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NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 1595

MINISTERU GĦALL-WIRT NAZZJONALI, L-ARTI U L-GVERN LOKALI

Ħatra tal-Kumitat Tekniku għal Siti ta' Wirt Dinji Nazzjonali

NGĦARRFU b'din għall-informazzjoni ta' kulħadd li l-Ministru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali approva l-ħatra tal-membri tal-Kumitat Tekniku għal Siti ta' Wirt Dinji Nazzjonali għal perjodu ta' tliet (3) snin b'seħħ mill-5 ta' Novembru, 2021 kif ġej:

Chairperson
Mons Joseph Vella Gauci

Membri
Is-Sur Kurt Farrugia
Is-Sur Noel Zammit
Is-Sur Norbert Gatt
Il-Perit Chris Borg
Il-Perit Michelle Piccinino
Is-Sur Joseph Magro Conti
Is-Sur Claude Borg
Dott. Ray Bondin

Segretarju
Is-Sur Matthew Sultana

L-10 ta' Diċembru, 2021

GOVERNMENT NOTICES

No. 1595

MINISTRY FOR THE NATIONAL HERITAGE, THE ARTS AND LOCAL GOVERNMENT

Appointment of Members of the National World Heritage Sites Technical Committee

IT is hereby notified for general information that the Minister for the National Heritage, the Arts and Local Government has approved the appointment of the members of the National World Heritage Sites Technical Committee for a period of three (3) years with effect from 5th November, 2021, as follows:

Chairperson
Mons Joseph Vella Gauci

Members
Mr Kurt Farrugia
Mr Noel Zammit
Mr Norbert Gatt
Perit Chris Borg
Perit Michelle Piccinino
Mr Joseph Magro Conti
Mr Claude Borg
Dr Ray Bondin

Secretary
Mr Matthew Sultana

10th December, 2021

Nru. 1596

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*
10.12.2021	€50.944	€0.642

L-10 ta' Diċembru, 2021

No. 1596

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:

10th December, 2021

Nru. 1597

NUMRI ĠODDA TA' BIBIEN FIL-FGURA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 831 tal-14 ta' Settembru, 2007, taħt it-titlu 'Numri ġodda ta' bibien fil-Fgura', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 1597

NUMBERING OF DOORS AT IL-FGURA

Amendments

WITH reference to Government Notice No. 831 dated 14th September, 2007, under the title 'Renumbering of doors at Il-Fgura', the following amendments in **bold** should be made.

IL-FGURA

1. TRIQ SAN TUMAS

In-naħa tax-xellug meta tidħol minn Triq A.M. Valperga

Left side entering from Triq A.M. Valperga

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

In-naħa tal-lemin meta tidħol minn Triq A.M. Valperga

Right side entering from Triq A.M. Valperga

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Sub-Station EneMalta	170
Garaxx	172
Mary Grace	174
Warda Mistika	176

għandhom jinqraw
should read

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
170, Sub-Station EneMalta	170
Bieb bla numru (Dar)	**172**
Bieb bla numru (Flettijiet)	**174**
Uffiċċju	**174A**
Garaxx	**174B**
176, Warda Mistika	176

L-10 ta' Diċembru, 2021

10th December, 2021

Nru. 1598

NUMRI ĠODDA TA' BIBIEN FIŻ-ŻEJTUN

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 405 tat-12 ta' Mejju, 2000, taħt it-titlu 'Numri ġodda ta' bibien fiż-Żejtun', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 1598

NUMBERING OF DOORS AT IŻ-ŻEJTUN

Amendments

WITH reference to Government Notice No. 405 dated 12th May, 2000, under the title 'Renumbering of doors at Iż-Żejtun', the following amendments in **bold** should be made.

IŻ-ŻEJTUN

64. TRIQ IL-MONSINJUR CACHIA ABELA

In-naħa tax-xellug meta tidħol minn Triq Ġebel San Martin

Left side entering from Triq Ġebel San Martin

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	33
60, Sequoia	35
Garaxx	37

In-naħa tal-lemin meta tidħol minn Triq Ġebel San Martin

Right side entering from Triq Ġebel San Martin

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

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
33 (Garaxx)	33		
35, Sequoia	35		
Bieb bla numru	**35A**		
37 (Garaxx)	37		

L-10 ta' Diċembru, 2021

Nru. 1599

NUMRI ĠODDA TA' BIBIEN FL-IMĠARR

Emendi u Prolungament

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 529 tal-20 ta' Mejju, 2005, taħt it-titlu 'Numri ġodda ta' bibien fl-Imġarr', għandhom isiru dawn l-emendi u dan il-prolungament kif indikati b'tipi **grassi**.

10th December, 2021

No. 1599

NUMBERING OF DOORS AT L-IMĠARR

Amendments and Prolongation

WITH reference to Government Notice No. 529 dated 20th May, 2005, under the title 'Renumbering of doors at L-Imġarr', the following amendments and prolongation in **bold** should be made.

L-IMĠARR

9. TRIQ IL-ĦARRUBA

In-naħa tax-xellug meta tidħol minn Triq l-Amaroz
Left side entering from Triq l-Amaroz

In-naħa tal-lemin meta tidħol minn Triq l-Amaroz
Right side entering from Triq l-Amaroz

Emendi - ***Amendments***

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Garaxx	14
		Garaxx	16
		Garaxx	18
		Garaxx	20

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		14 (Garaxx)	14
		Bieb bla numru (Flettijiet)	**16**
		Garaxx	**18**
		20 (Garaxx)	20

Prolungament - ***Prolongation***

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
19 (Garaxx)	19		

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*
Bieb bla numru	**21**		
Bieb bla numru	**23**		
Bieb bla numru	**25**		
Sub-Station	**27**		
Binja Skorba Ent A	**29**		
Bieb bla numru	**31**		
Binja Skorba Ent B	**33**		
Binja Skorba Ent C	**35**		
Binja Skorba Ent D	**37**		

L-10 ta' Diċembru, 2021

Nru. 1600

NUMRI ĠODDA TA' BIBIEN FIS-SIĠĠIEWI

Emendi u Prolungament

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 632 fis-27 ta' Awwissu, 1999, taħt it-titlu 'Numri ġodda ta' bibien fis-Siġġiewi', għandhom isiru dawn l-emendi u dan il-prolungament kif indikati b'tipi **grassi**.

10th December, 2021

No. 1600

NUMBERING OF DOORS AT IS-SIĠĠIEWI

Amendments and Prolongation

WITH reference to Government Notice No. 632 dated 27th August, 1999, under the title 'Renumbering of doors at Is-Siġġiewi', the following amendments and prolongation in **bold** should be made.

IS-SIĠĠIEWI

33. TRIQ LAPSI

In-naħa tax-xellug meta tidħol minn Triq il-Knisja l-Qadima
Left side entering from Triq il-Knisja l-Qadima

In-naħa tal-lemin meta tidħol minn Triq il-Knisja l-Qadima
Right side entering from Triq il-Knisja l-Qadima

Emendi - *Amendments*

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Bieb bla numru (Dar)	88
		Sit bla bini	90
		Sit bla bini	92
		Daħla għall-garaxxijiet	94
		Dar is-Sliem	96

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Daħla għall-garaxxijiet	**90**
		Serenity Court (Flettijiet)	**92**
		Bieb bla numru (Dar)	**94**
		Bieb bla numru (Dar)	**96**

Prolungament - *Prolongation*

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Bieb bla numru	96

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*
		Bieb bla numru (Flettijiet)	**98**
		Bieb bla numru (Dar)	**100**
		Bieb bla numru (Flettijiet)	**102**
		Bieb bla numru (Dar)	**104**
		Daħla għall-garaxxijiet	**106**

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Nru. 1601

NUMRI ĠODDA TA' BIBIEN F'ĦAL TARXIEN

Kjarifika

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 921 tat-23 ta' Awwissu, 2016, taħt it-titlu 'Numri ġodda ta' bibien f'Ħal Tarxien', għandha ssir din il-kjarifika kif indikat b'tipi **grassi**.

10th December, 2021

No. 1601

NUMBERING OF DOORS AT ĦAL TARXIEN

Clarification

WITH reference to Government Notice No. 921 dated 23rd August, 2016, under the title 'Numbering of doors at Ħal Tarxien', the following clarification in **bold** should be made.

ĦAL TARXIEN

TRIQ ID-DEJMA

In-naħa tax-xellug meta tidħol minn Triq Santa Marija

Left side entering from Triq Santa Marija

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
		Alcasons Court, Block C	116
		1, Chekal	118
		St Paul	120

In-naħa tal-lemin meta tidħol minn Triq Santa Marija

Right side entering from Triq Santa Marija

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Alcasons Court, Block C	116
		1, **Cheval**	118
		St Paul	120

L-10 ta' Diċembru, 2021

10th December, 2021

Nru. 1602

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Għotja ta' Darba fuq Xiri ta' Rota u Rota *Pedelec*

BIEX il-Gvern jinċentiva l-użu ta' mezzi ta' transport li ma jħammġux filwaqt li jinċentiva l-eżerċizzju fiżiku, il-Ministru għall-Finanzi u x-Xogħol qiegħed iniedi din l-iskema.

1. Tifsir

F'din l-iskema, kemm-il darba r-rabta tal-kliem ma teħtieġ xorta oħra:

'applikant' tfisser persuna residenti f'Malta. Fil-każ ta' applikant minuri taħt is-sittax-il sena, fid-data tal-applikazzjoni, wieħed mill-ġenituri jew il-persuna li għandha l-kustodja legali tal-minuri għandha tapplika għan-nom tal-applikant minuri;

'data effettiva' tfisser l-1 ta' Jannar, 2022;

'Malta' tfisser il-gżejjer Maltin;

'persuna' tfisser persuna fiżika u ma tinkludix xi entita' organizzativa;

'persuna residenti f'Malta' tfisser persuna fiżika li jkollha dokument ta' identifikazzjoni legalment maħruġ skont l-Att Dwar il-Karta tal-Identita' u Dokumenti Oħra tal-Identita'(Kap. 258) jew li jkollha permess ta' residenza jew dokument ekwivalenti maħruġ minn awtorita' nazzjonali kompetenti;

'riċevuta fiskali' tfisser riċevuta kif imfissra fit-Tlettax-il Skeda ta' l-Att dwar it-Taxxa fuq il-Valur Miżjud (Kap. 406), kif sussegwentament emendat, u tinkludi kull regolament magħmul taħt l-istess Att;

'rota' tfisser kwalunkwe rotali ma għandiex mutur installat magħha, u tinkludi wkoll rota *pedelec,* li hija rota megħjunha permezz ta' mutur tal-elettriku fil-qadfin tagħha. Dan il-mutur jassisti liċ-ċiklist fil-qadfien tiegħu/ha meta ikun hemm biss il-qadfien tar-rota. Rota *pedelec* ma jkollhiex aċċeleratur u l-enerġija ġenerata mill-mutur tal-elettriku tagħha ma jeċċedix il-250 *watt*. Il-piż tar-rota *pedelec* meta mhix mgħobbijha ma għandux jeċċedi il-40 kg u s-60 kg fil-każ ta' rota *pedelec tandem*;

'valur tax-xiri tar-rota' tfisser il-valur aħħari tax-xiri tar-rota kompluta, inkluż il-VAT, eskluż kwalunkwe materjal addizzjonali jew aċċessorji, u liema valur tar-rota jkun tħallas kollu mill- applikant qabel japplika għal din l-għotja.

No. 1602

MINISTRY FOR FINANCE AND EMPLOYMENT

A Once-Only Grant on the Purchase of a Bicycle and a Pedelec Bicycle

IN ORDER to encourage the use of clean means of transport while, at the same time, encouraging physical exercise, the Minister for Finance and Employment has made the following scheme.

1. Interpretation

In this scheme, unless the context otherwise requires:

'applicant' means any person who is a resident in Malta. When the applicant is under the age of 16 as on the date of application, one of the parents or the legal guardian must apply on his/her behalf;

'effective date' means 1st January, 2022;

'Malta' means the islands of Malta;

'person' means a natural person and does not include any organisational entity;

'person residing in Malta' means a natural person who holds a legally valid identification document issued in terms of the Identity Card And Other Documents Act (Cap. 258) or who has a residence permit or equivalent documentation issued by a competent national authority;

'fiscal receipt' means a receipt as defined in the Thirteenth Schedule to the Value Added Tax (Chap. 406), as subsequently amended, and also includes any regulation made by the same Act;

'bicycle' means any bicycle that is not a motor-powered bicycle and includes also a pedelec bicycle, which is an electric pedal cycle which must be pedalled and which electric motor assists the cyclist only when the cyclist is pedalling. A pedelec bicycle does not possess a throttle and its electric motor must have an output not exceeding 250 watts. The kerbside weight of the pedelec bicycle must not exceed 40 kg and 60 kg in the case of a pedelec tandem bicycle;

'purchase price of the bicycle' means the total purchase price of the complete bicycle including VAT, however excluding any additional parts or accessories and which purchase price have been paid in full by the applicant prior to applying for this grant.

2. Applikabilità

Din l-iskema tapplika għall-infiq li jsir *darba biss* fuq il-valur tax-xiri tar-rota mill-applikant, liema rota tkun inxtrat mill-applikant fid-data effettiva jew wara, matul it-terminu tal-iskema. Huma esklużi milli japplikaw għal din l-għotja dawk il-persuni li bbenefikaw mill-għotjiet tal-iskema preċedenti dwar xiri ta' rota, li dehret bħala Notifikazzjoni tal-Gvern Nru. 1095 fil-ħarġa tal-Gazzetta tal-Gvern tad-9 ta' Diċembru, 2008, bħala Notifikazzjoni tal-Gvern Nru. 91 fil-ħarġa tal-Gazzetta tal-Gvern tat-28 ta' Jannar, 2011, bħala Notifikazzjoni tal-Gvern Nru. 278 fil-ħarġa tal-Gazzetta tal-Gvern tas-7 ta' April, 2015, bħala Notifikazzjoni tal-Gvern Nru. 1231 tal-15 ta' Dicembru, 2015, bħala Notifikazzjoni tal-Gvern Nru. 38 tat-8 ta' Jannar, 2017, u bħala Notifikazzjoni tal-Gvern Nru. 11 tal-5 ta' Jannar, 2018, bħala Notifikazzjoni tal-Gvern Nru. 8 fil-ħarġa tal-Gazzetta tal-Gvern tal-4 ta' Jannar, 2019, bħala Notifikazzjoni tal-Gvern Nru. 1470 fil-ħarġa tal-Gazzetta tal-Gvern tal-15 ta' Novembru, 2019, bħala Notifikazzjoni tal-Gvern Nru. 1480 fil-ħarġa tal-Gazzetta tal-Gvern tat-8 ta' Diċembru, 2020.

3. L-infiq li għandu jiġi rraportat

L-infiq li għandu jiġi rraportat huwa dwar il-valur tax-xiri tar-rota kif huwa deskritt f'sezzjoni (1) hawn fuq.

4. Kif wieħed japplika u dokumenti li għandhom jiġu pprovduti

Applikazzjonijiet taħt din l-iskema għandhom isiru biss permezz ta' portal/s elettroniku/ċi uffiċċjali li jistgħu jiġu indikati għal dan l-iskop minn żmien għal żmien.

Għal dan l-iskop, l-applikant għandu jagħti d-dettalji tal-fatturi/l-irċevuti fiskali u kull dokumentazzjoni oħra meħtieġa hekk kif meħtieġ fuq il-portal indikat. Iżda, l-irċevuti fiskali oriġinali/fatturi u dokumentazzjoni relevanti għandhom jinżammu mill-applikant għal perjodu ta' mhux anqas minn sentejn mid-data tal-applikazzjoni u jiġu preżentati lill- Uffiċċju tal-Kummissarju tat-Taxxi meta mitluba għal skop ta' verifika.

F'każ fejn d-dokumenti ma jiġux preżentati meta mitluba l-applikant ikun obbligat li jirrifondi l-ammont li jkun ingħata taħt l-iskema u f'każ ta' applikazzjoni frawdolenti tittieħed azzjoni kriminali kontrih skont il-Kodiċi Kriminali (Kap 9).

Fil-każ ta' rota mhix mixtrija minn Malta jkun meħtieġ li dawn id-dokumenti kif ġej jinżammu mill-applikant għall-perjodu kif indikat iktar il-fuq. Id-dokumenti meħtieġa huma fattura oriġinali maħruġa mill-fornitur tar-rota flimkien mad-*delivery note*, id-dokument oriġinali li jikkonfera li l-ħlas komplet sar, u fejn ikun meħtieġ awtorizzazzjoni mill-Malta

2. Area of applicability

This scheme applies to the expenditure that is incurred *once only* on the purchase price of the bicycle by the applicant, and which bicycle is purchased by the applicant on the effective date or afterwards during the duration of this scheme. Persons who have already benefited from the grants of the previous schemes related to the purchase of a bicycle which appeared as a Government Notice No. 1095 of the Government Gazette of the 9th December, 2008, as a Government Notice No. 91 of the Government Gazette of the 28th January, 2011, as a Government Notice No. 278 of the Government Gazette of the 7th April, 2015, as a Government Notice No. 1231 of the Government Gazette of the 15th December, 2015, as a Government Notice No. 38 of the Government Gazette of the 8th January, 2017, and as a Government Notice No. 11 of the Government Gazette of the 5th January, 2018, as a Government Notice No. 8 of of the Government Gazette of the 4th January, 2019, as a Government Notice No. 1470 of the Government Gazette of the 15th of November, 2019 and as a Government Notice No. 1480 of the Government Gazette of the 18th December, 2020, are excluded from applying for this scheme.

3. Expenditure to be reported

The expenditure to be reported is in respect of the purchase price of the bicycle as defined in section (1) above.

4. Manner of application and supporting documents

Applications under this scheme shall be made only via the official electronic portal/s which may be indicated from time to time for this purpose.

For this purpose, the applicant shall furnish the details of the invoices/fiscal receipts and any further documentation required to be submitted as required on the indicated portal. Provided that, the original fiscal receipts/invoices and relevant documentation shall be kept by the applicant for a period of not less than two years from the date of application and produced upon request to the Office of the Commissioner for Revenue for verification purposes.

Failure to produce any such documents upon request the applicant will be obliged to refund the amount paid under the scheme and in the case of a fraudulent application criminal action in terms of the Criminal Code (Cap 9) will be taken against him.

In the case of a bicycle not purchased from Malta the original invoice issued by the supplier indicating the type of bicycle purchased, together with the delivery note, the original documentary proof that final payment has been effected, and clearance from Maltapost/Department of Customs Malta as may be required, must be retained by the

post/Dipartiment tad-Dwana Malta. Dawn id-dokumenti jridu jikkonfermaw li ir-rota verament inxtrat; li l-valur tax-xiri tar-rota tħallas kollu flimkien mad-dazju u VAT dovut fuqha kif ikun meħtieġ ; li dan ix-xiri jkun sar mill-applikant għall-applikant; u li r-rota ġiet ikkunsinjata fir-residenza tal-applikant. Barra minn hekk fejn ikun meħtieġ ir-rota jew rota *pedelec* mixtrija jrid ikollhom ċertifikat li jattesta l-konformità mal-istandards tas-saħħa u s-sigurtà tal-UE;

Ikunu jikkwalifikaw biss għall-għotja msemmija fis-sezzjoni 5 ta' din l-iskema dawk l-applikazzjonijiet li jkunu jikkonformaw mad-dispożizzjonijiet ta' din l-iskema.

Applikazzjonijiet taħt din l-iskema, inkluż id-dettalji tad-dokumenti meħtieġa, għandhom isiru sa mhux aktar tard minn *tliet xhur* mid-data tax-xiri tar-rota.

Applikazzjonijiet milqugħa 'tard', jiġifieri wara dawn it-tliet xhur jiġu kkunsidrati bħala applikazzjonijiet invalidi.

5. Għotja li titħallas taħt din l-iskema

Applikanti li jikkwalifkaw jistgħu japplikaw għall-għotja ta' *darba biss* ta' 15.25% fuq il-valur tax-xiri tar-rota sa għotja tal-valur massimu ta' €85 fil-każ ta' rota mhux mekkanizzata u sa massimu ta' €250 fil-każ ta' *pedelec bicycle*.

6. Ħlas tal-għotja

L-għotja titħallas lill-applikant, jew lil-ġenitur/i/ kustodja/i legali fil-każ ta' applikant minuri taħt is-sittax-il sena, permezz ta' kreditu dirett fil-kont bankarju indikat fl-applikazzjoni.

7. Validità tal-applikazzjoni

Applikazzjoni ma tkunx meqjusa valida jekk:

ma tkunx sħiħa u dettaljata f'kull aspett materjali tagħha;
ma jkollhiex inklużi magħha d-dettalji kollha relevanti;
ma tkunx sottomessa lill- Uffiċċju tal-Kummissarju tat-Taxxi permezz tal-portal elettroniku uffiċjali fi żmien tliet xhur mid-data tax-xiri tar-rota kif stipulat f'Sezzjoni 4 ta' din l- iskema.

8. Tul ta' l-iskema

Din l-iskema għandha tul definit u tibda' mil-1 ta' Jannar, 2022, u tispiċċa fil-31 ta' Diċembru, 2022, sakemm din l-iskema ma tiġix modifikata/mitmuma permezz ta' Notifika fil-Gazzetta tal-Gvern u tiġġedded skont kif jaħseb li hemm il-ħtieġa l-Ministru għal-Finanzi u x-Xogħol, u kif tiġi hekk ppubblikata permezz ta' Notifika oħra fil-Gazzetta tal-Gvern.

applicant for a period as stipulated above. These documents must confirm that the bicycle was really purchased; that the purchase price of the bicycle which price includes duty and VAT as may be required was really paid in full; that such a purchase was effected by the purchaser for the purchaser; and that the bicycle was delivered to the applicant's residence. The purchased bicycle must also have a certificate of conformity with EU standard safety regulations, as may be required.

Only those applications that are found to conform with the provisions of this scheme shall be eligible for payment of the grant referred to in section 5 of the scheme.

Applications under this scheme, including the details of the documents required, should be submitted by not later than *three months* from the purchase of the bicycle.

Applications received 'late', that is after the three month period, shall be demed to be invalid applications.

5. Grant payable under this scheme

Eligible applicants may apply for a *once-only grant* of 15.25% on the purchase price of the bicycle subject to a maximum grant of €85 in the case of a non- mechanised bicycle and a maximum grant of €250 in the case of a pedelec bicycle.

