u

iii) Pro-rata responsibility allowance, stabbilita għal 25% tal-iskala tas-salarju rispettiv.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Manager jinkludu li:

i. Jappoġġja l-operat tal-Aġenzija bi prestazzjoni ta' livell għoli skont kif assenjat f'waħda mill-funzjonijiet

2.2 The position of Manager is subject to a probationary period of twelve (12) months.

2.3 Since this position is time barred or linked to the completion of a specific task, the position of Manager constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4 An officer holding a position of a definite nature (i.e. with objective reason), who is in the last (4) months of his/her definite term, may apply laterally, even if the advertised position carries the same specialisation that s/he currently holds.

2.5 Accepting appointment in this position signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

Salary Pegged to the Position

3.1 The Salary attached to the position of Manager is equivalent to the maximum of Salary Scale 7 less an increment (equivalent to €28,311.83 in 2021), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the latter.

3.2 A selected candidate will also be entitled to:

i) A performance bonus of up to 10% of his/her basic salary. The actual rate will be established at the discretion of the Permanent Secretary (MAFA);

ii) A disturbance allowance (in lieu of overtime) of 15% of the respective scale which may, in exceptional circumstances and specific periods duly authorised by the respective Permanent Secretary, be increased by 25%. The disturbance allowance shall not be payable to officers while they are working on reduced hours or on teleworking arrangements; and

iii) A pro-rata responsibility allowance flat at 25% of the respective salary scale.

Duties

4. The job duties for the position of Manager include:

i. Supports the Agency's operation by performing at a high-level as assigned within any one of its functions for the

tal-Aġenzija u dan biex ix-xogħol jitwettaq b'mod effettiv u effiċjenti, kif ukoll jimplimenta u jesegwixxi skemi, programmi, miżuri u pagamenti ffinanzjati taħt l-EAGF u l-EAFRD, b'mod orjentat lejn il-klijent;

ii. Jassumi sehem ewlieni fil-kordinament ta' inizjattivi dwar il-politika fl-Aġenzija, inklużi dawk mibdijin fuq il-livell tal-UE, sabiex jassigura li tittieħed azzjoni deċiżiva u f'waqtha biex tkun definita t-triq 'il quddiem u sabiex il-pjan jitwettaq fil-ħin u b'mod korrett fl-ambitu tar-riżorsi disponibbli, dejjem skont id-direzzjonijiet li jistgħu jingħataw mis-superjuri;

iii. Jirrappreżenta lill-Aġenzija tal-Pagamenti, il-Ministeru responsabbli u/jew lil Malta kif u fejn meħtieġ, kemm fuq livell lokali, nazzjonali, internazzjonali jew tal-UE;

iv. Iżomm lis-superjuri diretti u lid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti infurmati dwar żviluppi fil-qasam assenjat lilu, kemm fil-livell tal-UE, kif ukoll f'dak lokali, inklużi żviluppi politiċi, ekonomiċi, soċjali, tekniċi, xjentifiċi jew teknoloġiċi, flimkien ma' żviluppi organizzattivi li jistgħu jolqtu jew ikunu rilevanti għax-xogħol tal-Aġenzija tal-Pagamenti, il-funzjonijiet u l-akkreditazzjoni tagħha;

v. Ifassal rapporti u briefs komprensivi, iżda fil-qosor, dwar oqsma relatati max-xogħol tal-Aġenzija li jaqgħu taħt il-kompetenza tagħha, dan kemm meta mitluba u kif ukoll fuq inizjattiva personali;

vi. Jimplimenta l-leġiżlazzjoni tal-Politika Agrikola Komuni li tkun fis-seħħ fil-qasam tal-kompetenza tagħha, inkluż inter alia r-Regolamenti tal-Kunsill 1305/2015, 1306/2013, 1307/2013 u 1308/2013 u atti relatati li jimplimentaw jew li ġew delegati, kif ukoll leġiżlazzjoni nazzjonali rilevanti jew regoli, kif jista' jkun assenjat jew delegat mid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti jew skont id-direzzjoni li tista' tingħata mis-superjuri;

vii. Ifassal u jirrakkomanda lis-superjuri diretti tiegħu proċeduri amministrattivi effettivi għall-monitoraġġ u l-kontrolli meħtieġa sabiex tkun assigurata l-korrettezza u l-osservanza tal-iskadenzi fl-awtorizzazzjoni ta' claims taħt il-kompetenza tiegħu, u jassigura li dawn jiġu implimentati, esegwiti u rrappurtati b'mod effiċjenti;

viii. Jikkontribwixxi għall-kisba ta' livelli għoljin ta' kontabbiltà u trasparenza billi jżomm rekords xierqa dwar id-deċiżjonijiet u t-tranżazzjonijiet li jsiru, u billi jipprovdi risposti effettivi u fil-ħin għall-mistoqsijiet li jsiru mill-Audit Missions tal-Kummissjoni Ewropea, tad-Dipartiment għall-Awditjar Intern u Investigazzjonijiet, tal-Uffiċċju Nazzjonali tal-Verifika jew tal-Ombudsman;

ix. Imexxi l-istaff assenjat lilu billi juri leadership u involviment hands-on fil-kordinament u t-twettiq tal-attività fit-

effective and efficient delivery of its business, to implement and execute schemes, programmes, measures and payments funded under the EAGF and the EAFRD, in a client-oriented manner;

ii. Be responsible in a leading role in co-ordinating policy initiatives within the Agency, including those at EU level, so as to ensure that appropriate early and decisive action is undertaken to chart a way forward and execute this in a timely and correct manner within resource constraints, in line with such directions as may have been given by superiors;

iii. Represents the Paying Agency, responsible Ministry and/or Malta as and where necessary, whether at local, national, international or at EU level;

iv. Keeps direct superiors and the Director General of the Paying Agency informed of developments in the assigned area, whether at EU or on a domestic level, including potential, economic, social, technical, scientific or technological developments, as well as organisational developments that may impact or be relevant to the business of the Paying Agency, its functioning or accreditation;

v. Draws up succinct but comprehensive reports and briefs, both when requested or upon own initiative, on matters related to the Agency's business in his/her area of competence;

vi. Implements the Common Agricultural Policy legislation in force in his/her area of competence, including inter alia EU Council Regulations 1305/2015, 1306/2013, 1307/2013 and 1308/2013 and the related implementing and delegated acts, as well as relvant national legislation or rules as may be assigned or delegated by the Director General of the Paying Agency or in line with such directions as may have been given by superiors;

vii. Draws up and recommends to his/her direct superiors effective administrative monitoring and control procedures required in order to ensure correctness and timeliness for the authorisation of claims in his/her area of competence, and ensures that these are implemented, executed and reported upon in an efficient manner;

viii. Contributes to the Agency's high level of accountability and transparency by keeping appropriate records of decisions and transactions made, provides a timely and effective response to queries by Audit Missions from the European Commission, the Internal Audit and Investigations Department, the National Audit Office or the Ombudsman;

ix. Manages assigned subordinates by demonstrating leadership and a hands-on approach in the coordination and

taqsimiet jew mill-istaff li jaqgħu taħt ir-responsabbiltà tiegħu u dan sabiex jintlaħqu l-oġġettivi tal-Aġenzija kif stabbiliti mis-superjuri tiegħu, imexxi wkoll l-uffiċjali fil-gradi kollha kif meħtieġ billi jagħti l-eżempju, u kif ukoll billi jieħu sehem sħiħ bħala membru tas-senior management, inkluż billi jikkollabora b'mod effettiv ma' dipartimenti, entitajiet u persuni interessati oħra għan-nom tal-Aġenzija meta u kif meħtieġ;

x. Jimmaniġġja l-prestazzjoni ta' membri tal-Aġenzija tal-Pagamenti Agrikoli u Rurali li jkunu jaqgħu taħt ir-responsabbiltà diretta tiegħu, anke billi jasal fi ftehim magħhom dwar pjanijiet personali ta' prestazzjoni, jistabbilixxi miri u aspettativi ċari bbażati fuq miżuri tax-xogħol f'dawk il-pjanijiet, jagħmel monitoraġġ u jevalwa l-prestazzjoni, jipprovdi feedback regolari, jindika oqsma fejn jista' jsir titjib, u juża b'mod attiv l-għodda u l-mekkaniżmi disponibbli sabiex jimmotivahom u jikseb l-aħjar prestazzjoni, filwaqt li jassigura li l-istess proċess jitħaddem għall-ħaddiema li jaqgħu taħthom;

xi. Jagħmel kull komunikazzjoni, informazzjoni jew azzjonijiet ta' taħriġ skont kif ikun hemm bżonn biex jassigura t-trasferiment effettiv tal-għarfien u l-ħiliet fost l-istaff jew persuni interessati oħra, anke bit-tħejjija u l-implimentazzjoni ta' kampanji informattivi, promozzjonali u li jqajmu kuxjenza, skont direzzjonijiet mogħtija mid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti jew skont id-direzzjoni li tista' tingħata mis-superjuri;

xii. Jappoġġja u jikkontribwixxi għall-implimentazzjoni b'suċċess ta' inizjattivi tal-Ministeru responsabbli, inklużi miżuri tal-manifest elettorali, miżuri għat-twettiq tal-estimi finanzjarji, miżuri ta' simplifkazzjoni jew regolazzjoni aħjar u inizjattivi u obbligi oħra tas-Servizz Pubbliku kif ikun meħtieġ;

xiii. Juri fi kwalunkwe sitwazzjoni u partikolarment meta jkunu qed jersqu l-iskadenzi tal-fondi, l-abbiltà u r-rieda li jaħdem taħt pressjoni, inkluż meta meħtieġ li jaħdem sat-tard, fi tmiem il-ġimgħa u fil-festi pubbliċi biex ilaħħaq mal-iskadenzi, u fejn meħtieġ li anke jsiefer fuq xogħol uffiċjali;

xiv. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

5.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

performance of activities of the unit and/or personnel under his/her charge in order to meet the Agency's objectives as set by his/her superiors, leads officials in all grades in any task by example where necessary, as well as liaises effectively with other departments, entities or stakeholders on the behalf of the Agency when and as required;

x. Manages the performance of members of the Agriculture and Rural Payments Agency under his/her direct responsibility, in part by: agrees personal performance plans with them, sets clear targets and expectations based on work measurement in those plans, monitors and evaluates their performance, provides regular feedback, points out areas for improvement, and actively using all available tools and mechanisms to motivate them and optimize their performance, while ensures a trickle-down approach is also being used for their subordinates;

xi. Undertakes such communication, information or training actions as are needed to ensure effective transfer of knowledge and skills to staff and/or stakeholders, including through the design and implementation of information, promotional or awareness campaigns as directed by the Director General of the Paying Agency or in line with such directions as may have been given by superiors;

xii. Supports and contributes to the successful implementation of the responsible Ministry's initiatives, including such electoral manifesto measures, budgetary implementation measures, simplification and better regulation measures or other public service initiatives or obligations as may be required;

xiii. Demonstrates in all situations and particularly in periods where funding deadlines are approaching, an ability and willingness to work under challenging pressure, including whenever so required by working late or on weekends or on public holidays to meet deadlines, or where required to travel abroad on official business;

xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

xvi. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

iii. (a) ikollhom kwalifika ta' Masters rikonoxxuta fil-Livell 7 tal MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fl-Istudji Ewropej jew Studji Internazzjonali jew Management Studies jew Accountancy jew Ekonomija jew Business Studies jew Public Policy jew Finanzi jew

i. a. citizens of Malta; or

b. citizens of the other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages;

iii. a) in possession of a Masters degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent*) in European Studies or International Studies or Management Studies or Accountancy or Economics or Business Studies or Public Policy or Finance or Banking or

Banking jew Komunikazzjoni jew Studji Legali jew Studji Ambjentali jew is-Sistemi tad-Dinja jew Ġeografija jew Psikoloġija jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 7 tal-MQF fl-Accountancy, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti; jew

Communications or Legal Studies or Environment Studies or Earth Systems or Geography or Psychology or a comparable professional qualification at MQF Level 7 in Accountancy, plus one (1) year relevant work experience; or

(b) ikollhom kwalifika ta' Bachelors rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fl-Istudji Ewropej jew Studji Internazzjonali jew Management Studies jew Accountancy jew Ekonomija jew Business Studies jew Public Policy jew Finanzi jew Banking jew Komunikazzjoni jew Studji Legali jew Studji Ambjentali jew Sistemi tad-Dinja jew Ġeografija jew Psikoloġija jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 6 tal-MQF fl-Accountancy, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti; jew

b) in possession of a Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in European Studies or International Studies or Management Studies or Accountancy or Economics or Business Studies or Public Policy or Finance or Banking or Communications or Legal Studies or Environment Studies or Earth Systems or Geography or Psychology or a comparable professional qualification at MQF Level 6 in Accountancy, plus three (3) years relevant work experience; or

(c) huma Uffiċjali Pubbliċi fi Skala ta' Salarju mhux inqas minn Skala 10, li l-ħatra tagħhom f'din l-iskala ġiet ikkonfermata u li għandhom kwalifika ta' Bachelors rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fl-Istudji Ewropej jew Studji Internazzjonali jew Management Studies jew Accountancy jew Ekonomija jew Business Studies jew Public Policy jew Finanzi jew Banking jew Komunikazzjoni jew Studji Legali jew Studji Ambjentali jew Sistemi tad-Dinja jew Ġeografija jew Psikoloġija jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 6 tal-MQF fl-Accountancy; jew

c) Public Officers in a scale not below Scale 10, whose appointment in such scale has been confirmed, and who are in possession of a recognised Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in European Studies or International Studies or Management Studies or Accountancy or Economics or Business Studies or Public Policy or Finance or Banking or Communications or Legal Studies or Environment Studies or Earth Systems or Geography or Psychology or a comparable professional qualification at MQF Level 6 in Accountancy; or

(d) huma impjegati tas-Settur Pubbliku li bħalissa qed jaqdu dmirijiet fis-Servizz Pubbliku ta' Malta jew ħaddiema tal-RSSL, fil-livell ta' responsabbiltà komparabbli ma' Skala ta' Salarju 10 fis-Servizz Pubbliku, li l-ħatra tagħhom f'din l-iskala ġiet ikkonfermata, u li għandhom kwalifika ta' Bachelors rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fl-istudji Ewropej, jew Studji Internazzjonali, jew Management Studies jew Accounatancy jew Ekonomija jew Business Studies jew Public Policy jew Finanzi jew Banking jew Komunikazzjoni jew Studji Legali jew Studji Ambjentali jew is-Sistemi tad-Dinja jew Ġeografija jew Psikoloġija jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 6 tal-MQF fl-Accountancy; jew

d) Public Sector Employees currently performing duties in the Malta Public Service and RSSL employees, both at a level of responsibility comparable to not below Scale 10 in the Public Service and whose appointment in such level has been confirmed, and who are in possession or a recognised Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in European Studies or International Studies or Management Studies or Accountancy or Economics or Business Studies or Public Policy or Finance or Banking or Communications or Legal Studies or Environment Studies or Earth Systems or Geography or Psychology or a comparable professional qualification at MQF Level 6 in Accountancy; or

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistemi oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studji sottomess u jiddetermina li huwa komparabbli ma' 60/180 krettu (kif applikabbli). Bachelors fl-Accountancy ekwivalenti għal-Livell 7 tal-MQF se jkun ikkunsidrat ukoll. Jista' jintalab il-parir tal-MQRIC.

*in the absence of documentary evidence as to the ECTS/ECVET credits or other systems of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60/180 ECET/ECVET credits (as applicable). A Bachelors degree in Accountancy, equivalent to MQF Level 7 will also be considered. The advice of the MQRI may be sought.

(e) jokkupaw pożizzjoni ta' Manager, li tkun relatata mat-tħaddim tal-Fondi tal-UE, li il-ħatra tagħhom f'din il-pożizzjoni ġiet ikkonfermata fuq bażi personali.

e) incumbents in an EU Fund Management related position of Manager, whose appointment in the position has been confirmed, on a personal basis.

iv. Uffiċjali pubbliċi li japplikaw għal din il-pożizzjoni jridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

5.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

5.3 Aktar minn hekk, kandidati li għandhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

a) il-perjodu ta' prova u l-intitolament għall-progressjoni (skont il-każ) jibdew jgħoddu mid-data tal-ħatra,.

b) Il-persuni maħtura ma jibbenifikawx minn ebda benefiċċji, sakemm jiksbu il-kwalifika indikata, kif imsemmi fil-paragrafu 4.1 (iii) jew 4.2

5.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

5.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

5.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu

iv. Public Officers applying for this position must be confirmed in their current appointment.

5.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

5.3 Furthermore, candidates who have formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved for the award of such qualification by the 31st January, 2022. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

a) The probation period and progression entitlement (as the case may be) start to count from the date of appointment.

b) Such appointees will not benefit from any allowance until attainment of, or are approved for the indicated qualification referred in clause 4.1 (iii) and 4.2.

5.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

5.5 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which

ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

5.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/ jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal fuq (https://recruitment.gov.mt).

6.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija mija fil mija (100%) u l-marka li persuna trid iġġib biex tgħaddi hija ħamsin fil mija (50%).

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-

case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

5.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

7.1 Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is hundred per cent (100%) and the pass mark is fifty per cent (50%).

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.5, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Agriculture, Fisheries, Food and Animal Rights, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent

kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

8.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottemettu l-applikazzjoni tagħhom.

8.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

8.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

9. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
il-proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;
eżami mediku;
aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mingħand l-Assistent Direttur (People Management), Direttorat għas-Servizzi Korporattivi, Agriculture and Research Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

8.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
the submission of recognition statements in respect of qualifications;
the publication of the result;
the process for the submission of petitions concerning the result;
medical examination;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Assistant Director (People Management), Corporate Services Directorate, Agriculture and Research Innovation Hub, Triq l-Ingiered, Ħal Luqa, LQA 3300. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt)

Is-26 ta' Novembru, 2021 26th November, 2021

Pożizzjoni tista' tkun parzjalment iffinanzjata
mill-Unjoni Ewropea Fondi Strutturali u ta' Investiment Ewropej 2014-2020
Rata ta' Kofinanzjament: 75% Fondi tal-UE; 25% Fondi Nazzjonali

Position maybe part-financed by the
European Union European Structural and Investment Funds 2014-2020
Co-financing rate: 75% EU Funds; 25% National Funds

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD, L-IKEL U D-DRITTIJIET TAL-ANNIMALI

Post ta' Agricultural Officer (Degree)/Agricultural Officer (Diploma) fil-Ministeru għall-Agrikoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet għall-post ta' Agricultural Officer (Degree)/Agricultural Officer (Diploma) fil-Ministeru għall-Agrikoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar fil-każ ta' Agricultural Officer (Degree) fi Skala ta' Salarju 10 u għal perjodu ta' prova ta sitt (6) xhur fil-każ ta' Agricultural Officer (Diploma) fi Skala ta' Salarju 12.

2.2 Is-salarju ta' Agricultural Officer (Diploma) huwa ta' Skala ta' Salarju 12, li fis-sena 2021 huwa ta' €18,724 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €20,848.

2.3 Persuna fil-grad ta' Agricultural Officer (Diploma) titla' fi Skala ta' Salarju 10 (€21,267 x €407.67 - €23,713) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Agricultural Officer (Diploma) li tikseb first degree rilevanti u rikonoxxuta f'Livell 6 tal-MQF, jew kwalifika rikonoxxuta u kumparabbli, tiġi promossa awtomatikament għall-grad ta' Agricultural Officer (Degree) fi Skala 10 (li fis-sena 2021 huwa ta €21,267 fis-sena li jiżdied b'€407.67 - €23,713) b'effett mil-kisba tal-kwalifika msemmija, u dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Is-salarju ta' Agricultural Officer (Degree) huwa ta' Skala ta' Salarju 10 (li fis-sena 2021 huwa ta' €21,267 fis-sena li jiżdied b'€407.67 fis-sena sa massimu ta' €23,713).

2.6 Persuna fil-grad ta' Agricultural Officer (Degree) titla' fi Skala 9 (li fis-sena 2021 huwa ta' €22,633 x €447.33 - €25,317) wara sentejn (2) servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.7 Persuna fil-grad ta' Agricultural Officer (Degree) fi Skala 9 tiġi promossa għall-grad ta' Senior Agricultural Officer fi Skala 8 (€24,091 x €486.83 - €27,012) wara

MINISTRY FOR AGRICULTURE, FISHERIES, FOOD AND ANIMAL RIGHTS

Post of Agricultural Officer (Degree)/Agricultural Officer (Diploma) in the Ministry for Agriculture, Fisheries, Food and Animal Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries, Food and Animal Rights invites applications for the post of Agricultural Officer (Degree)/Agricultural Officer (Diploma) in the Ministry for Agriculture, Fisheries, Food and Animal Rights.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months in the case of an Agricultural Officer (Degree) at Salary Scale 10 and to a probationary period of six (6) months in the case of an Agricultural Officer (Diploma) at Salary Scale 12.

2.2 The salary for the post of Agricultural Officer (Diploma) is Salary Scale 12, which in the year 2021 is equivalent to, €18,724 per annum, rising by annual increments of €354 up to a maximum of €20,848.

2.3 An Agricultural Officer (Diploma) will progress to Scale 10 (€21,267 x €407.67 - €23,713 in year 2021) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 An Agricultural Officer (Diploma) who obtains a recognised relevant first degree in MQF Level 6, or an appropriate comparable qualification, shall automatically be promoted to the grade of Agricultural Officer (Degree) in Scale 10 (which in year 2021 is €21,267 x €407.67 - €23,713) upon obtaining the said qualification, always subject to satisfactory performance.

2.5 The salary for the post of Agricultural Officer (Degree) is Salary Scale 10 (which in the year 2021 is €21,267 per annum, rising by annual increments of €407.67 up to a maximum of €23,713).

2.6 An Agricultural Officer (Degree) will progress to Scale 9 (which in the year 2021 is €22,633 x €447.33 - €25,317) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.7 An Agricultural Officer (Degree) in Scale 9 will be promoted to the grade of Senior Agricultural Officer in Scale 8 (€24,091 x €486.83 - €27,012) on completion of five (5)

ħames snin servizz fil-grad ta Agricultural Officer (Degree) fi Skala 9, jew tliet (3) snin jekk ikollha xi kwalifika ta' wara l-gradwazzjoni xierqa u rikonoxxuta f'Livell 7 tal-MQF, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.8 Il-persuna nnominata tkun intitlolata għal benefiċċji oħra u suġġetta għal kundizzjonijiet u obbligi li jkunu mnizzlin fi kwalunkwe ftehim rilevanti bejn il-Gvern ta' Malta u l-unions kompetenti.

2.9 (i) Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

(ii) L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Agricultural Officer (Degree)/Agricultural Officer (Diploma) jinkludu li:

i. Jipprovdi pariri tekniċi lid-Direttur tiegħu u/jew lill-kommunità tal-bdiewa;

ii. Jiżviluppa, jimplimenta u jagħmel monitoraġġ fuq programmi ta' riċerka u proġetti filwaqt li jassigura li dawn jiġu implimentati skont l-istandards stabbiliti;

iii. Jiġbor tagħrif u informazzjoni u jikkompilahom għar-reviżjoni minn uffiċjali ogħla sabiex jitħejjew rapporti tekniċi varji, rapporti ta' kull xahar u noti ta' istruzzjoni;

iv. Janalizza liġijiet kurrenti u oħrajn proposti fil-qasam tal-biedja u l-affarijiet rurali, jipprepara rapporti qosra u rakkomandazzjonijiet għal liġijiet ġodda u jżomm indiċi aġġornati ta' regolamenti, linji-gwida u rapporti;

v. Ifassal manwal ta' proċeduri sabiex jitħaddmu skemi ta' għajnuna bbażati fuq ir-Regolamenti tal-UE; jagħti pariri u jsegwi każijiet relatati mal-UE u s-settur tal-Agrikoltura, u jassisti l-bdiewa sabiex japplikaw għall-għajnuna u jdaħħal l-informazzjoni meħtieġa f'sistema kompjuterizzata;

vi. Iwettaq spezzjonijiet u spot checks relatati mal-qasam ta' speċjalizzazzjoni partikolari assenjat u jħejji r-rapporti u jressaq rakkomandazzjonijiet kif meħtieġ;

vii. Jiltaqa' u jikkonsulta ma' persuni interessati u entitajiet b'interess fil-biedja u l-iżvilupp rurali, kif ukoll bdiewa sabiex jiddetermina l-bżonn ta' proġetti/programmi, jikkordina l-iżvilupp ta' pjanijiet, u jindirizza u jħaffef problemi eżistenti jew oħrajn li jistgħu jinqalgħu;

years service in the grade of Agricultural Officer (Degree) in Scale 9, or three (3) years if in possession of a recognised and appropriate post-graduate qualification in MQF Level 7, subject to satisfactory performance.

2.8 The appointee will be entitled to such other benefits and subject to such other conditions and obligations as maybe stipulated in any pertinent agreement between the Government of Malta and the competent union.

2.9 i) Lateral applications in the same grade from public officers are not allowed.

ii) Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

Duties

3. The job duties for the post of Agricultural Officer (Degree)/Agricultural Officer (Diploma) include:

i. Provides technical advice to his/her Director and/or the farming community;

ii. Develops, implements and monitors research programmes and projects whilst ensuring that they are implemented in accordance with set standards;

iii. Collects data and information and compiles it for review by higher officials in the preparation of various technical reports, monthly reports and instruction notes;

iv. Analyses proposed and current legislation on agricultrual and rural affairs matters, prepares summary reports and recommendations for new legislation and maintains an up-to-date index of appropriate regulations, guidelines and reports;

v. Drafts manual of procedures for the operation of aid schemes based on EU Regulations; gives advice and follows up on issues related to EU and agricultural sectors and assists farmers in submitting an aid application and inputs information into IT system;

vi. Carries out inspections and spot checks, related to the particular area of specialisation assigned and prepares reports and forwards recommendations as required;

vii. Meets and consults with stakeholders, entities with an interest in agriculture and rural development, and farmers to determine need for projects/programmes, to cooridnate development of plans and to address and alleviate existing or potential problems;

viii. Jassisti lil Principal Agricultural Officer u/jew lis-Senior Agricultural Officer fit-tfassil u l-implimentazzjoni ta' programm għas-sigurtà tal-ħaddiema u tal-post tax-xogħol, li jinkludi l-akkwist tat-tagħmir u t-taħriġ meħtieġ, jissuġerixxi miżuri ta' sigurtà, filwaqt li jiżgura li jittieħdu l-prekawzjonijiet essenzjali;

ix. Jipparteċipa fl-organizzazzjoni ta' fora informattivi/seminars fuq proġetti assenjati u jattendi għal sessjonijiet ta' taħriġ, konferenzi u seminars ta' informazzjoni kemm lokalment jew kif ukoll barra;

x. Jipparticipa fl-amministrazzjoni u l-infurzar tal-provvedimenti li joħorġu mil-leġiżlazzjoni rilevanti u minn standards jew linji gwida internazzjonali;

xi. Jipprovdi input regolari fil-programmi komunikattivi tal-Ministeru, inkluż bil-kitba ta' artikli għan-newsletters u f'taħditiet fuq programmi tar-radju u t-televiżjoni;

xii. Imexxi l-ħaddiema li jaħdmu mas-Sezzjoni/Taqsima tiegħu billi jsegwi mil-qrib l-iżviluppi rilevanti tax-xogħol;

xiii. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xiv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

viii. Assists the Principal Agricultural Officer and/or the Senior Agricultual Officer in the drawing up and implementation of a programme for the safety of workers and premises, including procuring all necessary equipment and training, suggests safety measures and ensures that all essential precautions are taken;

ix. Participates in the organisation of informational fora/seminars on assigned projects and attends training sessions, conferences and information seminars both locally or abroad;

x. Participates in the administration and enforcement of provisions within related legislation and international standards or guidelines;

xi. Provides regular input to the Ministry's communication programme, including articles for newsletters and talks on radio and television programmes;

xii. Manages any subordinate staff working within his/her Section/Unit by following relevant work developments closely;

xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

xv. Any other duties as directed by the Principal Permanent Secretary.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma'

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty

persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

iii. ikollhom Baċċelerat rikonoxxuta f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-Agrikoltura;

JEW

iv. ikollhom kwalifika rikonoxxuta f'Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fl-Agrikoltura.

Applikanti li jgħaddu taħt paragrafu 4.1 (iii) jidħlu direttament fil-grad ta' Agricultural Officer (Degree), filwaqt li applikanti li jgħaddu taħt paragrafu 4.1 (iv) jidħlu fil-grad ta' Agricultural Officer (Diploma). Il-ħatra ssir skont l-Ordni tal-Mertu finali u skont id-disponibbiltà ta' vakanzi matul il-perjodu ta' validità tar-riżultat.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors,

provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages;

iii. in possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180ECTS/ECVET credits, or equivalent*) in Agriculture;

OR

iv. in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60ECTS/ECVET credits, or equivalent*) in Agriculture.

Successful candidates under paragraph 4.1(iii) will enter directly into the grade of Agricultural Officer (Degree), whereas successful candidates under paragraph 4.1 (iv) will enter into the grade of Agricultural Officer (Diploma). Appointments on the basis of the final order of merit, will take place subject to availability of vacancies within the validity period of the result.

*in the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course

il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60/180 krettu ECTS/ECVET. Jista' jintalab il-parir tal MQRIC.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3. Uffiċjali Pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deċiżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħ il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

Kwalunkwe kriterju ieħor ta' eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa għall-applikazzjonijiet.

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-Klassi/Stream tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-bażi tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieġ minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodisfaw is-snin meħtieġa ta' 'servizz fil-grad' kif stipulat fis-sejħiet għall-applikazzjonijiet.

Kwalunke rekwiżit ieħor ta' eliġibbiltà għall-post/pożizzjoni għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

contents, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60/180 ECTS/ECVET credits. The advice of the MQRIC may be sought.

Public Officers applying for this post must be confirmed in their current appointment.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of 'service in the grade' as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications.

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.6 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.5 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.7 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.8 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija mija fil mija (100%) u l-marka li persuna trid iġġib biex tgħaddi hija ħamsin fil mija (50%).

4.5 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.8 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is hundred per cent (100%) and the pass mark is fifty per cent (50%).

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1(b) L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Tlieta 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottemettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn xogħol wara d-data tal-għeluq jew sa jumejn xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mingħand l-Assistent Direttur (People

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Agriculture, Fisheries, Food and Animal Rights through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Assistant Director (People Management),

Management), Direttorat għas-Servizzi Korporattivi, Agriculture and Research Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, u l-indirizz elettroniku tad-Direttorat huma (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

Is-26 ta' Novembru, 2021

MINISTERU GĦALL-ĠUSTIZZJA U L-GOVERNANZA

Post ta' Assistant Manager (Project Management) fil-Ministeru għall-Ġustizzja u l-Governanza

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Ministeru għall-Ġustizzja u l-Governanza, jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Project Management) fil-Ministeru għall-Ġustizzja u l-Governanza.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' sitt (6) xhur.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager (Project Management) li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2021 huwa ekwivalenti għal €18,724 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €20,848.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala ta' Salarju 11, li fis-sena 2021 huwa ekwivalenti għal €19,974 fis-sena, li jiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €22,225, mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b), f'perjodu ta' mhux iktar minn sentejn (2) mid-data tal-ħatra fejn, fil-każ li dan ma jseħħx, il-ħatra tiġi mneħħija.

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala ta' Salarju 10, li fis-sena 2021 huwa ekwivalenti għal €21,267 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €23,713 wara tliet (3) snin servizz bħala

Corporate Services Directorate, Agriculture and Research Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt).

26th November, 2021

MINISTRY FOR JUSTICE AND GOVERNANCE

Post of Assistant Manager (Project Management) in the Ministry for Justice and Governance

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Justice and Governance, invites applications for the post of Assistant Manager (Project Management) in the Ministry for Justice and Governance.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Assistant Manager (Project Management) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2021 is equivalent to €18,724 per annum, rising by annual increments of €354 up to a maximum of €20,848.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2021 is equivalent to €19,974 per annum, rising by annual increments of €375.17 up to a maximum of €22,225, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b), in not more than two (2) years from the date of appointment, failure of which, appointment would be relinquished.

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, which will progress to Salary Scale 10, which in the year 2021 is equivalent to €21,267 per annum, rising by annual increments of €407.67, up to a maximum of €23,713

Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

2.7 Applikazzjonijiet laterali minn Uffiċjali Pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

a. Il-persuni maħtura fil-flussi Maniġerjali/ta' Uffiċjal/Prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

b. Uffiċjali l-oħra kollha għandhom jiġu kkonfermati fil-ħatra, u jekk jinħatru għandhom iservu f'dan il-post għal minimu ta' sentejn (2), qabel ma japplikaw lateralment. Din il-kundizzjoni tal-aħħar mhijiex applikabbli għal finijiet ta' promozzjoni.

2.8 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-Project Management, skont il-postijiet vakanti stabbiliti.

2.9 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

2.10 Il-kandidati magħżula jkunu meħtieġa jaħdmu fuq bażi ta' roster matul tmiem il-ġimgħa u festi pubbliċi, u jservu wkoll lill-pubbliku ġenerali fuq bażi ta' roster. L-uffiċjali ser jkunu meħtieġa jaħdmu 40 siegħa fil-ġimgħa.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager (Project Management) jinkludu li:

i. Jassisti fit-tmexxija u l-esekuzzjoni ġenerali ta' proġetti mwettqa u/jew servizzi pprovduti mid-dipartiment rispettiv, kemm jekk lill-klijenti interni kif ukoll esterni;

ii. Jiżviluppa pjanijiet ta' ħidma, inklużi skedi ta' żmien u miri tal-proġetti mwettqa mid-Dipartiment u jiżgura

on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.7 Lateral applications by Public Officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in Project Management, in accordance with established vacancies.

2.9 The result will be valid for a period of two (2) years from the date of publication.

2.10 Selected candidates will be required to work on a roster basis during weekends and public holidays, and to also serve the general public on a roster basis. Officers will be required to work 40 hours weekly.

Duties

3. The job duties for the post of Assistant Manager (Project Management) include:

i. Assists in the overall management and execution of projects undertaken and/or services provided by the respective department, whether to internal or external clients;

ii. Develops work plans, including timelines and targets of the projects undertaken by the Department and ensures

l-effiċjenza massima fl-esekuzzjoni tagħhom u/jew servizzi provduti għall-istandards ta' kwalità meħtieġa;

iii. Jiżgura komunikazzjoni effiċjenti mal-partijiet interessati kollha rilevanti u mal-kapijiet tal-proġett, iħejji d-dokumenti meħtieġa, jikkordina u jipparteċipa f'laqgħat regolari kif u meta jkun meħtieġ kemm jekk f'Malta kif ukoll barra mill-pajjiż;

iv. Jikkordina u jwettaq xogħlijiet amministrattivi u/jew paralegali ta' kuljum inkluż il-ġbir ta' informazzjoni minn korpi kompetenti;

v. Jassisti fil-ġabra ta' rapporti ta' kull xahar relatati mal-implimentazzjoni tal-proġetti u jiżgura li l-implimentazzjoni tagħhom tkun skont l-iskedi stabbiliti;

vi. Jikkordina u jassenja ammont ta' xogħol li għandu jitwettaq mill-uffiċjali taħt is-superviżjoni tiegħu/tagħha, iħejji ix-xift tax-xogħol tagħhom u jiġbor il-ħinijiet tax-xogħol u l-ħlas dovut;

vii. Jorganizza l-iffajljar u jżomm id-dokumentazzjoni rigward il-proġetti u/jew servizzi kollha li għaddejjin mogħtija lill-klijenti interni u/jew esterni;

viii. Iżomm ruħu aġġornat ma' dak li qed jiġri mal-Unjoni Ewropea, il-Kunsill tal-Ewropa u Organizzazzjonijiet Internazzjonali oħra fil-qasam tad-dipartiment;

ix. Iżomm lilu/lilha nnifsu involut fil-ħidma tad-dipartiment jew kwalunkwe uffiċċju delegat ieħor, u jżomm rwol attiv bħala membru tat-tim;

x. Iżomm librerija aġġornata u katalogu ta' proġetti importanti relatati mad-dipartiment, iżomm il-databases kif meħtieġ u jiżgura li d-dokumenti diġitalizzati jkunu aġġornati;

xi. Jassisti fl-inventarju, l-akkwist, l-arranġamenti tal-ivvjaġġar u l-ħtiġiet u r-rekwiżiti relatati tad-dipartiment rispettiv f'kordinazzjoni mas-senior management tad-dipartiment rispettiv u f'kollegament mad-Direttorat għas-Servizzi Korporattivi kif meħtieġ;

xii. Jattendi għal talbiet personali u/jew elettroniċi u jwieġeb kwalunkwe mistoqsija relatata mal-formoli tal-ordni elettroniċi;

xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

maximum efficiency in their execution and/or services provided to required quality standards;

iii. Ensures efficient communication with all relevant stakeholders and with project leaders, prepares required documents, coordinates and participates in regular meetings as and when required whether in Malta or abroad;

iv. Co-ordinates and executes daily administrative and/or paralegal tasks including the gathering of information from competent bodies;

v. Assists in the compilation of monthly reports related to the implementation of projects and ensures that their implementation are according to set schedules;

vi. Co-ordinates and assigns workload to be carried out by officers under his/her supervision, prepares their work shifts and compiles their working hours and due payments;

vii. Organises filing and maintains documentation regarding all undergoing projects and/or services provided to internal and/or external clients;

viii. Keeps up to date with what is happening with the European Union, Council of Europe and other International Organisations in the area of the department;

ix. Keeps him/herself involved in the work of the department or any other delegated office, and plays an active role as a team member;

x. Maintains an up-to-date library and catalogue of important projects related to the department, maintains databases as necessary and ensures that digitised documents are up to standard;

xi. Assists in the inventory, procurement, travel arrangements and related needs and requirements of the respective department in coordination with the senior management of the respective department and in liaison with the Corporate Services Directorate as required;

xii. Attends to personal and/or electronic requests and answers any queries related to the electronic ordering forms;

xiii. Undertakes any other tasks, which the superior may delegate to him /her, as may be required;

xiv. Any other duties as directed by the Principal Permanent Secretary.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta ; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża;

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. proficient in the Maltese and English Language;

iii. a. fil-pussess ta' kwalifika rikonoxxuta (fil-Livell 4 tal-MQF) fil-Project Management, jew Management Studies, jew Studju Ewropew, jew Business Administration, jew Accountancy, jew Kreattività u Innovazzjoni, jew Quality Assurance Management, jew Liġi, jew Marketing, jew Communications, jew Economics, jew Soċjoloġija, jew Computing, jew ikollhom kwalifika rikonoxxuta professjonali komparabbli fil-Livell 4 tal-MQF fl-Accountancy.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Project Management, jew Management Studies, jew Studji Ewropej, jew Business Administration, jew Accountancy, jew Kreattività u Innovazzjoni, jew Quality Assurance Management, jew Liġi, jew Marketing, jew Communications, jew Economics, jew Soċjoloġija, jew Computing, jew ikollhom kwalifika rikonoxxuta professjonali komparabbli fil-Livell 5 tal-MQF fl-Accountancy;

JEW

c. fil-pussess ta' żewġ suġġetti fil-Livell Avvanzat (li wieħed minnhom għandu jinkludi pass fl-Accountancy, jew Marketing, jew Economics, jew Soċjoloġija, jew Computing) u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li wieħed minnhom għandu jinkludi pass fl-Economics, jew Marketing, jew Soċjoloġija, jew Computing), jew kwalifika rikonoxxuta komparabbli professjonali.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

iv. Uffiċjali Pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonnoxxuta fil-Livell 4 tal-MQF (kwalifika jew żewġ suġġetti fil-Livell Avvanzat flimkien ma' tliet suġġetti fil-Livell Intermedju tal-Matrikola, jew kwalifika rikonoxxuta komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-ħatra, dawk appuntanti, iridu jintrabtu li jlestu b'suċċess kwalifika rikonoxxuta f'qasam relatat fil-Livell 5 tal-MQF, f'perjodu ta' mhux aktar tard minn sentejn (2), biex jipprogressaw għal Skala ta' Salarju 11 fejn, fil-każ li dan ma jseħħx, il-ħatra tiġi mneħħija. Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati, dawn l-uffiċjali jipprogressaw għal Assistant Manager

iii. a. in possession of a recognised qualification (MQF Level 4) in Project Management, or Management Studies, or European Studies, or Business Administration, or Accountancy, or Creativity and Innovation, or Quality Assurance Management, or Law, or Marketing, or Communications, or Economics, or Sociology, or Computing, or a recognised comparable professional qualification at MQF Level 4 in Accountancy;

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Project Management, or Management Studies, or European Studies, or Business Administration, or Accountancy, or Creativity and Innovation, or Quality Assurance Management, or Law, or Marketing, or Communications, or Economics, or Sociology, or Computing, or a recognised comparable professional qualification at MQF Level 5 in Accountancy;

OR

c. in possession of two (2) subjects at Advanced Level (one of which must include a pass in Accountancy, or Marketing, or Economics, or Sociology, or Computing) and three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Economics, or Marketing, or Sociology, or Computing) or a recognised comparable professional qualification.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

iv. Public Officers applying for this post must be confirmed in their current appointment.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On appointment, appointees will bind themselves to successfully complete a recognised Diploma in a related area at MQF Level 5, in not more than two (2) years, to progress to Salary Scale 11, failure of which they would relinquish their appointment. Upon possession of a relevant MQF Level 5 in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions

(Skala ta' Salarju 11). Il-progressjonijiet l-oħra kollha għandhom ikunu skont id-dispożizzjonijiet indikati fid-dokument li jismu 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) (a) sa 4.1 (iii) (c) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(a) Il-perjodu ta' prova u l-intitolament għall-progressjoni (skont il-każ) jibdew jgħoddu mid-data tal-ħatra,.

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 4.1 (iii) jew 4.2.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-Ministeru/Dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u enshrined in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) (a) to 4.1 (iii) (c) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st January, 2022. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progress entitlement (as the case may be) start to count from date of appointment.

(b) Appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualifications referred to in clauses 4.1 (iii) and 4.2.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the Ministry/Department issuing the call for applications from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the

d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-Ministeru/Dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Ġustizzja u l-Governanza, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn

closing time and date of this call for applications but also on the date of appointment.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing Ministry/Department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result of this call for applications, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Justice and Governance through the Online Government Recruitment Portal **only** on (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying

barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn (2) ta' xogħol wara d-data tal-għeluq jew sa jumejn (2) ta' xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Ġustizzja u l-Governanza, Spinola Palace Business Centre, Livell 3, Triq San Kristofru, Il-Belt Valletta VLT 1464. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://www.justice.gov.mt) u (recruitment.justice@gov.mt).

Is-26 ta' Novembru, 2021

from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Corporate Services Directorate, Ministry for Justice and Governance, Spinola Palace Business Centre, Level 3 Triq San Kristofru, Valletta VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://www.justice.gov.mt) and (recruitment.justice@gov.mt).