6. Payment of Grant

The grant will be credited to the applicant, or to the parent/s/legal guardian/s in the case of applicants under the age of sixteen, in the bank account that is indicated in the application.

7. Validity of application

An application shall not be deemed to be valid unless:

it is full and complete in all material aspects;
it is accompanied by all the relevant details as required;
is submitted to the Office of the Commissioner for Revenue via the official electronic portal by not later than three months from the date of purchase of the bicycle as is stipulated in Section 4 of this scheme.

8. Duration of the scheme

This scheme has a definite duration and will start as from the 1st January, 2022, and end on the 31st December, 2022, unless this scheme is not modified/terminated by means of a Notice in the Government Gazette and shall be renewed as deemed necessary by the Minister for Finance and Employment and as such shall be thus published in another Notice in the Government Gazette.

9. Emendi għall-iskema

Il-Ministru għall-Finanzi u x-Xogħol iżomm id-dritt li jagħmel kull tibdil f'din l-iskema bil-pubblikazzjoni ta' dak it-tibdil fil-Gazetta tal-Gvern.

L-10 ta' Diċembru, 2021

Nru. 1603

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Għotja mill-Gvern fuq ix-Xiri ta' Roti u Roti *Pedelec* minn Kumpaniji li Jikru dawn it-Tip ta' Roti

BIEX il-Gvern jinċentiva l-użu ta' mezzi ta' transport li ma jħammġux filwaqt li jinċentiva l-eżerċizzju fiżiku, il-Ministru għall-Finanzi u x-Xogħol qiegħed iniedi din l-iskema.

1. Tifsir

F'din l-iskema, kemm-il darba r-rabta tal-kliem ma teħtieġ xorta oħra:

'applikant' tfisser kumpanija reġistrata jew persuna li taħdem għal rasha li tkun qiegħda tapplika għall-għotja taħt din l-iskema, u li tkun ix-xerrej ta' roti jew roti *pedelec* u li toffri dawn ir-roti għall-kiri;

'applikazzjoni' tfisser l-applikazzjoni li ssir għall-għotja taħt din l-iskema;

'data effettiva' tfisser l-1 ta' Jannar, 2022;

'għotja' tfisser l-għotja li qiegħda tingħata taħt din l-iskema lix-xerrej ta' roti jew roti *pedelec* u li tkun tissodisfa r-rekwiżiti tal-paragrafu 4;

'irċevuta fiskali' tfisser riċevuta kif imfissra fit-Tlettax-il Skeda ta' l-Att dwar it-Taxxa fuq il-Valur Miżjud (Kap. 406), kif sussegwentament emendat, u tinkludi kull regolament magħmul taħt l-istess Att;

'kumpanija reġistrata' tfisser kull kumpanija kummerċjali reġistrata f'Malta mar-Reġistru tan-Negozju ta' Malta.

'Malta' tfisser il-gżejjer Maltin;

'Ministru' tfisser il-Ministru responsabbli għall-Finanzi u x-Xogħol;

'negozji' tfisser kull kumpanija kummerċjali inklużi soċjetajiet bi sħubija, reġistrata f'Malta mar-Reġistru tan-

9. Amendments to the scheme

The Minister for Finance and Employment Services reserves the right to make any amendments to this scheme by the publication of the said amendments in the Government Gazette.

10th December, 2021

No. 1603

MINISTRY FOR FINANCE AND EMPLOYMENT

Government Grant on the Purchase of Bicycles and Pedelec Bicycles by Companies that Offer such Bicycles for Hire

IN ORDER to encourage the use of clean means of transport while, at the same time, encouraging physical exercise, the Minister for Finance and Employment is launching the following scheme.

1. Interpretation

In this scheme, unless the context otherwise requires:

'applicant' means the registered company or registered self employed person applying for the grant under this scheme and who is the purchaser of bicycles or pedelec bicycles and that offers such bicycles for hire;

'application' means the application made for a grant under this scheme;

'effective date' means 1st January, 2022;

'grant' means the grant being given under this scheme to the purchaser of a bicycle or pedelec bicycle which satisfies the requirements of paragraph 4;

'fiscal receipt' means a receipt as defined in the Thirteenth Schedule to the Value Added Tax (Chap. 406), as subsequently amended, and also includes any regulation made by the same Act;

'registered company' means any commercial company registered in Malta with the Malta Business Registry (MBR).

'Malta' means the islands of Malta;

'Minister' means the Minister responsible for Finance and Employment;

'businesses' means any commercial company including partnerships registered in Malta with the Malta Business

Negozju ta' Malta jew persuna li taħdem għal rasha skond il-liġi nazzjonali jew kooperattiva;

'persuna reġistrata li taħdem għal rasha' tfisser, għall-fini ta' din l-iskema, kull persuna li toqgħod f'Malta u li hija reġistrata mal-Jobsplus, l-Uffiċċju tal-Kummissarju tat-Taxxi u li għandha liċenzja ta' kummerċ mid-Dipartiment tal-Kummerċ;

'persuna residenti f'Malta' tfisser persuna fiżika li jkollha dokument ta' identifikazzjoni legalment validu maħruġ skont l-Att dwar il-Karta tal-Identità u Dokumenti oħra tal-Identità (Kap. 258) jew li jkollha permess ta' residenza jew document ekwivalenti maħruġ minn awtorità nazzjonali kompetenti;

'rota' tfisser kwalunkwe rota li ma għandiex mutur installat magħha, u tinkludi wkoll rota *pedelec*, li hija rota megħjunha permezz ta' mutur tal-elettriku fil-qadfin tagħha. Dan il-mutur jassisti liċ-ċiklist fil-qadfien tiegħu/tagħha meta ikun hemm biss il-qadfien tar-rota. Rota *pedelec* ma jkollhiex aċċeleratur u l-enerġija ġenerata mill-mutur tal-elettriku tagħha ma jeċċedix il-250 *watt*. Il-piż tar-rota *pedelec* meta mhix mgħobbijha ma għandux jeċċedi il-40 kg u s-60 kg fil-każ ta' rota *pedelec tandem*;

'Stat Membru' tfisser Stat Membru tal-Unjoni Ewropea;

'Unjoni Ewropea' għandha l-istess tifsira mogħtija lilha fl-artikolu 2 tal-Att dwar l-Unjoni Ewropea (KAP. 460), u tinkludi n-Norveġja, l-Islanda u Liechtenstein;

'valur tax-xiri tar-rota' tfisser il-valur aħħari tax-xiri tar-rota kompluta, inkluż il-VAT, eskluż kwalunkwe materjal addizzjonali jew aċċessorji, u liema valur tar-rota jkun tħallas kollu mill- applikant qabel japplika għal din l-għotja.

2. Applikabilità

Din l-iskema tapplika għall-infiq li jsir fuq il-valur tax-xiri tar-rota jew rota *pedelec* mill-applikant, liema rota tkun inxtrat mill-applikant fid-data effettiva jew wara, matul it-terminu tal-iskema.

3. L-infiq li għandu jiġi rraportat

L-infiq li għandu jiġi rraportat huwa dwar il-valur tax-xiri tar-rota jew rota *pedelec* kif huwa deskritt f'sezzjoni (1) hawn fuq.

4. Kif wieħed japplika u dokumenti li għandhom jiġu pprovduti.

Registry (MBR) or a self-employed person in accordance to National Law or a cooperative society;

'registered self-employed' means, for the purpose of this scheme, any person who resides in Malta and is registered with Jobsplus, the Office of the Commissioner for Revenue and has a trade licence from the Commerce Department;

'person residing in Malta' means a natural person who either holds a legally valid identification document issued in terms of the Identity Card and other Identity Documents Act (Cap. 258) or who has a residence permit or who has a residence permit or equivalent documentation issued by the national competent authority;

'bicycle' means any bicycle that is not a motor-powered bicycle and includes also a pedelec bicycle, which is an electric pedal cycle which must be pedalled and which electric motor assists the cyclist only when the cyclist is pedalling. A pedelec bicycle does not possess a throttle and its electric motor must have an output not exceeding 250 watts. The kerbside weight of the pedelec bicycle must not exceed 40 kg and 60 kg in the case of a pedelec tandem bicycle;

'Member State' means a Member State of the European Union;

'European Union' has the same meaning as is assigned to it by article 2 of the European Union Act (Cap. 460), and includes Norway, Iceland and Liechtenstein;

'purchase price of the bicycle' means the total purchase price of the complete bicycle including VAT, however excluding any additional parts or accessories and which purchase price have been paid in full by the applicant prior to applying for this grant;

2. Area of applicability

This scheme applies to the expenditure that is incurred on the purchase price of the bicycle or pedelec bicycle by the applicant, and which bicycle is purchased by the applicant on the effective date or afterwards during the duration of this scheme.

3. Expenditure to be reported

The expenditure to be reported is in respect of the purchase price of the bicycle or pedelec bicycle as defined in section (1) above.

4. Manner of application and supporting documents.

Applikazzjonijiet taħt din l-iskema għandhom isiru biss permezz ta' portal/s elettroniku/ċi uffiċċjali li jistgħu jiġu indikati għal dan l-iskop minn żmien għal żmien.

Għal dan l-iskop, l-applikant għandu jagħti d-dettalji tal-fatturi/l-irċevuti fiskali u kull dokumentazzjoni oħra meħtieġa hekk kif meħtieġ fuq il-portal indikat. Iżda, l-irċevuti fiskali oriġinali/fatturi u dokumentazzjoni relevanti għandhom jinżammu mill-applikant għal perjodu ta' mhux anqas minn sentejn mid-data tal-applikazzjoni u jiġu preżentati lill- Uffiċċju tal-Kummissarju tat-Taxxi meta mitluba għal skop ta' verifika.

F'każ fejn d-dokumenti ma jiġux preżentati meta mitluba l-applikant ikun obbligat li jirrifondi l-ammont li jkun ingħata taħt l-iskema u f'każ ta' applikazzjoni frawdolenti tittieħed azzjoni kriminali kontrih skont il-Kodiċi Kriminali (Kap 9).

Fil-każ ta' rota jew rota *pedelec* mhux mixtrija minn Malta jkun meħtieġ li dawn id-dokumenti kif ġej jinżammu mill-applikant għall-perjodu kif indikat iktar il-fuq. Id-dokumenti meħtieġa huma l-fattura oriġinali maħruġa mill-fornitur tar-rota flimkien mad-*delivery note*, id-dokument oriġinali li jikkonfera li l-ħlas komplet sar, u fejn ikun meħtieġ awtorizzazzjoni mill-Malta post/Dipartiment tad-Dwana Malta. Dawn id-dokumenti jridu jikkonfermaw li ir-rota jew rota *pedelec* verament inxtrat; li l-valur tax-xiri tar-rota jew rota *pedelec* tħallas kollu flimkien mad-dazju u VAT dovut fuqha kif ikun meħtieġ; li dan ix-xiri jkun sar mill-applikant għall-applikant; u li r-rota jew rota *pedelec* ġiet ikkunsinjata lill-applikant. Barra minn hekk fejn ikun meħtieġ ir-rota jew rota *pedelec* mixtrija jrid ikollhom ċertifikat li jattesta l-konformità mal-istandards tas-saħħa u s-sigurtà tal-UE;

Ikunu jikkwalifikaw biss għall-għotja msemmija fis-sezzjoni 5 ta' din l-iskema dawk l-applikazzjonijiet li jkunu jikkonformaw mad-dispożizzjonijiet ta' din l-iskema.

Applikazzjonijiet taħt din l-iskema, inkluż id-dettalji tad-dokumenti meħtieġa, għandhom isiru sa mhux aktar tard minn *tliet xhur* mid-data tax-xiri tar-rota.

Applikazzjonijiet milqugħa 'tard', jiġifieri wara dawn it-tliet xhur jiġu kkunsidrati bħala applikazzjonijiet invalidi.

5. Għotja li titħallas taħt din l-iskema

Applikanti li jikkwalifkaw jistgħu japplikaw għall-għotja ta' 15.25% fuq il-valur tax-xiri tar-rota sa għotja tal-valur massimu ta' €85 fuq kull rota mhux mekkanizzata u sa massimu ta' €250 fuq kull rota *pedelec*. Dan sa limitu massimu ta' €7,500 kull applikant.

6. Ħlas tal-għotja

L-għotja tiġi kkreditata fil-kont tal-bank kif indikat mill-applikant fl-applikazzjoni.

Applications under this scheme shall be made only via the official electronic portal/s which may be indicated from time to time for this purpose.

For this purpose, the applicant shall furnish the details of the invoices/fiscal receipts and any further documentation required to be submitted as required on the indicated portal. Provided that, the original fiscal receipts/invoices and relevant documentation shall be kept by the applicant for a period of not less than two years from the date of application and produced upon request to the Office of the Commissioner for Revenue for verification purposes.

Failure to produce any such documents upon request the applicant will be obliged to refund the amount paid under the scheme and in the case of a fraudulent application criminal action in terms of the Criminal Code (Cap 9) will be taken against him.

In the case of a bicycle or pedelec bicycle not purchased from Malta the original invoice issued by the supplier indicating the type of bicycle or pedelec bicycle purchased, together with the delivery note, the original documentary proof that final payment has been affected, and clearance from Maltapost/Department of Customs Malta as may be required, must be retained by the applicant for a period as stipulated above. These documents must confirm that the bicycle or pedelec bicycle was really purchased; that the purchase price of the bicycle or pedelec bicycle which price includes duty and VAT as may be required was really paid in full; that such a purchase was affected by the purchaser for the purchaser; and that the bicycle or pedelec bicycle was delivered to the applicant. The purchased bicycle or pedelec bicycle must also have a certificate of conformity with EU standard safety regulations, as may be required.

Only those applications that are found to conform with the provisions of this scheme shall be eligible for payment of the grant referred to in section 5 of the scheme.

Applications under this scheme, including the details of the documents required, should be submitted by not later than *three months* from the purchase of the bicycle.

Applications received 'late', that is after the three month period, shall be demed to be invalid applications.

5. Grant payable under this scheme

Eligible applicants may apply for a grant of 15.25% on the purchase price of bicycles subject to a maximum grant of €85 per non-mechanisedd bicycle and a maximum grant of €250 per case of pedelec bicycle. This up to a capping of €7,500 per applicant.

6. Payment of Grant

The grant will be credited to the bank account indicated by the applicant in the application.

7. Validità tal-applikazzjoni

Applikazzjoni ma tkunx meqjusa valida jekk:

ma tkunx sħiħa u dettaljata f'kull aspett materjali tagħha;

ma jkollhiex inklużi magħha d-dettalji kollha relevanti;

ma tkunx sottomessa lill-Uffiċċju tal-Kummissarju tat-Taxxi permezz tal-portal elettroniku uffiċjali fi żmien tliet xhur mid-data tax-xiri tar-rota kif stipulat f'Sezzjoni 4 ta' din l- iskema.

8. Tul tal-iskema

Din l-iskema għandha tul definit u tibda' mil-1 ta' Jannar 2022, u tispiċċa fil-31 ta' Diċembru 2022, sakemm din l-iskema ma tiġix modifikata/mitmuma permezz ta' Notifika fil-Gazzetta tal-Gvern u tiġġedded skont kif jaħseb li hemm il-ħtieġa il-Ministru għal-Finanzi u x-Xogħol, u kif tiġi hekk ppubblikata permezz ta' Notifika oħra fil-Gazzetta.

9. Għajnuna mill-Istat

Din l-Iskema qed tigi implimentata b'konformità mar-Regolament tal-Kummissjoni (UE) Nru 1407/2013 tat-18 ta' Diċembru, 2013 dwar l-applikazzjoni tal-Artikli 107 u 108 tat-Trattat dwar il-Funzjonament tal-Unjoni Ewropea għall-Għajnuna de minimis, Ġurnal Uffiċjali L352/1 tal-24 ta' Diċembru 2013, kif ġiet emendata mir-Regolament tal-Kummissjoni (UE) 2020/972 tat-2 ta' Lulju 2020 li jemenda r-Regolament (UE) Nru 1407/2013 fir-rigward tal-estenzjoni tiegħu u li jemenda r-Regolament (UE) Nru 651/2014 fir-rigward tal-estenzjoni tiegħu u l-aġġustamenti rilevanti, Ġurnal Uffiċjali L 215/3 tas-7 ta' Lulju 2020.

Kumpaniji u persuni li jaħdmu għal rashom li japplikaw għal dawn l-għotjiet għandhom jiżguraw li huma fil-limiti tal-Għajnuna mill-Istat u għandhom jimlew il-formola mehmuża dwar Għajnuna mill-Istat.

10. Emendi għall-iskema

Il-Ministeru għall-Finanzi u x-Xogħol iżomm id-dritt li jagħmel kull tibdil f'din l-iskema bil-pubblikazzjoni ta' dak it-tibdil fil-Gazzetta tal-Gvern.

SKEDI

Skeda A - Formola tad-Dikjarazzjoni dwar Għajnuna mill-Istat f'paġna 12,993 sa 12,994.

L-10 ta' Diċembru, 2021

7. Validity of application

An application shall not be deemed to be valid unless:

it is full and complete in all material aspects;

it is accompanied by all the relevant details as required;

is submitted to the Office of the Commissioner for Revenue via the official electronic portal by not later than three months from the date of purchase of the bicycle as is stipulated in Section 4 of this scheme.

8. Duration of the scheme

This scheme has a definite duration and will start as from the 1st January 2022, and end on the 31st December 2022, unless this scheme is not modified/terminated by means of a Notice in the Government Gazette and shall be renewed as deemed necessary by the Minister for Finance and Employment and as such shall be thus published in another Notice in the Gazette.

9. State Aid

This scheme will be implemented in accordance with the provisions of Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, OJ L 352/1 of 24 December 2013, as amended by Commission Regulation (EU) 2020/972 of 2nd July 2020 amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments, OJ L 215/3 of 7 July 2020.

Companies and self-employed persons applying for these grants should make sure that they are within the limits of State Aid and will have to fill the attached form on State Aid.

10. Amendments to the scheme

The Ministry for Finance and Employment reserves the right to make any amendments to this scheme by the publication of the said amendments in the Government Gazette.

SCHEDULES

Schedule A – State Aid Declaration Form on page 12,995 to 12,996.

10th December, 2021

DIKJARAZZONI DWAR GĦAJNUNA MILL-ISTAT *(DE MINIMIS)*

Għotja mill-Gvern fuq ix-Xiri ta' Roti u Roti Pedelec minn Kumpaniji li Jikru dawn it-Ttip ta' Roti

Jekk l-applikazzjoni li ġiet ippreżentata tiġi approvata, il-proġett jibbenefika minn għajnuna tal-Istat *de minimis* skont ir-Regolament tal-Kummissjoni (UE) Nru. 1407/2013 tat-18 ta' Diċembru 2013 dwar l-applikazzjoni tal-Artikoli 107 u 108 tat-Trattat dwar il-Funzjonament tal-Unjoni Ewropea għall-Għajnuna *de minimis*.

Ir-Regolament tal-Kummissjoni (UE) Nru. 1407/2013 jippermetti li intrapriża tirċievi ammont massimu aggregat f'għajnuna *de minimis* ta' €200,000 taħt kull miżura ta' għajnuna *de minimis*, fuq perjodu ta' tliet snin fiskali. Dan il-limitu massimu aggregat huwa applikabbli fil-prinċipju għas-setturi ekonomiċi kollha ħlief għas-settur tat-trasport stradali li għalih hemm limitu aktar baxx ta' €100,000 fuq perjodu ta' tliet snin fiskali konsekuttivi. Is-setturi tal-biedja u s-sajd huma soġġetti għal limiti u kriterji differenti. Għall-fini ta' din id-dikjarazzjoni l-fraži 'impriża waħda'għandha jkollha t-tifsira kif stabbilit firRegolament tal-Kummissjoni (UE) Nru. 1407/2013 . Barra minn hekk 'sena fiskali' tfisser is-sena fiskali kif użata għall-finijiet ta' taxxa mill-intrapriża kkonċernata.

Il-limitu massimu jkun jinkludi l-għajnuna Statali kollha mogħtija taħt din l-iskema u kull miżura oħra ta' għajnuna Statali mogħtija taħt ir-regola tad-*de minimis*. Kull għajnuna *de minimis* mogħtija li teċċedi l-limitu stabbilit għandha tkun irkuprata, bl-interess, mingħand l-intrapriża li tkun qiegħda tirċievi l-għajnuna.

Dan li ġej huwa elenku tal-forom possibbli ta' għajnuna Statali:

- Għajnuniet minn korpi pubbliċi
- Self jew garanziji ta' self b'rati favorevoli
- Benefiċċji tat-taxxa
- Rinunzja jew differiment ta' drittijiet jew interessi li jkunu normalment dovuti
- Assistenza dwar il-marketing u r-riklamar
- Konsulenza, taħriġ u sapport ieħor provdut bla ħlas jew b'rata mnaqqsa
- Għajnuna għal investiment fi proġetti jew riċerka u assistenza għall-iżvilupp
- Xiri jew kiri ta' proprjetà mmobbli b'rata li tkun inqas minn dik tas-suq.

Kull għajnuna minn korp pubbliku tista' potenzjalment tikkostitwixxi għajnuna Statali. Jekk ikollok xi dubji dwar jekk għajnuna pubblika li tirċievi hijiex għajnuna *de minimis*, int għandek tikkuntattja lill-aġenzija jew dipartiment li mingħandu tkun irċevejt l-għajnuna biex tiżgura jekk hijiex għajnuna *de minimis* jew le.

DIKJARAZZJONI

Niddikjara li ammont komprensiv ta' għajnuna *de minimis* li rċevejt s'issa matul is-sena fiskali kurrenti u matul is-sentejn fiskali ta' qabel din kien ta':

Sena Fiskali 2020	Sena Fiskali 2021	Sena Fiskali 2022	TOTAL
€	€	€	€

Analiżi statistika tas-sors, tip u ammont tal-għajnuna *de minimis* kollha li rċevejna kif ukoll dik li saret applikazzjoni għaliha mingħand l-Istat, hija ppreżentata hawn wara.