26th November, 2021

MINISTERU GĦALL-ĠUSTIZZJA U L-GOVERNANZA

Post ta' Junior Legal Officer fil-Ministeru għall-Ġustizzja u l-Governanza

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Ministeru għall-Ġustizzja u l-Governanza, jilqa' applikazzjonijiet għall-post ta' Junior Legal Officer fil-Ministeru għall-Ġustizzja u l-Governanza.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.2 Is-salarju ta' Junior Legal Officer huwa ta' Skala ta' Salarju 9, li fis-sena 2021 huwa ta' €22,633 fis-sena, li jiżdied b' €447.33 fis-sena sa massimu ta' €25,317.

2.3 Persuna fil-grad ta' Junior Legal Officer tiġi promossa għall-grad ta' Legal Officer fi Skala ta' Salarju 8, li fis-sena 2021 huwa ekwivalenti għal €24,091 fis-sena, li jiżdied b'€486.83 fis-sena, sa massimu ta' €27,012, wara sentejn (2) servizz fil-grad ta' Junior Legal Officer, jekk tkun qdiet dmirha b'mod sodisfaċenti, u sakemm ikollha mill-inqas tlett (3) snin prattika legali ppruvati wara li tkun kisbet l-warrant ta' avukat.

2.4 Persuna fil-grad ta' Legal Officer (Skala ta' Salarju 8) titla' fi Skala ta' Salarju 7, li fis-sena 2021 huwa ekwivalenti għal €25,656 fis-sena, li jiżdied b'€531.17 fis-sena, sa massimu ta'€28,843 wara sitt (6) snin servizz fil-grad ta' Legal Officer, sakemm din tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-persuna maħtura tkun intitolata għal dawk il-benefiċċji l-oħra u suġġetta għal dawk il-kundizzjonijiet l-oħra li jistgħu jkunu stipulati fi kwalunkwe ftehim pertinenti bejn il-Gvern u l-union kompetenti.

2.6 Il-persuna maħtura għandha tiżgura li qed topera skont il-kodiċi ta' Etika u tas-Sezzjoni 6.2.3 tal-PSMC, u li ma twettaq l-ebda tip ta' xogħol barra mill-impjieg tagħha mal-Gvern li jista' jmur kontra l-istess interess tal-Gvern u/jew li jista' jwassal għal kunflitt ta' interess jew tfixkil fil-qadi tad-dmirijiet uffiċjali tagħha mal-Gvern. Xogħol privat għandu dejjem ikun bil-permess tas-Segretarju Permanenti.

2.7 Applikazzjonijiet laterali fl-istess grad minn Uffiċjali Pubbliċi mhumiex aċċettabbli.

2.8 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwalunkwe applikazzjoni pendenti fi ħdan is-Servizz

MINISTRY FOR JUSTICE AND GOVERNANCE

Post of Junior Legal Officer in the Ministry for Justice and Governance

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Justice and Governance, invites applications for the post of Junior Legal Officer in the Ministry for Justice and Governance.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of Junior Legal Officer is Salary Scale 9, which in the year 2021 is equivalent to €22,633 per annum, rising by annual increments of €447.33 up to a maximum of €25,317.

2.3 A Junior Legal Officer will be promoted to the grade of Legal Officer in Salary Scale 8, which in the year 2021 is equivalent to €24,091 per annum, rising by annual increments of €486.83 up to a maximum of €27,012, on completion of two (2) years' service in the grade of Junior Legal Officer, subject to satisfactory performance and provided that the person has been practising for at least three (3) proven years after obtaining the warrant of a lawyer.

2.4 A Legal Officer (Salary Scale 8) will progress to Salary Scale 7, which in the year 2021 is equivalent to €25,656 per annum, rising by annual increments of €531.17 up to a maximum of €28,843, on completion of six (6) years' service in the grade of Legal Officer, subject to satisfactory performance.

2.5 The appointee will be entitled to such other benefits and subject to such other conditions as stipulated in any pertinent agreement between the Government and the competent union.

2.6 The appointee must ensure that s/he operates within the framework of the Code of Ethics and of Section 6.2.3 of the PSMC, and will not carry any form of work outside of Government employment which may be against the interest of the Government and/or which may lead to a conflict of interest or interfere with the performance of his/her official duties with the Government. Private work invariably necessitates the permission of the Permanent Secretary.

2.7 Lateral applications in the same grade from Public Officers are not allowed.

2.8 Accepting appointment in this grade signifies that any pending applications within the Public Service are

Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Junior Legal Officer jinkludu li:

i. Isegwi dokumentazzjoni b'rabta mal-Affarijiet tal-UE;

ii. Jassisti fit-tfassil tal-politika u funzjonijiet oħra tad-direttorat/dipartiment rispettiv f'oqsma li jaqgħu taħt l-ambitu tal-Ministeru;

iii. Ifassal liġijiet relatati mal-leġiżlazzjoni nazzjonali u l-armonizzazzjoni tal-leġiżlazzjoni tal-UE;

iv. Jassisti fl-immaniġġjar u l-ipproċessar tal-applikazzjonijiet u/jew servizzi oħra taħt il-kompetenza tad-direttorat/dipartiment li huma ta' natura legali u/jew ta' natura paralegali;

v. Jikkordina mal-Uffiċċju tal-Avukat Ġenerali u/jew l-Uffiċċju tal-Avukat tal-Istat fuq materja relatata mal-qasam tal-Ministeru kif jista' jkun meħtieġ;

vi. Jattendi laqgħat, konferenzi u seminars f'Malta u barra, u jirrappreżenta lid-direttorat/dipartiment u/jew MFJG f'kumitati Interministerjali kif meħtieġ;

vii. Iwettaq riċerka legali, analiżi u rapporti fuq materja relatata mal-qasam tad-dipartiment;

viii. Jirrappreżenta l-Ministeru u/jew id-direttorat/dipartiment fil-Qrati tal-Liġi Maltin;

ix. Jipprovdi pariri dwar kwalunkwe kwistjonijiet legali li jistgħu jinqalgħu li jkunu relatati ma' oqsma li jaqgħu taħt l-ambitu tad-direttorat/dipartiment u/jew il-Ministeru;

x. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin

automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

Duties

3. The job duties for the post of Junior Legal Officer include:

i. Follows up dossiers in relation to EU Affairs;

ii. Assists in the policy formulation and other functions of the respective directorate/department in relation to areas falling within the ambit of the Ministry;

iii. Drafts laws in connection with national legislation and harmonization of EU legislation;

iv. Assists in the handling and processing of applications and/or other services directly in the remit of the directorate/department that are of a legal and/or a paralegal nature;

v. Liaises with the Office of the Attorney General and/or the Office of the State Advocate on issues related to the Ministry's portfolio as may be necessary;

vi. Attends meetings, conferences and seminars in Malta and abroad, and represents the directorate/department and/or MFJG at inter-ministerial committees as necessary;

vii. Carries out legal research, analysis and reports on issues relating to the department's portfolio;

viii. Represents as may be necessary the Ministry and/or the directorate/department in a Maltese Courts of Law;

ix. Provides advice on any legal issues that may arise in relation to the areas falling within the ambit of the directorate/department and/or the Ministry;

x. Undertakes any other tasks, which the superior may delegate to him /her, as may be required;

xi. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in

fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża;

U

iii. fil-pussess tal-warrant biex jipprattikaw il-professjoni ta' avukat f'Malta.

iv. Uffiċjali Pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. must be proficient in the Maltese and English languages;

AND

iii. in possession of the warrant to practice the profession of advocate in Malta.

iv. Public Officers applying for this post must be confirmed in their current appointment.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3. Uffiċjali Pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deċiżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħ il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

Kwalunkwe kriterju ieħor ta' eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa għall-applikazzjonijiet.

4.4 Uffiċjali Pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-Klassi/Stream tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-bażi tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieġ minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodisfaw is-snin meħtieġa ta' 'servizz fil-grad' kif stipulat fis-sejħiet għall-applikazzjonijiet.

Kwalunke rekwiżit ieħor ta' eliġibbiltà għall-post għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-Ministeru/Dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level by the closing time and date of the call for applications.

4.3 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of 'service in the grade' as stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications

4.5 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the Ministry/Department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than

Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.6 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.5 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.7 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-Ministeru/Dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.8 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Ġustizzja u l-Governanza permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.

one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing Ministry/Department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result of this call for applications, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.8 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Justice and Governance through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are

gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f' format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottemettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn (2) ta' xogħol wara d-data tal-għeluq jew sa jumejn (2) ta' xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Ġustizzja u l-Governanza, Spinola Palace Business Centre, Livell 3, Triq San Kristofru, Il-Belt Valletta VLT 1464. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://www.justice.gov.mt) u (recruitment.justice@gov.mt).

Is-26 ta' Novembru, 2021

to include a Curriculum Vitae (which should include a list of qualifications held by the applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Corporate Services Directorate, Ministry for Justice and Governance, Spinola Palace Business Centre, Level 3 Triq San Kristofru, Valletta VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://www.justice.gov.mt) and (recruitment.justice@gov.mt).

26th November, 2021

MINISTERU GĦALL-ĠUSTIZZJA U L-GOVERNANZA

Post ta' Manager I (Accounting and Finance) fil-Ministeru għall-Ġustizzja u l-Governanza

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Ministeru għall-Ġustizzja u l-Governanza, jilqa' applikazzjonijiet għall-post ta' Manager I (Accounting and Finance) fil-Ministeru għall-Ġustizzja u l-Governanza.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager I (Accounting and Finance) huwa ta' Skala ta' Salarju 10, li fis-sena 2021 huwa ekwivalenti għal €21,267 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €23,713.

2.4 Persuna fil-grad ta' Manager I titla' fi Skala ta' Salarju 9, li fis-sena 2021 huwa ekwivalenti għal €22,633 fis-sena, li jiżdied b'€447.33 fis-sena sa massimu ta' €25,317 wara sentejn (2) servizz bħala Manager I fi Skala ta' Salarju 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I titla' fi Skala ta' Salarju 8, li fis-sena 2021 huwa ekwivalenti għal €24,091 fis-sena, li jiżdied b'€486.83 sa massimu ta' €27,012 wara ħames (5) snin servizz bħala Manager I fi Skala ta' Salarju 9, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Persuna fil-grad ta' Manager I titla' fi Skala ta' Salarju 7, li fis-sena 2021 huwa ekwivalenti għal €25,656 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €28,843 wara tliet (3) snin servizz bħala Manager I fi Skala ta' Salarju 8, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.7 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-Amministrazzjoni Ċentrali li jkunu fis-seħħ minn żmien għal żmien.

a. Il-persuni maħtura jkunu intitolati għal benefiċċji oħra u suġġetti għall-kundizzjonijiet u l-obbligi li huma stipulati fil-Working Conditions for Officers within the Managerial Stream for Qualified Personnel.

MINISTRY FOR JUSTICE AND GOVERNANCE

Post of Manager I (Accounting and Finance) in the Ministry for Justice and Governance

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Justice, and Governance invites applications for the post of Manager I (Accounting and Finance) in the Ministry for Justice and Governance.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager I (Accounting and Finance) is Salary Scale 10, which in the year 2021 is equivalent to €21,267 per annum, rising by annual increments of €407.67 up to a maximum of €23,713.

2.4 A Manager I will progress to Salary Scale 9, which in the year 2021 is equivalent to €22,633 per annum, rising by annual increments of €447.33 up to a maximum of €25,317 on completion of two (2) years service as Manager I in Salary Scale 10, subject to satisfactory performance.

2.5 A Manager I will progress to Salary Scale 8, which in the year 2021 is equivalent to €24,091 per annum, rising by annual increments of €486.83 up to a maximum of €27,012 on completion of five (5) years service as Manager I in Salary Scale 9, subject to satisfactory performance.

2.6 A Manager I will progress to Salary Scale 7, which in the year 2021 is equivalent to€25,656 per annum, rising by annual increments of €531.17 up to a maximum of €28,843 on completion of three (3) years service as Manager I in Salary Scale 8, subject to satisfactory performance.

2.7 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of his/her basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

a. Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in the Working Conditions for Officers within the Management Stream for Qualified Personnel.

2.8 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

2.9 Applikazzjonijiet laterali minn Uffiċjali Pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

a. Il-persuni maħtura fil-flussi Maniġerjali/ta' Uffiċjal/Prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

b. L-uffiċjali l-oħra kollha għandhom jiġu kkonfermati fil-ħatra, u jekk jinħatru għandhom iservu f'dan il-post għal minimu ta' sentejn (2), qabel ma japplikaw lateralment. Din il-kundizzjoni tal-aħħar mhijiex applikabbli għal finijiet ta' promozzjoni.

2.10 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-Accounting and Finance, skont il-postijiet vakanti stabbiliti.

2.11 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager I (Accounting and Finance) jinkludu li:

i. Responsabbli għall-ipproċessar f'waqtu ta' tranżazzjonijiet fiskali u finanzjarji, verifiki, rekordjar, rendikonti u rikonċiljazzjoni;

ii. Responsabbli għall-korrettezza ta' żamma bażika ta' kotba u dokumenti oħrajn ta' accounts u t-twettiq ta' xogħol rigward il-proċess bankarju ta' rikonċiljazzjoni tal-Kont Pubbliku;

iii. Responsabbli għall-implimentazzjoni u l-infurzar ta' leġiżlazzjoni, politiki, direzzjonijiet, proċeduri u linji gwida f'dipartiment jew ministeru partikolari jew mal-Gvern;

iv. Responsabbli għall-manutenzjoni u l-kontroll tal-kontijiet, bħalma huma kontijiet below-the-line u voti u

2.8 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.9 Lateral applications by Public Officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.10 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in the area of Accounting and Finance, in accordance with established vacancies.

2.11 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The job duties for the post of Manager I (Accounting and Finance) include:

i. Responsible for the timely and correct processing of fiscal and financial transactions, verifications, recording, tracking and reconciliation;

ii. Responsible for the correctness of basic book keeping and other accounting documents, including performing work on the bank reconciliation process of the Public Account;

iii. Responsible for the implementation and enforcement of legislation, policies, directions, procedures and guidelines in a particular department or ministry or across Government;

iv. Responsible for the maintenance and control of accounts, such as below-the-line accounts and votes,

jevalwa wkoll il-virements fi ħdan il-voti kif ukoll it-talbiet għal finanzjament addizzjonali;

v. Jikkordina r-rilaxx ta' fondi permezz ta' mekkaniżmi varji u l-ġbir ta' dħul finanzjarju, japprova tranżazzjonijiet kif ikun ordnat, jirrevedi management accounts, stqarrijiet ta' likwidità u rapporti finanzjarji oħra bħala parti mill-proċess;

vi. Jikkontribwixxi għall-ippjanar u l-kontroll ta' baġit, u fil-kumpilazzjoni tal-Business and Financial plan;

vii. Jivvaluta l-allokazzjonijiet baġitarji u t-tbassir tad-dħul fl-Estimi Finanzjarji tal-Gvern, kemm għas-sena ta' wara kif ukoll fuq bażi ta' Business and Financial plan ta' tliet snin, u l-monitoraġġ kontinwu tagħhom matul is-sena;

viii. Jagħti kontribut fl-interpretazzjoni tal-accounts finali u jipparteċipa fl-analiżi u r-reviżjonijiet tal-valur għall-flus;

ix. Jirrappreżenta lid-Dipartiment jew lill-Ministeru f'laqgħat u konferenzi, kemm lokali kif ukoll internazzjonali, u jipparteċipa fi gruppi ta' ħidma kif ikun mitlub;

x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' rapporti varji;

xi. Iżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja u politiki tal-Gvern kif mitlub;

xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub minnu;

xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet

assessing virements within votes as well as requests for additional funding;

v. Coordinates the release of funds through various mechanisms and the collection of revenue, approving transactions as directed, reviewing management accounts, cashflow statements and other financial reports as part of the process;

vi. Contributes to Budget planning and control, and the compilation of the Business and Financial plan;

vii. Assesses budgetary allocations and revenue forecasts in the Financial Estimates of Government, both for the following year and on the basis of a three-year Business and Financial plan, and their continuous monitoring during the course of the year;

viii. Contributes towards the interpretation of final accounts and participating in value for money analysis and reviews;

ix. Represents the Department or Ministry in meetings and conferences, both locally and abroad and participating in working groups as required;

x. Contributes to and assists in the compilation of various reports;

xi. Keeps abreast with accounting standards, financial legislation, Government policies as directed;

xii. Contributes towards the formulation and updating of policies of a financial nature as directed;

xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xiv. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to

ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

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ii. kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwa Ingliża. Dawk il-kandidati li m'għandhomx MQF ta' Livell 1 fil-lingwa Maltija jridu jattendu u jgħaddu b'suċċess fl-assessjar mill-kors 'Maltese Language 1' offrut mill-Istitut għas-Servizzi Pubbliċi. L-attendenza għal dan il-kors, flimkien mal-kisba tal-MQF tal-Livell 1, għandhom jitlestew qabel il-konferma tal-ħatra, jiġifieri fi żmien tnax-il (12) xahar mill-ingaġġ.

Jekk il-persuna tonqos milli tippreżenta evidenza li għaddiet il-kors b'suċċess u attendiet sal-aħħar tal-perjodu ta' prova (jiġifieri tnax-il (12) xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq.

employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

AND

ii. able to communicate in the Maltese and English languages. Candidates who do not possess an MQF Level 1 in the Maltese language must attend and be successful in the assessment of the 'Maltese Language 1' course, offered by the Institute for the Public Services. Attendance for such course, together with the attainment of MQF Level 1 are to be completed before confirmation of appointment, i.e. within twelve (12) months from engagement.

Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve (12) months from engagement) will result in automatic termination of the post in caption.

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iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) f'Business Management, jew Business Administration, jew Economics, jew Banking and Finance, jew Accountancy, jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 6 tal-MQF f'Accountancy.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 180 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

iv. Uffiċjali Pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat. Kwalifika ta' Masters f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk l-iskadenza ma tintlaħaqx, il-ħatra għal din ir-raġuni, tiġi awtomatkament terminata.

AND

iii. in possession of a recognised Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Business Management, or Business Administration, or Economics, or Banking and Finance, or Accountancy, or a recognised comparable professional qualification at MQF Level 6 in Accountancy.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that is comparable to 180 ECTS/ECVET credits. The advice of the MQRIC may be sought.

iv. Public Officers applying for the post must be confirmed in their current appointment.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits or equivalent*).

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st January, 2022. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) Il-perjodu ta' prova u l-intitolament għall-progressjoni (skont il-każ) jibdew jgħoddu mid-data tal-ħatra,.

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 4.1 (iii) jew 4.2.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-Ministeru/Dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-Ministeru/Dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment.

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualifications referred to in clause 4.1 (iii) and 4.2.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the Ministry /Department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 till 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing Ministry/Department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Ġustizzja u l-Governanza, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn (2) ta' xogħol wara d-data tal-għeluq jew sa jumejn (2) ta' xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Justice and Governance through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;

aċċess għall-formola tal-applikazzjoni u dettalji relatati; żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Ġustizzja u l-Governanza, Spinola Palace Business Centre, Livell 3, Triq San Kristofru, Il-Belt Valletta VLT 1464. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://www.justice.gov.mt) u (recruitment.justice@gov.mt).

Is-26 ta' Novembru, 2021

MINISTERU GĦALL-UGWALJANZA, IR-RIĊERKA U L-INNOVAZZJONI

Post ta' Assistant Manager fil-Ministeru għall-Ugwaljanza, ir-Riċerka u l-Innovazzjoni

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Ministeru għall-Ugwaljanza, ir-Riċerka u l-Innovazzjoni u Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, jilqa' applikazzjonijiet għall-post ta' Assistant Manager fid-Direttorat għad-Drittijiet tal-Bniedem fil-Ministeru għall-Ugwaljanza, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' sitt (6) xhur.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2021 huwa ta' €18,724 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €20,848.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla għal Skala 11, li fis-sena 2021 hija ekwivalenti għal €19,974 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €22,225, mal-kisba ta' Diploma fil-Livell 5

access to application forms and related details; retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Corporate Services Directorate, Ministry for Justice and Governance, Spinola Palace Business Centre, Level 3 Triq San Kristofru, Valletta VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://www.justice.gov.mt) and (recruitment.justice@gov.mt).

26th November, 2021

MINISTRY FOR EQUALITY, RESEARCH AND INNOVATION

Post of Assistant Manager in the Ministry for Equality, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Equality, Research and Innovation and Ministry for the National Heritage, the Arts and Local Government, invites applications for the post of Assistant Manager in the Human Rights Directorate within the Ministry for Equality, Research and Innovation.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2021 is equivalent to €18,724 per annum, rising by annual increments of €354 up to a maximum of €20,848.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2021 is equivalent to €19,974 per annum, rising by annual increments of €375.17 up to a maximum of €22,225, on attainment of the MQF Level 5

tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b), f'perjodu ta' mhux iktar minn sentejn (2) mid-data tal-ħatra fejn, fil-każ li dan ma jseħħx, il-ħatra tiġi mneħħija.

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€21,267 x €407.67 - €23,713) fis-sena 2021 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

2.7 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

a. Il-persuni maħtura fil-flussi Maniġerjali/ta' Uffiċjal/Prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

b. Uffiċjali l-oħra kollha għandhom jiġu kkonfermati fil-ħatra, u jekk jinħatru għandhom iservu f'dan il-post għal minimu ta' sentejn (2), qabel ma japplikaw lateralment. Din il-kundizzjoni tal-aħħar mhijiex applikabbli għal finijiet ta' promozzjoni.

2.8 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor, skont il-postijiet vakanti stabbiliti.

2.9 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager jinkludu li:

i. Jassisti fil-preparamenti tad-dokumenti ta' politika, dokumenti analitiċi u ta' sfond, briefs, rapporti, kif ukoll riċerka, b'appoġġ għall-attivitajiet tal-Ministeru għall-

Diploma referred to in paragraph 4.1 (iii) (b), in not more than two (2) years from the date of appointment, failure of which, appointment would be relinquished.

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, which will progress to Scale 10 (€21,267 x €407.67 - €23,713) in the year 2021 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.7 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere, in accordance with established vacancies.

2.9 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The job duties for the post of Assistant Manager include:

i. Assists in preparing the policy papers, analytical and background papers, briefs, reports as well as research in support of the activities of the Ministry for Equality, Research

Ugwaljanza, ir-Riċerka u l-Innovazzjoni fir-rigward tad-drittijiet tal-bniedem, l-ugwaljanza, in-nondiskriminazzjoni, l-integrazzjoni tal-migranti u l-ġlieda kontra r-razziżmu;

ii. Jassisti fil-parteċipazzjoni tal-konferenzi u laqgħat, partikolarment dwar id-drittijiet tal-bniedem, l-ugwaljanza, in-nondiskriminazzjoni u l-integrazzjoni tal-migranti;

iii. Jipprovdi assistenza u gwida lill-organizzazzjonijiet u lill-individwi dwar id-drittijiet tal-bniedem, l-ugwaljanza, in-nondiskriminazzjoni u l-integrazzjoni tal-migranti;

iv. Jiffaċilita l-aċċess għall-implimentazzjoni tal-istrateġija għall-oqsma dwar id-drittijiet tal-bniedem, l-ugwaljanza, in-nondiskriminazzjoni u l-integrazzjoni tal-migranti;

v. Jassigura li l-iffajljar tad-dokumenti huma aġġornati skont il-proċeduri interni;

vi. Jassisti fl-iżvilupp tal-istrateġiji u proposti oħra kif jista' jkun meħtieġ minn żmien għal żmien;

vii. Jassisti fl-implimentazzjoni tal-istrateġiji u inizjattivi oħra kif jista' jkun meħtieġ minn żmien għal żmien;

viii. Jassisti fit-tħejjija tal-Budgets u r-rapporti finanzjarji;

ix. Jassisti fil-preparamenti tar-rapporti kif mitlub mis-superviżur;

x. Jassisti fl-iproċessar tal-pagamenti;

xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta ; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż

and Innovation with regard to human rights, equality, non-discrimination, migrant integration and anti-racism;

ii. Assists in the participation of the conferences and meetings, particularly with regard to human rights, equality, non-discrimination and migrant integration;

iii. Provides assistance and guidance to organisations and individuals about Malta's human rights, equality, non-discrimination and migrant integration frameworks;

iv. Facilitates access to the strategy implementation related to human rights, equality, non- discrimination and migrant integration;

v. Ensures that filing of documents is kept updated according to internal procedures;

vi. Assists in the development of strategies and other proposals as may be necessary from time to time;

vii. Assists in the implementation of strategies and other initiatives as may be necessary from time to time;

viii. Assists in the preparation of Budgets and financial reports;

ix. Assists in the preparation of reports as requested by supervisor;

x. Assists in the processing of payments:

xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xii. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of

b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

iii. a. fil-pussess ta' kwalifika rikonoxxuta (fil-Livell 4 tal-MQF) fl-Istatistika, jew fl-Ekonomija, jew Studji Ewropej, jew Soċjoloġija, jew Liġi, jew Public Policy, jew Management u Leadership.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fl-Istatistika, jew fl-Ekonomija, jew Studji Ewropej, jew Soċjoloġija, jew Liġi, jew Public Policy, jew Management u Leadership.

JEW

EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese language and the English languages;

iii. a. in possession of a recognised qualification (MQF Level 4) in Statistics, or Economics, or European Studies, or Sociology, or Law or Public Policy or Management and Leadership.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Statistics, or Economics, or European Studies, or Sociology, or Law, or Public Policy or Management and Leadership.

OR

c. fil-pussess ta' żewġ suġġetti fil-Livell Avvanzat u tliet suġġetti fil-Livell Intermedju tal-Matrikola.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

iv. Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonnoxxta fil-Livell 4 tal-MQF (kwalifika jew żewġ suġġetti fil-Livell Avvanzat flimkien ma' tliet suġġetti fil-livell Intermedjajru tal-Matrikola, jew kwalifika rikonoxxuta komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-ħatra, dawk appuntanti, iridu jintrabtu li jlestu b'suċċess kwalifika rikonoxxuta f'qasam relatat fil-Livell 5 tal-MQF, f'perjodu ta' mhux aktar tard minn sentejn (2), biex jipprogressaw għal Skala ta' Salarju 11 fejn, fil-każ li dan ma jseħħx, il-ħatra tiġi mneħħija. Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati, dawn l-uffiċjali jipprogressaw għal Assistant Manager (Skala ta' Salarju 11). Il-progressjonijiet l-oħra kollha għandhom ikunu skont id-dispożizzjonijiet indikati fid-dokument li jismu 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (a) sa 4.1 (c) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk

c. in possession of two (2) subjects at Advanced level and three (3) subjects at Intermediate Matriculation Level.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

iv. Public Officers applying for this post must be confirmed in their current appointment.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced level and three subjects at Intermediate Matriculation level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On appointment, appointees will bind themselves to successfully complete a recognised Diploma in a related area at MQF Level 5, in not more than two (2) years, to progress to Salary Scale 11, failure of which they would relinquish their appointment. Upon possession of a relevant MQF Level 5 in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions enshrined in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (a) to 4.1 (c) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st January, 2022. If this stipulated

l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(a) Il-perjodu ta' prova u l-intitolament għall-progressjoni (skont il-każ) jibdew jgħoddu mid-data tal-ħatra,.

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 4.1 (iii) jew 4.2.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progress entitlement (as the case may be) start to count from date of appointment.

(b) Appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualifications referred to in clauses 4.1 (iii) and 4.2.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Ugwaljanza, ir-Riċerka u l-Innovazzjoni, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Equality, Research and Innovation through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;

eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Direttorat għad-Drittijiet tal-Bniedem, A3 Towers, Triq l-Arkata, Raħal Ġdid. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://www.mfer.gov.mt) u (hr.mfer@gov.mt).

Is-26 ta' Novembru, 2021

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Post ta' Inspector (Health and Safety) fil-Ministeru għall-Finanzi u x-Xogħol

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti (Finanzi u Xogħol), Ministeru għall-Finanzi u x-Xogħol jilqa' applikazzjonijiet għall-post ta' Inspector (Health and Safety) fil-Ministeru għall-Finanzi u x-Xogħol.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' sitt (6) xhur.

2.2 Is-salarju ta' Inspector (Health and Safety) huwa ta' Skala ta' Salarju 12, li fis-sena 2021 huwa ta' €18,724 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €20,848.

2.3 Persuna fil-grad ta' Inspector (Health and Safety) titla' fi Skala ta' Salarju 10 (€21,267 x €407.67 - €23,713) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti. Persuna li jkollha degree rikonoxxuta f'dixxiplina rilevanti titla' fi skala 10 wara sentejn (2) servizz sodisfaċenti fil-grad.

2.4 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Human Rights Directorate, A3 Towers, Triq l-Arkata, Paola. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://www.mfer.gov.mt) and (hr.mfer@gov.mt).

26th November, 2021

MINISTRY FOR FINANCE AND EMPLOYMENT

Post of Inspector (Health and Safety) in the Ministry for Finance and Employment

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (Finance and Employment), Ministry for Finance and Employment invites applications for the post of Inspector (Health and Safety) in the Ministry for Finance and Employment.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 The salary for the post of Inspector (Health and Safety) is Salary Scale 12, which in the year 2021 is equivalent to €18,724 per annum, rising by annual increments of €354 up to a maximum of €20,848.

2.3 An Inspector (Health and Safety) will progress to Scale 10 (€21,267 x €407.67 - €23,713) on completion of five (5) years service in the grade, subject to satisfactory performance, provided that a person in possession of a recognised degree in a relevant discipline will be placed in scale 10 after two (2) years service in the grade, also subject to satisfactory performance.

2.4 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

2.5 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwalunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Inspector (Health and Safety) jinkludu li:

i. Jimplimenta u jinforza l-leġiżlazzjonijiet u r-regolamenti dwar is-Saħħa u s-Sigurtà fuq il-post tax-xogħol, li huma fis-seħħ minn żmien għal żmien, u jiżviluppa politiki u linji gwida dwar is-saħħa u s-sigurtà fid-Dipartiment tad-Dwana;

ii. Jispezzjona postijiet tax-xogħol, ikun ta' gwida dwar kwalunkwe prekawzjonijiet ta' sikurezza u metodi ta' xogħol xierqa u jinforza kwalunkwe miżuri ta' prekawzjoni meħtieġa;

iii. Jagħmel valutazzjonijiet tar-riskju, jintroduċi miżuri ta' kontroll korrispondenti u jissorvelja l-implimentazzjoni ta' tali miżuri ta' kontroll fuq kwalunkwe xogħol jew prattika tax-xogħol li jkun qed jitwettaq mill-impjegati fid-Dipartiment tad-Dwana;

iv. Jipprovdi informazzjoni u taħriġ dwar kwistjonijiet ta' Saħħa u Sigurtà fuq il-post tax-xogħol lill-impjegati, u jikkordina mar-rappreżentanti tal-ħaddiema u uffiċjali għolja oħra fid-Dipartiment tad-Dwana;

v. Jorganizza u jipparteċipa fi kwalunkwe inizjattivi dwar kwistjonijiet ta' Saħħa u Sigurtà fuq il-post tax-xogħol li jsiru fi ħdan id-dipartiment;

vi. Jikkordina u jorganizza taħriġ u laqgħat regolari mat-timijiet tad-dipartiment tar-rappreżentanti tas-Saħħa u Sigurtà, uffiċjali tal-ewwel għajnuna u pumpiera;

vii. Jikkompila rapporti, iżomm rekords, jipprovdi analiżi u jwettaq kwalunkwe dmirijiet oħra relatati mas-Saħħa u s-Sigurtà fuq il-post tax-xogħol assenjati lilu;

viii. Iwettaq superviżjoni, fl-istadju tal-ippjanar, ta' kwalunkwe proġett ta' rinnovazzjoni ttrattat mid-dipartiment;

ix. Jikkordina ma' entitajiet pubbliċi oħra u partijiet interessati rilevanti kif jista' jkun meħtieġ għat-twettiq effettiv tad-dmirijiet assenjati u għall-istabbiliment u ż-żamma ta' koperazzjoni kostruttiva fi kwistjonijiet ta' Saħħa u Sigurtà fuq il post tax-xogħol;

x. Iżomm ruħu aġġornat mal-iżviluppi ta' kwistjonijiet u leġiżlazzjonijiet relatati mas-Saħħa u s-Sigurtà fuq il-post tax-xogħol kemm fil-livell nazzjonali kif ukoll f'dak internazzjonali;

2.5 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

Duties

3. The job duties for the post of Inspector (Health and Safety) include:

i. Implementing and enforcing the Occupational Health and Safety Legislation and Regulations, in force from time to time, and developing, health and safety policies and guidelines in the Customs Department;

ii. Inspecting places of work, providing guidance on any safety precautions and proper work methods and enforcing any precautionary measures as necessary;

iii. Making risk assessments, introducing corresponding control measures and monitoring of the implementation of such control measures on any work or work practices being carried out by employees in the Customs Department;

iv. Providing information and training on Occupational Health and Safety issues to employees, and liaising with workers' representatives and other senior officers in Customs Department;

v. Organising and participating in any initiatives on Occupational Health and Safety issues undertaken within the department;

vi. Coordinating and organising training and regular meetings with the department's teams of Health and Safety representatives, first aiders and fire fighters;

vii. Compiling reports, maintaining records, providing analyses and carrying out any other Occupational Health and Safety-related duties assigned to him/her;

viii. Carrying out supervision, at planning stage, of any refurbishing project dealt with by the department;

ix. Liaising with other public entities and relevant stakeholders as may be required for effective fulfilment of assigned duties and for establishing and maintaining constructive cooperation in Occupational Health and Safety matters;

x. Keeping abreast with developments in Occupational Health and Safety matters and legislation both at a national and international level;

xi. Jimmaniġġja u jissorvelja x-xogħol tal-Uffiċjali tas-Saħħa u s-Sigurtà li jistgħu jiġu assenjati taħt ir-responsabbiltà diretta tiegħu;

xii. Jaqdi dmirijiet oħra kif assenjati mis-Segretarju Permanenti (Finanzi u Xogħol), mid-Direttur Ġenerali/ Direttur rispettiv u/jew mir-rappreżentant/i tagħhom;

xiii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta› residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-

xi. Managing and supervising the work of Health and Safety Officers who may be assigned under his/her direct responsibility;

xii. Performing any other duties as assigned by the Permanent Secretary (Finance and Employment), the respective Director General/Director and/or their representative/s;

xiii. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta

Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-Malti u bl-Ingliż;

iii. (a) ikollhom kwalifika rikonoxxuta fl-Livell 5 tal-MQF (suġġetta għall-minimum ta' 60 krettu ECTS/ECVETS jew ekwivalenti*) fis-Social Studies (Occupational Health and Safety) jew kwalifika oħra ekwivalenti;

jew

(b) qegħdin jattendu għall-kors li jwassal għal kwalifika rikonoxxuta fl-Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVETS jew ekwivalenti*) fis-Social Studies (Occupational Health and Safety);

jew

(c) jissodisfaw il-kriterji minimi għad-dħul fil-kors li jwassal għal kwalifika rikonoxxuta fl-Livell 5 tal-MQF (suġġetta għal-minimu ta' 60 krettu ECTS/ECVETS, jew ekwivalenti*) fis-Social Studies (Occupational Health and Safety).

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistemi oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVETS. Jista' jintalab il-parir tal-MQRIC.

Applikanti li jgħaddu taħt paragrafu 4.1 (iii)(a) jidħlu fil-grad ta' Inspector (Health and Safety) filwaqt li applikanti li jgħaddu taħt paragrafu 4.1 (iii)(b) jew 4.1 (iii)(c) jiġu ingaġġati bħala Trainee Inspector (Health and Safety) fuq bażi definita u skont kif jipprovdu l-paragrafi 4.6 sa 4.8, hawn taħt. Il-ħatra ssir skont l-Ordni tal-Mertu finali u skont id-disponibbiltà ta' vakanzi matul il-perjodu ta' validità tar-rizultat.

iv. Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat.

Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages;

iii. (a) In possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent*) in Social Studies (Occupational Health and Safety) or another equivalent qualification;

or

(b) Following a course leading to a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVETS credits or equivalent*) in Social Studies (Occupational Health and Safety);

or

(c) In possession of the minimum requirements for admission to a course leading to a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVETS credits or equivalent*) in Social Studies (Occupational Health and Safety).

*In absence of documentary evidence as the ECTS/ECVET credits or other systems of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

Successful candidates under paragraph 4.1 (iii)(a) will enter into the grade of Inspector (Health and Safety), whereas successful candidates under paragraph 4.1 (iii)(b) or 4.1 (iii)(c) will be engaged on a definite basis as Trainee Inspector (Health and Safety), as provided for under paragraphs 4.6 to 4.8. Appointments, on the basis of the final order of merit, will take place subject to the availability of vacancies within the validity period of the result.

iv. Public Officers applying for this post must be confirmed in their current appointment.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3. Uffiċjali Pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deċiżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħ il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

Kwalunkwe kriterju ieħor ta' eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa għall-applikazzjonijiet.

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-Klassi/Stream tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-bażi tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieġ minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodisfaw is-snin meħtieġa ta' 'servizz fil-grad' kif stipulat fis-sejħiet għall-applikazzjonijiet.

Kwalunke rekwiżit ieħor ta' eliġibbiltà għall-post/pożizzjoni għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu,

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of 'service in the grade' as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications.

4.5 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public

filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.6 Persuna li tintgħażel taħt paragrafu 4.1 (iii)(b) tiġi ingaġġata bħala Trainee Inspector (Health and Safety) fuq bażi definita sakemm tiġi approvata għall-għoti ta' kwalifika rikonoxxuta fl-Livell 5 tal-MQF (suġġetta għal-minimu ta' 60 krettu ECTS/ECVETS) fis-Social Studies (Occupational Health and Safety).

4.7 Persuna magħżula taħt paragrafu 4.1 (iii)(c) tkun ingaġġata bħala Trainee Inspector (Health and Safety) fuq bażi definita u għandha tagħmel kors speċjalizzat ta' studju ta' mhux aktar minn sentejn li jwassal għal kwalifika rikonoxxuta fl-Livell 5 tal-MQF (suġġetta għal-minimu ta' 60 krettu ECTS/ECVETS, jew ekwivalenti*) fis-Social Studies (Occupational Health and Safety). Id-dħul ta' Trainee Inspector (Health and Safety) għalhekk isir fuq bażi definita li tikkorispondi mat-tul tal-kors.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVETS jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparbbli ma 60 krettu ECTS/ECVETS. Jista' jintalab il-parir tal-MQRIC.

4.8 (i) Persuna ingaġġata bħala Trainee Inspector (Health and Safety) hija mistennija li tagħmel taħt supervizjoni d-dmirijiet tal-grad ta' Inspector (Health and Safety). Hija mistennija li ssegwi wkoll l-iskeda ta' ħinijiet tal-kors.

(ii) Il-kuntratt ta' impjieg jitwaqqaf kemm-il darba persuna ingaġġata bħala Trainee Inspector (Health and Safety) tonqos li tagħmel id-dmirijet tagħha għas-sodisfazzjon tas-Segretarju Permanenti (Finanzi u Xogħol) u/jew ir-rappreżentant/a/i tiegħu jew kemm-il darba l-progress tagħha fil-kors jaqa' taħt il-livell aċċettati jew jekk tonqos li ttemm il-kors b'suċċess.

(iii) Meta ttemm b'suċċess il-kors li jwassal għal kwalifika rikonoxxuta fl-Livell 5 tal-MQF (suġġetta għal-minimu ta' 60 krettu ECTS/ECVETS jew ekwivalenti) fis-Social Studies (Occupational Health and Safety) u kemm-il darba tkun qdiet dmirha b'mod sodisfaċenti, persuna ingaġġata bħala Trainee Inspector (Health and Safety) tinħatar Inspector (Health and Safety) fuq bażi regolari.

(iv) Persuna ingaġġata bħala Trainee Inspector (Health and Safety) fuq bażi definita ikollha salarju ekwivalenti għal Skala 14 (€16,361 x €316.83 - €18,262).

Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.6 An applicant selected under paragraph 4.1 (iii)(b) will be engaged on a definite basis as Trainee Inspector (Health and Safety) until he/she is approved for the award of a recognised qualification at MQF Level 5(subject to a minimum of 60 ECTS/ECVETS credits or equivalent) in Social Studies (Occupational Health and Safety).

4.7 An applicant selected under paragraph 4.1 (iii)(c) above will be engaged on a definite basis as Trainee Inspector (Health and Safety) and will be required to undergo a specialised course of study of not more than two years, leading to the award of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVETS credits or equivalent*) in Social Studies (Occupational Health and Safety). The engagement of Trainee Inspector will consequently be on a definite basis corresponding to the duration of the course.

*In absence of documentary evidence as the ECTS/ECVETS credits or other systems of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVETS credits. The advice of the MQRIC may be sought.

4.8 (i) The Trainee Inspector (Health and Safety) will carry out under supervision the duties pertaining to the grade of Inspector (Health and Safety). He/she will be required at the same time to adhere to the timetable of the course.

(ii) The contract of engagement will be terminated if the Trainee Inspector (Health and Safety) does not carry out his/her duties to the satisfaction of the Permanent Secretary (Finance and Employment) or his representative/s or his/her progress in the course falls below the accepted standards or if he/she fails to complete the course successfully.

(iii) On successful completion of the course leading to a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVETS credits or equivalent) in Social Studies (Occupational Health and Safety) and subject to satisfactory performance, a Trainee Inspector (Health and Safety) will be appointed Inspector (Health and Safety) on a regular basis.

(iv) A candidate appointed Trainee Inspector (Health and Safety) on definite basis will earn a salary equivalent to Scale 14 (€16,361 x €316.83 - €18,262).

4.9 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.8 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.10 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew ħekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.11 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.8, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni Reklutaġġ, Ministeru għall-Finanzi u x-Xogħol permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet

4.9 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.8 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.10 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.11 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.8, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Finance and Employment through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are

għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta skont kif applikabbli, li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottemettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn xogħol wara d-data tal-għeluq jew sa jumejn xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu minn (recruitment.mfe@gov.mt). Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tas-Sezzjoni huma (https://finanzi.gov.mt) u (recruitment.mfe@gov.mt).

Is-26 ta' Novembru, 2021

to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from (recruitment.mfe@gov.mt). These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are (https://finance.gov.mt) and (recruitment.mfe@gov.mt).

26th November, 2021

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Post ta' Manager I fil-Ministeru għall-Finanzi u x-Xogħol

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti (Finanzi u Xogħol), Ministeru għall-Finanzi u x-Xogħol jilqa' applikazzjonijiet għall-post ta' Manager I fil-Ministeru għall-Finanzi u x-Xogħol.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager I huwa ta' Skala ta' Salarju 10, li fis-sena 2021 huwa ta' €21,267 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €23,713.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€22,633 x €447.33 - €25,317 fis-sena 2021) wara sentejn (2) servizz bħala Manager I fi Skala ta' Salarju 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 9 titla' fi Skala ta' Salarju 8 (€24,091 x €486.83 - €27,012 fis-sena 2021) wara ħames (5) snin servizz bħala Manager I fi Skala ta' Salarju 9, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 8 titla' fi Skala ta' Salarju 7 (€25,656 x €531.17 - €28,843 fis-sena 2021) wara tliet (3) snin servizz bħala Manager I fi Skala ta' Salarju 8, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.8 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwalunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

MINISTRY FOR FINANCE AND EMPLOYMENT

Post of Manager I in the Ministry for Finance and Employment

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (Finance and Employment), Ministry for Finance and Employment invites applications for the post of Manager I in the Ministry for Finance and Employment.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager I is Salary Scale 10, which in year 2021 is €21,267 per annum, rising by annual increments of €407.67 up to a maximum of €23,713.