Intrapriża (L-isem legali sħiħ) _____ Numru tar-Reġistrazzjoni tal-VAT _____

Isem u Kunjom (ITTRI KBAR) _____ Kariga fin-Negozju _____

Firma _____ Data _____

INFORMAZZJONI DETTALJATA DWAR GĦAJNUNA STATLI APPLIKABBLI
TAĦT IR-REGOLA TAD-*DE MINIMIS*

(Nota: L-informazzjoni għandha tinkludi kemm l-għajnuna Statali miksuba u wkoll l-applikazzjonijiet għal għajnuna Statali de minimis li jkunu għadhom jistennew l-approvazzjoni mill-entitajiet potenzjali))

Data	Sors/Min se jagħti l-għajnunar	Tip ta' Għajnuna Statali	Ammont in €
		i	

STATE AID DECLARATION *(DE MINIMIS)*

Government Grant on the Purchase of Bicycles and Pedelec Bicycles by Companies that Offer Such Bicycles for Hire

If the submitted application is approved, the project will benefit from *de minimis* State aid in line with *Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.*

Commission Regulation (EU) No 1407/2013 allows a 'single undertaking' to receive an aggregate maximum amount of *de minimis* aid of EUR 200,000 under all *de minimis* aid measures, over a period of three 'fiscal years'. This aggregate maximum threshold applies in principle to all economic sectors with the exception of a 'single undertaking' performing road freight transport for hire or reward for which a lower de minimis threshold of EUR 100,000 over any period of three 'fiscal years' applies. The agriculture and fisheries sectors are subject to different thresholds and criteria. For the purpose of this declaration the term 'single undertaking' shall have the meaning as established in *Commission Regulation (EU) No 1407/2013*. Moreover 'fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this scheme and any other State aid measure granted under the *de minimis* rule. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The following is an indicative list of the possible forms of State aid:

- Grants from public bodies
- Loans or loan guarantees at favourable rates
- Tax benefits
- Waiving or deferral of fees or interest normally due
- Marketing and advertising assistance
- Consultancy, training and other support provided either free or at a reduced rate
- Aid for investment in environmental projects or research and development assistance
- Purchase, rent or lease of immovable property at less than market rate.

Potentially any assistance from a public body may constitute State aid. Should you have any doubts whether any public assistance received is *de minimis* aid, you should contact the agency or department from which the assistance was received in order to ascertain this.

DECLARATION

I declare that a comprehensive amount of *de minimis* aid received to date during the current fiscal year and the previous two fiscal years is:

Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	TOTAL
€	€	€	€

A breakdown of the source, type and amount of all *de minimis* aid received as well as that applied for from any State aid grantor, is presented overleaf.

Business Undertaking (Full Legal Name)	VAT Registration Number
Name and Surname (BLOCK CAPITALS)	Position in Establishment
Signature	Date

DETAILED INFORMATION CONCERNING APPLICABLE STATE AID UNDER THE *DE MINIMIS* RULE

(Note: Information should include both State aid received as well as applications for de minimis State aid still pending approval by potential grantors)

Date	Source/Grantor	Type of State Aid	Amount in €

Nru. 1604

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Għotja fuq Restawr, u Irfinar ta' Proprjetajiet Privati Residenzjali

IL-MINISTERU għall-Finanzi u x-Xogħol nieda l-iskema li ġejja li hi immirata li tippromwovi investiment fir-restawr u irfinar ta' proprjetajiet privati residenzjali li jkunu fiż-Żona ta' konservazzjoni Urbana (ŻkU), propjetajiet li ilhom mibnija għal aktar minn għoxrin sena u huma vakanti għal aktar minn seba' snin, u għal dawk il-propjetajiet ġodda mibnija u rfinati kif definiti mil-linji gwida stabbiliti u approvati mill-awtorità kompetenti.

1. Tifsir

F'din l-iskema, kemm-il darba r-rabta tal-kliem ma teħtieġ xorta oħra:

'applikant' tfisser persuna residenti f'Malta li għalqet it-18-il sena fid-data tal-applikazzjoni jew qabel, li tkun uffiċċjalment rikonoxxuta li tkun is-sid tal- proprjetà residenzjali privata li tkun fiż-Żona ta' konservazzjoni Urbana (ŻkU), jew is-sid tal- proprjetà residenzjali privata li ilha mibnija għal aktar minn għoxrin sena u li ilha vakanti għal aktar minn seba' snin, jew is-sid ta' proprjetà residenzjali privata ġdida mibnija u rfinata kif definit mil-linji gwida stabbiliti u approvati mill-awtorità kompetenti u liema persuna qed tapplika għal għotja taħt din l-iskema;

'awtorità kompetenti' tfisser bord jew entità oħra nominata jew maħtura mill-Ministru responsabbli għall-finanzi għall-fini ta' din l-għotja.

'data effettiva' tfisser it-12 ta' Ottubru, 2021;

'Malta' tfisser il-gżejjer Maltin;

'applikazzjoni' tfisser applikazzjoni għall-għotja taħt din l-iskema li tkun saret b'dak il-mod kif meħtieġ u skont din l-iskema;

'propjetà' tfisser, proprjetajiet li huma fiż-ŻKU, proprjetajiet mibnija għal aktar minn 20 sena u ilhom battala għal aktar minn seba' snin, u proprjetajiet ġodda mibnija u rfinati kif definiti mil-linji gwida stabbiliti u approvati mill-awtorità kompetenti u liema bini jintuża mill-applikant għal skopijiet residenzjali biss;

'proprjetà privata residenzjali' tfisser binja li s-sid huwa persuna privata u li liema proprjeta hi għal użu residenzjali privat biss;

No. 1604

MINISTRY FOR FINANCE AND EMPLOYMENT

Grant on the Restoration and Finishing of Privately Owned Residential Properties

THE Ministry for Finance and Employment has launched the following grant scheme, that aims to promote investment in the restoration and finishes of privately owned residential properties within Urban Conservation Areas (UCAs), properties that have been built for more than 20 years and have been vacant for more than seven years, and new properties built and finished as defined by the established guidelines and approved by the competent authority.

1. Interpretation

In this scheme, unless the context otherwise requires:

'applicant' means any person who is a resident in Malta, who is 18 years or over on the date of application, who is officially recognised as being the owner of a private residential Urban Conservation Area (UCA) property, or the owner of a private residential property that has been built for more than 20 years and has been vacant for more than seven years, or the owner of a new private residential property built and finished as defined by the established guidelines and approved by the competent authority and which person is applying for a grant under this scheme;

'competent authority' means a board or other entity designated or appointed by the Minister responsible for finance for the purpose of this grant.

'effective date' means the 12th October, 2021;

'Malta' means the Maltese Islands;

'application' means an application for the grant under this scheme made in such manner as required and in terms of this scheme;

'property' means, properties that are within an UCA, properties that have been built for more than 20 years and have been vacant for more than seven years, and new properties built and finished as defined by the established guidelines and approved by the competent authority and which property is used by the applicant for residential purposes only;

'privately residential property' means a building owned by a private person and which property is used for private residential purposes only;

'propjetajiet ġodda' tfisser proprjetajiet mibnija u rfinati kif definiti mil-linji gwida stabbiliti u approvati mill-awtorità kompetenti

'new properties' means properties built and finished as defined by the established guidelines and approved by the competent authority.

'xogħlijiet ta' finitura' tfisser, il-parti finali tal-proċess ta' kostruzzjoni, li tinkludi l-irfinar ta' barra u ta' ġewwa tal-binja inkluż tikħil u pittura, elettriku u plumbing, madum u irħam, bibien interni u esterni, twieqi u kmamar tal-banju.

'finishing works' means, the final part of the construction process, which includes the exterior and interior finishing of the building including plastering and painting, electricity and plumbing, tiles and marble, internal and external doors, windows and bathrooms.

'persuna' tfisser persuna fiżika u ma tinkludix xi entita' organizzattiva;

'person' means a natural person and does not include any organisational entity;

'persuna residenti f'Malta' tfisser persuna fiżika li jkollha dokument ta' identifikazzjoni legalment maħruġ skont l-Att Dwar il-Karta tal-Identita' u Dokumenti Oħra tal-Identita'(Kap. 258) jew li jkollha permess ta' residenza jew dokument ekwivalenti maħruġ minn awtorità nazzjonali kompetenti;

'person residing in Malta' means a natural person who holds a legally valid identification document issued in terms of the Identity Card and Other Documents Act (Cap. 258) or who has a residence permit or equivalent documentation issued by a competent national authority;

'riċevuta fiskali' tfisser riċevuta kif imfissra fit-Tlettax-il Skeda ta'l-Att dwar it-Taxxa fuq il-Valur Miżjud (Kap. 406), kif sussegwentament emendat, u tinkludi kull regolament magħmul taħt l-istess Att;

'fiscal receipt' means a receipt as defined in the Thirteenth Schedule to the Value Added Tax Act (Cap.406), as subsequently amended, and also includes any regulation made by the same Act;

'spejjeż eliġibbli' tfisser il-valur aħħari, inkluż il-VAT, fuq spejjeż direttament marbuta mar-restawr u irfinar, tal-proprjetà residenzjali privata, u liema xogħol jkun tlesta u tħallas fil-perjodu eliġibbli;

'eligible expenditure' means the total final costs including VAT that has been paid in full, directly related to the restoration, and finishing, works on the private residential property and which works are completed and paid for within the eligible period.

Spejjeż eliġibbli jinkludu l-ispejjez tax-xogħolijiet eżegwiti b'rabta mal-iskema, u jinkludu spejjeż ta':

Eligible expenditure includes the cost of works performed in conjunction with the scheme, comprising cost of:

a. materjal,

a. materials,

b. xogħol,

b. labour,

ċ. kiri ta' tagħmir/makkinarju,

c. hire of equipment,

d. spejjeż professjonali (spejjeż ta' perit, konsulenzi speċjalizzata, spejjeż ta' project manager) – dawn ser ikunu limitati sa rata massima ta' 10% tan-nefqa totali eliġibbli li ssir talba għaliha f'kull applikazzjoni.

d. professional fees (architect's fees, specialist consultancy, project management costs) - these shall be capped at maximum rate of 10% of the total eligible expenditure applied for in each application.

e. spejjeż tal-permess għall-ippjanar u ħlasijiet governattivi oħra li huma direttament relatati max-xogħol tar-restawr u irfinar;

e. planning permit fees and other government charges that are directly related to restoration and finishing.

'Żona ta' Konservazzjoni Urbana ((ŻKU) 'tfisser żona fil-Gżejjer Maltin li hija legalment desinjata bħala żona ta' bini li għandu valur ta' wirt kollettiv skont l-Artikolu 57 tal-Att dwar l-Ippjanar tal-Iżvilupp tal-2016, kif sussegwentement emendat u skont il-Pjan Strateġiku. għall-Ambjent u l-Iżvilupp TO8 UO2, UO3 u oħrajn u kif elenkat fil-Pjanijiet Lokali.

'Urban Conservation Area (UCA)' means an area within the Maltese Islands that is legally designated as an area of buildings having collective heritage value according to Article 57 of the Development Planning Act of 2016, as subsequently amended and in accordance with the Strategic Plan for the Environment and Development (SPED) TO8 UO2, UO3 and others and as listed in the Local Plans.

'xogħol' tfisser kwalunkwe xogħol immirat lejn restawr u irfinar ta' proprjetà privati residenzjali li jkunu fiż-Żona ta' konservazzjoni Urbana (ŻkU), propjetajiet li ilhom mibnija għal aktar minn għoxrin sena u huma vakanti għal aktar minn seba' snin, u dawk il-propjetajiet ġodda li jinbnew u jigu irfinati kif definiti mil-linji gwida stabbiliti u approvati mill-awtorità kompetenti.

2. Min jista' japplika għall-għotja taħt din l-iskema

(i) Din l-iskema għandha x'taqsam man-nefqa eliġibbli li ssir mill-applikant, u hija direttament relatata mar-restawr u l-irfinar, ta'proprjetà residenzjali privata hek kif definiti fl-ewwel sezzjoni.

(ii) Din l-iskema tapplika għal dawk li ser jixtru jew li diġa għandhom dawn it-tip ta' propjetajiet u jixtiequ jirrestawrawhom u jirfinawhom u għal min diġa` xtara propjeta' qabel il-Baġit 2022 li ġie preżentat fil-11 ta' Ottubru 2021 u għamel ir-restawr u irfinar minn 12 ta' Ottubru 2021 'il quddiem.

(iii) Il-proprjetà li tibbenefika mill-għotja ma tistax tiġi diviża, fejn in-numru ta' units residenzjali jibqa' l-istess. Jekk il-propjetà tiġi sussegwentement żviluppata mill-ġdid f'unitajiet residenzjali separati, l-applikant ikollu jħallas lura l-ammont sħiħ tal-għotja imħallsa lilhom taħt din l-iskema.

(iv) Applikant jista' japplika għall-għotja fuq proprjetajiet multipli, fejn se jieħu/ tieħu massimu aggregat ta' €54,000 fuq kull proprjetà. Se tingħata konsiderazzjoni lill-applikazzjonijiet għal għotjiet relatati mat-tlestija ta' fażijiet ta' xogħol differenti li jaqgħu bejn il-bidu tax-xogħlijiet u t-tmiem tagħhom, fejn l-applikant fil-perjodu bejn it-12 ta' Ottubru 2021 u l-31 ta' Diċembru 2024 ikunjista' japplika darbtejn taħt l-għotja, għal kull proprjetà suġġett għal-limitu massimu aggregat ta' €54,000 għal kull proprjetà.

(v) Barra minn hekk għal perjodu ta' ħames snin minn mindu tinagħta l-għotja, l-applikant ma jistax japplika għal għotja oħra taħt din l-iskema jew xi skema simili oħra maħruġha mill-Gvern fuq l-istess tip ta' xogħol ta' restawr u finitura fuq l-istess proprjet,

(vi) Kwalunkwe xogħol imwettaq taħt din l-iskema irid ikun kopert minn permess validu tal-PA u fejn applikabbli Dikjarazzjoni ta' Metodu ta' Restawr approvat u kwalunkwe awtorizzazzjoni oħra kif meħtieġ mil-liġi.

(vii) Applikazzjonijiet għal proġetti li jinvolvu xi aspett jew aktar elenkati fil-lista' li tidher hawn taħt ma jiġux ikkunsidrati:

(a) Sanzjonijiet ta' xogħlijiet mhux awtorizzati;

'works' means any works aimed at the restoration and finishing of private residential properties in Urban Conservation Area (UCA), property that has been built for more than 20 years and has been vacant for seven years, and property that are built and finished as defined by the established guidelines and approved by the competent authority.

2. Area of applicability

(i) This scheme relates to the eligible expenditure that is incurred by the applicant and is directly related to the restoration and finishing of privately owned properties as defined in section one.

(ii) This grant applies for those who are going to buy or already have these types of properties and wish to restore and finish these properties and for those who have already bought the property prior to the Budget 2022 presented on the 11 October 2021 and have done restoration and finishing works starting from 12 October 2021.

(iii) A property that benefits from the grant cannot be divided, whereby the number of residential units will remain the same. If the property is subsequently re-developed into separate residential units, the applicants will have to refund the full amount of the grant paid to them under this Grant.

(iv) An applicant can apply for the grant on multiple properties, where he/she will get an aggregate maximum of €54,000 on each property. Consideration will be given to applications for grants related to the completion of different work phases that fall in between the commencement of works and their complete termination, whereby during the period between 12th October 2021 and the 31st December 2024, an applicant can apply twice under the grant, for each property subject to the aggregate maximum threshold of €54,000 on each property.

(v) Furthermore, the applicant cannot apply for another grant for the same type of restoration and finishing works on the same property, within five years from the award of a grant under this scheme or under any other similar schemes, issued by the Maltese Government or any public entity.

(vi) Any works performed under this scheme must be covered by a valid PA development permit, where applicable an approved Restoration Method Statement, and other authorisation as required by law.

(vii) Applications involving one or more items listed in the list shown hereunder shall not be considered:

(a) Sanctioning of unauthorised works,

(b) siti li għandhom każi pendenti ta'infurzar mill-PA jew applikazzjoni ta' regolarizzazzjoni pendenti;

(c) illegalitajiet tal-iżvilupp;

(d) demolizzjoni;

(e) restawr/konservazzjoni ta' tagħmir mobbiljar, fdalijiet storiċi jew għamara,

(f) bini mill-ġdid u rikostruzzjoni fin-nuqqas ta' evidenza storika għad-dettal u d-disinn (Applikabbli għal proprjetajiet f'ŻkUs);

(g) alterazzjonijiet, żidiet u titjib li ma jikkwalifikawx bħala restawr jew irfinar.

3. Infiq li għandu jiġi rrappurtat

L-infiq li għandu jiġi rrappurtat huwa dwar xogħlijiet ta' restawr u irfinar kif imfisser f'sezzjoni wieħed (1) ta' din l-iskema.

4. Kif wieħed japplika u dokumenti li għandhom jiġu provduti:

Applikazzjonijiet taħt din l-iskema għandhom isiru biss permezz ta' portal/s elettroniku/ċi uffiċċjali u għandu jkun fihom dak it-tagħrif, dettalji u dokumenti kollha kif meħtieġa fl-imsemmija formola u skont din l-iskema u kull dokument ieħor li l-Ministeru responsabbli għall-finanzi, jista'minn żmien għal żmien jeħtieġ.

F'każijiet fejn applikant ikollu l-ħsieb li japplika għall-għotja fuq aktar minn proprjetà waħda, għandu jissottometti applikazzjoni separata għal kull proprjetà li l-applikant ikun qed japplika għaliha.

(i) L-applikazzjonijiet għandu jkollhom mehmuża magħhom id-dokumenti li ġejjin:

(a) Sottomissjoni ta' ċertifikat maħruġ mill-PA li jiċċertifika li l-proprjetà taqa' f'żona tal-iżvilupp magħrufa bħala Żona ta' Konservazzjoni Urbana (ŻKU), skont l-artikolu 57 tal-Att dwar l-Ippjanar tal-Iżvilupp jew kwalunkwe Att li jista' jissostitwixxi l-istess (Applikabbli biss għal proprjetajiet fi ŻKU);

(b) L-irċevuta fiskali f'isem l-applikant li juru ħlasijiet magħmula mill-applikant fuq oġġetti mixtrija u xogħlijiet imwettqa relatati mar-restawr u l-irfinar tal-propjetà. L-irċevuta fiskali trid tinkludi wkoll l-indirizz tal-proprjetà li tkun qed issir applikazzjoni għaliha fl-applikazzjoni sottomessa;

Barra minn hekk, kull irċevuta fiskali għandha tkun akkumpanjata minn fatturi kummerċjali li jkun fihom dettalji ta' oġġetti mixtrija jew servizzi mogħtija lill-applikant inklużi d-dettalji tal-applikant;

(c) Fir-rigward ta' proprjetajiet li ilhom mibnija għal aktar minn għoxrin sena u ilhom vakanti għal aktar minn

(b) sites that have a pending PA enforcement cases or a pending regularisation application;

(c) development illegalities;

(d) demolitions;

(e) restoration/conservation of movable objects, artefacts or furnishings;

(f) reinstatement and reconstruction where there are lack of historic evidence of detail and design (Applicable for properties in UCAs);

(g) alterations, additions, and improvements which do not qualify as restoration or finishing.

3. Expenditure to be reported

The expenditure to be reported is in respect of works of restoration and finishing as defined in section one (1) of this scheme

4. Manner of application and supporting documents required:

Applications under this scheme shall be made only via the official electronic portal/s and must contain all the information, details and documents as required in the said form and in terms of this scheme and any other documents which the Ministry responsible for finance, may, from time to time require.

In cases where an applicant intends to apply for the grant on more than one property, he must submit a separate application for each property the applicant is applying for.

(i) Applications are to be accompanied by the documents shown hereunder:

(a) Submission of a certificate issued by the PA certifying that the property falls within a UCA, in accordance with article 57 of the Development Planning Act or any Act which may be substituted therefor (Only applicable for properties in UCA);

(b) Fiscal receipts in the name of applicant, showing payments made by the applicant on goods purchased and works carried out related to restoration and finishing of property. The fiscal receipt must also include the address of the property being applied for in the submitted application;

Furthermore, each fiscal receipt is to be accompanied by invoices containing details of goods purchased or services given to the applicant including the applicant's details;

(c) When it comes to properties that have been built for more than twenty years and have been vacant for more than

seba' snin, l-applikant irid jissottometti wkoll id-dokumenti adekwati maħruġa minn ARMS li jikkonferma li l-proprjetà kienet fil-fatt vojta għal aktar minn seba' snin u ċertifikat tal-perit li jiċċertifika d-data li fiha nbniet il-proprjetà. Dan id-dokument m'għandux għalfejn jiġi sottomess f'każijiet fejn il-proprjetà li fuqha qed issir it-talba nxtrat wara l-11 ta' Ottubru 2021.

(d) F'dak li għandu x'jaqsam ma' proprjetajiet ġodda, l-applikant għandu jissottometti Ċertifikazzjoni mill-awtorità kompetenti maħtura mill-Ministeru responsabbli għall-finanzi li tikkonferma li l-propjetà nbniet u ġiet irfinata skont il-linji gwida stabbiliti.

(ii) L-applikazzjonijiet għandu jkollhom mehmuża magħhom id-dokumenti kollha meħtieġa elenkati hawn fuq. L-applikant għandu jissottometti wkoll kwalunkwe dokumenti li l-Ministeru responsabbli għall-finanzi, jirrkjedu minn żmien għal żmien. Applikazzjoni ma titqies li ġiet sottomessa sakemm ma tkunx sħiħa u kompluta fl-aspetti materjali kollha u sakemm ma jkunx fiha l-informazzjoni kollha u tkun akkumpanjata mid-dokumentazzjoni kollha mitluba fiha.

(iii) Ikunu jikkwalifikaw biss għall-għotja msemmija fis-sezzjoni 5 ta' din l-iskema dawk l-applikazzjonijiet li jkunu jikkonformaw mad-dispożizzjonijiet ta' din l-iskema. F'każ ta' applikazzjoni frawdolenti tittieħed azzjoni kriminali Kontra l-applikant skont il-Kodiċi Kriminali (Kap 9).

(iv) L-applikant għandu perjodu bejn it-12 ta' Ottubru, 2021 u l-31 ta' Diċembru, 2024 fejn ikun jista' japplika darbtejn taħt l-għotja għal kull proprjetà.

(v) Għal perjodu ta' mhux inqas minn sentejn mid-data tal-aħħar applikazzjoni sottomessa l-applikanti jistgħu jintalbu jippreżentaw id-dokumenti oriġinali li fuqhom tkun qed issir it-talba. Fin-nuqqas li jipproduċi tali dokumenti, l-applikanti jkunu obbligati li jħallsu lura l-ammont mogħti taħt l-iskema u f'każ ta' applikazzjonijiet frawdolenti tittieħed azzjoni kriminali skont l-artikolu 309 tal-Kodiċi Kriminali (Kap 9).