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€22,633 x €447.33 - €25,317 in 2021) on completion of two (2) years service as Manager I in Salary Scale 10, subject to satisfactory performance.

2.5 A Manager I in Salary Scale 9 will progress to Salary Scale 8 (€24,091 x €486.83 - €27,012 in 2021) on completion of five (5) years service as Manager I in Salary Scale 9, subject to satisfactory performance.

2.6 A Manager I in Salary Scale 8 will progress to Salary Scale 7 (€25,656 x €531.17 - €28,843 in 2021) on completion of three (3) years service as Manager I in Salary Scale 8, subject to satisfactory performance.

2.7 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of his/her basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.8 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.9 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

a. L-applikanti maħtura fil-flussi Maniġerjali/ta' Uffiċjal/Prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u jekk maħtura għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

b. L-uffiċjali l-oħra kollha għandhom jiġu kkonfermati fil-ħatra, u jekk jinħatru għandhom iservu f'dan il-post għal minimu ta' sentejn (2), qabel ma japplikaw lateralment. Din il-kundizzjoni tal-aħħar mhijiex applikabbli għal finijiet ta' promozzjoni.

2.10 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor, skont il-postijiet vakanti stabbiliti.

2.11 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager I jinkludu li:

i. Iwettaq tfittxijiet interni għall-għoti ta' informazzjoni meħtieġa mill-awtoritàjiet lokali u barranin, għall-fini ta' informazzjoni u investigazzjonijiet skont il-ftehimiet u l-obbligi tal-kondiviżjoni tad-data;

ii. Iħejji u jiċċertifika d-dokumentazzjoni fir-rigward tar-riżultati ta' dawn it-tfittxijiet;

iii. Jirrappreżenta lid-Direttorat kull meta jkun meħtieġ jipprovdi d-dokumentazzjoni rilevanti lill-awtoritajiet lokali u barranin;

iv. Jirrevedi abbozzi ta' dokumenti ta' strateġija nazzjonali, politiki, leġiżlazzjoni, proposti finanzjarji u mhux finanzjarji, u kwalunkwe dokumentazzjoni oħra li d-Direttorat huwa mistenni li jipprovdi feedback dwarha;

v. Jirrappreżenta lid-Direttorat f'laqgħat li jsiru f'Malta jew barra minn Malta, kull meta jkun meħtieġ. L-uffiċjal jista' jintalab jifforma parti minn gruppi ta' ħidma jew kumitati kif meħtieġ, u li jħejji u jagħti preżentazzjonijiet f'isem id-Direttorat;

2.9 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.10 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere, in accordance with established vacancies.

2.11 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The job duties for the post of Manager I include:

i. Conducts internal searches for the provision of information required by local and foreign authorities, for the purpose of information and investigations as per data sharing agreements and obligations;

ii. Prepares and certifies the documentation in relation to the results of such searches;

iii. Represents the Directorate whenever it is required to provide the relevant documentation to local and foreign authorities;

iv. Reviews draft national strategy documents, policies, legislation, financial and non- financial proposals, and any other documentation on which the Directorate is expected to provide feedback;

v. Represents the Directorate in meetings taking place in Malta or abroad, whenever required. The officer may be required to form part of working groups or committees as necessary, and to prepare and deliver presentations on behalf of the Directorate;

vi. Jamministra, jikkordina u/jew jassisti f'inizjattivi b'rabta mal-UE, partijiet ikkonċernati internazzjonali u lokali oħra, kif meħtieġ;

vii. Iżomm ruħu aġġornat dwar l-iżviluppi li jseħħu fil-livell lokali u internazzjonali dwar l-oqsma ta' politika assenjati rilevanti, filwaqt li jiżgura li l-informazzjoni tiġi mxerrda lill-uffiċjali rilevanti fi ħdan id-Direttorat;

viii. Jiżviluppa u jżomm komunikazzjoni effettiva ma' entitajiet interni u esterni u/jew partijiet interessati relatati mal-qasam ta' politika assenjat;

ix. Jiżgura li d-dokumentazzjoni relatata mal-qasam ta' politika tinġabar u tinħażen f'konformità mal-politiki u r-rekwiżiti tal-GDPR tad-Direttorat;

x. Jassisti biex iżomm rekord tal-miżuri implimentati mid-Direttorat, kif ikun meħtieġ;

xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi

vi. Administers, coordinates and/or assist in initiatives in connection with the EU, other international and local stakeholders, as required;

vii. Keeps abreast of developments taking place at a local and international level on the relevant assigned policy areas, ensuring that the information is disseminated to the relevant officials within the Directorate;

viii. Develops and maintains effective communication with internal and external entities and/or stakeholders related to the assigned policy area;

ix. Ensures that documentation related to the policy area is collated and stored in line with the Directorate's policies and GDPR requirements;

x. Assists in keeping track of measures implemented by the Directorate, as may be required;

xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xii. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence

Terzi), jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18 (3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

U

iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVETS jew ekwivalenti*) fl-Istatistika, jew Ekonomija, jew Studji Ewropej, jew Soċjoloġija, jew Liġi, jew Public Policy.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVETS jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 180 krettu ECTS/ECVETS. Jista' jintalab il-parir tal-MQRIC.

iv. Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat. Kwalifika ta' Masters f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 60 krettu ECTS/ECVETS jew ekwivalenti*.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVETS jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta'

permit under regulation 18 (3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages;

AND

iii. in possession of a recognised Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVETS credits, or equivalent*) in Statistics, or Economics, or European Studies, or Sociology, or Law, or Public Policy.

*In the absence of documentary evidence as to the ECTS/ECVETS credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 180 ECTS/ECVETS credits. The advice of the MQRIC may be sought.

iv. Public Officers applying for this post must be confirmed in their current appointment.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVETS credits or equivalent*.

*In the absence of documentary evidence as to the ECTS/ECVETS credits or other system of measuring the course content, the selection board is to evaluate the submitted

studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVETS. Jista' jintalab il-parir tal-MQRIC.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(a) Il-perjodu ta' prova u l-intitolament għall-progressjoni (skont il-każ) jibdew jgħoddu mid-data tal-ħatra,.

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 4.1 (iii) jew 4.2.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu

programme of study and determine that it is comparable to 60 ECTS/ECVETS credits. The advice of the MQRIC may be sought.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st January, 2022. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment.

(b) Appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clause 4.1 (iii) and 4.2.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in

ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tar-Reklutaġġ, Ministeru għall-Finanzi u x-Xogħol, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta skont kif applikabbli, li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-

which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.4, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Finance and Employment through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application.

kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu minn (recruitment.mfe@gov.mt). Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tas-Sezzjoni huma (https://finance.gov.mt) u (recruitment.mfe@gov.mt).

Is-26 ta' Novembru, 2021

MINISTERU GĦALL-AMBJENT, IT-TIBDIL FIL-KLIMA U L-IPPJANAR

Post ta' Manager II fil-Ministeru għall-Ambjent, it-Tibdil fil-Klima u l-Ippjanar

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Id-Direttur Ġenerali għall-Operat, f'isem is-Segretarju Permanenti, Ministeru għall-Ambjent, it-Tibdil fil-Klima u

Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from (recruitment.mfe@gov.mt). These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are (https://finanzi.gov.mt) and (recruitment.mfe@gov.mt).

26th November, 2021

MINISTRY FOR THE ENVIRONMENT, CLIMATE CHANGE AND PLANNING

Post of Manager II in the Ministry for the Environment, Climate Change and Planning

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Operations), on behalf of the Permanent Secretary, Ministry for the Environment, Climate

l-Ippjanar, jilqa' applikazzjonijiet għall-post ta' Manager II fil-Ministeru għall-Ambjent, it-Tibdil fil-Klima u l-Ippjanar.

Termini u kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager II huwa ta' Skala ta' Salarju 7, li fl-2021 huwa ta' €25,656 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €28,843.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€27,327 x €596.33 - €30,905 fis-sena 2021) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.6 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

2.7 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

a. Il-persuni maħtura fil-flussi Maniġerjali/ta' Uffiċjal/Prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

b. L-uffiċjali l-oħra kollha għandhom jiġu kkonfermati fil-ħatra, u jekk jinħatru għandhom iservu f'dan il-post għal minimu ta' sentejn (2), qabel ma japplikaw lateralment. Din il-kundizzjoni tal-aħħar mhijiex applikabbli għal finijiet ta' promozzjoni.

Change and Planning, invites applications for the post of Manager II in the Ministry for the Environment, Climate Change and Planning.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager II is Salary Scale 7, which in the year 2021 is €25,656 per annum, rising by annual increments of €531.17 up to a maximum of €28,843.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€27,327 x €596.33 - €30,905 in the year 2021) on completion of three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

2.5 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.7 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and are to serve in this post for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.8 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor skont il-postijiet vakanti stabbiliti.

2.9 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager II jinkludu li:

i. Jassisti lill-kap tad-dipartiment b'mod partikolari fejn jirrigwardja l-qasam tal-komunikazzjoni, il-kampanji edukattivi u l-attivitajiet;

ii. Iżomm ruħu aġġornat billi jsegwi l-ħidma tal-Ministeru u jagħmel riċerka dwar it-temi ewlenin tal-portafoll;

iii. Jiżgura li l-kalendarju tal-attivitajiet jiġi implimentat b'kordinazzjoni sħiħa mat-taqsimiiet tad-Dipartiment u l-Ministeru;

iv. Jagħmel rakkomandazzjonijiet dwar attivitajiet edukattivi u kampanji ta' informazzjoni relatati mal-ħidma tal-Ministeru/Dipartiment;

v. Jiżgura l-kordinazzjoni tal-loġistika tal-attivitajiet u kwalunkwe rekwiżit ieħor relatat ma' konferenzi u kampanji ta' informazzjoni;

vi. Iwettaq xogħol relatat mal-branding u l-promozzjoni;

vii. Jirrappreżenta lill-Ministeru f'konferenzi tal-aħbarijiet, f'attivitajiet u/jew fi programmi/xandiriet oħra fuq il-mezzi tal-komunikazzjoni;

viii. Jidentifika sorsi ta' finanzjament alternattiv u jikseb l-approvazzjonijiet meħtieġa sabiex jimmaterjalizzaw opportunitajiet bħal dawn;

ix. Jattendi laqgħat u jikkonsulta ma' partijiet interessati oħra, inklużi entitajiet pubbliċi u privati u għaqdiet volontarji, kif u meta meħtieġ;

x. Jaġġorna r-rekords tal-operat tiegħu u jissottometti rapporti kif u meta meħtieġ;

xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;

xii. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

xiii. Kwalunkwe dmir ieħor hekk kif ordat mis-Segretarju Permanenti Ewlieni.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere, in accordance with established vacancies.

2.9 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The job duties for the post of Manager II include:

i. Assists the head of department in particular as regards the area of communication, development campaigns and activities;

ii. Keeping up to date by following the work of the Ministry and researches the salient themes of the portfolio;

iii. Ensures that the calendar of activities is implemented in accordance with the sections of the Department and the Ministry;

iv. Make recommendations on educational projects and campaigns related to the work of the Ministry/ Department;

v. Ensures the coordination of the logistics of activities and any other knowledge related to conferences and information campaigns;

vi. Performs branding and promotion

vii. Represents the Ministry in news conferences, activities and/or other program/broadcasts on the media;

viii. Identifies alternative sources of financing and obtains the necessary approvals to materialise such opportunities;

ix. Attends meetings and consults with other stakeholders, including public and private entities and voluntary organisations, as and when required;

x. Updates its records and submit reports as and when required;

xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

xiii. Any other duties as directed by the Principal Permanent Secretary.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi), jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiż terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-Aġenzija Identità Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-Malti kif ukoll bl-Ingliż;

U

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages;

AND

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fil-Marketing jew Communications jew Public Administration jew Public Policy jew Management.

*Fin-nuqqas ta' evidenza dokumentata dwar il-kretti ECTS/ECVET jew sistema oħra at' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 krettu ECTS/ECVET. Jista' jintalab il-parir tal-MQRIC.

iv. Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra kurrenti tagħhom.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat.

(ii) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(a) Il-perjodu ta' prova u l-intitolament għall-progressjoni (skont il-każ) jibdew jgħoddu mid-data tal-ħatra,

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 4.1(iii) jew 4.2.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku

iii. in possession of a recognised Masters degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Marketing or Communication or Public Administration or Public Policy or Management.

*In absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

iv. Public Officers applying for this post must be confirmed in their current appointment

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1(iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st January, 2022. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment,

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clause 4.1(iii) and 4.2.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued

għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-Bord tal-Għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija mija fil-mija (100%) u l-marka li persuna trid iġġib biex tgħaddi hija ħamsin fil-mija (50%).

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali għall-Operat, Ministeru

by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is one hundred per cent (100%) and the pass mark is fifty per cent (50%).

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director General (Operations), Ministry for the

għall-Ambjent, it-Tibdil fil-Klima u l-Ippjanar, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 14 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi (Attn: Assistent Direttur, Riżorsi Umani), Ministeru għall-Ambjent, it-Tibdil fil-Klima u l-Ippjanar, 6, Triq Ħal Qormi, Santa Venera SVR 1302. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment/Diviżjoni/Direttorat huma (www.environment.gov.mt) u (humanresources.mecp@gov.mt).

Is-26 ta' Novembru, 2021

Environment, Climate Change and Planning, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Tuesday, 14th December, 2021. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete documents or missing.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Climate Change and Planning, 6, Triq Ħal Qormi, Santa Venera SVR 1302. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are (www.environment.gov.mt) and (humanresources.mecp@gov.mt).

26th November, 2021

COMPARATIVE RETURN OF REVENUE
for the period 1st January 2021 to 31st October 2021

		Budget 2021 €	Actual Revenue Jan - Oct 2021 €	Actual Revenue Jan - Dec 2020 €	Actual Revenue Jan - Oct 2020 €
REVENUE					
I1103, I1106	Customs and Excise Duties	344,000,000	242,362,242	264,415,650	216,164,243
I1109	Licences, Taxes and Fines	381,000,000	270,336,697	310,325,583	258,025,823
I1112	Income Tax	1,793,000,000	1,471,145,717	1,536,706,604	1,136,987,269
I1115	Value Added Tax	994,000,000	769,630,326	767,656,500	587,260,050
I1118	Fees of Office	122,041,000	84,618,829	116,315,759	90,452,203
I1121	Sales - Goods	2,669,000	1,575,490	2,313,361	1,601,463
I1122	Sales - Services	29,957,000	19,383,296	27,543,795	23,527,515
I1123	Sales - Others	9,470,000	2,783,553	7,008,048	4,839,281
I1124	Reimbursements	4,573,000	2,046,598	4,097,489	3,050,603
I1127	Central Bank of Malta	33,000,000	25,000,000	31,500,000	25,000,000
I1130	Rents	33,680,000	22,011,526	34,790,555	27,410,670
I1133	Dividends on Investment/Receipts	44,100,000	40,695,421	26,059,999	21,909,999
I1136	Interest on loans made by Government	276,000	2,159	8,524	8,457
I1139	Social Security	1,087,000,000	891,789,422	1,063,423,381	752,940,479
I1142	Grants	263,503,000	117,707,080	110,664,753	85,114,802
I1145	Miscellaneous Receipts	55,733,000	56,379,038	86,467,008	83,962,382
	Total Ordinary Revenue	**5,198,002,000**	**4,017,467,394**	**4,389,297,008**	**3,318,255,239**
L2756	Loans	1,100,000,000	1,364,770,270	1,549,790,600	1,244,790,600
A2665	Repayment of loans made by Government	2,226,000	---	914,872	667,752
I1154	Proceeds from Sale of Shares	889,000	888,888	888,888	888,888
	Total Non-Ordinary Revenue	**1,103,115,000**	**1,365,659,158**	**1,551,594,360**	**1,246,347,240**
TOTAL REVENUE		**6,301,117,000**	**5,383,126,552**	**5,940,891,369**	**4,564,602,478**

Note: Figures in Statement may not add up due to rounding

The Treasury
Authority: Treas 7/2021

Paulanne Mamo
Accountant General

Date: 15 - 11 - 2021

COMPARATIVE RETURN OF EXPENDITURE
for the period 1st January 2021 to 31st October 2021

		Budget 2021 €	Actual Expenditure Jan - Oct 2021 €	Actual Expenditure Jan - Dec 2020 €	Actual Expenditure Jan - Oct 2020 €
RECURRENT EXPENDITURE					
1	Office of the President	4,714,000	3,171,573	3,730,428	2,827,321
2	House of Representatives	10,472,000	8,213,939	9,312,787	8,192,327
3	Office of the Ombudsman	1,427,000	1,352,000	1,339,950	1,339,950
4	National Audit Office	3,850,000	3,450,000	3,600,000	3,300,000
5	Commissioner for Standards in Public Life	478,000	239,000	640,000	640,000
6	Office of the Prime Minister	59,355,000	42,911,425	74,244,581	58,025,001
7	Information	1,438,000	866,960	1,103,380	873,251
8	Government Printing Press	1,730,000	1,311,999	1,647,055	1,247,546
9	Electoral Office	2,666,000	2,097,882	2,482,022	1,872,373
10	Public Service Commission	770,000	479,491	669,281	550,941
11	Industrial and Employment Relations	1,948,000	1,507,426	1,690,873	1,353,302
12	Ministry for Health	758,174,000	712,868,359	773,247,989	615,974,380
13	Ministry for Foreign and European Affairs	45,048,000	35,040,666	---	---
14	Ministry for the Senior Citizens and Active Ageing	202,911,000	151,591,878	---	---
15	Ministry for the Research, Innovation and the Co-ordination of COVID-19 Strategy	16,195,000	9,931,817	---	---
16	Ministry for the National Heritage, the Arts and Local Government	49,115,000	41,879,018	---	---
17	Local Government	54,916,000	48,199,689	52,469,303	46,558,244
18	Ministry for Transport, Infrastructure and Capital Projects	102,069,000	83,386,910	115,772,374	88,980,304
19	Ministry for Social Justice and Solidarity, the Family and Children's Rights	66,897,000	59,643,878	117,613,375	100,280,508
20	Social Policy	371,082,000	281,718,069	362,515,892	235,651,303
21	Social Security Benefits	1,118,069,000	920,901,639	1,076,911,224	892,433,850
22	Pensions	103,490,000	86,903,902	101,979,947	85,510,730
23	Ministry for Justice, Equality and Governance	40,051,000	37,355,454	110,447,167	84,374,128
24	Ministry for Agriculture, Fisheries and Animal Rights	32,189,000	32,178,001	---	---
25	Ministry for Social Accommodation	28,888,000	23,520,985	---	---
26	Ministry for Education [and Employment]	311,862,000	254,337,630	350,414,006	293,247,392
27	Education	330,966,000	271,337,861	319,481,303	244,065,693
28	Ministry for the Economy and Industry [Investment and Small Businesses]	88,040,000	116,770,507	82,122,163	72,574,835
29	Commerce	1,634,000	1,297,530	1,547,465	1,130,048
30	Ministry for Inclusion and Social Wellbeing	47,990,000	40,112,098	---	---
31	Ministry for the Environment, Climate Change and Planning	72,632,000	49,945,883	94,482,839	69,645,421
32	Ambjent Malta	6,599,000	11,748,284	18,589,624	14,254,370
33	Ministry for Gozo	51,734,000	39,903,409	46,118,225	35,380,535
34	Ministry for Home Affairs, National Security and Law Enforcement	57,577,000	59,768,396	61,638,807	40,022,116
35	Armed Forces of Malta	58,299,000	56,415,194	50,804,654	40,267,825
36	Police	82,780,000	64,311,621	80,936,730	63,994,616
37	Probation and Parole	1,456,000	1,116,965	1,350,238	1,036,359
38	Civil Protection	9,906,000	8,684,601	9,406,798	7,125,759
39	Ministry for Tourism and Consumer Protection	149,989,000	109,710,786	120,627,267	112,887,694
40	Ministry for Energy, Enterprise and Sustainable Development	249,374,000	399,486,012	114,786,420	81,344,168

COMPARATIVE RETURN OF EXPENDITURE
for the period 1st January 2021 to 31st October 2021

		Budget 2021 €	Actual Expenditure Jan - Oct 2021 €	Actual Expenditure Jan - Dec 2020 €	Actual Expenditure Jan - Oct 2020 €
RECURRENT EXPENDITURE (Cont'd)					
41	Ministry for Finance and Employment	304,598,000	290,829,218	168,588,701	140,442,383
42	Economic Policy	1,807,000	1,166,056	1,608,336	1,255,879
43	Treasury	31,154,000	27,649,637	24,706,182	22,643,383
45	Commissioner for Revenue	20,813,000	18,874,434	19,517,170	15,264,782
46	Customs	12,716,000	9,754,851	12,148,275	9,165,144
47	Contracts	2,031,000	1,439,048	1,671,055	1,310,771
	[Ministry for Foreign Affairs and Trade Promotion	---	---	62,582,637	58,228,604
	[Ministry for European Affairs and Equality	---	---	20,160,911	14,403,457
	[Elderly and Community Care	---	---	164,161,271	124,680,653
SUBTOTAL RECURRENT EXPENDITURE		**4,971,899,000**	**4,425,381,980**	**4,638,868,703**	**3,694,357,346**
43	Treasury				
	EFSF/ESM Credit Line Facility	4,500,000	---	---	---
TOTAL RECURRENT EXPENDITURE		**4,976,399,000**	**4,425,381,980**	**4,638,868,703**	**3,694,357,346**
44	Public Debt Servicing				
	Contribution to Special MGS Sinking Fund	50,000,000	---	20,000,000	10,000,000
	Interest - Local	189,289,189	153,728,072	181,195,925	151,439,297
	Repayment of Loan - Local	462,502,000	462,501,653	461,582,832	461,582,832
	Early Repayments of MGRSB	4,500,000	4,392,764	4,122,900	2,697,416
	Contribution to Sinking Fund - Foreign	50,000	---	50,000	25,000
	Interest - Foreign	7,557	123,157	8,631	8,631
	Interest - Short-term borrowing	528,254	258	327	337
TOTAL PUBLIC DEBT SERVICING		**706,877,000**	**620,745,904**	**666,960,615**	**625,753,512**
TOTAL RECURRENT EXPENDITURE AND PUBLIC DEBT SERVICING		**5,683,276,000**	**5,046,127,884**	**5,305,829,318**	**4,320,110,857**

Note: Figures in Statement may not add up due to rounding

The Treasury
Authority: Treas 7/2021

Paulanne Mamo
Accountant General

Date: 15 - 11 - 2021

COMPARATIVE RETURN OF CAPITAL EXPENDITURE
for the period 1st January 2021 to 31st October 2021

		Budget 2021 €	Actual Expenditure Jan - Oct 2021 €	Actual Expenditure Jan - Dec 2020 €	Actual Expenditure Jan - Oct 2020 €
CAPITAL PROGRAMME					
I	Office of the President	554,000	348,872	480,933	272,006
II	House of Representatives	2,176,000	941,504	84,201	56,546
III	Office of the Prime Minister	53,326,000	23,044,127	41,920,750	31,546,758
IV	Ministry for Health	66,053,000	38,623,327	45,752,870	34,040,121
V	Ministry for Foreign and European Affairs	2,905,000	8,534,099	---	---
VI	Ministry for Senior Citizens and Active Ageing	9,483,000	4,666,967	---	---
VII	Ministry for Research, Innovation and the Co-Ordination of Post COVID-19 Strategy	1,590,000	1,059,168	---	---
VIII	Ministry for the National Heritage, the Arts and Local Government	29,354,000	8,565,649	---	---
IX	Ministry for Transport, Infrastructure and Capital Projects	163,245,000	180,356,175	175,504,374	143,868,307
X	Ministry for Social Justice and Solidarity, the Family and Children's Rights	4,199,000	3,796,679	17,281,259	12,045,032
XI	Ministry for Justice, Equality and Governance	4,263,000	1,506,795	28,087,181	14,480,588
XII	Ministry for Agriculture, Fisheries, Food and Animal Rights	41,238,000	25,799,924	---	---
XIII	Ministry for Social Accommodation	3,941,000	592,849	---	---
XIV	Ministry for Education [and Employment]	88,207,000	31,732,589	72,052,789	39,250,592
XV	Ministry for the Economy and Industry [Investment and Small Businesses]	39,633,000	41,152,603	447,380,275	315,619,719
XVI	Ministry for Inclusion and Social Wellbeing	27,624,000	6,001,308	---	---
XVII	Ministry for the Environment, Climate Change and Planning	47,328,000	11,784,913	60,694,172	37,965,275
XVIII	Ministry for Gozo	22,007,000	24,337,677	17,708,382	9,450,407
XIX	Ministry for Home Affairs, National Security and Law Enforcement	62,602,000	29,032,234	28,696,471	15,578,265
XX	Ministry for Tourism and Consumer Protection	20,436,000	10,119,402	25,045,463	14,034,596
XXI	Ministry for Energy, Enterprise and Sustainable Development [Water Management]	76,712,000	36,359,996	31,772,015	21,898,408
XXII	Ministry for Finance and Employment	25,941,000	15,988,449	11,128,976	8,348,803
	[Ministry for European Affairs and Equality	---	---	31,112,168	14,620,122
	[Ministry for Foreign Affairs and Trade Promotion	---	---	2,427,419	1,592,918
TOTAL CAPITAL EXPENDITURE		**792,817,000**	**504,345,305**	**1,037,129,697**	**714,668,464**
XXII	Ministry for Finance and Employment				
	Investment - Equity Acquisition	10,538,000	4,500,000	36,980,000	26,980,000
TOTAL CAPITAL EXPENDITURE AND INVESTMENT		**803,355,000**	**508,845,305**	**1,074,109,697**	**741,648,464**
TOTAL EXPENDITURE		**6,486,631,000**	**5,554,973,189**	**6,379,939,015**	**5,061,759,322**

Note: Figures in Statement may not add up due to rounding

The Treasury
Authority: Treas 7/2021

Paulanne Mamo
Accountant General

Date: 15 - 11 - 2021

AWTORITÀ TAL-IPPJANAR

Aġġornament tal-Mappa Bażi 2018

L-Awtorità tal-Ippjanar tgħarraf li qiegħda twettaq aġġornament tal-Mappa Bażi 2018. Għaldaqstant sejrin isiru surveys permezz ta' droni u terrestrial laser scanner f'dawn il-lokalitajiet kif indikat fid-dati rispettivi:

Kottonera u Kalkara: 29 ta' Novembru, 2021 sal-21 ta' Dicembru, 2021

Aktar tagħrif jista' jinkiseb permezz ta' talba fl-indirizz elettroniku (geomatics@pa.org.mt).

Is-26 ta' Novembru 2021

PLANNING AUTHORITY

Update to the 2018 Basemap

The Planning Authority notifies that it is undertaking an update to the 2018 Basemap. To this extent it will be carrying out surveys by means of drones and a terrestrial laser scanner in the following localities on the respective dates:

Cottonera and Kalkara areas: 29th November, 2021 to 21st December, 2021

Any queries should be directed to the following email address (geomatics@pa.org.mt).

26th November, 2021

KUNSILL LOKALI L-FURJANA

Laqgħa Annwali tal-Lokalità

Il-Kunsill Lokali l-Furjana jgħarraf illi skont Artikolu 70 tal-Att dwar Kunsilli Lokali (Kap. 363) il-Laqgħa Annwali tal-Lokalità se ssir nhar il-Ħamis, 2 ta' Diċembru, 2021, fis-7.00 p.m., fid-Dar tal-Kunsill Lokali, 15, Pjazza E. S. Tonna, Il-Furjana.

F'din il-laqgħa r-residenti tal-Furjana jistgħu jressqu proposti għat-tfassil tal-Estimi Annwali għas-Sena Finanzjarja 2022.

Ir-residenti tal-Furjana huma mħeġġa li jattendu u jipparteċipaw.

L-ilbies tal-maskra huwa obbligatorju.

Se tinżamm id-distanza soċjali.

Is-26 ta' Novembru, 2021

FLORIANA LOCAL COUNCIL

Annual Locality Meeting

The Floriana Local Council will be holding its Annual Locality Meeting in accordance with Article 70 of the Local Councils Act (Cap. 363), on Thursday, 2nd December, 2021, at 7.00 p.m, at the Floriana Local Council's Administrative Offices, 15, Pjazza E. S. Tonna, Floriana.

During this meeting Floriana residents may submit proposals for the drawing up of Financial Estimates for the 2022 Financial Year.

Floriana residents are urged to attend and participate.

The wearing of masks is obligatory.

Social dictancing will be maintained.

26th November, 2021

KUNSILL LOKALI MARSASKALA

Laqgħa tal-Lokalità

Skont l-artikolu 70 tal-Att dwar Kunsilli Lokali (Kap. 363) il-Kunsill Lokali Marsaskala se jagħmel laqgħa tal-lokalità nhar il-Ġimgħa, l-1 ta' Diċembru, 2021, fis-6.00 p.m. streamed fuq il-Facebook page tal-Kunsill Lokali.

Ir-residenti li isimhom jidher fir-reġistru elettorali tal-lokalità huma mistiedna jattendu.

Is-26 ta' Novembru, 2021

MARSASKALA LOCAL COUNCIL

Locality Meeting

In accordance with article 70 of the Local Councils Act (Cap. 363), the Marsaskala Local Council will be holding a locality meeting and it will be streamed on the Council's Facebook page Wednesday, 1st December, 2021, at 6.00 p.m.

All residents whose names appear on the locality's electoral register are invited to attend.

26th November, 2021

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni tat-Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar it-Tnejn, 29 ta' Novembru, 2021, u t-Tlieta, 30 ta' Novembru, 2021, mid-9.30 a.m. sal-4.00 p.m., Triq San Nikola se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'din il-ġurnata matul dawn il-ħinijiet.

Is-26 ta' Novembru, 2021

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Monday, 29th November, 2021, and Tuesday, 30th November, 2021, from 9.30 a.m. till 4.00 p.m., Triq San Nikola will be closed for traffic. Parking of vehicles is not allowed on this day during these times.

26th November, 2021

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni tat-Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar it-Tnejn, 29 ta' Novembru, 2021, mill-11.00 a.m. sal-5.00 p.m. Triq l-Isqof S. Gaffiero se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'din il-ġurnata matul dawn il-ħinijiet.

Is-26 ta' Novembru, 2021

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Monday, 29th November, 2021, from 11.00 a.m. till 5.00 p.m., Triq l-Isqof S. Gaffiero will be closed for traffic. Parking of vehicles is not allowed on this day during these times.

26th November, 2021

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni tat-Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar l-Erbgħa, l-1 ta' Diċembru, 2021, mill-10.00 a.m. sa nofsinhar, Triq Ferdinandu se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'din il-ġurnata matul dawn il-ħinijiet.

Is-26 ta' Novembru, 2021

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Wednesday, 1st December, 2021, from 10.00 a.m. till noon, Triq Ferdinandu will be closed for traffic. Parking of vehicles is not allowed on this day during these times.

26th November, 2021

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni tat-Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar il-Ħamis, 2 ta' Diċembru, 2021, mid-9.30 a.m. sas-6.00 p.m., Triq l-Isqof S. Gaffiero se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'din il-ġurnata matul dawn il-ħinijiet.

Is-26 ta' Novembru, 2021

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Thursday, 2nd December, 2021, from 9.30 a.m. till 6.00 p.m., Triq l-Isqof S. Gaffiero will be closed for traffic. Parking of vehicles is not allowed on this day during these times.

26th November, 2021

KUNSILL LOKALI N-NADUR

Sospensjoni tat-Traffiku

Il-Kunsill Lokali n-Nadur jgħarraf li se jingħalqu dawn it-toroq għat-traffiku nhar is-Sibt, 5 ta' Diċembru, 2021, mill-5.00 a.m. sas-2.00 p.m: Pjazza San Pietru u San Pawl, Triq Diċembru 13, parti minn Triq il-Knisja, parti minn Triq D. C. Palmeri u Triq Bernard Haber.

Is-26 ta' Novembru, 2021

NADUR LOCAL COUNCIL

Suspension of Traffic

The Nadur Local Council notifies that the following roads will be closed for traffic on Sunday, 5th December, 2021 from 5.00 a.m. till 2.00 p.m: Pjazza San Pietru u San Pawl, Triq Diċembru 13, part of Triq il-Knisja, part of Triq D. C. Palmeri and Triq Bernard Haber.

26th November, 2021

KUNSILL LOKALI R-RABAT (MALTA)

Sospensjoni tat-Traffiku

Il-Kunsill Lokali r-Rabat jgħarraf li nhar it-Tnejn, 29 ta' Novembru, 2021, mid-9.00 a.m. sas-2.00 p.m., Triq Godwin Ganado se tkun magħluqa għat-traffiku, inkluż trasport pubbliku. L-uffiċjali ta' Transport Malta se jkunu fuq il-post sabiex jiddevjaw it-traffiku.

Is-26 ta' Novembru, 2021

KORPORAZZJONI GĦAL SERVIZZI TAL-ILMA

Iċ-Chairman Eżekuttiv, Korporazzjoni għal Servizzi tal-Ilma jgħarraf illi:

Jintlaqgħu offerti/kwotazzjonijiet fil-ġurnata u l-ħin indikati hawn taħt. Il-kwotazzjonijiet/offerti għandhom jintbagħtu online BISS fuq (http://www.etenders.gov.mt).

Sad-9.30 a.m. tal-Erbgħa, 1 ta' Diċembru, 2021, għal:

Kwot Nru. WSC/Q/27/2021. Provvista u konsenja ta' longneck socket weldable flanges għall-Korporazzjoni għal Servizzi tal-Ilma.

Sad-9.30 a.m. tal-Ġimgħa, 17 ta' Diċembru, 2021, għal:

Avviż Nru. WSC/T/1452021. Bażi ta' ftehim għall-provvista u konsenja ta' UPVC pipes lill-Korporazzjoni għal Servizzi tal-Ilma.

Avviż Nru. WSC/T/1472021. Servizzi – bażi ta' ftehim ta' audit monitoring fuq ilma tax-xorb għall-Korporazzjoni għal Servizzi tal-Ilma.

Sad-9.30 a.m. tal-Erbgħa, 22 ta' Diċembru, 2021, għal:

*Avviż Nru. WSC/T/140/2021. Provvista, konsenja, installazzjoni u kkummissjonar ta' medium voltage switchgear għall-impjanti tar-reverse osmosis f'Lapsi għall-Korporazzjoni għal Servizzi tal-Ilma.

*Avviż Nru. WSC/T/144/2021. Xogħlijiet – provvista u applikazzjoni ta' lining ta' żewġ acid bunding open tanks u xogħlijiet assoċjati fl-impjant ta' Pembroke għall-Korporazzjoni għal Servizzi tal-Ilma.

*Avviż Nru. WSC/T/148/2021. Provvisti – provvista u installazzjoni ta' fibre optic cable u anċillari għall-proġett tal-Landrijiet għall-Korporazzjoni għal Servizzi tal-Ilma.

Id-dokumenti huma mingħajr ħlas.

*Avviżi li qed jidru għall-ewwel darba

RABAT (MALTA) LOCAL COUNCIL

Suspension of Traffic

The Rabat Local Council notifies that on Monday, 29th November, 2021, from 9.00 a.m. till 2.00 p.m., Triq Godwin Ganado will be closed for traffic, including public transport. Transport Malta officers shall be on site to divert traffic flow.

26th November, 2021

WATER SERVICES CORPORATION

The Executive Chairman, Water Services Corporation notifies that:

Tenders/quotations will be received on the date and time indicated below. Quotations/tenders are to be submitted online ONLY on (http://www.etenders.gov.mt).

Up to 9.30 a.m. on Wednesday, 1st December, 2021 for:

Quot. No. WSC/Q/27/2021. Supply and delivery of longneck socket weldable flanges for the Water Services Corporation.

Up to 9.30 a.m. on Friday, 17th December, 2021, for:

Advt No. WSC/T/145/2021. Framework agreement for the supply and delivery of UPVC pipes to the Water Services Corporation.

Advt No. WSC/T/147/2021. Services – framework agreement for audit monitoring in potable water for the Water Services Corporation.

Up to 9.30 a.m. on Wednesday, 22nd December, 2021, for:

*Advt No. WSC/T/140/2021. Supply, delivery, installation and commissioning of medium voltage switchgear for Lapsi reverse osmosis plant of the Water Services Corporation.

*Advt No. WSC/T/144/2021. Works – supply and application of lining of two acid bunding open tanks and associated works at Pembroke plant of the Water Services Corporation.

*Advt No. WSC/T/148/2021. Supplies – supply and installation of fibre optic cable and ancillaries for the Landrijiet project to the Water Services Corporation.

No participation fee is required.

*Advertisements appearing for the first time

Id-dokumenti tal-offerti/kwotazzjonijiet jistgħu jinkisbu mill-Electronic Procurement System (http://www.etenders.gov.mt). Trid issir reġistrazzjoni sabiex isir użu minn dan is-sit. Operaturi ekonomiċi Maltin jeħtieġ ikollhom l-Organisation eID sabiex ikunu jistgħu jidħlu f'dan is-sit. Iktar informazzjoni tista' tinkiseb mis-sezzjoni tal-FAQ tal-istess sit.

Operaturi ekonomiċi li huma interessati sabiex jipparteċipaw f'dawn is-sejħiet għal offerti huma mħeġġa jieħdu nota tal-workshops organizzati mid-Dipartiment tal-Kuntratti. F'dawn il-workshops, operaturi ekonomiċi jkollhom l-opportunità sabiex isiru jafu aħjar kif għandhom jikkompilaw u jissottomettu l-offerti tagħhom online. Iktar informazzjoni tinsab fid-dokument tal-offerta.

Il-pubbliku jista' jattendi waqt il-ftuħ u r-reġistrazzjoni tal-offerti fil-ħin u d-data msemmija aktar 'il fuq.

Is-26 ta' Novembru, 2021

Tender/quotation documents are obtainable from the Electronic Procurement System (http://www.etenders.gov.mt). Registration is required in order to make use of this website. Maltese economic operators need to be in possession of their Organisation eID in order to access this website. More information is available from the FAQ section of the same website.

Economic operators interested in participating in these calls for tender are urged to take note of the workshops being organised by the Department of Contracts. During these workshops, simulations will be carried out so that economic operators familiarise themselves with compiling and submitting their tender online. More information is available in the tender document.

The public may attend during the opening and scheduling of tenders at the time and date specified above.

26th November, 2021

AWTORITÀ TAL-ARTIJIET

L-Uffiċjal Kap Eżekuttiv, Awtorità tal-Artijiet, jgħarraf li:

Offerti ssiġillati għall-avviżi li ġejjin għandhom jintefgħu fil-Kaxxa tal-offerti tal-Awtorità tal-Artijiet, Berġa tal-Baviera, Il-Belt Valletta, sal-10.00 a.m. tal-Ħamis, 2 ta' Diċembru, 2021.

Avviż Nru. 103. Kiri tale quale ta' Store Nru. 8, Triq L-Ibjar, Il-Belt Valletta, muri bl-aħmar u mmarkat bħala Store No. 8 fuq pjanta P.D.72_2001. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €6,000 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elfejn ewro (€2,000) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 104. Kiri, minn sena għal sena, għal skop ta' agrikultura, ta' Sit tale quale f'Ta' Bur il-Kbir, Is-Siġġiewi, muri bl-aħmar fuq pjanta P.D.2020_0649. Dan is-sit huwa suġġett għal servitujiet eżistenti favur proprjetajiet adjaċenti. L-offerenti għandhom ikunu persuni li huma rreġistrati bħala bdiewa full-time jew part-time, skont ċertifikat maħruġ mid-Dipartiment tal-Agrikoltura li għandu jiġi sottomess mad-dokument tal-offerta jew studenti li temmew b'suċċess kors akkademiku fi studji agrikoli fil-ħames snin preċedenti mid-dħul fis-seħħ tal-Avviż Legali Nru. 573.06 li għandhom jissottomettu kopja taċ-ċertifikat rilevanti mal-offerta tagħhom. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €2,692 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tmien mija u sebgħa u disgħin ewro u tletin ċenteżmu (€897.30) fis-sena

LANDS AUTHORITY

The Chief Executive Officer, Lands Authority, notifies that:

Sealed tenders in respect of the following advertisements have to be deposited in the Tender Box at the Lands Authority, Auberge de Baviere, Valletta, by 10.00 a.m. on Thursday, 2nd December, 2021.

Advt No. 103. Lease tale quale of Store No. 8, Triq L-Ibjar, Valletta, shown edged in red and marked Store No. 8 on plan P.D.72_2001. Tenders are to be accompanied by a bid-bond for an amount of €6,000 as stipulated in the tender conditions. Offers below the amount of two thousand euro (€2,000) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

Advt No. 104. Lease, on a year to year basis, for agricultural purposes, of a Site tale quale at Ta' Bur il-Kbir, Siġġiewi, shown edged in red on plan P.D.2020_0649. This site is subject to existing servitudes in favour of adjacent properties. The bidders must be either full-time or part-time farmers, who have to submit a certificate, issued by the Department of Agriculture with the tender document or students who have completed successfully an academic course relating to agriculture within the previous five years prior to the introduction of the Legal Notice No. 573.06 who have to submit a copy of the relevant certificate also with the tender documents. Tenders are to be accompanied by a bid-bond for an amount of €2,692 as stipulated in the tender conditions. Offers below the amount of eight hundred and ninety-seven euro and thirty cents (€897.30) per annum will not be

ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 105. Għotja b'ċens perpetwu revedibbli ta' Sit li jifforma parti minn proprjetà ta' terzi tale quale fi Triq il-Veduta, Iż-Żurrieq, kif muri bl-aħmar fuq il-pjanta P.D, 2021_0028. Dan iċ-ċens ser jiġi rivedut wara ħmistax-il (15) sena u irid jiġi mifdi minnufih wara din ir-reviżjoni. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €1,070 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tliet mija u sitta u ħamsin ewro u sebgħin ċenteżmu (€356.70) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Offerti ssiġillati għall-avviżi li ġejjin għandhom jintefgħu fil-Kaxxa tal-offerti tal-Awtorità tal-Artijiet, Berġa tal-Baviera, Il-Belt Valletta, sal-10.00 a.m. tal-Ħamis, 9 ta' Diċembru, 2021.