5. Għotja li titħallas taħt din l-iskema

Applikanti eliġibbli jistgħu japplikaw darbtejn għal kull proprjetà għal għotja ta' 18% fuq l-ispejjeż tar-restawr u irfinar sa massimu aggregat ta' €54,000 għal kull proprjetà.

6. Ħlas tal-għotja

L-għotja titħallas lill-applikant, permezz ta' kreditu dirett fil-kont bankarju indikat fl-applikazzjoni,

seven years, applicant must also submit the appropriate documents issued by ARMS that confirms that the property was in fact vacant for more than seven years and an architect's certificate certifying the date the property was built. This document does not need to be submitted in cases where the property on which the claim is being made was acquired after the 11th of October 2021.

(d) When it comes to new properties, the applicant must submit a Certification from the competent authority appointed by the Ministry responsible for finance confirming that the property was built and finished according to the established guidelines.

(ii) Applications are to be accompanied by all the required documents listed above. The applicant must also provide any other document which the Ministry responsible for finance, may from time to time require. An application shall not be deemed to have been submitted unless it is full and complete in all material respects and unless it contains all the information and is accompanied by all the documentation requested therein.

(iii) Only those applications that are found to conform with the provisions of this scheme shall be eligible for payment of the grant referred to in section 5 of the scheme. In the case of a fraudulent application criminal action in terms of the Criminal Code (Cap 9) will be taken against the applicant.

(iv) The applicant has a period in between 12th October, 2021 and 31st December, 2024 where one can apply twice under the grant for each property.

(v) For a period of not less than two years from the date of last submitted application applicants may be requested to present the original documents upon which the claim is being made. Failure to produce any such documents upon request, applicants will be obliged to refund the amount paid under the scheme and in the case of a fraudulent applications criminal action in terms of article 309 of the Criminal Code (Cap 9) will be taken.

5. Grant payable under this scheme

Eligible applicants may apply twice for each property for a grant of 18% on the costs of restoration and finishing up to an aggregate maximum of €54,000 for each property.

6. Payment of Grant

The grant will be credited to the applicant, in the bank account that is indicated in the application.

7. Emendi ghall-Iskema

Il-Ministeru responsabbli għall-finanzi iżomm id-dritt li jagħmel kull tibdil f'din l-iskema bil-pubblikazzjoni ta' dak it-tibdil fil-Gazetta tal-Gvern.

8. Tul tal-iskema

Din l-Iskema għanda titqies li bdiet fis-12 ta' Ottubru 2021, u għandha tibqa' fis-seħħ sal-31 ta' Diċembru 2024. Din l-iskema tista' tiġi modifikata jew mitmuma permezz ta' Notifikazzjoni fil-Gazzetta tal-Gvern u tista' tiġġedded skont il-ħtieġa permezz ta' Avviż ieħor fil-Gazzetta tal-Gvern.

9. Diżpożizzjoniet Transitorji

Applikazzjonijiet taħt din l-iskema relatati ma' spejjeż eliġibbli fuq restawr, jew irfinar ta' proprjetà, liema xogħol ikun sar waqt jew bejn id-data effettiva u d-data tal-pubblikazzjoni ta' dan l-avviż, għandhom jitqiesu bħala applikazzjonijiet validi taħt din l-iskema.

L-10 ta' Diċembru, 2021

Nru. 1605

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Għotja għal First Time Buyers

IL-MINISTERU għall-Finanzi u x-Xogħol nieda l-iskema li ġejja li għandha l-għan li tinċentiva u tassisti lil first time buyers li jixtru proprjetajiet residenzjali li jkunu fiż-Żona ta' konservazzjoni Urbana (ŻkU), propjetajiet li ilhom mibnija għal aktar minn għoxrin sena u huma vakanti għal aktar minn seba' snin, u għal dawk il-propjetajiet ġodda mibnija u rfinati kif definiti mil-linji gwida stabbiliti u approvati mill-awtorità kompetenti.

1. Tifsir

F'din l-iskema, kemm-il darba r-rabta tal-kliem ma teħtieġ xorta oħra:

'applikant' tfisser persuna residenti f'Malta li tkun first time buyer u uffiċċjalment rikonoxxuta li tkun is-sid tal- proprjetà residenzjali privata li tkun fiż-Żona ta' konservazzjoni Urbana (ŻkU), jew is-sid tal- proprjetà residenzjali privata li ilha mibnija għal aktar minn għoxrin sena u li ilha vakanti għal aktar minn seba' snin, jew is-sid ta' proprjetà residenzjali privata ġdida mibnija u rfinata kif definit mil-linji gwida stabbiliti u approvati mill-awtorità kompetenti u liema persuna qed tapplika għal għotja taħt din l-iskema;

7. Amendments to the Scheme

The Ministry responsible for finance reserves the right to make any amendments to this scheme by the publication of the said amendments in the Government Gazette.

8. Duration of the scheme

This Scheme shall be deemed to have commenced on the 12th October, 2021 and shall remain in force till the 31st December, 2024. This scheme may be modified or terminated by means of a Notice in the Government Gazette and shall be renewed as deemed necessary through another Notice in the Government Gazette.

9. Transitory Provisions

Applications made under this scheme relating to the eligible expenditure incurred in the restoration and finishes of a property, and which works were carried out during and between the effective date and the date of publication of this notice, shall be deemed to be valid applications under this scheme.

10th December, 2021

No. 1605

MINISTRY FOR FINANCE AND EMPLOYMENT

Grant for First Time Buyers

THE Ministry for Finance and Employment has launched the following grant scheme, that aims to incentivise and assist first time buyers that purchase residential properties within Urban Conservation Areas (UCAs), properties that have been built for more than 20 years and have been vacant for more than seven years, and new properties built and finished as defined by the established guidelines and approved by the competent authority.

1. Interpretation

In this scheme, unless the context otherwise requires:

'applicant' means any person who is a resident in Malta, who is a first-time buyer and officially recognised as being the owner of a private residential Urban Conservation Area (UCA) property, or the owner of a private residential property that has been built for more than 20 years and has been vacant for more than seven years, or the owner of a new private residential property built and finished as defined by the established guidelines and approved by the competent authority and which person is applying for a grant under this scheme;

'awtorità kompetenti' tfisser bord jew entità oħra nominata jew maħtura mill-Ministru responsabbli għall-finanzi għall-fini ta' din l-għotja.

'data effettiva' tfisser it-12 ta' Ottubru, 2021;

'Malta' tfisser il-gżejjer Maltin;

'applikazzjoni' tfisser applikazzjoni għall-għotja taħt din l-iskema li tkun saret b'dak il-mod kif meħtieġ u skont din l-iskema;

'First time buyers' tfisser dawk il-persuni li jakkwistaw l-ewwel proprjetà immobbli tagħhom, akkwistata *inter vivos* u li hija maħsuba għar-residenza ordinarja unika tagħhom. L-ebda proprjetà oħra qatt ma kellha tkun mixtrija qabel.

'propjetà' tfisser, proprjetajiet li huma fiż-ŻKU, proprjetajiet mibnija għal aktar minn 20 sena u ilhom battala għal aktar minn seba' snin, u proprjetajiet ġodda mibnija u rfinati kif definiti mil-linji gwida stabbiliti u approvati mill-awtorità kompetenti u liema proprjetà tintuża mill-applikant għal skopijiet residenzjali biss;

'proprjetà privata residenzjali' tfisser binja li s-sid huwa persuna privata u li liema proprjeta hi għal użu residenzjali privat biss;

'propjetajiet ġodda' tfisser proprjetajiet mibnija u rfinati kif definiti mil-linji gwida stabbiliti u approvati mill-awtorità kompetenti

'persuna' tfisser persuna fiżika u ma tinkludix xi entita' organizzattiva;

'persuna residenti f'Malta' tfisser persuna fiżika li jkollha dokument ta' identifikazzjoni legalment maħruġ skont l-Att Dwar il-Karta tal-Identita' u Dokumenti Oħra tal-Identita'(Kap. 258) jew li jkollha permess ta' residenza jew dokument ekwivalenti maħruġ minn awtorità nazzjonali kompetenti;

'Żona ta' Konservazzjoni Urbana ((ŻKU) 'tfisser żona fil-Gżejjer Maltin li hija legalment desinjata bħala żona ta' bini li għandu valur ta' wirt kollettiv skont l-Artikolu 57 tal-Att dwar l-Ippjanar tal-Iżvilupp tal-2016, kif sussegwentement emendat u skont il-Pjan Strateġiku. għall-Ambjent u l-Iżvilupp TO8 UO2, UO3 u oħrajn u kif elenkat fil-Pjanijiet Lokali.

2. Min jista' japplika għall-għotja taħt din l-iskema

(i) Din l-iskema tirrigwarda applikanti eliġibbli li qed jakkwistaw l-ewwel proprjetà tagħhom. Il-proprjetà li għaliha qed issir applikazzjoni għall-għotja għandha tkun l-ewwel proprjetà immobbli tal-applikant akkwistata *inter vivos* mill-applikant u tkun akkwistata għal residenza unika u ordinarja u liema proprjetà hija proprjetà residenzjali

'competent authority' means a board or other entity designated or appointed by the Minister responsible for finance for the purpose of this grant.

'effective date' means the 12th October, 2021;

'Malta' means the Maltese Islands;

'application' means an application for the grant under this scheme made in such manner as required and in terms of this scheme;

'First time buyers' means those persons acquiring their first immovable property, acquired *inter vivos* and which is intended for their sole ordinary residence. No other property should have been bought before.

'property' means, properties that are within an UCA, properties that have been built for more than 20 years and have been vacant for more than seven years, and new properties built and finished as defined by the established guidelines and approved by the competent authority and which property is used by the applicant for residential purposes only;

'privately owned residential property' means a building owned by a private person and which property is used for private residential purposes only;

'new properties' means properties built and finished as defined by the established guidelines and approved by the competent authority.

'person' means a natural person and does not include any organisational entity;

'person residing in Malta' means a natural person who holds a legally valid identification document issued in terms of the Identity Card and Other Documents Act (Cap. 258) or who has a residence permit or equivalent documentation issued by a competent national authority;

'Urban Conservation Area (UCA)' means an area within the Maltese Islands that is legally designated as an area of buildings having collective heritage value according to Article 57 of the Development Planning Act of 2016, as subsequently amended and in accordance with the Strategic Plan for the Environment and Development (SPED) TO8 UO2, UO3 and others and as listed in the Local Plans.

2. Area of applicability

(i) This scheme relates to eligible applicants that are acquiring their first immovable property. The property for which the grant is being applied for must be the applicant's first immovable property acquired *inter vivos* by the applicant and is acquired for sole and ordinary residence and which property is a privately owned residential property as

private hek kif definiti fl-ewwel sezzjoni, liema proprjetà nxtrat mid-data effettiva jew wara, kif ippruvat mid-data tal-att tal-Akkwist tal-proprjetà.

(ii) Biex ikunu eliġibbli għall-għotja, l-applikanti jridu jkunu konformi u l-ewwel ikunu rreġistraw il-kuntratt tagħhom mal-Uffiċċju tal-Kummissarju tat-Taxxi skont l-Avviż Legali 461 tal-2021, Regoli tal-2021 dwar Ħelsien mit-Taxxa fuq l-Income u mit-Taxxa fuq Dokumenti u Trasferimenti fuq Ċerti Trasferimenti ta' Proprjetà, u skont l-artikolu 13 tal- l-Avviż Legali ikunu ppreżentaw prova legali u dikjarazzjoni li huma first time buyers u li din hija l-ewwel proprjetà immobbli tagħhom akkwistata inter vivos skont ir-rekwiżiti tal-Artikolu 3 tal-Leġislazzjoni Sussidjarja 364.12, Ordni dwar Eżenzjoni mit-Taxxa għall-finijiet tal-artikolu 23.

Din l-Għotja tapplika għal proprjetajiet eliġibbli li nxtraw bejn it-12 ta' Ottubru, 2021 u l-31 ta' Diċembru, 2024. Madankollu, fejn jidħlu sidien ta' proprjetajiet ġodda, dawn jistgħu japplikaw biss għall-għotja ġaladarba l-proprjetà tkun mibnija u lesta kif definit mil-linji gwida stabbiliti u approvati mill- awtorità kompetenti.

Din l-Għotja tapplika wkoll għal dawk li fit-12 ta' Ottubru 2021 kienu fuq wegħda ta' bejgħ (konvenju) u kienu għadhom ma għalqux il-kuntratt.

(iii) Il-proprjetà li tibbenefika mill-għotja ma tistax tiġi diviża, fejn in-numru ta' units residenzjali jibqa' l-istess. Jekk il-propjetà tiġi sussegwentement żviluppata mill-ġdid f'unitajiet residenzjali separati, l-applikant ikollu jħallas lura l-ammont sħiħ tal-għotja imħallsa lilhom taħt din l-iskema.

(iv) Propjetà waħda biss għal kull applikant hija eliġibbli biex tikkwalifika għal għotja taħt din l-iskema u applikant jista' jkun eliġibbli għal għotja taħt din l-iskema biss darba.

4. Kif wieħed japplika u dokumenti li għandhom jiġu provduti:

Applikazzjonijiet taħt din l-iskema għandhom isiru biss permezz ta' portal/s elettroniku/ċi uffiċċjali u għandu jkun fihom dak it-tagħrif, dettalji udokumentazzjoni kollha kif meħtieġa fl-imsemmija formola u skont din l-iskema.

(i) L-applikant għandu jissottometti wkoll kwalunkwe dokumenti li l-Ministeru responsabbli mill-finanzi, jista' jirrkjedi minn żmien għal żmien. Applikazzjoni ma titqies li ġiet sottomessa sakemm ma tkunx sħiħa u kompluta fl-aspetti materjali kollha u sakemm ma jkunx fiha l-informazzjoni kollha u tkun akkumpanjata mid-dokumentazzjoni kollha mitluba fiha.

(ii) Ikunu jikkwalifikaw biss għall-għotja msemmija fis-sezzjoni 5 ta' din l-iskema dawk l-applikazzjonijiet li jkunu jikkonformaw mad-dispożizzjonijiet ta' din l-iskema. F'każ ta' applikazzjoni frawdolenti tittieħed azzjoni kriminali Kontra l-applikant skont il-Kodiċi Kriminali (Kap 9).

defined in section one, which property was purchased from the effective date or afterwards, as proven by date on deed of Acquisition of property.

(ii) To be eligible for the grant applicants must be compliant and have first registered their contract with the Office of the Commissioner for Revenue in terms of Legal Notice 461 of 2021, Relief from Income Tax and from Duty on Documents and Transfers on Certain Property Transfers Rules, 2021 and as per article 13 of the Legal Notice have submitted legal proof and a declaration that they are first time buyers and that this is their first immovable property acquired *inter vivos* in line with the requisites of Article 3 of Subsidiary Legislation 364.12, Exemption of Duty in terms of Article 23 Order.

This Grant applies to eligible properties that were purchased between 12th October, 2021 and 31st December, 2024. However, when it comes to owners of new properties, they can only apply for the grant once the property is built and finished as defined by the established guidelines and approved by the competent authority.

This Grant also applies to those that on the 12th of October 2021 were on a promise of sale (konvenju) and had not yet closed the contract.

(iii) The property that benefits from the scheme cannot be divided, whereby the number of residential units will remain the same. If the property subsequently re-developed into separate residential units, the applicant will have to refund the full amount of the grant paid to them under this Grant.

(iv) Only one property per applicant is eligible to qualify for support under this scheme and an applicant can only be eligible for a grant under this scheme once.

4. Manner of application and supporting documents required:

Applications under this scheme shall be made only via the official electronic portal/s and must contain all the information, details and documentation as required in the said form and in terms of this scheme.

(i) The applicant must also provide any other document which the Ministry responsible for finance, may from time to time require. An application shall not be deemed to have been submitted unless it is full and complete in all material respects and unless it contains all the information and is accompanied by all the documentation requested therein.

(ii) Only those applications that are found to conform with the provisions of this scheme shall be eligible for payment of the grant referred to in section 5 of the scheme. In the case of a fraudulent application criminal action in terms of the Criminal Code (Cap 9) will be taken against the applicant.

(iii) Fejn jidħlu sidien ta' proprjetà residenzjali privata ta' Żona ta' Konservazzjoni Urbana (ŻkU), jew is-sidien ta' proprjetà residenzjali privata li ilha mibnija għal aktar minn 20 sena u li ilha vakanti għal aktar minn seba' snin, applikazzjonijiet taħt din l-iskema, għandhom jiġu sottomessi, sa mhux aktar tard minn *tliet xhur* mix-xiri tal-proprjetà kif muri mid-data tal-att tal-Akkwist tal-proprjetà. Applikazzjonijiet li jaslu 'tard', jiġifieri wara l-perjodu ta' *tliet xhur*, għandhom jitqiesu bħala applikazzjonijiet invalidi

(iv) For a period of not less than two years from the date of last submitted application applicants may be requested to present the original documents upon which the claim is being made. Failure to produce any such documents upon request, applicants will be obliged to refund the amount paid under the scheme and in the case of a fraudulent applications criminal action in terms of article 309 of the Criminal Code (Cap 9) will be taken.

5. Għotja li titħallas taħt din l-iskema

Applikanti eliġibbli jistgħu japplikaw għal għotja massima ta' €15,000 jekk il-proprjetà mixtrija tkun f'Malta u €30,000 jekk il-proprjetà mixtrija tkun f'Għawdex.

L-għotja finali li se tingħata tiġi stabbilita fuq bażi pro rata skont is-sehem tal-proprjetà li tkun qed tiġi akkwistata.

6. Ħlas tal-għotja

L-għotja titħallas lill-applikant, permezz ta' kreditu dirett fil-kont bankarju indikat fl-applikazzjoni,

7. Emendi ghall-Iskema

Il-Ministeru responsabbli għall-finanzi iżomm id-dritt li jagħmel kull tibdil f'din l-iskema bil-pubblikazzjoni ta' dak it-tibdil fil-Gazetta tal-Gvern.

8. Tul tal-iskema

Din l-Iskema għandha titqies li bdiet fit-12 ta' Ottubru, 2021 u għandha tibqa' fis-seħħ sal-31 ta' Diċembru 2024. Din l-iskema tista' tiġi modifikata jew mitmuma permezz ta' Notifikazzjoni fil-Gazzetta tal-Gvern u tista' tiġġedded skont il-ħtieġa permezz ta' Avviż ieħor fil-Gazzetta tal-Gvern.

9. Diżpożizzjoniet Transitorji

Applikazzjonijiet għall-għotja li jkopru l-perjodu bejn u waqt id-data effettiva u d-data tal-pubblikazzjoni ta' dan l-avviż, għandhom jitqiesu bħala applikazzjonijiet validi taħt din l-iskema sakemm l-applikazzjoni taqa' taħt il-kriterji ta' eliġibbiltà.

(iii) When it comes to owners of a private residential Urban Conservation Area (UCA) property or the owners of a private residential property that has been built for more than 20 years and has been vacant for more than seven years, applications under this scheme, should be submitted by not later than *three months* from the purchase of the property as evidenced by the date on deed of acquisition of property. Applications received 'late', that is after the *three months* period, shall be deemed to be invalid applications.

(iv) For a period of not less than two years from the submitted application applicants may be requested to present the original documents upon which the claim is being made. Failure to produce any such documents upon request, applicants will be obliged to refund the amount paid under the scheme and in the case of a fraudulent applications criminal action in terms of article 309 of the Criminal Code (Cap 9) will be taken.

5. Grant payable under this scheme

Eligible applicants may apply for a maximum grant of €15,000 if the property purchased is in Malta and a maximum of €30,000 if the property purchased is in Gozo.

The actual amount allocated will be established on a pro rata basis according to the share of the property being acquired.

6. Payment of Grant

The grant will be credited to the applicant, in the bank account that is indicated in the application.

7. Amendments to the Scheme

The Ministry responsible for finance reserves the right to make any amendments to this scheme by the publication of the said amendments in the Government Gazette.

8. Duration of the scheme

This Scheme shall be deemed to have commenced on the 12th of October, 2021 and shall remain in force till the 31st December, 2024. This scheme may be modified or terminated by means of a Notice in the Government Gazette and shall be renewed as deemed necessary through another Notice in the Government Gazette.

9. Transitory Provisions

Applications for the grant that cover the period between and during the effective date and the date of publication of this notice, shall be deemed to be valid applications under this scheme provided that the application falls within the eligibility criteria.

F'dawn il-każijiet transitorji, fejn jidħlu proprjetajiet residenzjali privati li jkunu fiż-Żona ta' konservazzjoni Urbana (ŻkU), jew propjetajiet li ilhom mibnija għal aktar minn għoxrin sena u huma vakanti għal aktar minn seba' snin, l-applikazzjonijiet għandhom jintbagħtu fi żmien tliet xhur mid-data tal-pubblikazzjoni ta' din in-Notifikazzjoni.

L-10 ta' Diċembru, 2021

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 190 tal-2021

Avveniment ta' Ranking għall-Klassi SB20 ta' Dgħajjes tal-Qlugħ

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta jixtieq javża lill-baħħara li nhar is-Sibt, 11 u l-Ħadd, 12 ta' Diċembru, 2021 se jsir avveniment ta' ranking għal dgħajjes tal-qlugħ tal-klassi SB20.

It-tiġrijiet għandhom isiru mill-10.00 a.m. sas-2.30 p.m. (ħin lokali) fiż-żewġ ġranet.

L-avveniment ta' ranking għandu jsir fuq żewġ (2) korsijiet maġenb xulxin upwind/downwind, fiż-żona A, B u Ċ, kif muri fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

Il-korsijiet għandhom ikunu definiti minn marki sofor kbar li jintefħu (waypoints) li madwarhom il-kompetituri jkollhom ibaħħru.

Is-safety RHIB "PELAGOS" se tkun qed tgħin waqt l-avveniment. L-organizzaturi se jkunu qed jidderieġu t-tiġrijiet minn abbord is-safety RHIB.

Jekk minħabba kundizzjonijiet ħżiena tat-temp l-attivitajiet ma jistgħux isiru fid-dati imsemmija hawn fuq, dawn isiru nhar is-Sibt, 8 u l-Ħadd, 9 ta' Jannar, 2022 fl-istess ħinijiet.