Avviż Nru. 106. Kiri għal ħmistax-il (15) sena tale quale fl-istat li jinsab fih inkluż xi difetti li jista' jkun hemm moħbija, għal skopijiet kummerċjali, ta' xelter fis-Sur San Lazzru 'l hemm minn Triq il-Mediterran, Il-Belt Valletta, muri bl-aħmar fuq il-pjanta P.D.124/66/A. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €42,000 skont kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' erbatax-il elf ewro (€14,000) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 107. Kiri għal ħmistax-il (15) sena tale quale fl-istat li jinsab fih inklużi xi difetti li jista' jkun hemm moħbija ta' boathouse mingħajr l-arja tiegħu f'Nru. 4, Triq il-Qaliet, il-Bajja ta' Spinola, San Ġiljan, kif muri bl-aħmar u mmarkat Nru. 4 fuq il-pjanta L.D.55/83/A. Dan il-fond jista' jintuża biss bħala boathouse. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €27,600 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' disat elef u mitejn ewro (€9,200) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 108. Għotja b'ċens perpetwu revedibbli ta' sit tale quale b'qies ta' għaxar (10) metri kwadri, li jifforma parti minn blokka mibnija li tikkonsisti f'garaxxijiet u appartamenti fi Triq it-22 ta' Frar kantuniera ma' Triq Monsinjur Spiru Penza, Birżebbuġa, kif muri bl-aħmar fuq

considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

Advt No. 105. Grant on a perpetual revisable emphyteusis of a Site which forms part of a third party property tale quale at Triq il-Veduta, Żurrieq, as shown edged in red on the plan P.D.2021_0028. This emphyteusis will be revised after fifteen (15) years and must be redeemed immediately thereafter. Tenders are to be accompanied by a bid-bond for an amount of €1,070 as stipulated in the tender conditions. Offers below the amount of three hundred and fifty-six euro and seventy cents (€356.70) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

Sealed tenders in respect of the following advertisements have to be deposited in the Tender Box at the Lands Authority, Auberge de Baviere, Valletta, by 10.00 a.m. on Thursday, 9th December, 2021.

Advt No. 106. Lease for fifteen (15) years tale quale in its present state including any latent defects, for commercial purposes, of a shelter in Saint Lazzarus Bastion off Triq il-Mediterran, Valletta, shown edged in red on plan P.D.124/66/A. Tenders are to be accompanied by a bid-bond for an amount of €42,000 as stipulated in the tender conditions. Offers below the amount of fourteen thousand euro (€14,000) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

Advt No. 107. Lease for fifteen (15) years tale quale in its present state including any latent defects of the boathouse without its own airspace at No. 4, Triq il-Qaliet, Spinola Bay, San Ġiljan, as shown edged in red and marked No. 4 on the plan L.D.55/83/A. This premises must be used only as a boathouse. Tenders are to be accompanied by a bid-bond for the amount of €27,600 as stipulated in the tender conditions. Offers below the amount of nine thousand and two hundred euro (€9,200) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

Advt No. 108. Grant on a perpetual revisable emphyteusis of a site tale quale measuring ten (10) square metres, which forms part of an already built up block consisting of garages and apartments at Triq 22 ta' Frar cornering with Triq Monsinjur Spiru Penza, Birżebbuġa, as shown edged in red

il-pjanta' P.D.2020_0774. Dan iċ-ċens se jiġi rivedut wara ħmistax-il (15) sena u jrid jiġi mifdi minnufih wara din ir-reviżjoni. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €3,220 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elf u tlieta u sebgħin ewro (€1,073) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 109. Kiri, minn sena għal sena, għal skop ta' agrikultura, ta' sit tale quale fit-Tafal ta' Xmejxi fil-limiti tar-Rabat, Malta, muri bl-aħmar fuq pjanta P.D.2021_0321. L-offerenti għandhom ikunu persuni li huma rreġistrati bħala bdiewa full-time jew part-time, skont ċertifikat maħruġ mid-Dipartiment tal-Agrikoltura li għandu jiġi sottomess mad-dokument tal-offerta, jew studenti li temmew b'suċċess kors akkademiku fi studji agrikoli fil-ħames snin preċedenti mid-dħul fis-seħħ tal-Avviż Legali Nru. 573.06 li għandhom jissottomettu kopja taċ-ċertifikat rilevanti mal-offerta tagħhom. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €1,145 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tliet mija u wieħed u tmenin ewro u sitta u disgħin ċenteżmu (€381.96) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 110. Kiri għal ħmistax-il (15) sena għal skopijiet ta' ġnien ta' sit tale quale fi Triq Ħal Mula kantuniera ma' Triq il-Faqqanija, Ħaż-Żebbuġ, Malta, kif muri bl-aħmar fuq il-pjanta P.D.85_81_16_A. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €1,840 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' sitt mija u tnax-il ewro u tmienja u tmenin ċenteżmu (€612.88) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 111. Kiri, minn sena għal sena, għal skop ta' agrikultura, ta' sit tale quale f'Qasam il-Kbir, Ir-Rabat, Malta, muri bl-aħmar fuq pjanta P.D.2010_984. L-offerenti għandhom ikunu persuni li huma rreġistrati bħala bdiewa full-time jew part-time, skont ċertifikat maħruġ mid-Dipartiment tal-Agrikoltura li għandu jiġi sottomess mad-dokument tal-offerta, jew studenti li temmew b'suċċess kors akkademiku fi studji agrikoli fil-ħames snin preċedenti mid-dħul fis-seħħ tal-Avviż Legali Nru. 573.06 li għandhom jissottomettu kopja taċ-ċertifikat rilevanti mal-offerta tagħhom. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €2,697 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tmien mija u disgħa u disgħin ewro

on the plan P.D.2020_0774. This emphyteusis will be revised after fifteen (15) years and must be redeemed immediately thereafter. Tenders are to be accompanied by a bid-bond for an amount of €3,220 as stipulated in the tender conditions. Offers below the amount of one thousand and seventy-three euro (€1,073) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

Advt No. 109. Lease, on a year to year basis, for agricultural purposes, of a site tale quale at It-Tafal ta' Xmejxi in the limits of Rabat, Malta, shown edged in red on plan P.D.2021_0321. The bidders must be either full-time or part-time farmers, who have to submit a certificate, issued by the Department of Agriculture with the tender document, or students who have completed successfully an academic course relating to agriculture within the previous five years prior to the introduction of the Legal Notice No. 573.06 who have to submit a copy of the relevant certificate also with the tender documents. Tenders are to be accompanied by a bid-bond for an amount of €1,145 as stipulated in the tender conditions. Offers below the amount of three hundred and eighty-one euro and ninety-six cents (€381.96) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

Advt No. 110. Lease for fifteen (15) years for gardening purposes of a site tale quale at Triq Ħal Mula cornering with Triq il-Faqqanija, Ħaż-Żebbuġ, Malta, as shown in red on the plan P.D.85_81_16_A. Tenders are to be accompanied by a bid-bond for an amount of €1,840 as stipulated in the tender conditions. Offers below the amount of six hundred and twelve euro and eighty-eight cents (€612.88) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

Advt No. 111. Lease, on a year to year basis, for agricultural purposes, of a site tale quale at Qasam il-Kbir, Rabat, Malta, shown edged in red on plan P.D.2010_984. The bidders must be either full-time or part-time farmers, who have to submit a certificate, issued by the Department of Agriculture with the tender document, or students who have completed successfully an academic course relating to agriculture within the previous five years prior to the introduction of the Legal Notice No. 573.06 who have to submit a copy of the relevant certificate also with the tender documents. Tenders are to be accompanied by a bid-bond for an amount of €2,697 as stipulated in the tender conditions. Offers below the amount of eight hundred and ninety-nine euro (€899) per annum will not

(€899) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 112. Kiri għal ħmistax-il (15) sena għal skopijiet kummerċjali tale quale fl-istat li tinsab fih inkluż xi difetti li jista' jkun hemm moħbija ta' Posta Nru. 38 li tinsab f'Paola Market, Triq l-Arkata, Paola, kif murija bl-aħmar u mmarkata Nru. 38 fuq il-pjanta P.D. 2016_0024_1. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €4,860 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elf u sitt mija u għoxrin ewro (€1,620) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Offerti ssiġillati għall-avviżi li ġejjin għandhom jintefgħu fil-Kaxxa tal-Offerti tal-Awtorità tal-Artijiet, Berġa tal-Baviera, il-Belt Valletta, sal-10.00 a.m. ta' filgħodu tal-Ħamis, 16 ta' Diċembru, 2021.

*Avviż Nru. 113 Bejgħ tale quale ta' sit fuq wara ta' proprjetà ta' terzi fi Triq Salvu Cacciattolo, Iż-Żejtun, muri bl-aħmar fuq il-pjanta P.D.2020_0393_2. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €3,276 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tnejn u tletin elf u seba' mija u sittin ewro (€32,760) ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

*Avviż Nru. 114 Bejgħ tale quale ta' sit bil-qies ta' wieħed punt deċimali ħamsa (1.5) metri kwadri, li jifforma parti minn fond li hu proprjetà ta' terzi bk-isem ta' 'Il-Keputa', Triq Tas-Salib, Il-Qala, Għawdex, kif muri bl-aħmar fuq il-pjanta P.D.2021_0430. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €1,000 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elf u disa' mija ewro (€1,900) ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

*Avviż Nru, 115 Għotja b'ċens perpetwu revedibbli ta' sit tale quale li jifforma parti mill-Fond f''Rolando Court', Nru. 23, Triq il-Kbira, Tas-Sliema, kif muri bl-aħmar fuq il-pjanta P.D.JO_05_2010_1. Din il-proprjetà tikkonsisti f'garaxx f'lower basement level, garaxx f'basement level, parti minn bitħa fuq wara f'upper ground floor level, btieħi u parti mill-kamamar fil-livelli Nri. 1, 2, 3 u 4, parti mill-kmamar f'livell Nru. 5 u btieħi f'livell Nru. 6 kif muri fid-dettall u mmarkat bl-aħmar fuq l-istess pjanta P.D.JO_05_2010_1. Dan is-sit be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

Advt No. 112. Lease for fifteen (15) years for commercial purposes tale quale in its present state including any latent defects of the Stall No. 38 at Paola Market, Trik l-Arkata, Paola, as shown edged in red and marked No. 38 on the plan P.D. 2016_0024_1. Tenders are to be accompanied by a bid-bond for an amount of €4,860 as stipulated in the tender conditions. Offers below the amount of one thousand and six hundred and twenty euro (€1,620) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

Sealed tenders in respect of the following advertisements have to be deposited in the Tender Box at the Lands Authority, Auberge de Baviere, Valletta by 10.00 a.m. on Thursday, 16th December, 2021.

*Advt No. 113. Sale tale quale of a site at the back of third party premises in Triq Salvu Cacciattolo, Żejtun, as shown edged in red on the plan P.D.2020_0393_2. Tenders are to be accompanied by a bid-bond for the amount of €3,276 as stipulated in the tender conditions. Offers below the amount of thirty-two thousand and seven hundred and sixty euro (32,760) will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

*Advt No. 114. Sale tale quale of a site measuring one decimal point five (1.5) square metres, which forms part of the premises owned by third parties at 'Il-Keputa', Triq Tas-Salib Qala, Gozo, as shown edged in red on the plan P.D.2021_0430. Tenders are to be accompanied by a bid-bond for an amount of €1,000 as stipulated in the tender conditions. Offers below the amount of one thousand and nine hundred euro (€1,900) will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

*Advt No. 115. Grant on a perpetual revisable emphyteusis of a site tale quale which forms part of the Premises at 'Rolando Court', No. 23, Triq il-Kbira, Tas-Sliema, as shown edged in red on the plan P.D.JO_05_2010_1. This property consists of a garage at lower basement level, a garage at basement level, part of a back yard at upper ground floor level, terraces and part of rooms at levels Nos. 1, 2, 3 and 4, part of rooms at level No. 5 and terraces at level No. 6 as shown in detail and edged in red on the same plan P.D.JO_05_2010_1.

huwa mdawwar b'bini ta' terzi (landlocked). Dan iċ-ċens se jiġi rivedut wara ħmistax-il (15) sena u irid jiġi mifdi minnufih wara din ir-reviżjoni. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €5,130 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elf u seba' mija u għaxra ewro (€1,710) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal drtitt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

This site is landlocked, This emphyteusis will be revised after fifteen (15) years and must be redeemed immediately thereafter. Tenders are to be accompanied by a bid-bond for an amount of €5,130 as stipulated in the tender conditions. Offers below the amount of one thousand and seven hundred and ten euro (€1,710) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

*Avviżi li qegħdin jidhru għall-ewwel darba

Dawn l-avviżi qegħdin jiġu ppubblikati bħala stedina għall-pubbliku sabiex jakkwista d-dokumenti tal-offerta online. L-offerenti għandhom jirreferu għall-kundizzjonijiet kollha tad-dokument tal-offerta u huma mitluba li jaqraw sew dawn id-dokumenti. L-offerti għandhom isiru biss fuq il-formola preskritta, li flimkien mal-kundizzjonijiet rilevanti u dokumenti oħra jistgħu jinkisbu billi tagħżel 'Buy Tender' fuq il-paġna ta' dawn L-offerti fis-sit (https://landsauthority.org.mt/services/tendering/). Il-ħlas ta' ħamsin ewro (€50) għandu jsir permezz tas-sistema online tas-sit tal-Awtorità tal-Artijiet.

*Advertisements appearing for the first time

These adverts are being published as an invitation to the public to acquire tender documents online. The bidders are to refer to all the conditions of the tender document and are invited to carefully read these conditions. Tenders should be submitted only on the prescribed form, which together with the relevant conditions and other documents, may be obtained by clicking on 'Buy Tender' on the webpage where these tenders are available on (https://landsauthority.org.mt/services/tendering/). A fee of fifty euro (€50) must be paid through the online system of the Lands Authority website.

Is-26 ta' Novembru, 2021

26th November, 2021

MINISTERU GĦALL-EDUKAZZJONI

MINISTRY FOR EDUCATION

Is-Segretarju Permanenti MFED javża li:

The Permanent Secretary MFED notifies that:

Offerti rigward l-avviż li ġej jintlaqgħu sat-Tnejn, 6 ta' Diċembru, 2021, f'nofsinhar, għal:

Tender in respect of the following notice will be received up to Monday, 6th December, 2021, at noon, for:

Offerta miftuħa/proċedura negozjata biex jiġu pprovduti servizzi ta' tindif fi skejjel tal-Istat u faċilitajiet edukattivi (inkluż is-Sajf) b'oġġetti ta' tindif li ma jagħmlux ħsara 'l-ambjent, f'Malta u Għawdex.

Tender open call/negotiated procedure for the provision of cleaning services in State schools and educational facilities (including Summer) with environmentally friendly cleaning items in Malta and Gozo.

Dokumenti għall-parteċipazzjoni fl-offerta ta' hawn fuq jistgħu jinġabru mid-Dipartiment tal-Ministeru għall-Edukazzjoni, Taqsima tal-Procurement, Uffiċċju 205C, Triq l-Assedju l-Kbir, Il-Furjana, jew jitniżżlu mis-sit elettroniku tal-MFED. Id-dokumenti għandhom jiġu ppubblikati fuq is-sit elettroniku tal-MFED nhar il-Ġimgħa, 26 ta' Novembru, 2021.

Documents for participation in the above tender can be collected from the Ministry for Education Department, Procurement Section, Office 205 C, Triq l-Assedju l-Kbir, Floriana, or downloaded from the MFED website. Documents shall be published on MFED website on Friday, 26th November, 2021.

L-offerti għandhom jiġu depożitati BISS fil-kaxxa tal-offerti li tinsab fid-Dipartiment tal-Ministeru għall-Edukazzjoni, Taqsima tal-Procurement, Uffiċċju 205C, Triq l-Assedju l-Kbir, Il-Furjana.

Offers are to be deposited ONLY in the tender box located at the Ministry for Education Department, Procurement Section, Office 205 C, Triq l-Assedju l-Kbir, Floriana.

Sottomissjonijiet li jidħlu tard mhux se jiġu kkunsidrati.

Late submissions will not be considered.

Is-26 ta' Novembru, 2021

26th November, 2021

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO għas-Central Procurement u Supplies Unit fil-Ministeru għas-Saħħa jgħarraf illi sottomissjonijiet għas-sejħa kompetittiva ERU bir-referenza ERU Ref. Nru 2611U21 jintlaqgħu sa nofsinhar tal-Ħamis, 2 ta' Diċembru, 2021.

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejħa kompetittiva jistgħu jintbagħtu BISS b'ittra elettronika lil (emergency.procurement-unit.cpsu@gov.mt).

Is-26 ta' Novembru, 2021

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO (Procurement and Supplies), Ministeru għas-Saħħa, jgħarraf illi:

Jintlaqgħu offerti elettroniċi rigward l-avviżi li ġejjin sad-9.30 a.m. tal-Ġimgħa, 17 ta' Diċembru, 2021. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għal:

CFT 020-1026/21. Anaerobic indicators
CFT 021-1028/21. Doxazosin 1mg tablets
CFT 021-1029/21. Bendrofluazide 2500mcg tablets
CFT 021-1030/21. Ethambutol Hydrochloride 400mg Tablets
CFT 020-1031/21. Nasogastric bags
CFT 020-1032/21. Sterile disposable skin marking pens
CFT 021-1033/21. Nimodipine 10mg injections
CFT 009-1034/21. LED downlighters
CFT 021-1035/21. Cefuroxime Axetil 250mg tablets
CFT 020-1036/21. Chemiluminescent test kits with EOL
CFT 009-1037/21. Provvista ta' areas and operational risk assessment għal perjodu ta' tliet snin
CFT 020-1038/21. External quality control

Id-dokumenti tal-offerta huma mingħajr ħlas.

Id-dokumenti tal-offerti jinkisbu biss mill-Electronic Public Procurement System (www.etenders.gov.mt). Ir-reġistrazzjoni hija meħtieġa sabiex ikun jista' jintuża s-sit elettroniku. Operaturi ekonomiċi Maltin għandu jkollhom l-eID tal-organizzazzjoni tagħhom sabiex ikunu jistgħu jidħlu f'dan is-sit elettroniku. Aktar tagħrif jinkiseb mis-sezzjoni tal-FAQ tal-istess sit.

Il-pubbliku jista' jattendi waqt il-ftuħ u l-iskedar tal-offerti fil-ħinijiet u d-dati msemmija hawn fuq.

Is-26 ta' Novembru, 2021

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO for the Central Procurement and Supplies Unit within the Ministry for Health notifies that submissions for the ERU competitive call with reference ERU Ref. No. 2611U21 will be received up to noon on Thursday, 2nd December, 2021.

Emergency Response Unit (ERU) competitive calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be sent ONLY via email (emergency.procurement-unit.cpsu@gov.mt).

26th November, 2021

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO (Procurement and Supplies), Ministry for Health, notifies that:

Electronic tenders in respect of the following notices will be received till 9.30 a.m. of Friday, 17th December, 2021. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 020-1026/21. Anaerobic indicators
CFT 021-1028/21. Doxazosin 1mg tablets
CFT 021-1029/21. Bendrofluazide 2500mcg tablets
CFT 021-1030/21. Ethambutol Hydrochloride 400mg Tablets
CFT 020-1031/21. Nasogastric bags
CFT 020-1032/21. Sterile disposable skin marking pens
CFT 021-1033/21. Nimodipine 10mg injections
CFT 009-1034/21. LED downlighters
CFT 021-1035/21. Cefuroxime Axetil 250mg tablets
CFT 020-1036/21. Chemiluminescent test kits with EOL
CFT 009-1037/21. Provision of areas and operational risk assessment for a period of three years
CFT 020-1038/21. External quality control

These tender documents are free of charge.

Tender documents are only obtainable from the Electronic Public Procurement System (www.etenders. gov.mt). Registration is required in order to make use of this website. Maltese economic operators need to be in possession of their organisation eID in order to access this website. More information is available from the FAQ section of the same website.

The public may attend during the opening and scheduling of tenders at the times and dates specified above.

26th November, 2021

KUNSILL LOKALI BORMLA

Il-Kunsill Lokali Bormla jgħarraf li:

Sejħiet għall-offerti għandhom jintlaqgħu mll-Kunsill Lokali Bormla sad-9.30 a.m. ta' nhar il-Ħamis, 6 ta' Jannar, 2022, għal:

Avviż Nru. KLBO01/2021. Provvediment ta' servizzi ta' knis tat-toroq b'mod li jitħares l-ambjent f'Bormla

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba/ imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-etenders (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

Is-26 ta' Novembru, 2021

BORMLA LOCAL COUNCIL

The Bormla Local Council notifies that:

Tenders will be received at the Bormla Local Council through ePPS, up to 9.30 a.m. on Thursday, 6th January, 2022, for:

Advt No. KLBO01/2021. Provision of street sweeping services in an environmentally friendly manner in Bormla

Tender documents are free of charge and are to be viewed/ downloaded and submitted ONLY through the etenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

26th November, 2021

KUNSILL LOKALI L-ISLA

Il-Kunsill Lokali l-Isla jgħarraf illi:

Sejħiet għall-offerti għandhom jintlaqgħu mill-Kunsill Lokali l-Isla sad-9.30 a.m. ta' nhar il-Ħamis, 6 ta' Jannar, 2021, għal:

Avviż Nru. ISLC/T/05/2021. Pavimentar mill-ġdid għal Triq Sant'Anġlu.

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba, imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-etenders (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

Is-26 ta' Novembru, 2021

ISLA LOCAL COUNCIL

The Isla Local Council notifies that:

Tenders will be received through ePPS at the Isla Local Council up to 9.30 a.m. on Thursday, 6th January, 2021, for:

Advt. No. ISLC/T/05/2021. Repaving of Triq Sant'Anġlu.