Il-kaptana tad-dgħajjes kollha, mhux involuti direttament f'dan l-Avveniment ta' Klassifikazzjoni, huma mitluba jżommu 'l bogħod mill-marki tat-tidwir u jikkoperaw mal-organizzaturi. Huma jingħataw aktar struzzjonijiet biex jikkonformaw bis-sħiħ mar-Regola 18 (COLREGS 1972) u biex joqogħdu 'l bogħod mid-dgħajjes tal-qlugħ li qed jipparteċipaw fl-avveniment.

Il-baħħara kollha għandhom josservaw kull struzzjoni li tista' tingħata mill-organizzaturi ta' l-avveniment, mis-safety craft u fuq VHF Channels 12 u/jew 16 minn Valletta VTS.

Chart affettwata: BA 177

L-10 ta' Diċembru, 2021

In these transitory cases, when it comes to private residential Urban Conservation Area (UCA) properties or private residential properties that have been built for more than 20 years and have been vacant for more than seven years, applications shall be submitted within three months from the date of publication of this Notice.

10th December, 2021

TRANSPORT MALTA

Local Notice to Mariners No. 190 of 2021

Ranking Event for SB20 Class of Sailing Boats

The Ports and Yachting Directorate, Transport Malta would like to notify mariners that a ranking event for SB20 class of sailing boats will be held on Saturday, 11th and Sunday, 12th December, 2021.

Races shall be held from 10.00 a.m. till 2.30 p.m. (local time) on both days.

The ranking event shall be held over two (2) adjacent upwind / downwind courses, within the area A, B and C, as shown on the chart found on Transport Malta website (www.transport.gov.mt).

The courses shall be defined by big yellow inflatable marks (waypoints) around which the competitors shall have to sail.

The safety RHIB "PELAGOS" will be assisting during the event. The organisers will be directing the races from onboard the safety RHIB.

If due to bad weather conditions the activities cannot be held on the above-mentioned dates, they will be held on Saturday, 8th and Sunday, 9th January, 2022 at the same times.

Masters of all craft, not directly involved in this Ranking Event, are asked to keep clear of the turning marks and to cooperate with the organisers. They are further instructed to fully comply with Rule 18 (COLREGS 1972) and to 'keep out of the way' of the sailing vessels participating in the event.

All mariners are to observe any instructions that may be given by the event organisers safety craft and on VHF Channels 12 and/or 16 by Valletta VTS.

Chart effected: BA 177

10th December, 2021

MINISTERU GĦAT-TRASPORT, l-INFRASTRUTTURA U L-PROĠETTI KAPITALI

Post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali

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

1. Id-Direttur (People Management), Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali.

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 iridu jkunu temmew b'suċċess kors t' 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) (ċ) huwa ta' Skala ta' Salarju 12, li fis-sena 2021 huwa ta' €18,724 fis-sena, li jiżdied b'€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 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 t'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.

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND CAPITAL PROJECTS

Post of Assistant Manager (Accounting and Finance) in the Ministry for Transport, Infrastructure and Capital Projects

Nomenclatures denoting the male gender include also the female gender.

The Director (People Management), Ministry for Transport, Infrastructure and Capital Projects invites applications for the post of Assistant Manager (Accounting and Finance) in the Ministry for Transport, Infrastructure and Capital Projects.

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, 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 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, soġġett 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-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 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;

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;

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 and cheque 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. 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. 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-identifikazzjoni ta' titjib tal-proċess għal raġuni ta' simplifikazzjoni, innovazzjoni u valur miżjud;

viii. Iżomm ruħu aġġornat ma' standards ta' accounting, leġiżlazzjoni 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 iehor li s-superjur jista' jiddelega lilu/ha kif jista' jkun meħtieġ;

xiii. Kwalunkwe dmir iehor 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

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. 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. 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

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. 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.'

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".

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.

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.

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.

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.

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AND

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.

ii. able to communicate in the Maltese and English language. Cadidates who do not possess an MQF Level 1 in the Maltese language, must attend and be successful in the assessment of he '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 beforeconfirmation 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.

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.

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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AND

iii. a. 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.

iii. a. 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 recognesed comparable professional qualification at MQF Level 4 in Accountancy.

JEW

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

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 Intermedjarju tal-Matrikola (li wieħed minnhom għandu jinkludi pass fil-Pure Mathematics), jew kwalifika rikonoxxuta u komparabbli.

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti 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 ECTS/ECVET kretti. 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.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVE credits, or equivalent*) in Accountancy or Business Management or Business Administration or Economics or Banking and Finance 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 Accounting) and three (3) subjects at Intermediate Matriculation Level one of which must include a pass in Pure Mathematics) or a recognised comparable 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 comparible 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) 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-dat 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 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 awotrità 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/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-

(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 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

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 relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tar-Reklutaġġ, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, 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 għandom 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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.

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 procedure

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 Recruitment Section, Ministry for Transport, Infrastructure and Capital Projects through the Online Government Recruitment Portal onlyon (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 Monday, 27th December, 2021. A computer-generated e-mail 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 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 tal People Management fil-Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, Block A, Triq Francesco Buonamici, Il-Furjana FRN1700. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

L-indirizz elettroniku tad-Direttorat huwa (recruitment.mtip@gov.mt).

L-10 ta' Diċembru, 2021

MINISTERU GĦAT-TRASPORT, L-INFRASTRUTTURA U L-PROĠETTI KAPITALI

Post ta' Assistant Manager (Riżorsi Umani) fil-Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali

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

1. Id-Direttur (People Management), Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali jilqa' applikazzjonijiet għall-post t' Assistant Manager (Riżorsi Umani) fil-Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali.

Termini u kundizzjonijiet

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

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 later, 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 Directorate in the Ministry for Transport, Infrastructure and Capital Projects, Block A, Triq Francesco Buonamici, Floriana FRN1700. These general provisions are to be regarded as an integral part of this call for applications.

The email address of the receiving Directorate is (recruitment.mtip@gov.mt).

10th December, 2021

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND CAPITAL PROJECTS

Post of Assistant Manager (Human Resources) in the Ministry for Transport, Infrastructure and Capital Projects

Nomenclatures denoting the male gender include also the female gender.

1. The Director (People Management), Ministry for Transport, Infrastructure and Capital Projects invites applications for the post of Assistant Manager (Human Resources) in the Ministry for Transport, Infrastructure and Capital Projects.

Terms and Conditions

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

2.2 Waqt il-perjodu ta' prova, dawk appuntati iridu jkunu temmew b'suċċess kors t' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju t'Assistant Manager (Riżorsi Umani) huwa ta' Skala ta' Salarju 11, li fis-sena 2021 huwa ta' €19,974 fis-sena, li jiżdied b'€375.17 fis-sena sa massimu ta' €22,225.

2.4 Persuna fil-grad ta' Assistant Manager tipprogressa għal Skala 10, li fis-sena 2021 hija ekwivalenti għal €21,267 fis-sena, li tiżdied b'żidiet annwali ta' € 407.67 sa massimu ta' € 23,713 wara tliet (3) snin servizz fil-grad fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisafċenti.

2.5 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.

2.6 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, soġġett 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.

2.7 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 tar-Riżorsi Umani, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

L-oġġettivi tal-post huma li jappoġġjaw il-funzjonijiet kollha tal-immaniġġjar tar-riżosi umani inkluż l-ippjanar

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 (Human Resources) is Salary Scale 11, which in the year 2021 is equivalent to €19,974 per annum, rising by annual increments for €375.17 up to a maximum of €22,225.

2.4 An Assistant Manager 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, on completion of three (3) years service in the grade in Salary Scale 11, subject to satisfactory performance.

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.

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 Human Resources, in accordance with established vacancies.

2.8 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 resources management functions including HR planning,

tar-Riżorsi Umani, konformità tal-proċessi delegati u mmaniġġjar ta' ġestjoni tar-rekords/data/statistika aġġornati talimpjegati li fuqhom jittiehdu id-deċiżjonijiet Strateġiċi tar-Riżorsi Umani. Dan l-irwol huwa kumplimentari għal dak ta' People Management.

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

i. Jikkompila l-informazzjoni kollha mitluba meħtieġa għall-ippjanar effettiv tal-HR, il-ġbir tad-data kif dirett mill-Maniġment Superjuri;

ii. Iżomm kif iggwidat is-sistemi ta' preżentata meħtieġa fir-rigward tal-kwistjonijiet kollha relatati tar-Riżorsi Umani;

iii. Jappoġġja l-ġbir tad-data u r-rekords tar-Riżorsi Umani billi jżomm sistema ta' preżentata u ta' rkupru u jżomm rekords tal-passat u attwali, li għandha tiġi allinjata mas-sistema ċentrali ta' DAKAR kif meħtieġ;

iv. Jappoġġja kif meħtieġ, biex jara li kwistjonijiet relatati mal-politiki, il-programmi u l-prattiki tar-riżorsi umani huma konformi mal-politiki ċentrali;

v. Jassisti fil-kontrolli regolari ta' konformità li jiżguraw li l-politiki stabbiliti jkunu qed jiġu osservati, u jassisti fil-kumpilazzjoni tar-rapporti dwar miżuri korrettivi meħtieġa mill-maniġment superjuri u l-partijiet involuti;

vi. Jikkontribwixxi kif meħtieġ fir-rigward ta' sejħiet għall-pubblikazzjoni li jsegwu l-mudelli rispettivi u jappoġġja l-monitoraġġ tat-tħejjija ta' tali sejħiet:

vii. Jappoġġja l-għoti ta' kwalunkwe data meħtieġa f'każ ta' negozjati mat-trade unions:

viii. Jikkollabora mal-IPS fir-rigward tad-data tal-impjegati li jeħtieġu induzzjoni;

ix. Ixerred informazzjoni u aġġornamenti dwar l-amministrazzjoni pubblika kif meħtieġ:

x. Jipparteċipa fil-funzjonijiet operattivi fir-rigward tar-resourcing, prinċipalment fl-aġġornament ta' informazzjoni relatata mad-deskrizzjonijiet tal-impjieg għall-karigi/pożizzjonijiet kollha;

xi. Jappoġġja u jipparteċipa b'mod attiv fil-forniment ta' servizz ta' eċċellenza lill-klijenti u jippromovi l-kultura ta' eċċellenza b'mod partikolari l-ethos tas-Servizz Pubbliku;

xii. Iwettaq dmirijiet oħra kif assenjati mill-Maniġment Superjuri minn żmien għal żmien;

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

compliance of delegated processes and the management of updated employees records/data/statistics 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 Assistant Manager (Human Resources) include:

i. Compiles all requested information required for effective HR planning, data collation as directed by senior management;

ii. Maintains as guided the necessary filing systems in respect of all related Human Resources matters;

iii. Supports in the collations of data and human resource records by maintaining a filing and retrieval system and keeping past and current records, which is to be aligned to the Central DAKAR system as required;

iv. Supports as required, in overseeing that matters related to human resources policies, programmes and practices are compliant with central policies

v. Assists in the regular compliance checks that ensure that established policies are being adhered to and supports with the compilation of reports on corrective measures required by senior management and parties involved;

vi. Contributes as necessary with respect to calls for publication which follow the respective templates and supports with monitoring the preparation of such calls;

vii. Supports with providing any required data in case of negotiations with trade unions;

viii. Liaises with the IPS in relation to data of employees who require induction;

ix. Disseminates information and updates on the public administration as required;

x. Participates in the operational functions in relation to resourcing mainly in the updating of information related to job descriptions for all posts/positions;

xi. Supports and actively participates in the provision of a service of excellence to clients and promotes culture of excellence particularly ethos of the Public Service;

xii. Carrying out any other duties as assigned by Senior Management team from time to time;

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

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 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.

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

iii. Fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Work and Human Resource Management, jew Training and Development jew Public Administration jew Public Management jew Corporate Governance and Leadership jew Leadership and Organisational Behavior jew Management and Leadership jew Strategy, Leadership and Change Management jew Industrial Relations and Workplace Learning jew Business Administration.

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti jew sistema oħra ta' kejl tal-kontenut talkors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 ECTS/EVCET kretti. 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-dat 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 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.

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

iii. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVE credits, or equivalent*) in Work and Human Resource Management or Training and Development or Public Administration or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behavior 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 comparible 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 progress entitlement (as the case may be) start to count from date of appointment.

(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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/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-

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

Selection procedure

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The

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 relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tar-Reklutaġġ fil-Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, 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 għandom 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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 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.

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 Recruitment Section, Ministry for Transport, Infrastructure and Capital Projects 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 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 Monday, 27th December, 2021. A computer-generated e-mail 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 later, 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/

gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Direttorat tal-People Management, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, Blokk 'A', Triq Francesco Buonamici, Il-Furjana FRN1700. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

L-indirizz elettroniku tad-Direttorat huwa (recruitment.mtip@gov.mt).

L-10 ta' Diċembru, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Assistant Manager (Riżorsi Umani) 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 t'Assistant Manager (Riżorsi Umani) 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 iridu jkunu temmew b'suċċess kors t' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju t'Assistant Manager (Riżorsi Umani) huwa ta' Skala ta' Salarju 11, li fis-sena 2021 huwa ta' €19,974 fis-sena, li jiżdied b'€375.17 fis-sena sa massimu ta' €22,225.

2.4 Persuna fil-grad ta' Assistant Manager tipprogressa għal Skala 10, li fis-sena 2021 hija ekwivalenti għal €21,267 fis-sena, li tiżdied b'żidiet annwali ta' € 407.67 sa massimu ta' € 23,713 wara tliet (3) snin servizz fil-grad fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisafċenti.

2.5 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.

2.6 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-

generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the People Management Directorate at the Ministry for Transport, Infrastructure and Capital Projects, Block A, Triq Francesco Buonamici, Floriana FRN1700. These general provisions are to be regarded as an integral part of this call for applications.

The email address of the receiving Directorate is (recruitment.mtip@gov.mt).

10th December, 2021

MINISTRY FOR HEALTH

Post of Assistant Manager (Human Resources) 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 (Human Resources) 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 (Human Resources) is Salary Scale 11, which in the year 2021 is equivalent to €19,974 per annum, rising by annual increments for €375.17 up to a maximum of €22,225.

2.4 An Assistant Manager 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, on completion of three (3) years service in the grade in Salary Scale 11, subject to satisfactory performance.

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.

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

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, soġġett 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.

2.7 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 tar-Rożorsi Umani, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

L-oġġettivi tal-post huma li jappoġġjaw il-funzjonijiet kollha tal-immaniġġjar tar-riżosi umani inkluż l-ippjanar tar-Riżorsi Umani, konformità tal-proċessi delegati u mmaniġġjar ta' ġestjoni tar-rekords/data/statistika aġġornati tal-impjegati li fuqhom jittiehdu id-deċiżjonijiet Strateġiċi tar-Riżorsi Umani. Dan l-irwol huwa kumplimentari għal dak ta' People Management.

3.1 Id-dmirijiet għal dan il-post ta' Assistant Manager (Riżorsi Umani) jinkludu li:

i. Jikkompila l-informazzjoni kollha mitluba meħtieġa għall-ippjanar effettiv tal-HR, il-ġbir tad-data kif dirett mill-Maniġment Superjuri;

ii. Iżomm kif iggwidat is-sistemi ta' preżentata meħtieġa fir-rigward tal-kwistjonijiet kollha relatati tar-Riżorsi Umani;

iii. Jappoġġja l-ġbir tad-data u r-rekords tar-Riżorsi Umani billi jżomm sistema ta' preżentata u ta' rkupru u jżomm rekords tal-passat u attwali, li għandha tiġi allinjata mas-sistema ċentrali ta' DAKAR kif meħtieġ;

iv. Jappoġġja kif meħtieġ,biex jara li kwistjonijiet relatati mal-politiki, il-programmi u l-prattiki tar-riżorsi umani huma konformi mal-politiki ċentrali;

v. Jassisti fil-kontrolli regolari ta' konformità li jiżguraw li l-politiki stabbiliti jkunu qed jiġu osservati, u jassisti fil-

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 Human Resources, in accordance with established vacancies.

2.8 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 resources management functions including HR planning, compliance of delegated processes and the management of updated employees records/data/statistics upon which Strategic Human Resources Management decisions are taken. This role is complementary to that of People Management.

3.1 The job duties for the post of Assistant Manager (Human Resources) include:

i. Compiles all requested information required for effective HR planning, data collation as directed by senior management;

ii. Maintains as guided the necessary filing systems in respect of all related Human Resources matters;

iii. Supports in the collations of data and human resource records by maintaining a filing and retrieval system and keeping past and current records, which is to be aligned to the Central DAKAR system as required;

iv. Supports as required, in overseeing that matters related to human resources policies, programmes and practices are compliant with central policies;

v. Assists in the regular compliance checks that ensure that established policies are being adhered to, and supports

kumpilazzjoni tar-rapporti dwar miżuri korrettivi meħtieġa mill-maniġment superjuri u lpartijiet involuti;

vi. Jikkontribwixxi kif meħtieġ fir-rigward ta' sejħiet għall-pubblikazzjoni li jsegwu l-mudelli rispettivi u jappoġġja l-monitoraġġ tat-tħejjija ta' tali sejħiet:

vii. Jappoġġja l-għoti ta' kwalunkwe data meħtieġa f'każ ta' negozjati mat-trade unions:

viii. Jikkollabora mal-IPS fir-rigward tad-data tal-impjegati li jeħtieġu induzzjoni;

ix. Jxerred informazzjoni u aġġornamenti dwar l-amministrazzjoni pubblika kif meħtieġ:

x. Jipparteċipa fil-funzjonijiet operattivi fir-rigward tar-resourcing, prinċipalment fl-aġġornament ta' informazzjoni relatata mad-deskrizzjonijiet tal-impjieg għall-karigi/pożizzjonijiet kollha;

xi. Jappoġġja u jipparteċipa b'mod attiv fil-forniment ta' servizz ta' eċċellenza lill-klijenti u jippromovi l-kultura ta' eċċellenza b'mod partikolari l-ethos tas-Servizz Pubbliku;

xii. Jwettaq dmirijiet oħra kif assenjati mill-Maniġment Superjuri minn żmien għal żmien;

xiii. Jwettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont l-awtorità tad-Direttur/DĠ responsabbli għall-People Management/Segretarju Permanenti;

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

xv. 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

with the compilation of reports on corrective measures required by senior management and parties involved;

vi. Contributes as necessary with respect to calls for publication which follow the respective templates and supports with monitoring the preparation of such calls;

vii. Supports with providing any required data in case of negotiations with trade unions;

viii. Liaises with the IPS in relation to data of employees who require induction;

ix. Disseminates information and updates on the public administration as required;

x. Participates in the operational functions in relation to resourcing mainly in the updating of information related to job descriptions for all posts/positions;

xi. Supports and actively participates in the provision of a service of excellence to clients and promotes culture of excellence particularly ethos of the Public Service;

xii. Carrying out any other duties as assigned by Senior Management team from time to time;

xiii. Performing other duties according to the exigencies of the Public Service as directed by the Director/DG responsible for People Management/Permanent Secretary;

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

xv. 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

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. 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

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. 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.'

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".

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

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.

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.

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. Ikunu profiċjenti fil-lingwa Maltija u l-lingwa Ingliża; U

ii. proficient in the Maltese and English Languages; AND

iii. Fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Work and Human Resource Management, jew Training and Development jew Public Administration jew Public Management jew Corporate Governance Leadership jew Leadership and Organisational Behavior jew Management and Leadership jew Strategy, Leadership and Change Management jew Industrial Relations and Workplace Learning jew Business Administration.

iii. In possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent*) in Work and Human Resource Management or Training and Development or Public Administration or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behavior or Management and Leadership or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or Business Administration.

* Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti 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 ECTS/EVCET kretti. Jista' jintalab il-parir tal-MQRIC.

*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 comparible 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 speċifika fil-paragrafu 4.1 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 tintalaħaqx, il-ħatra 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 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 paragraph 4.1 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 of such qualification. Appointees must have obtained or be approved for the award of such qualification by the 31st January 2022. If the stipulated deadline for the attainment fo such qualification is not met, the appointment will be 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 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/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 60%.

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-People Management, Ministeru għas-Saħħa, 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 għandom

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 procedure

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 People Management Division, Ministry for Health, 15, Palazzo Castellania, Merchants Steet, Valletta VLT 1171, 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

jipproduċu 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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.

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 Monday, 27th December, 2021. A computer-generated e-mail 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.

7.2 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.

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

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

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 later, to submit any incorrect or incomplete or missing documents.

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-Divizjoni 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).

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).

MINISTERU GĦAS-SAĦĦA

Pożizzjoni ta' Reġistratur 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-pożizzjoni ta' Reġistratur fl-Uffiċċju tas-Supretendent tas-Saħħa Pubblika, fil-Ministeru għas-Saħħa.

Tul tal-assignment u kundizzjonijiet

2.1 Il-persuna magħżula tinħatar fil-pożizzjoni ta' Reġistratur fil-Ministeru għas-Saħħa.

2.2 Il-pożizzjoni ta' Reġistratur hija suġġetta għal perjodu ta' prova ta' tnax (12)-il xahar.

2.3 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. Is-salarju marbut mal-pozizzjoni ta' Reġistratur 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.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Reġistratur jinkludu li:

i. jamministra l-Uffiċċju tar-Reġistratur u jagħmilha ta' segretarju/a għall-Kunsill/Kumitat;

ii. jmexxi l-elezzjonijiet fil-Kunsill/Kumitat;

iii. jkun responsabbli għar-reġistrazzjoni ta' applikazzjonijiet lokali u barranin u jitratta mistoqsijiet mill-pubbliku;

iv. jżomm reġistri fuq bażi ta' kuljum u jaġġorna r-reġistri rispettivi kemm fiżikament u permezz tad-databases tal-IT;

v. jipproċessa miżati li jistgħu jkunu imposti mill-Kunsill/Kumitat u jkun kapaċi jmexxi u jappoġġa l-introduzzjoni ta' sistemi ta' pagamenti online meta u fejn applikabbli;

MINISTRY FOR HEALTH

Position of Registrar in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Managment Division), Ministry for Health invites applications for the Position of Registrar in the Office of the Superintendent of Public Health in the Ministry for Health.

Duration of assignment and Conditions

2.1 A selected candidate will be appointed in the position of Registrar in the Ministry for Health.

2.2 The position of Registrar is subject to a probationary period of twelve (12) months.

2.3 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. The Salary attached to the position of Registrar 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 later.

Duties

4. The job duties for the position of Registrar include:

i. administrates the Office of the Registrar and acts as secretary to the Council/Committee;

ii. runs elections in the Council/Committee;

iii. is responsible for the registration of local and foreign applications and deals with enquiries from the public;

iv. maintains registers on a daily basis and updates the respective registers both physically and through IT databases;

v. processes fees that may be levied by the Council/Committee and is able to lead and support theintroduction of online payment systems when and where applicable;

vi. jassisti u jappoġġa lill-Kumitati/Sotto-Kumitati imwaqqfa mil-Kunsill/Kumitat u jassisti lis-Supretendent tas-Saħħa Pubblika skont kif ikun neċessarju;

vii. jappoġġa proċeduri mwettqa mill-Kunsill/Kumitat rigward infurzar ta' standards professjonali etiċi;

viii. jkun responsabbli għall-kumpilazzjoni u pubblikazzjoni ta' kwalunkwe materjal u rapporti mitluba mill-Kunsill/Kumitat;

ix. jkun punt ta' kuntatt Nazzjonali għall-organizzazzjonijiet simili u kumitati barra minn Malta speċjalment rigward kontropartijiet fl-Unjoni Ewropea u jaġġorna id-Direttivi u Regolamenti tal-Unjoni Ewropea;

x. jirrappreżenta lil Malta bħala punt ta' kuntatt Nazzjonali f'Fora Internazzjonali speċjalment f'laqgħat tal-Unjoni Ewropea;

xi. jirrappreżenta lil Malta f'laqgħat barra minn Malta;

xii. jagħti l-appoġġ neċessarju fix-xogħol amministrattiv fl-Uffiċċju tas-Supretendent tas-Saħħa Pubblika;

xiii. jappoġġa lis-Supretendent tas-Saħħa Pubblika f'każ ta' tibdil legali fl-Att tal-Professjonijiet tal-Kura tas-Saħħa;

xiv. jwettaq kwalunkwe dmirijiet oħra kif determinat mis-Supritendent tas-Saħħa Pubblika;

xv. jagħmel użu s-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa;

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

xvii. 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:

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

vi. assists and supports Committees/Sub-Committees set up by the Council/Committee and assists the Superintendent of Public Health as may be necessary;

vii. supports proceedings carried out by the Council/Committee with respect to enforcement of professional ethical standards;

viii. is responsible for the compilation and publication of any material or reports that are requested by the Council/Committee;

ix. acts as National contact point for similar organizations and committees overseas, especially as regards to European Union counterparts and updates the European Union Directives and Regulations;

x. represents Malta as the National contact point in International Forums especially European Union meetings;

xi. represents Malta in meetings abroad;

xii. provides the necessary support to the administrative work at the Office of the Superintendent of Public Health;

xiii. supports the Superintendent of Public Health in required legal changes to the Health Care Professions Act;

xiv. performs any other duties as determined by the Superintendent of Public Health;

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

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

xvii. carries out 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. 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

ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq 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 (ċ), skont kif hemm fil-liġi jew fil-leġislazzjoni 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-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 tad-Dipartiment taċ-Ċittadinanza u tal-Espatrijati fi ħdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (ċ), (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 proficjenti fil-lingwa Maltija u l-lingwa Ingliża; U

iii. fil-pussess ta' kwalifika rikonoxxuta ta' Master's fil-livell 7 tal-MQF (suġġetta għal minimu ta' 60 ECTS/ECVET krediti jew ekwivalenti*) f'Health Science, jew Business Administration, jew Work and Human Resource Management, jew Public Administration, jew Public Management, jew Public Policy, jew Leadership and Organisational Behaviour, jew Leadership and Change Management, jew Strategic Management, jew Marketing, jew Communication Studies, jew Entrepreneurship, jew European Studies, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti;

JEW

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 a recognised Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent)*, in Health Science, or Business Administration, or Work and Human Resource Management, or Public Administration, or Public Management, or Public Policy, or Leadership and Organisational Behaviour, or Leadership and Change Management, or Strategic Management, or Marketing, or Communication Studies, or Entrepreneurship, or European Studies, plus one (1) year relevant work experience;

OR

iv. fil-pussess ta' kwalifika rikonoxxuta ta' Bachelor's fil-livell 6 tal-MQF (suġġetta għal minimu ta' 180 ECTS/ ECVET krediti jew ekwivalenti*) f'Health Science, jew Business Administration, flimkien ma' tlett (3) snin esperjenza ta' xogħol rilevanti.

* Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/ ECVET kretti jew sistema oħra ta' kejl tal-kontenut tal-kors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa kumparabbli ma' 60/180 ECTS/ECVET kretti (skont kif applikabbli). Jista' jintalab il-parir tal-MQRIC.

v. Uffiċjali pubbliċi li japplikaw għal din il-pożizzjoni iridu 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-dat tal-għeluq tas-sejħa għall-applikazzjonijiet.

5.3 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 għandom 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.

5.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 – 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.

5.5 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/ dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun

iv. in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ ECVET credits, or equivalent*, in Health Science, or Business Administration, plus three (3) years relevant work experience.

*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 60/180 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

v. 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 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.

5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.5 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

ġie ppublikat) 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.

5.6 L-applikanti prospettivi għandhom jaraw il-proviżżjonijiet 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 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 – 5.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1 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** f'dan l-indirizz: (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 għandom 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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.

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 on (https://recruitment.gov.mt).

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

Selection Procedure

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 100% and the pass mark is 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 People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta, VLT 1171 through the Recruitment Portal **only** at the following address: (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 Monday, 27th 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.

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 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 fl-indirizz (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Diviżjoni tal-Peoople 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) jew (recruitment.health@gov.mt)

L-10 ta' Diċembru, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Manager I (Riżorsi Umani) fil-Ministru tas-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 I (Riżorsi Umani), fil-Ministeru għas-Saħħa.

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 later, 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 at the address (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 e-mail address of the receiving Division are (https://deputyprimeminister.gov.mt) and (recruitment.health@gov.mt)

10th December, 2021

MINISTRY FOR HEALTH

Post of Manager I (Human Resources) 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 I (Human Resources), in the Ministry for Health.

Termini u kundizzjonijiet

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

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 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. 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 jappoġġjaw il-funżjonijiet kollha tal-immaniġġjar tar-riżorsi umani inkluż l-ippjanar tarRiżorsi Umani, konformità tal-proċessi delegati u mmaniġġjar ta' ġestjoni tar-rekords/data/statistika aġġornati talimpjegati 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. Jappoġġja lis-superjur bil-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;

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;

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 resources 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. 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. 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. Jappoġġja u jikkompila l-ħidma meħtieġa dwar id-data/finanzjarja meta jkun meħtieġ għal negozjati mat-trade unions;

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

xii. Iwettaq dmirijiet oħra kif ordnat mid-Direttur/DĠ responsabbli għall-People Management u s-Segretarju Permanenti;

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

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

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 inter-ministry orientation as necessary;

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

xii. Performs other duties as directed by the Director/DG responsible for People Management and the Permanent Secretary;

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. 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 tad-Dipartiment taċ-Ċittadinanza u tal-Espatrijati fi ħdan l-Aġenzija Identity 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 l-Lingwa Ingliża;

U

iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Work u Human Resource Management, jew Training and Development jew Public Administration, jew Public Management, jew Corporate Governance u Leadership, jew Leadership u Organisational Behaviour, jew Management u Leadership, jew Strategy, Leadership u Change Management, jew Industrial Relations u Workplace Learning, jew Business Administration jew Human Resources Management.

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti 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 ECTS/ECVET kretti., 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

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 Department of Citizenship and Expatriate Affairs within the 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 language;

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Work and Human Resource 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 or Human Resources Management.

*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 Master's

ta' Masters f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 60 krettu ECTS/ECVETS jew ekwivalenti*.

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti 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 ECTS/ECVET kretti, 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-dat 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 iridu jkunu ġabu jew ġew approvati għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka 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 għallkisba 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 għandom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awotrità 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.

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 have obtained 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 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 HR unit of the Ministry/department issuing the call for application will request an 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.

4.5 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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 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 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

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 Procedure

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 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

lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandom jipproduċu 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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 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. Dawn iddispożizzjonijiet 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).

L-10 ta' Diċembru, 2021

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 Monday, 27th 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;
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 e-mail address of the receiving Division are (https://deputyprimeminister.gov.mt), and (recruitment.health@gov.mt).

10th December, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Konsulent fil-Kirurġija Ġenerali b'Interess Speċjali fil-Kirurġija ta' Emerġenza fid-Dipartiment tal-Kirurġija, 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 fil-Kirurġija Ġenerali b'interess speċjali fil-Kirurġija ta' Emerġenza fid-Dipartiment tal-Kirurġija, fl-Isptar Mater Dei, 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' 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.

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-Unjin 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 tal-Kirurġija b'interess speċjali fil-Kirurġija ta' Emerġenza jinkludu li:

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

ii. jkun 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 tal-kirurġija kemm tal-outpatient u l-inpatient fl-isptarijiet tal-gvern;

MINISTRY FOR HEALTH

Post of Consultant General Surgery with Special Interest in Emergency Surgery in the Department of 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 General Surgery with special interest in Emergency Surgery in the Department of Surgery at Mater Dei Hospital, 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 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 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 General Surgery with special interest in Emergency Surgery include:

i. forms part of the Department of 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 services in government hospitals;

iv. jipprovdi l-kura klinika kollha fi ħdan il-mandat tal-ispeċjalità tal-kirurġija skont l-istandards tal-kwalità ta-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 speċjaliżżati fi sptarijiet oħra u/jew Ċentri tas-Saħħa skont programmi approvati, u jista' ukoll jkun meħtieġ li jipprovdi servizz f'xi estensjoni futura ta' servizzi tas-saħħa hekk kif provdut fi skema kompensiva tas-Saħħa Nazzjonali;

vii. jżomm ruħu aġġornat mal-iżviluppi kurrenti fil-qasam tal-kirurġija ta' emerġenza u 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 mic-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-Komunità u kumitati ibbażati fuq is-Saħħa Pubblika u ma' korpi b'responsabbiltajiet għall-kirurġija ta' emerġenza u jkun ukoll involut fit-twaqqif u t-tmexxija tas-sezzjoni ta' emerġenza ta' ċentri kliniċi fil-kommunità;

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

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

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

3.2 Aktar dettalji dwar id-dmirijiet marbuta ma' din il-pożizzjoni 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 tal-email fuq (recruitment.health@gov.mt).

3.3 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.

iv. provides all clinical care within the remit of the specialty of emergency 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 future extension of health services as provided under a comprehensive National Health Scheme;

vii. keeps abreast with the current developments in the field of emergency 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 emergency surgery and will also be involved in the setup and running of the emergency section of clinical hubs in the community;

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 Further details of the job description for this position may be obtained from the People Management Divison, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta, VLT 1171 which may also be contacted through email on (recruitment.health@gov.mt).

3.3 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.

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. profiċjenti fil-lingwa Maltija u l-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 languages.

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

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

ii. ikunu approvati li isimhom jitniżżel fir-Reġistru għall-Ispeċjalisti tal-Kirurġija Ġenerali 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 għall-Kirurġija Ġenerali; jew

b. ikollhom kwalifika ta' speċjalist ekwivalenti għas-CCST fil-Kirurġija Ġenerali, 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

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 Ġenerali.

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 Ġenerali. 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-gimgħa, tkun rikonoxxuta fuq bażi pro-rata.

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 maħruġ mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta. F'każ ta' diffikultà

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

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

ii. approved for inclusion in the Specialist Register of General 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 General Surgery; or

b. in possession of a specialist qualification equivalent to the CCST for General 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. 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 General 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 General 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

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 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.

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 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.

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

4.9 Kwalifiki formali, ħiliet u esperjenza speċjalizzata fil-Kirurġija ta' Emerġenza jiġu evalwati abbażi tal-portafoll tal-esperjenza tax-xogħol tal-applikant. Evidenza formali ta' taħriġ u kwalifiki elenkati fil-portfolio jridu jiġu ppreżentati mal-applikazzjoni.

4.10 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 għandom 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.

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

4.12 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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 fuq (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-

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

4.9 Formal qualifications, specialist skills and experience in Emergency Surgery, will be evaluated on the basis of the applicant's portfolio of work experience. Formal evidence of training and qualifications listed in the portfolio are to be presented upon application.

4.10 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.

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

4.12 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.

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 Procedure

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The

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 4.10, 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn 27 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 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,

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 4.7, 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 Monday, 27th 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 later, 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,

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).

L-10 ta' Diċembru, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Konsulent fil-Mediċina Ġenerali/Interna b'Interess Speċjali fin-Nefroloġija fid-Dipartiment tal-Mediċina, 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 fil-Mediċina Ġenerali/Interna fid-Dipartiment tal-Mediċina, fl-Isptar Mater Dei, 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' 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-Mediċina.

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-Unjin 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.

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).

10th December, 2021

MINISTRY FOR HEALTH

Post of Consultant General/Internal Medicine with a Special Interest in Nephrology in the Department of Medicine 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 General/Internal Medicine with a special interest in Nephrology in the Department of Medicine at Mater Dei Hospital, 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 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 Medicine.

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.

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Konsulent fil-Mediċina Ġenerali/Interna b'interess speċjali fin-Nefroloġija jinkludu li:

i. jwettaq dmirijiet fil-Mediċina Ġenerali/Interna u fin-Nefroloġija kif assenjat miċ-Chairperson Kliniku tad-Dipartiment tal-Mediċina u jipparteċipa fit-teħid mediku akut u f'on call rota kif assenjat miċ-Chairperson Kliniku tad-Dipartiment tal-Mediċina;

ii. jipparteċipa b'mod attiv fl-espansjoni u żvilupp tas-servizzi tan-nefroloġija kemm tal-out-patient kif ukoll tal-in-patients fl-isptarijiet tal-Gvern inkluż is-servizzi tad-dialysis, continuous ambulatory peritoneal dialysis (CAPD) u trapjant tal-kliewi;

iii. jipparteċipa fl-attivitajiet tal-unità tal-kliewi u tad-Dipartiment tal-Mediċina u jipparteċipa f'tagħlim ta' qabel u ta' wara l-gradwazzjoni u inizjattivi ta' taħriġ skont il-ħtieġa;

iv. jipparteċipa f'verifika u laqgħat multidixxiplinarji u jkun suġġett għal prestazzjoni annwali;

v. iżomm kuntatt mat-Tobba Ġenerali li jirreferu pazjenti għall-Isptar Mater Dei u jkun responsabbli biex jissorvelja l-kwalità ta' ittri ta' kwittanza mibgħuta mill-firm tiegħu;

vi. jipparteċipa meta mitlub f'bordijiet tal-għażla, bordijiet ta' dixxiplina u bordijiet tal-akkwist;

vii. jkun responsabbli għat-tim tiegħu u jassigura dixxiplina u prattika klinika tajba speċjalmennt fil-prattiki ta' kontroll ta' infezzjoni;

viii. jmexxi lit-tobba tal-firm biex jiżgura appoġġ xieraq għall-junior staff;

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

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

xi. jwettaq 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:

Duties

3.1 The job duties for the post of Consultant General/Internal Medicine with a special interest in Nephrology include:

i. carry out duties in General/Internal Medicine and Nephrology, participating in acute medical intake and on-call rota as assigned by the Clinical Chairperson of the Department of Medicine;

ii. actively takes part in the expansion and development of both out-patient and in-patient nephrology services in government hospitals including dialysis service, continuous ambulatory peritoneal dialysis (CAPD) and renal transplant;

iii. participates in the activities of the Renal Unit and of the Department of Medicine and participates in undergraduate and postgraduate teaching and training initiatives as required;

iv. participates in audits and multi-disciplinary meetings and be subject to a yearly appraisal;

v. keeps in contact with General Practitioners who refer patients to Mater Dei Hospital and be responsible to supervise the quality of discharge letters sent by his/her firm;

vi. participates when asked in selection boards, disciplinary boards and procurement boards;

vii. be responsible for his/her team and ensures discipline and good clinical practice especially infection control practices;

viii. leads the firm of doctors ensuring proper support for junior staff;

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

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

xi. 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. 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-ċaqlieq 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. 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 wkoll:

i. ikollhom isimihom imniżżel fir-Reġistru għall-Ispeċjalisti tal-Mediċina Ġenerali/Interna u tan-Nefroloġija miżmum mill-Kunsill Mediku ta' Malta: jew

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 languages.

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

i. listed in the Specialist Registers of General/Internal Medicine as well as of Nephrology kept by the Medical Council of Malta; or

ii. ikunu approvati li isimhom jitniżżel fir-Reġistru għall-Ispeċjalisti tal-Mediċina Ġenerali/Interna u tan-Nefroloġija miżmum mill-Kunsill Mediku ta' Malta; jew

iii. a. ikollhom Ċertifikat ta' Tlestija ta' Taħriġ Speċjaliżżat (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 għall-Mediċina Ġenerali/Interna u għan-Nefroloġija; jew

b. ikollhom kwalifika ta' speċjalist ekwivalenti għas-CCST fil-Mediċina Ġenerali/Interna u fin-Nefroloġija, 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

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-Mediċina Ġenerali/Interna u fin-Nefroloġija.

4.3 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom aktar minn hekk ikollhom sentejn (2) esperjenza full-time bħala Speċjalist fil-Mediċina Ġenerali/Interna u fin-Nefroloġija. 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-gimgħa, tkun rikonoxxuta fuq bażi pro-rata.

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 bi 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 Speċjaliżżat 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'

ii. approved for inclusion in the Specialist Registers of General/Internal Medicine as well as of Nephrology 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 General/Internal Medicine as well as for Nephrology ; or

b. in possession of a specialist qualification equivalent to the CCST for General/Internal Medicine as well as for Nephrology, 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. 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 General/Internal Medicine as well as in Nephrology.

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 General/Internal Medicine as well as in Nephrology. 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

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 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/pożizzjoni għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.9 Kwalifiki formali, ħiliet u esperjenza speċjalizzata fin-Nefroloġija jiġu evalwati abbażi tal-portfolio tal-

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 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/position must be met in terms of this call for applications.

4.9 Formal qualifications, specialist skills and experience in Nephrology, will be evaluated on the basis of the

esperjenza tax-xogħol tal-applikant. Evidenza formali ta' taħriġ u kwalifiki elenkati fil-portfolio jridu jiġu ppreżentati mal-applikazzjoni.

4.10 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 għandom 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.

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

4.12 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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 fuq (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 4.10, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

applicant's portfolio of work experience. Formal evidence of training and qualifications listed in the portfolio are to be presented upon application.

4.10 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.

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

4.12 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.

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 Procedure

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 4.10, 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 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn 27 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 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.

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) Monday, 27th 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 later, 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.

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).

L-10 ta' Diċembru, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Senior 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 jilqa' applikazzjonijiet għall-post ta' Senior Manager (Accounting and Finance) fil-Ministeru għas-Saħħa.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax (12) -il 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 (Accounting and Finance) huwa ta' Skala ta' Salarju 5, li fis-sena 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.

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. Allowances ta' ċertifikazzjoni b'rabta mal-kisba ta' kwalifika u/jew warrant pertinenti, kif ukoll allowance b'rabta ma' Żvilupp Professjonali Kontinwu, huma inklużi fil-pakkett tas-salarju.

2.5 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.

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).

10th December, 2021

MINISTRY FOR HEALTH

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

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 Senior Manager (Accounting and Finance) is Salary Scale 5, which in the 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.

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. Certification allowances in respect of attainment of pertinent qualification and/or warrant, and a Continuous Professional Development allowance are included in the salary package.

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.

2.6 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 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-Accounting and Finance, 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 (Accounting and Finance) jinkludu li:

i. Jiżgura tqassim ta' fondi kif għandu jkun, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u jiżgura rendikont tal-fondi pubbliċi;

ii. Joħroġ approvazzjonijiet għat-trasferimenti ta' fondi, proposti ta' tranches u ta' nfiq li jqumu matul is-sena finanzjarja skont ir-regolamenti eżistenti;

iii. Jiżgura l-massimizzazzjoni tal-ġbir ta' dħul u li jinżammu accounts xierqa tagħhom u li t-tranżazzjonijiet kollha jiġu effettwati skont qafas fiż-żmien stabbilit;

iv. Jiżgura li t-trasferimenti ta' flus li jtejbu l-cashflow tal-Gvern, kif ukoll rapportaġġ ta' kontabbiltà proġettat jew attwali, isiru fi żmien xieraq;

v. Jikkompila l-Business and Financial Plan u jiżgura l-ippjanar u l-kontroll tal-baġit;

vi. Jassigura li data ta' statistika u projezzjonijiet ikunu korretti u rilevanti;

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 Accounting and Finance, 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 (Accounting and Finance) include:

i. Ensures the proper disbursement, monitoring, evaluation and control of financial resources and that public monies are accounted for;

ii. Issues approvals for the virement of funds, tranches and expenditure proposals which arise during the financial year in line with prevailing regulations;

iii.Ensures the maximisation of revenue collection and that proper accounts are kept thereof, and that all transactions are effected within established timeframes;

iv. Ensures that transfers of monies which optimise Government cashflow, as well as projected or actual cashflow reporting, are carried out in a timely manner;

v. Compiles the Business and Financial plan and ensure budget planning and control;

vi. Ensures that statistical data and projections are accurate and relevant;

vii. Jaħdem fuq pubblikazzjonijiet u rapporti varji, li jistgħu joriġinaw minn ħtiġiet interni, nazzjonali jew internazzjonali;

viii. Imexxi analiżi finanzjarja u ta' accounting fid-dettall, evalwazzjoni u valutazzjoni ta' proċessi u tal-proċessi kummerċjali, ifassal rakkomandazzjonijiet infurmati u pjanijiet ta' azzjoni;

ix. Jassigura li leġiżlazzjoni, regolazzjoni, politiki u proċeduri ta' kontroll intern jiġu osservati u li l-monitoraġġ jiġi implimentat kif xieraq;

x. Jifformola u jaġġorna politiki, proċessi u proċeduri ta' natura finanzjarja kif ikun mitlub jagħmel;

xi. Iżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja u politiki tal-Gvern, sistemi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif ikun mitlub;

xii. Dmirijiet oħra kif ikun meħtieġ mis-superjur/i tiegħu;

xiii. Kwalunkwe dmir ieħor skont l-eżiġenzi tas-Servizz Pubbliku 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'

vii. Compiles various publications and reports, which may stem from internal, national or international requirements;

viii. Conducts detailed financial and accounting analysis, evaluation and appraisal of policies and business processes, formulates informed recommendations and action plans;

ix. Ensures that legislation, regulation, policies and internal control procedures are adhered and that monitoring is properly implemented;

x. Formulates and updates policies, processes and procedures of a financial nature as directed;

xi. Keeps abreast with accounting standards, financial legislation and Government policies, accounting systems, procedures and applications, and following training as directed;

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

xiii. Any other duties according to the exigencies of the Public Service, 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)

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.