Tender documents are free of charge and are to be viewed/ downloaded and submitted ONLY through the etenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

26th November, 2021

AVVIŻI TAL-QORTI – *COURT NOTICES*

1792

B'digriet tal-11 ta' Ottubru, 2021, mogħti mill-Prim'Awla tal-Qorti Ċivili, dina l-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifiki skont l-artiklu 187 (3) tal-Kodiċi tal-Proċedura u Organizzazzjoni Ċivili (Kap 12):

By a decree given on the 11th October, 2021 by the Civil Court First Hall, the Court ordered that the extract hereunder mentioned be published for the purpose of service according to Article 187 (3) of the Code of Organization and Civil Procedure (Chapter 12):

B'digriet mogħti mill-Qorti Ċivili, Prim' Awla fil-11 ta' Awwissu, 2021 fuq rikors ta' HSBC Bank Malta p.l.c. (C3177) ġie ffissat il-jum tal-Ħamis, 9 ta' Diċembru, 2021 fl-għaxra u nofs ta' filgħodu (10:30 a.m.) għall-Bejgħ bl-Irkant, li għandu jsir f'Kamra Numru 78, Biswit l-Arkivju, Livell -1, Qrati tal-Ġustizzja, Triq ir-Repubblika, il-Belt Valletta tal-fond hawn taħt deskritt.

Appartament numru tlieta (3) mmarkat bl-ittra 'E', sitwat fit-tielet sular li jifforma parti minn blokka ta' appartamenti bin-numru 253 u 255, Rue D'Argens Għira, suġġett u jgawdi servitujiet attivi u passivi li jirriżultaw skont il-pożizzjoni tiegħu, bi dritt tal-użu perpetwu tal-partijiet komuni tal-blokk u liema partijiet jinkludu l-entratura tal-blokk, it-taraġ u t-tromba tat-taraġ sal-bejt, il-lifs u l-lift shaft u d-dritt tal-użu tal-bejt biss biex jistallaw u jmantni tank tal-ilma u television aerial jew satellite dish fuqu bi dritt ta' aċċess għal bejt f'ħinijiet raġonevoli għal skop ta' manutenzjoni tal-istess servizz, u b'aċċess dirett mill-partijiet komuni minn Rue D'Argens, servuti bil-lift li għadu mhux installat, liberu u frank, bid-drittijiet u pertinenzi kollha tiegħu u stmat li jiswa' mitejn u ħamest elef ewro (€205,000)

L-imsemmi fond huwa proprjetà ta' Nawafleh Abdallah Ahmed (KI24907A).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskritt fl-atti tas-subbasta 56/2019.

Reġistru tal-Qrati Superjuri, illum it-Tnejn, 22 ta' Novembru, 2021.

GAETANA AQUILINA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By decree given by the Civil Court, First Hall on the 11th August, 2021 on the application of HSBC Bank Malta p.l.c (C3177), Thursday, 09th December, 2021 at half past ten in the morning (10:30 a.m.), has been fixed for the Sale by Auction, to be held in Room Number 78, Nearby the Courts Archives, Level -1, Courts of Justice, Republic Street, Valletta of the following property.

Apartment number three (3) marked letter 'E', situated on the third floor level forming part of a block of apartments number 253 and 255, Rue D'Argens, Gzira, subject and enjoys active and passive servitudes resulting from its position, with perpetual usage right of the common block areas and which areas include the block entrance, the stairs and stairwell up till the roof, the lifts and the lift shaft and the right of usage of the roof only to install and maintain the water tank and television aerial or satellite dish on it, with right of access to the roof in reasonable hours for maintenance of same services. The apartment has direct access from the common areas from Rue D'Argens, served with a lift not yet installed, free and unencumbered, with all its rights and appurtenance, and valued at two hundred and five thousand euro (€205,000).

The said tenement is the property of Nawafleh Abdallah Ahmed (ID24907A).

N.B. The said tenement will be sold as described in the acts of judicial sales number 56/2019.

Registry of the Superior Courts, this Monday, 22nd November, 2021.

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

1793

ARB/C089/2021 – IFFRIŻAR TAL-ASSI

IKUN JAF KULĦADD illi b'digriet mogħti fid-19 ta' Novembru, 2021, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dr Ian Farrugia, LLD). Kumpilazzjoni Numru 732/2021, fil-kawża fl-ismijiet:

Il-Pulizija
(l-Ispettur Justine Grech)

Kontra

PAULINE ELLUL, taħdem ġo ħanut tal-merċa, ta' 42 sena, bint il-mejjet Carmelo Ellul u l-mejta Emanuela Ellul xebba Aquilina, imwielda Tal-Pietà, Malta, f1-1 ta' Novembru, 1979, residenti ġewwa 'Redentur', Triq is-Serkin, Il-Marsa, u detentriċi ta' karta tal-identità Maltija bin-numru 42180M.

ARB/C089/2021 – FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 19th November, 2021, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Ian Farrugia, LLD). Compilation Number 732/2021, in the case:

The Police
(Inspector Justine Grech)

Versus

PAULINE ELLUL, works at a grocer, 42 years, daughter of the late Carmelo Ellul and the late Emanuela Ellul née Aquilina, born in Tal-Pietà, Malta, on the 1st November, 1979, residing at 'Redentur', Triq is-Serkin, Marsa, and holder of Maltese identity card bearing number 42180M.

ORDNAT is-sekwestru f'idejn terzi persuni b'mod ġenerali il-flejjes u l-proprjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' PAULINE ELLUL u tipprojbixxi lill-imputata milli tittrasferixxi, tagħti b'rahan, tipoteka jew xort'oħra tiddisponi minn xi proprjetà mobbli jew immobbli, u dan ai termini tal-Artikoli 22A tal-Ordinanza Dwar il-Mediċini Perikoluż, Kap. 101 tal-Ligijiet ta' Malta, u tal-Artikolu 23A tal-Kodiċi Kriminali, Kap. 9 tal-Liġijiet ta' Malta.

Kull persuna li tagħmel xi ħaġa bi ksur tal-ordni tal-Qorti msemmi fl-Artikolu 22A u fl-Artikolu 23A tkun ħatja ta' reat u meta tinstab ħatja teħel multa ta' mhux iżjed minn ħdax-il elf, sitt mija u sitta u erbgħin ewro u sebgħa u tmenin ċenteżmu (€11,646.87) jew priġunerija għal żmien ta' mhux iżjed minn tnax-il xahar, jew dik il-multa u priġunerija flimkien.

Kull trasferiment ieħor jew tneħħija oħra ta' proprjetà li jsiru bi ksur ta' dik l-ordni tal-Qorti jkunu nulli u ma jkollhom ebda effett fil-liġi.

Illum, 23 ta' Novembru, 2021

AĠENT DIRETTUR, UFFIĊĊJU GĦALL-IRKUPRU TAL-ASSI

ORDERED the attachment in the hands of third parties in general all moneys and other movable property due or pertaining or belonging to PAULINE ELLUL and prohibits the accused from transferring, pledging, hypothecating or otherwise disposing of any movable or immovable property, in terms of Articles 22A of the Dangerous Drugs Ordinance, Cap. 101 of the Laws of Malta, and Article 23A of the Criminal Code, Cap. 9 of the Laws of Malta.

Any person who acts in contravention of the court order as mentioned in Article 22A and Article 23A referred to above shall be guilty of an offence and shall on conviction be liable to a fine (multa) not exceeding eleven thousand and six hundred and forty-six euro and eighty-seven cents (€11,646.87), or to imprisonment for a period not exceeding twelve months, or to both such fine and imprisonment.

Any transfer or other disposal of any property made in contravention of the said Court order shall be null and without effect at law.

Today, 23rd November, 2021

ACTING DIRECTOR, ASSET RECOVERY BUREAU

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ARB/C088/2021 – IFFRIŻAR TAL-ASSI

IKUN JAF KULĦADD illi b'digriet mogħti fid-19 ta' Novembru, 2021, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dr Ian Farrugia, LLD). Kumpilazzjoni Numru 731/2021, fil-kawża fl-ismijiet:

Il-Pulizija
(l-Ispettur Justine Grech)

Kontra

MELVIN DEBONO, negozjant tal-karozzi, ta' 30 sena, iben Joseph u Grace xebba Bezzina, imwieled Tal-Pietà, Malta, fit-12 ta' Ġunju, 1991, residenti ġewwa Palm's Court, Flat 2, Triq Melita, Raħal Ġdid, u detentur ta' karta tal-identità Maltija bin-numru 304591M.

ORDNAT is-sekwestru f'idejn terzi persuni b'mod ġenerali il-flejjes u l-proprjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' MELVIN DEBONO u tipprojbixxi lill-imputat milli jittrasferixxi, jagħti b'rahan, jipoteka jew xort'oħra jiddisponi minn xi proprjetà mobbli jew immobbli, u dan ai termini tal-Artikoli 22A tal-Ordinanza Dwar il-Mediċini Perikoluż, Kap. 101 tal-Liġijiet ta' Malta, tal-Artikolu 5

ARB/C088/2021 – FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 19th November, 2021, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Ian Farrugia, LLD). Compilation Number 731/2021, in the case:

The Police
(Inspector Justine Grech)

Versus

MELVIN DEBONO, car dealer, 30 years, son of Joseph and Grace née Bezzina, born in Tal-Pietà, Malta, on the 12th June, 1991, residing at Palm's Court, Flat 2, Triq Melita, Paola, and holder of Maltese identity card bearing number 304591M.

ORDERED the attachment in the hands of third parties in general all moneys and other movable property due or pertaining or belonging to MELVIN DEBONO and prohibits the accused from transferring, pledging, hypothecating or otherwise disposing of any movable or immovable property, in terms of Articles 22A of the Dangerous Drugs Ordinance, Cap. 101 of the Laws of Malta, Article 5 of the Prevention of Money Laundering Act, Cap. 373 of the Laws of Malta,

tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta, u tal-Artikolu 23A tal-Kodiċi Kriminali, Kap. 9 tal-Liġijiet ta' Malta.

Kull persuna li tagħmel xi ħaġa bi ksur tal-ordni tal-Qorti msemmi fl-Artikolu 22A, fl-Artikolu 5, u fl-Artikolu 23A tkun ħatja ta' reat u meta tinstab ħatja teħel multa ta' mhux iżjed minn ħdax-il elf, sitt mija u sitta u erbgħin ewro u sebgħa u tmenin ċenteżmu (€11,646.87) jew priġunerija għal żmien ta' mhux iżjed minn tnax-il xahar, jew dik il-multa u priġunerija flimkien.

Kull trasferiment ieħor jew tneħħija oħra ta' proprjetà li jsiru bi ksur ta' dik l-ordni tal-Qorti jkunu nulli u ma jkollhom ebda effett fil-liġi.

Illum, 23 ta' Novembru, 2021

AĠENT DIRETTUR, UFFIĊĊJU GĦALL-IRKUPRU TAL-ASSI

and Article 23A of the Criminal Code, Cap. 9 of the Laws of Malta.

Any person who acts in contravention of the court order as mentioned in Article 22A, Article 5, and Article 23A referred to above shall be guilty of an offence and shall on conviction be liable to a fine (multa) not exceeding eleven thousand and six hundred and forty-six euro and eighty-seven cents (€11,646.87), or to imprisonment for a period not exceeding twelve months, or to both such fine and imprisonment.

Any transfer or other disposal of any property made in contravention of the said Court order shall be null and without effect at law.

Today, 23rd November, 2021

ACTING DIRECTOR, ASSET RECOVERY BUREAU

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ARB/C065/2020 – VARJAZZJONI TAL-IFFRIŻAR TAL-ASSI

IKUN JAF KULĦADD illi b'digriet mogħti fis-22 ta' Novembru, 2021, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dr Natasha Galea Sciberras, LLD). Kumpilazzjoni Numru 702/2020, fil-kawża fl-ismijiet:

Il-Pulizija
(l-Ispettur Mark Anthony Mercieca)
(l-Ispettur Steven Ryan Micallef)

Kontra

DEAN MARTIN, diżokkupat, ta' 41 sena, bin Raymond u Anna xebba Bonnici, imwieled Tal-Pietà, Malta, fis-27 ta' Awwissu, 1980, residenti ġewwa 4, Apt A, Triq il-Kbira San Ġużepp, Il-Ħamrun, u detentur ta' karta tal-identità Maltija bin-numru 407080M.

Il-Qorti TAWTORIZZA lill-imputat DEAN MARTIN sabiex jiġbed is-somma ta' erba' mija, erbgħa u erbgħin ewro u tmienja u sittin ċentetżmu (€444.68) mill-kont tal-bank intestat f'ismu li jispiċċa -7001 miżmum mal-Bank of Valletta plc u jittrasferixxi l-ammont ta' ħames mija, ħamsa u erbgħin ewro u erbgħa u disgħin ċenteżmu (€545.94) lill-Awtorità tad-Djar mill-kont tal-bank intestat f'ismu li jispiċċa -8028 miżmum mal-Bank of Valletta plc.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 22A (3) tal-Ordinanza dwar il-Mediċini Perikoluż, Kap. 101 tal-Liġijiet ta' Malta, wara digriet ta' ordni ta' qbid u

ARB/C065/2020 – VARIATION OF A FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 22nd November, 2021, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Natasha Galea Sciberras, LLD). Compilation Number 702/2020, in the case:

The Police
(Inspector Mark Anthony Mercieca)
(Inspector Steven Ryan Micallef)

Versus

DEAN MARTIN, unemployed, 41 years, son of Raymond and Anna née Bonnici, born in Tal-Pietà, Malta, on the 27th August, 1980, residing at 4, Apt A, Triq il-Kbira San Ġużepp, Ħamrun, and holder of Maltese identity card bearing number 407080M.

The Court AUTHORISES the accused DEAN MARTIN to withdraw the amount of four hundred and forty eight euro and sixty-eight cents (€448.68) from his bank account ending -7001 held with the Bank of Valletta plc and to transfer the sum of five hundred and forty five Euro and ninety four cents (€545.94) to the Housing Authority from his bank account ending -8028 held with the Bank of Valletta plc.

This variation is being published in terms of Article 22A (3) of the Dangerous Drugs Ordinance, Cap. 101 of the Laws of Malta, following a freezing order which decree was given

ffriżar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dr Donatella M. Frendo Dimech, LLD), fl-20 ta' Diċembru, 2020, li ġiet ippublikata fil-Gazzetta tal-Gvern fl-24 ta' Diċembru, 2020, fejn il-Qorti ordnat l-iffriżar f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' DEAN MARTIN.

by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Donatella M. Frendo Dimech, LLD), on the 20th December, 2020, which was published in the Government Gazette on the 24th December, 2020, where the court ordered the attachment in the hands of third parties in general of all moneys and other movable or immovable property due or pertaining or belonging to DEAN MARTIN.

Illum, 25 ta' Novembru, 2021

Today, 25th November, 2021

AĠENT DIRETTUR, UFFIĊĊJU GĦALL-IRKUPRU TAL-ASSI

ACTING DIRECTOR, ASSET RECOVERY BUREAU

1796

Avviż mir-Reġistru tal-Prim'Awla tal-Qorti Ċivili

Notice, Registry of the Civil Court, First Hall

Billi Vincenza Spiteri (KI 143554M) ippreżentat rikors ġuramentat (Nru. 805/2021JVC) fejn ġiet mitluba l-korrezzjoni tal-att tat-twelid numru 1435/1954 fir-Reġistru Pubbliku.

Whereas Vincenza Spiteri (ID143554M) filed an application under oath (No. 805/2021JVC) demanding the correction of the act of birth number 1435/1954 in the Public Registry.

Kull min jidhirlu li għandu interess u jrid jopponi dik it-talba, b'dan l-avviż huwa msejjaħ sabiex ifisser il-fehma tiegħu, b'nota li għandha tiġi ppreżentata fir-Reġistru ta' dawn il-Qrati fi żmien ħmistax-il ġurnata mill-ħruġ ta' dan l-avviż fil-Gazzetta tal-Gvern.

Whosoever may have an interest therein, and wishes to oppose that demand, is hereby called upon to do so, by means of a note to be filed in the Registry of these Courts, within fifteen days from the day of the publication of this present notice in the Government Gazette.

Dawk illi, fiż-żmien fuq imsemmi, ikunu ppreżentaw dik in-nota, għandhom jiġu notifikati b'kopja tar-rikors ġuramentat hawn fuq imsemmi bil-ġurnata li tingħata għas-smigħ tal-kawża.

Those who, within the aforesaid time, shall have filed such note, shall be notified by the service of a copy of the said application under oath, of the day which will be appointed for the hearing of the case.

B'ordni tal-Qorti,

By order of the Court,

Reġistru tal-Qorti Superjuri,

Registry of the Superior Court,

Illum, 22 ta' Novembru, 2021

Today 22nd of November, 2021

KAREN FALZON
Għar-Reġistratur, Qrati Ċivili u Tribunali

KAREN FALZON
For Registrar, Civil Courts and Tribunals

1797

B'digriet tat-18 ta' Novembru, 2021, mogħti mill-Prim'Awla tal-Qorti Ċivili, din il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifiki skont l-artiklu 187 (3) tal-Kodiċi tal-Proċedura u Organizzazzjoni Ċivili (Kap. 12).

By a decree given on the 18th November, 2021, by the Civil Court First Hall, the Court ordered that the extract hereunder mentioned be published for the purpose of service according to Article 187(3) of the Code of Organisation and Civil Procedure (Cap. 12).

Illi b'Rikors ippreżentat fil-Qorti Ċivili, Prim'Awla, fl-1 ta' Lulju, 2021, minn mill-Kummissarju tat-Taxxi qed jintalab l-iżbank fl-ammont ta' € 10782.69 depożitati biċ-ċedola ta' depożitu numru 2442/19 fl-ismijiet:

That by an application in the Civil Court, First Hall filed on the 1st of July, 2021, by The Commissioner of Revenue, is asking for the withdrawal of € 10782.69 deposited by the schedule of deposit number 2242/19 in the names of:

Kummissarju tat-Taxxi vs Anthony J. Abdilla (KI 421452M)

Il-Qorti ordnat in-notifika tar-rikors lill-kontroparti bi żmien erbat (4) ijiem għar-risposta.

Reġistru tal-Qorti Superjuri, illum, it-Tlieta, 23 ta' Novembru, 2021

MARVIC FARRUGIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Commissioner of Revenue vs Anthony J. Abdilla (ID 421452M)

The Court ordered the notification of this application to the counter party with a four (4) days to reply.

Registry of the Superior Courts, today Tuesday, 23rd November, 2021

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

1798

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tat-18 ta' Novembru, 2021, u dan wara Rikors b'numru 934/2021, Ordnat:

Li meta l-Att tat-Twelid ta' Rick Shrotri jiġi biex ikun reġistrat fir-Reġistru Pubbliku ta' Malta, id-Direttur tar-Reġistru Pubbliku jaffettwa l-korrezzjoni jew annotazzjoni li minnha jkun jirriżulta li l-isem Rick Shrotri jibda jidher u mhux Rachit Shrotriya.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum, il-Tlieta, 23 ta' Novembru, 2021

DR MARIA RUTH CIANTAR, M. ADV. (MELIT.), LLB (HONS) (MELIT.), DIP. LAWS OF PROC. (MELIT.)
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

It is hereby notified that in virtue of the powers conferred by Section 257 of the Civil Code, the Court of Revision of Notarial Acts, by a Decree dated the 18th November, 2021, and this after a written plea numbered 934/2021, Ordered:

That when the Act of Birth of Rick Shrotri comes to be registered in the Malta Public Registry, the Director of the Public Registry affects the correction or annotation from which the name Rick Shrotri appears and not that of Rachit Shrotriya.

Court of Revision of Notarial Acts

Today, Tuesday, 23rd November 2021

DR MARIA RUTH CIANTAR, M. ADV. (MELIT.), LLB (HONS) (MELIT.), DIP. LAWS OF PROC. (MELIT.)
Deputy Registrar, Court of Revision of Notarial Acts

1799

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-21 ta' Novembru, 2021, u dan wara Rikors b'numru 792/2021, Ordnat:

Il-korrezzjonijiet fl-Att tat-Twelid li jġib in-numru 2452 tas-sena 1965 billi fil-kolonni intestati 'Ismijiet Mogħtija' u 'Isem jew ismijiet kif għandha tissejjaħ', jitħassar kull fejn jidher l-isem 'Loranne' u minflok jidħol l-isem korrett 'Lauren'.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum, it-Tlieta, 23 ta' Novembru, 2021

DR MARIA RUTH CIANTAR, M. ADV. (MELIT.), LLB (HONS) (MELIT.), DIP. LAWS OF PROC. (MELIT.)
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

It is hereby notified that in virtue of the powers conferred by Section 257 of the Civil Code, the Court of Revision of Notarial Acts, by a Decree dated the 21st November, 2021, and this after a written plea numbered 792/2021, Ordered:

The correction in the Act of Birth bearing the number 2452 of the year 1965 so that in the columns headed 'Names Given' and 'Name or names by which child is to be called', the name 'Loranne' is deleted and substituted by the name 'Lauren'.

Court of Revision of Notarial Acts.

Today, Tuesday, 23rd November 2021

DR MARIA RUTH CIANTAR, M. ADV. (MELIT.), LLB (HONS) (MELIT.), DIP. LAWS OF PROC. (MELIT.)
Deputy Registrar, Court of Revision of Notarial Acts

Ippubblikat mid-Dipartiment tal-Informazzjoni (doi.gov.mt) — Valletta — *Published by the Department of Information (doi.gov.mt) — Valletta*
Mitbugħ fl-Istamperija tal-Gvern fuq karta FSC® — *Printed at the Government Printing Press on FSC® certified paper*

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