U

ii. kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwa Ingliża. Dawk il-kandidati li m'għandomx 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.

U

iii. ikollhom kwalifika ta' Masters rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fB' usiness Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Evidence Based Management jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-livell 7 tal-MQF f'Accountancy.

* Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti 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 ECTS/

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.

AND

iii. in possession of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVETS credits or equivalent*) in Business Management or Business Administration or Economic or Banking and Finance or Accountancy or Evidence Based Management ora 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 content, the selection board is to evaluate the submitted programme of study and determine that is comparable to 60

ECVET kretti. Baċċelarat fl-Accountancy ekwivalenti ħgal MQF Livell 7 se jkun ikkunsidrat ukoll. 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 relevanti.

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 immedjatament 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 (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-dat 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 jintgħażlu, dawn il-kandidati għandhom jipproduċu l-kwalifika indikata qabel il-ħatra. 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.

ECTS/ECVET credits.A bachelor's degree in Accountancy, equivalent to MQF Level 7 will also be considered. 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 (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) 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 għandom 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/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.

(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 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-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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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 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 Procedure

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 on (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 Monday 27th December, 2021. A computer-generated e-mail 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-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 tas-Sezzjoni huma (https://deputyprimeminister.gov.mt) u (recruitment.health@gov.mt).

L-10 ta' Diċembru, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Konsulent Kirurgu Vaskulari b' Interess Speċjali fil-Complex Aortic Endovascular Surgery fid-Dipartiment tal-Kirurġija, 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 Kirurgu Vaskulari b'interess speċjali fiI-Complex Aortic Endovascular Surgery fid-Dipartiment tal-Kirurġija, fl-Isptar Mater Dei, 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' 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.

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-Unjin 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,

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).

10th December, 2021

MINISTRY FOR HEALTH

Post of Consultant Vascular Surgeon with Special Interest in Complex Aortic Endovascular Surgery in the Department of 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 Vascular Surgeon with special interest in Complex Aortic Endovascular Surgery in the Department of Surgery at Mater Dei Hospital, 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 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 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

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 Vaskulari b'interess speċjali fil-Complex Aortic Endovascular Surgery jinkludu li:

i. jkun parti mill-Unità Vaskulari fi ħdan id-Dipartiment tal-Kirurġija u jirrispondi direttament liċ-Chairperson Kliniku tad-Dipartiment tal-Kirurġija;

ii. jipprovdi l-kura klinika kollha fil-kompetenza tal-ispeċjaliżżazzjoni tal-Kirurġija Vaskulari b'interess speċjali fil-complex endovascular aortic surgery skont l-istandards ta' kwalità tal-professjoni;

iii. 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;

iv. jipprovdi servizzi speċjaliżżati b'minimu ta' sessjoni waħda fil-ġimgħa fi sptarijiet oħra u/jew Ċentri tas-Saħħa skont programmi approvati, u jista 'ukoll jkun meħtieġ li jipprovdi servizz f'xi estensjoni futura ta' servizzi tas-saħħa hekk kif provdut fi skema komprensiva tas-Saħħa Nazzjonali

v. jżomm ruħhu aġġornat mal-iżviluppi kurrenti fil-qasam tal-Kirurġija Vaskulari 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;

vi. jipparteċipa fil-ħidma tad-Dipartiment inkluż servizz ta' għassa "on call", hekk kif assenjat miċ-Chairperson Kliniku;

vii. 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-Kommunita' u kumitati bbażati fuq is-Saħħa Pubblika u ma' korpi b'responsabbiltajiet għall-Kirurġija Vaskulari kif ukoll jikkollabora ma' Konsulenti barranin li jżuru d-Dipartiment skont il-ħtieġa;

viii. jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jintużaw fil-Ministeru għas-Saħħa;

ix. jwettaq kompitu ieħor li s-superjur jista' jiddelega lilu, kif jista' jkun meħtieġ;

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 Vascular Surgeon with special interest in Complex Aortic Endovascular Surgery include:

i. forms part of the Vascular Unit within the Department of Surgery and will be directly responsible to the Clinical Chairperson of the Department of Surgery;

ii. provides all clinical care within the remit of the specialty of vascular surgery with special interest in endovascular complex aortic surgery in accordance with quality standards of the profession;

iii. 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;

iv. provides specialised services with a minimum of one weekly session in other hospitals and/or health centres in accordance with approved programmes, and may also be required to provide service in any future extension of health services as provided under a comprehensive National Health Scheme;

v. keeps abreast with the current developments in the field of Vascular 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;

vi. participates in the work of the Department including on call cover as assigned by the Clinical Chairperson

vii. 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 in Vascular Surgery as well as liaising with visiting Consultants as necessary;

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

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

x. jwettaq 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-ċaqlieq 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.

x. 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 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.

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 għandhom ukoll:

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

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

iii. a. ikollhom Ċertifikat ta' Tlestija ta' Taħriġ Speċjaliżżat (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 Vaskulari; jew

b. ikollhom kwalifika ta' speċjalist ekwivalenti għas-CCST fil-Kirurġija Vaskulari, 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

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 Vaskulari.

4.3 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikant għandu aktar minn hekk ikollhom sentejn (2) esperjenza full-time bħala Speċjalist fil-Kirurġija Vaskulari. 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-gimgħa, 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

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 Vascular Surgery kept by the Medical Council of Malta; or

ii. approved for inclusion in the Specialist Register of Vascular 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 Vascular Surgery ; or

b. in possession of a specialist qualification equivalent to the CCST for Vascular 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. 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 Vascular 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 Vascular 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

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 Speċjaliżżat 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 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

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 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

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 Kwalifiki formali, ħiliet u esperjenza speċjalizzata fil-Complex Aortic Endovascular Surgery jiġu evalwati abbażi tal-portfolio tal-esperjenza tax-xogħol tal-applikant. Evidenza formali ta' taħriġ u kwalifiki elenkati fil-portfolio jridu jiġu ppreżentati mal-applikazzjoni.

4.10 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 għandom 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.

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

4.12 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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 fuq https://recruitment.gov.mt.

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 Formal qualifications, specialist skills and experience in Complex Aortic Endovascular Surgery, will be evaluated on the basis of the applicant's portfolio of work experience. Formal evidence of training and qualifications listed in the portfolio are to be presented upon application.

4.10 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.

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

4.12 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.

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 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 4.10, 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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 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;

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

Selection Procedure

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 4.10, 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, Merchant Street, 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 Monday, 27th 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 later, 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;

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).

L-10 ta' Diċembru, 2021

MINISTERU GĦAS-SAĦĦA

Post ta' Konsulent Kirurgu Vaskulari b'Interess Speċjali fil-Kirurġija Endovaskulari Periferali fid-Dipartiment tal-Kirurġija, 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 Kirurgu Vaskulari b'interess speċjali fil-Kirurġija Endovaskulari Periferali fid-Dipartiment tal-Kirurġija, fl-Isptar Mater Dei, 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' 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.

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-Unjin kompetenti.

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).

10th December, 2021

MINISTRY FOR HEALTH

Post of Consultant Vascular Surgeon with Special Interest in Peripheral Endovascular Surgery in the Department of 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 Vascular Surgeon with special interest in Peripheral Endovascular Surgery in the Department of Surgery at Mater Dei Hospital, 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 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 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 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 Vaskulari b'interess speċjali fil-Kirurġija Endovaskulari Periferali jinkludu li:

i. jkun parti mill-Unità tal-Kirurġija Vaskulari fi ħdan id-Dipartiment tal-Kirurġija u jirrispondi direttament liċ-Chairperson Kliniku tad-Dipartiment tal-Kiruġija;

ii. jipprovdi l-kura klinika kollha fil-kompetenza tal-ispeċjaliżżazzjoni tal-Kirurġija Vaskulari b'interess speċjali fil-Kirurġija Endovaskulari Periferali skont l-istandards ta' kwalità tal-professjoni;

iii. 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;

iv. jipprovdi servizzi speċjaliżżati b'minimu ta' sessjoni waħda fil-ġimgħa fi sptarijiet oħra u/jew Ċentri tas-Saħħa skont programmi approvati, u jista' ukoll jkun meħtieġ li jipprovdi servizz f'xi estensjoni futura ta' serrvizzi tas-saħħa hekk kif provdut fi skema komprensiva tas-Saħħa Nazzjonali;

v. jżomm ruħu aġġornat mal-iżviluppi kurrenti fil-qasam tal-Kirurġija Vaskulari 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;

vi. jipparteċipa fil-ħidma tad-Dipartiment inkluż servizz ta' għassa "on call", hekk kif inkarigat miċ-Chairperson Kliniku;

vii. 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-Kommunita' u kumitati bbażati fuq is-Saħħa Pubblika u ma' korpi b'responsabbiltajiet għall-Kirurġija Vaskulari kif ukoll jikkollabora ma' Konsulenti barranin li jżuru d-Dipartiment skont il-ħtieġa;

viii. jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jintużaw fil-Ministeru għas-Saħħa;

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 Vascular Surgeon with special interest in Peripheral Endovascular Surgery include:

i. forms part of the Vascular Unit within the Department of Surgery and will be directly responsible to the Clinical Chairperson of the Department of Surgery;

ii. provides all clinical care within the remit of the specialty of vascular surgery with special interest in endovascular peripheral vascular surgery in accordance with quality standards of the profession;

iii. 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;

iv. provides specialised services with a minimum of one weekly session in other hospitals and/or health centres in accordance with approved programmes, and may also be required to provide service in any future extension of health services as provided under a comprehensive National Health Scheme;

v. keeps abreast with the current developments in the field of Vascular 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;

vi. participates in the work of the Department including on call cover as assigned by the Clinical Chairperson

vii. 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 in Vascular Surgery as well as liaising with visiting Consultants as necessary;

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

ix. jwettaq kompitu ieħor li s-superjur jista' jiddelega lilu, kif jista' jkun meħtieġ;

x. jwettaq 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-ċaqlieq 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-

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

x. 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 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. 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 għandhom uwkoll:

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

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

iii. a. ikollhom Ċertifikat ta' Tlestija ta' Taħriġ Speċjaliżżat (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 Vaskulari; jew

b. ikollhom kwalifika ta' speċjalist ekwivalenti għas-CCST fil-Kirurġija Vaskulari, 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

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 Vaskulari.

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 Vaskulari. 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-gimgħa, tkun rikonoxxuta fuq bażi pro-rata.

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 Vascular Surgery kept by the Medical Council of Malta; or

ii. approved for inclusion in the Specialist Register of Vascular 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 Vascular Surgery; or

b. in possession of a specialist qualification equivalent to the CCST for Vascular 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. 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 Vascular 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 Vascular 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 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 Speċjaliżżat (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 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.

4.4 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 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 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.

4.9 Kwalifiki formali, ħiliet u esperjenza speċjalizzata fil-Kirurġija Endovaskulari Periferali jiġu evalwati abbażi tal-portafoll tal-esperjenza tax-xogħol tal-applikant. Evidenza formali ta' taħriġ u kwalifiki elenkati fil-portfolio jridu jiġu ppreżentati mal-applikazzjoni.

4.10 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 għandom 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.

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

4.12 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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 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.

4.9 Formal qualifications, specialist skills and experience in Peripheral Endovascular Surgery, will be evaluated on the basis of the applicant's portfolio of work experience. Formal evidence of training and qualifications listed in the portfolio are to be presented upon application.

4.10 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.

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

4.12 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.

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 fuq (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 4.10, 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn 27 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 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:

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 Procedure

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 4.10, 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 Monday, 27th 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 later, 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:

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).

L-10 ta' Diċembru, 2021

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

Post ta' Junior Legal Officer 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' Junior Legal Officer 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 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 8 (€24,091x €486.83 - €27,012) wara sentejn (2) servizz fil-grad ta' Junior Legal Officer, jekk tkun qdiet dmirha b'mod sodisfaċenti u

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).

10th December, 2021

MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT

Post of Junior Legal Officer 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 Junior Legal Officer 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 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 Scale 8 (€24,091x €486.83 - €27,012) on completion of two (2) years service in the grade of (Junior) Legal Officer, subject to satisfactory performance

sakemm ikollha mill-inqas tliet (3) snin ta' prattika legali ppruvati wara li tkun kisbet il-warrant ta' avukat.

2.4 Persuna fil-grad ta' Legal Officer (Skala ta' Salarju 8) titla' fi Skala ta' Salarju 7 (€25,656 x €531.17 - €28,843) wara sitt (6) snin servizz fil-grad ta' Legal Officer, sakemm tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-persuna magħżula tkun intitolata għall-benefiċċji oħra u suġġetta għall-kundizzjonijiet oħra stipulati fi kwalunkwe ftehim pertinenti bejn il-Gvern ta' Malta u l-unions kompetenti.

2.6 Il-persuna maħtura għanda tiżgura li qed topera skont il-Kodiċi tal-Etika u ta' Sezzjoni 6.2.3 tal-Public Service Management Code, u li ma twettaq l-ebda tip ta' xogħol barra mill-impjieg tagħha mal-Gvern li jista' jmur kontra l-interessi 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 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' Junior Legal Officer jinkludu li:

i. Jassisti u jipprovdi pariri interni lid-Dipartiment, u lil kwalunkwe waħda mit-taqsimiet, sezzjonijiet, uffiċċji u impjegati tagħha, dwar diversi kwistjonijiet legali, b'mod partikolari fil-qasam tal-portafoll assenjat, inklużi, iżda mhux limitati għal:

strumenti legali tal-Unjoni Ewropea fil-qasam tal-Kooperazzjoni tal-Pulizija, il-ġestjoni tal-fruntieri esterni u s-Sistema ta' Informazzjoni ta' Schengen;

il-Liġi Kriminali u tal-Immigrazzjoni;

liġijiet relatati mal-Protezzjoni tad-Data u l-Liberta' tal-Informazzjoni;

liġijiet li jirregolaw kwalunkwe kwistjoni relatata mal-amministrazzjoni pubblika, inklużi proċedimenti dixxiplinari u l-Att dwar il-Pulizija;

and provided that the person has been practising for at least three (3) proven years after obtaining the warrant of lawyer.

2.4 A Legal Officer (in Scale 8) will progress to Scale 7 (€25,656 x €531.17 - €28,843) on completion of six (6) years service in the grade of Legal Officer, subject to satisfactory performance.

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

2.6 The appointee must ensure that he operates within the framework of the Code of Ethics and of Section 6.2.3 of the Public Service Management Code, and will not carry any form of work outside of Government employment which may be against the interest of Government and/or which may lead to a conflict of interest or interfere with the performance of his 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 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:

Assists and provides internal advice to the Department, and any of its units, sections, offices and employees, on various legal matters, particularly in the area of the assigned portfolio, including, but not limited to:

legal instruments of the European Union in the area of Police Cooperation, external border management and the Schengen Information System;

criminal and Immigration Law;

laws relating to Data Protection and Freedom of Information;

laws regulating any matter related to public administration, including disciplinary proceedings and the Police Act;

liġijiet relatati ma' liċenzji u permessi li l-ħruġ tagħhom jaqa' taħt ir-responsabbiltà tal-Kummissarju tal-Pulizija;

ii. Jassisti fil-formulazzjoni tal-policy u funzjonijiet oħra tad-Dipartiment fir-rigward ta' oqsma li jaqgħu taħt il-kompetenza tad-Dipartiment;

iii. Jattendi u jirrapreżenta lid-Dipartiment f'laqgħat, konferenzi, seminars u fora oħra f'Malta jew barra minn Malta, kif ikun meħtieġ;

iv. Jirrappreżenta lid-Dipartiment quddiem il-Qrati, tribunali u bordijiet, kif meħtieġ;

v. Jassisti fl-abbozzar ta' emendi għall-Atti u l-Leġiżlazzjoni Sussidarja rilevanti, u twettaq kompiti relatati mal-formulazzjoni u l-armonizzazzjoni tal-leġiżlazzjoni tal-UE, kemm bl-Ingliż kif ukoll bil-Malti, kif meħtieġ;

vi. Jassisti fl-abbozzar u r-reviżjoni ta' offeri, kuntratti u ftehmiet oħra;

vii. Jikkollabora mal-Uffiċċju tal-Avukat tal-Istat u tal-Avukat Ġenerali, skont il-każ;

viii. Jħejji u jippreżenta atti ġudizzjari, kif ukoll jagħti segwitu għall-istess qrati, tribunali u bordijiet, fejn meħtieġ, u jagħmel sottomissjonijiet legali, fl-interess tad-Dipartiment;

ix. Jkun effiċjenti sabiex jilħqu l-iskadenzi stabbiliti u jkollhom inizjattiva biex iwettqu dak li huwa mistenni fil-pront;

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

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

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

laws relating to licences and permits the issuance of which falls within the responsibility of the Commissioner of Police;

ii. Assists in the policy formulation and other functions of the Department in relation to areas falling within the remit of the Department;

iii. Attends and represents the Department in meetings, conferences, seminars and other fora in Malta or abroad, as may be required;

iv. Represents the Department before the Courts, tribunals and boards, as necessary;

v. Assists in the drafting of amendments to the relevant Acts and Subsidiary Legislation, and carries tasks related to the formulation and harmonisation of EU legislation, both in English and Maltese, as necessary;

vi. Assists in the drafting and review of tenders, contracts and other agreements;

vii. Liaise with the Office of the State Advocate and of the Attorney General, as the case may be, as may be necessary;

viii. Prepares and files judicial acts, as well as follow up on same in Courts, tribunals and boards, where necessary, and make legal submissions, in the interests of the Department;

ix. Be efficient in order to meet deadlines set and have initiative to deliver what is expected in a prompt manner;

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

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

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

ċ. 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 leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq 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 (ċ), skont kif hemm fil-liġi jew fil-leġislazzjoni 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), (ċ), (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 l-lingwa Ingliża;

iii. huma 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.

4.2. (i) Kwalifiki li huma ta' livell ogħla minn dak rikjest hawn fuq jiġu aċċettati għall-fini ta' eliġibbilita', sakemm dawn ikunu fis-suġġetti mitluba.

(ii) Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu

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. 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) 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

ikkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvai għall-għoti tal-kwalifiki msemmija.

(iii) Barra minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell MQF ogħla minn dak mitlub hawn fuq, jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-krediti ECTS/ECVETS meħtieġa, jew ekwivalenti, u laħqu l-livell 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 ġiet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa t'applikazzjonijiet.

Kwalunkwe kriterju ieħor t'eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa t'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/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 għandom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Pulizija jew awotrità 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 - 4.5 hawn fuq, mhux biss sal-ħin u

be considered. Such candidates are to submit evidence that they have been approved for the award of the qualifications 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/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

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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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 awtorita 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 - 4.6, għandhom esperjenza ta' xogħol relevanti 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 tal-Online Government Recruitment Portabl iss fuq (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 għandom jipproduċu tal-Kondotta

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 Procedure

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 - 46, 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 Portaol nly on (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

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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti 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 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 fl-indirizz (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 il-provvedimenti 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).

L-10 ta' Diċembru, 2021

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 Monday, 27th December 2021. A computer-generated e-mail 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 later, 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 at the address (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 e-mail address of the receiving Ministry are (www.homeaffairs.gov.mt) and (recruitment.mhse.gov.mt).

10th December, 2021

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

Post ta' Probation Officer fil-Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi

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

1. Id-Direttur (Probation u Parole), fil-Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi jilqa' applikazzjonijiet għall-post ta' Probation Officer fid-Dipartiment tal-Probation u Parole 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 (12) -il xahar.

2.2 Is-salarju ta' Probation Officer 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.

2.3 Persuna fil-grad ta' Probation Officer (Skala ta' Salarju 10) titla' fi Skala ta' Salarju 9 (€22,633 x €447.33 - €25,317 fis-sena 2021) wara erbgħa (4) snin servizz fil-grad ta' Probation Officer (Skala ta' Salarju 10), jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Probation Officer (Skala ta' Salarju 9) titla' fi Skala ta' Salarju 8 (€24,091 x €486.83 - €27,012 fis-sena 2021) wara erbgħa (4) snin servizz fil-grad ta' Probation Officer (Skala ta' Salarju 9), jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Probation Officer (Skala ta' Salarju 8) titla' fi Skala ta' Salarju 7 (€25,656 x €531.17 - €28,843 fis-sena 2021) wara erbgħa (4) snin servizz fil-grad ta' Probation Officer (Skala ta' Salarju 8), jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 F'każ li l-persuna magħżula tkun fil-pussess ta' Post-Graduate Diploma fil-Probation Services rikonoxxuta f'livell 7 tal-MQF jew tkun fil-pussees ta' kwalifika li tkun xierqa u komparabli fil-Human and Social Sciences fil-livell 7 tal-MQF, hi tibda minn Skala ta' Salarju 8, li fis-sena 2021 huwa ta' €24,091 fis-sena, li jiżdied b'€486.83 fis-sena sa massimu ta' €27,012 u jkompli jipprogressa skond il-ftehim kollettiv.

2.7 Il-persuna maħtura tkun intitolata għall-benefiċċji l-oħra tali, u suġġetta għall-kundizzjonijiet u obbligi oħra tali li jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern u l-Union kompetenti.

MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT

Post of Probation Officer in the Ministry for Home Affairs, National Security and Law Enforcement

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Probation and Parole), Ministry for Home Affairs, National Security and Law Enforcemen invites applications for the post of Probation Officer in the Department of Probation and Parole, Ministry for Home Affairs, National Security and Law Enforcement.

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 Probation Officer 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.

2.3 A Probation Officer (Salary Scale 10) will progress to Salary Scale 9 (€22,633 x €447.33 - €25,317 in 2021) on completion of 4 years service in the grade of Probation Officer (Salary Scale 10), subject to satisfactory performance.

2.4 A Probation Officer (Salary Scale 9) will progress to Salary Scale 8 (€24,091 x €486.83 - €27,012 in 2021) on completion of 4 years service in the grade of Probation Offficer (Salary Scale 9), subject to satisfactory performance.

2.5 A Probation Officer (Salary Scale 8) will progress to Scale 7 (€25,656 x €531.17 - €28,843 in 2021) on completion of 4 years service in the grade of Probation Officer (Salary Scale 8), subject to satisfactory performance.

2.6 A selected candidate who is in possession of a Post-Graduate Diploma in Probation Services at an MQF level 7 or is in possession of a recognised and comparable qualification in the Human and Social Sciences at an MQF level 7, shall be placed on 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 and continue to progress in accordance with the provisions of the agreement pertaining to the Probation Class.

2.7 An appiontee 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.

2.8 Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

2.9 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' Probation Officer jinkludu li:

i. Tagħmel superviżjoni ta' individwi hekk kif ordnat mill-Qorti jew mill-Parole Board;

ii. Tissottometti rapporti dwar trasgressuri, sew fl-istadju ta' qabel is-sentenza jew wara s-sentenza skont parametri stabbiliti mill-Uffiċċju tal-Probation u l-Parole;

iii. Twettaq dmirijiet relatati ma' risk assessment u risk management;

iv. Tfassal pjanijiet ta' sorveljanza u gwida lil ħatja sabiex jiġu osservati l-kundizzjonijiet kif speċifikati mill-Qorti jew il-Parole Board;

v. Tagħmel żjarat ġewwa d-djar u żjarat fil-komunita' kif ukoll kordinazzjoni ma' aġenziji oħra u/jew professjonisti nvoluti fil-każ sabiex jiġi żgurat l-aħjar mod tal-użu tar-riżorsi;

vi. Tassisti lill-persuni rriferuti mill-Qorti jew mill-Parole Board sabiex isibu impjieg xieraq;

vii. Tassisti lill-persuni rriferuti mill-Qorti jew mill-Parole Board sabiex jiżviluppaw jew itejbu l-ħiliet soċjali u edukattivi tagħhom kif ukoll sabiex jifhmu l-ħsara kkawżata lil vittmi tal-każ u lis-soċjetà u tippromwovi l-programmi tal-Victim Offender Mediation skont il-ħtieġa;

viii. Tirrapporta immedjatament lill-Qorti jew lill-Parole Board f'każ ta' ksur ta' kundizzjonijiet tal-Ordni hekk kif maħruġa mill-Qorti jew mill-Parole License u żżomm ir-rekords fil-files tal-każijiet kollha aġġornati;

ix. Taħdem indipendentement iżda tkun versatili fil-ħidma mal-impjegati l-oħra fl-Uffiċċju tal-Probation;

x. Tipparteċipa f'sistema ta' mentoring ta' Uffiċjali tal-Probation ġodda u Trainee Probation Officers, taħt id-direzzjoni ta' Senior Probation Officer;

2.8 Lateral applications in the same grade from public officers are not allowed.

2.9 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 Probation Officer include:

i. Supervision of offenders as ordered by the Courts or the Parole Board;

ii. Compiles reports about offenders, both at the pre-sentencing or post-sentencing stage according to set standards and formats established by the Department of Probation and Parole;

iii. Complets tasks related to risk assessment and risk management;

iv. Draw plans to monitor and assist the offender in fulfilling the conditions as specified by the Court or the Parole Board;

v. Conduct home and field visits and liaising with other organisations and/or professionals involved in the case so as to ensure the maximum utilisation of resources;

vi. Assist the offender in finding suitable employment and furthering appropriate social and educational endeavors;

vii. Assist the offender in understanding the harm s/he caused to the victim of crime and society and promote Victim-Offender Mediation programs whenever these are deemed beneficial;

viii. Reports immediately to the Court or the Parole Board after a breach of conditions of the Order as issued by the Court or of the Parole License whilst keeping the records up to date ;

ix. Works autonomously yet be versatile in team-work with other Probation personnel;

x. Mentor new Probation Officers and Trainee Probation Officers, under the direction of the Senior Probation Officer;

xi. Iżżomm ruħha aġġornata fl-iżvilupp li jseħħ fil-qasam tal-Probation kemm f'Malta kif ukoll barra minn Malta. Għal dan il-għan hi mistennija li tieħu kull opportunita' ta' programmi ta' taħriġ offruta lilha;Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xi. Remains conversant with current Probation practices both locally and abroad. To this purpose, the opportunity will be provided for programmes of training, which opportunities the appointees are expected to take;

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

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

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

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

3.2 Persuna fil-ħatra ta' Probation Officer għandha jkollha xeħta biex tikkomunika u tkun kapaċi tibni relazzjonijiet interpersonali. Teħtieg li jkollha wkoll interviewing skills tajba u ħiliet fil-kitba.

3.2 Probation Officers must have an aptitude for effective communication and skills in building interpersonal relationships. They must have optimal interviewing and report writing skills.

3.3 Kandidati magħżula huma mistennija li jaqdu d-dmirijet tagħhom bħala parti mis-servizz ta' emerġenza ta' erbgħa u għoxrin siegħa.

3.3 Probation Officers may be required to perform duties as part of a 24-hour emergency service.

3.4 Kandidati magħzula huma mistennija li jaħdmu sighat irregolari tal-ġurnata skont l-esiġenzi tax-xogħol.

3.4 Probation Officers may be required to work irregular hours of the day and night according to the exigencies of the job.

3.5 Il-Probation Officers huma mistennija li jkollhom fil-pussess tagħhom liċenzja valida tas-sewqan jew ikunu jinsabu fil-proċess li jiksbu waħda u jkunu mistennija jużaw il-mezzi tat-trasport tagħhom għax-xogħol. Huma jkunu ntitolati għall-allowance approvata.

3.5 Probation Officers will be expected to be in possession of, or are in the process of acquiring a valid driving license. They are expected to use their own transport for their work and will be entitled to the appropriate approved allowance.

3.6 Kandidati magħżula huma mistennija li jaħdmu minn Għawdex ukoll.

3.6 The selected candidate may also be required to perform duties in Gozo.

Rekwiżiti tal-Eliġibbiltà

Eligibility Requirements

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

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

i. a. ċittadini ta' Malta; jew

i. a. citizens of Malta; or

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

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. 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 leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq ħieles tal-ħaddiema; jew

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'

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-leġislazzjoni 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 l-lingwa Ingliża; U

iii. (a) fil-pussess ta' Post-Graduate Diploma rikonoxxuta fis-Servizzi tal-Probation f'Livell MQF 7 (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) jew ikollhom kwalifika professjonali rikonnuxuta komparabli fil-livell 7 tal-MQF fil-Human and Social Sciences; JEW

(b) fil-pussess ta' ittra uffiċjali maħruga minn Universita'ta' Malta jew Universita'/Istituzzjoni kompetenti u rikonoxxuta li tiddikjara li l-persuna temmet b'suċċess il-livell ta' Post-Graduate Diploma fis-Servizzi tal-Probation f'livell MQF 7 (suġġetta għal minimu ta' 60 krettu ECTS/ECVET) jew kwalifika professjonal komparabli u rikonoxxuta, imma għażlet li tkompli għall-livell ta' Masters rikonoxxuta f'livell MQF 7 (suġġetta ghal minimu ta' 90 krettu ECTS/ECVET), jew kwalifika professjonali komparabli.

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

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 language; AND

iii. (a) in possession of a recognised Post-Graduate Diploma in Probation Services at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credit or equivalent*) or a recognised comparable professional qualification at MQF Level 7 in the Human and Social Sciences; OR

(b) in possession of an official letter issued by the University of Malta or a competent recognised University/Institution, that the applicant has successfully achieved the level of MQF Level 7 (with a minimum of 60 ECTS/ECVET) Post-Graduate Diploma in Probation Services, or a recognised, comparabl professional qualification but has opted to proceed to a recognised Masters level at MQF Level 7 (with a minimum of 90 ECTS/ECVET), or a 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 is comparable to 60 ECTS/ECVT 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-dat 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 ġiet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa t'applikazzjonijiet.

Kwalunkwe kriterju ieħor t'eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa t'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

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 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

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 għandom 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 - 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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 - 4.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

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 Procedure

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 - 4.5, have proven relevant work experience.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Dipartiment tal-Probation u Parole, Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi, permezz tal-Online Government Recruitment Portal biss fuq (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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti 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 Applikanti jingħataw sa jumejn (2) 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 fl-indirizz (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Dipartiment tal-Probation u Parole, Millennia Buildings, 3rd Floor, Triq Aldo Moro, Marsa, MRS9065. Dawn il-provvediment ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Department of Probation and Parole, Ministry for Home Affairs, National Security and Law Enforcement through the Online Government Recruitment Portaol nly on (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 Monday, 27th December, 2021. A computer-generated e-mail 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 later, 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 at the address (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Department of Probation and Parole, Millennia Buildings, 3rd Floor, Triq Aldo Moro, Marsa, MRS9065. These general provisions are to be regarded as an integral part of this call for applications.

L-indirizz elettroniku tad-Dipartiment huwa (recruitment.probation@gov.mt).

L-10 ta' Diċembru, 2021

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

Post ta' Manager I 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 fis-Sezzjoni tad-Digital Forensic 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 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.

The e-mail address of the receiving Department is (recruitment.probation@gov.mt).

10th December, 2021

MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT

Post of Manager I 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 within the Digital Forensic Unit 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 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 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. 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. Jassisti lill-Uffiċjal/i inkarigat/i mis-sezzjoni fl-implimentazzjoni tal-programm ta' ħidma;

ii. Jassisti fil-ġbir tal-evidenza diġitali b'mod legalment ammissibbli u jgħin fit-twettiq ta' analiżi forensika fuq data miżmuma f'mezzi diġitali biex jidentifika evidenza u jgħin biex tiġi evalwata r-rilevanza tagħha għal investigazzjonijiet kriminali;

iii. Jgħin biex tkun sigura sistemi tal-kompjuter u apparat diġitali sabiex ma jkunux jistgħu jiġu mbagħbsa;

iv. Jgħin biex tiġi rkuprata u tinstilet data minn apparat diġitali għal format xieraq;

v. Jgħin biex titwettaq analiżi ta' log files u data simili biex jidentifika u jinterpreta attivitajiet suspettużi u jassisti

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, 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. Assists the officer/s in charge of the unit in implementing the work programme;

ii. Assists in providing advice and in the collection of digital evidence in a legally admissible way and helps in performing forensic analysis on data held within digital devices to identify evidence and evaluate its relevance to criminal investigations;

iii. Helps in securing computer systems and digital devices so that they cannot be tampered with;

iv. Helps in recovering and extracting data from digital devices to an appropriate format;

v. Helps in performing analysis of log files, and similar data, to identify and interpret suspicious activities and assists

biex jitwettqu investigazzjonijiet tekniċi fir-rigward ta' każijiet ta' cyber crime;

vi. Jassisti biex tiġi ppreżentata sejbiet ta' inċidenti kurrenti lill-uffiċjali nvestigattivi;

vii. Jgħin biex jiġi ppreparat rapport dettaljat ta' analiżi tal-forensika diġitali meta jkun meħtieġ;

viii. Jassisti f'intervisti biex tiġi żblukkata u vverifikata l-informazzjoni;

ix. Jassisti biex jitħejjew rapporti tekniċi għall-każijiet tal-Qorti u jattendi sessjonijiet tal-Qorti meta jkun meħtieġ biex jipprovdi evidenza f'każijiet assenjati;

x. Jgħin biex titwettaq riċerka u jipparteċipa fi proġetti maħsuba biex jiżviluppaw kapaċitajiet ġodda fi ħdan is-sezzjoni u jgħin biex titħejja u jassisti fit-taħriġ tekniku fil-qasam tal-forensika diġitali;

xi. Jattendi laqgħat mal-partijiet ikkonċernati rilevanti f'Malta jew barra mill-pajjiż;

xii. Jivvjaġġa barra mill-pajjiż biex iwettaq investigazzjonijiet u jikseb it-taħriġ meħtieġ;

xiii. Iżżomm aġġornat mal-metodi u l-iżviluppi ta' cyber crime li qed jevolvu fi ħdan il-qasam tal-forensika diġitali;

xiv. Kwalunkwe kompitu ieħor li s-superjur 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. Kwalukwe 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

in carrying out technical investigations in relation to cyber crime cases;

vi. Assists in presenting findings of ongoing incidents to investigating officers;

vii. Assists in the preparation of detailed digital forensic analysis reports as and when required;

viii. Assists in interviews to uncover and verify information;

ix. Helps in the preparation of technical reports for court cases and attends court sessions when required to provide evidence in assigned cases;

x. Helps in conducting research and participate in projects intended to develop new capabilities within the unit and helps in the preparation and assists in delivering technical training in the area of digital forensic;

xi. Attends meetings with relevant stakeholders in Malta or abroad;

xii. Travel abroad to conduct investigations and obtain necessary training;

xiii. Keeps abreast with evolving cyber-crime methods and developments within the digital forensic field;

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

xv. Undertake 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

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 (ċ), 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 Identita' 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 Ingliża. Dawk il-kandidati li m'għandomx MQF ta' Livell 1 fil-lingwa Maltija, iridu 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 (12)-il 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 (12) -il xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq.

U

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

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. Candidate 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.

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/

ECVET jew ekwivalenti*) fl-ICT jew Cybercrime jew Digital Forensic jew Criminology jew kwalifik professjonali komparabbli f'Livell 6 tal-MQF fl-ICT.

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti 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 ECTS/ECVET kretti., jista' jintalab il-parir tal-MQRIC.

iii. 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-dat 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(ii) 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 jkunu ġabu jew ġew approvati għat-tali kwalifika sal-31 ta' Jannar, 2022. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka 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 għallkisba tal-kwalifika indikata, kif imsemmi f'paragrafu 4.1 (ii) 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,

ECVET credits, or equivalent*) in ICT or Cybercrime or Digital Forensic or Criminology or recognised comparable professional qualification at MQF Level 6 in ICT.

*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.

iii. 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 (ii) 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 obtained 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 qualification referred to in clause 4.1 (ii) 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

filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandom 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/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.

6.3 Ħatriet ta' applikanti li għaddew mill-intervista, ikunu suġġetti għal Security Clearance.

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.

Selection Procedure

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.

6.3 Appointments of successful applicants will be made subject to Security Clearance.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tat-Taqsima tar-Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà Nazjonali 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 għandom jipproduċu 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta 28 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 Applikanti jingħataw sa jumejn (2) ġranet tax-xogħol wara d-data tal-għeluq jew sa jumejn (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 mit-Taqsima tar-Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà Nazzjonali u l-Infurzar tal-Liġi, 201 Triq id-Dejqa, Valletta. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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 on (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, 28th December, 2021. A computer-generated e-mail 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;
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.

Is-sit elettroniku u l-indirizz elettroniku tal-Ministeru huma (www.homeaffairs.gov.mt) u (recruitment.mhse@gov.mt).

L-10 ta' Diċembru, 2021

MINISTERU GĦALL-EDUKAZZJONI

Post ta' Manager II (Accounting and Finance) 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 m'huwa tollerat. Fil-proċess tar-reklutaġġ, il-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' Manager II (Accounting and Finance) fil-Ministeru għall-Edukazzjoni.

Termini u **Kundizzjonijiet**

2.1. Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax (12) -il 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 (Accounting and Finance) 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 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-kandidati magħżula 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.

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. Allowances

The website address and email address of the receiving Ministry are (www.homeaffairs.gov.mt) and (recruitment.mhse@gov.mt).

10th December, 2021

MINISTRY FOR EDUCATION

Post of Manager II (Accounting and Finance) 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 Manager II (Accounting and Finance) in the Ministry for Education.

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 (Accounting and Finance) 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 will progress to Salary Scale 6 (€27,327 x €596.33 - €30,905 in 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.

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 Managerial Stream for Qualified Personnel. Certification allowances

ta' ċertifikazzjoni b'rabta mal-kisba ta' kwalifika u/jew warrant pertinenti, kif ukoll allowance b'rabta ma' Żvilupp Professjonali Kontinwu, huma inklużi fil-pakkett tas-salarju.

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 ser 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' Manager II (Accounting and Finance) jinkludu li:

i. Responsabbli għat-tqassim xieraq ta' fondi, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u l-finanzjamenti allokati lill-Ministeri, permezz ta' mekkaniżmi varji, b'relazzjoni mas-Servizz Pubbliku u s-Settur Pubbliku;

ii. Jassigura li kull ġbir ta' dħul u arretrati ta' dħul ikunu massimizzati u li jinżammu accounts xierqa;

in respect of attainment of pertinent qualification and/or warrant, and a Continuous Professional Development allowance are included in the salary package.

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 the area of 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 Manager II (Accounting and Finance) include:

i. Responsible for the proper disbursement, monitoring, evaluation and control of financial resources and funding allocated to Ministries, through various mechanisms, in relation to the Public Service and Public Sector;

ii. Ensures that any collection of revenue and arrears of revenue are maximised and that proper accounts thereof are kept;

iii. Jassigura li trasferimenti ta' flejjes li għandhom itejbu kemm jistgħu l-cashflow tal-Gvern, flimkien ma' rapportaġġ ta' cashflow ippjanat jew attwali, jitwettqu fi żmien xieraq;

iv. Janalizza talbiet għat-trasferiment ta' fondi u proposti ta' nfiq li jitfaċċaw waqt is-sena finanzjarja, u jawtorizza kull tranżazzjoni kif ikun mitlub;

v. Responsabbli għal-ledger ġenerali, sub-ledgers u rikonċiljazzjonijiet, kif ukoll assi u inventarji tal-Ministeru jew id-Dipartiment rispettiv;

vi. Responsabbli għaż-żamma xierqa ta' tranżazzjonijiet, il-kumpilazzjoni korretta ta' data ta' statistika u tbassir u projezzjonijiet, u l-identifikazzjoni ta' xejriet ġodda fid-data;

vii. Jassigura li l-leġiżlazzjoni, regolamenti, politiki u proċeduri stabbiliti ta' kontroll intern jinżammu u li jiġi implimentat kif xieraq monitoraġġ fil-proċessi kollha assenjati;

viii. Jikkontribwixxi għal allokazzjoni tal-baġit u tbassir tad-dħul, ippjanar u l-kontroll ta' baġit, inkluż il-kontribuzzjoni fil-kumpilazzjoni tal-Business and Financial Plan;

ix. Jagħti pariri dwar varjazzjonijiet minn miri finanzjarji miftiehma, stimi u allokazzjonijiet baġitarji u jipprovdi kontribut fir-rapport ta' Stimi Riveduti ta' kull xahar;

x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti varji;

xi. Jżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja, politiki tal-gvern, sistemi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif ikun mitlub;

xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub jagħmel;

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

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

Aktar dettalji dwar ir-rwol ta' Manager II (Accounting and Finance) jistgħu jiġu aċċessati mis-sit eletroniku: (http://education.gov.mt/en/Pages/vacancies.aspx).

Rekwiżiti tal-Eliġibbiltà

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

iii. Ensures that transfers of monies which optimise Government cashflow, as well as projected or actual cash flow reporting, are carried out in a timely manner;

iv. Analyses requests for the virement of funds and expenditure proposals which arise during the financial year, authorising any transaction as directed;

v. Responsible for the general ledger, sub-ledgers and reconciliations, as well as assets and inventories of the respective Ministry or Department;

vi. Responsible for the proper recording of transactions, the correct compilation of statistical data and projections and the identification of trends in data;

vii. Ensures that legislation, regulation, policies and established internal control procedures are adhered to and that monitoring is properly implemented in all processes assigned;

viii. Contributes to budget allocations and revenue forecasts, planning and control, including contributing in the compilation of the Business and Financial Plan;

ix. Advising on variances from agreed financial targets, estimates and budgetary allocations and provide input on the monthly Revised Estimates reports;

x. Contributes to and assists in the compilation of various publications and reports;

xi. Keeps abreast with accounting standards, financial legislation, Government policies, accounting systems, procedures and applications, and following training as directed;

xii. Contributes towards the formulation and updating of policies of a financial nature as directed;

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

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

Further details of the role of a Manager II (Accounting and Finance) may be accessed from (http://education.gov.mt/en/Pages/vacancies.aspx).

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 (ċ), 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.

U

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

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.

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

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 (12) -il 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 (12) -il xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq.

U

iii. ikollhom degree ta' Master's rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVETS, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics je Banking and Finance jew Accountancy jew Evidence Based Management jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-livell 7 tal-MQF f'Accountancy.

* Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti 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 ECTS/ECVET kretti. Baċċellerat fl-Accountancy, ekwivalenti għal MQF Livell 7 se jkun ikkunsidrat ukoll. 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-dat 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.

the Institute for 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.

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 Business Management or Business Administration or Economics or Banking and Finance or Accountancy or Evidence Based 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 content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. A bachelor's degree in Accountancy, equivalent to MQF Level 7 wil also be considered. 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, pro vided 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

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 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 l-HR Unit tal-mininteru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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

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) 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

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 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 tas-Sezzjoni tal-Ministeru għall-Edukazzjoni permezz tar-Recruitment Portal tal-Edukazzjoni **biss** (https://edurecruitment.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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 28 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. 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;

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 Procedure

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 Ministry for Education through the Online Education Recruitment Portal **only** on https://edurecruitment.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, 28th December, 2021. A computer-generated e-mail 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;

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.

L-10 ta' Diċembru, 2021

MINISTERU GĦALL-EDUKAZZJONI

Post ta' Senior Manager (Accounting and Finance) 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 t'abbuż fuq it-tfal m'huwa 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 għalll-Edukazzjoni jilqa' applikazzjonijiet għall-post ta' Senior Manager (Accounting and Finance) fil-Ministeru għall-Edukazzjoni.

Termini u Kundizzjonijiet

2.1. Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax (12) -il 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 (Accounting and Finance) huwa ta' Skala ta' Salarju 5, li fis-sena 2021 huwa ta' €29,134 fis-sena, li jiżdied b'€640.67 fis-sena sa massimu ta' € 32,978 .

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.

10th December, 2021

MINISTRY FOR EDUCATION

Post of Senior Manager (Accounting and Finance) 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 Continous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education invites applications for the post of Senior Manager (Accounting and Finance) in the Ministry for Education.

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 Senior Manager (Accounting and Finance) is Salary Scale 5, which in the year 2021 is €29,134 per annum, rising by annual increments of €640.67 up to a maximum of €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.

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. Allowances ta' ċertifikazzjoni b'rabta mal-kisba ta' kwalifika u/jew warrant pertinenti, kif ukoll allowance b'rabta ma' Żvilupp Professjonali Kontinwu, huma inklużi fil-pakkett tas-salarju.

2.5. 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.

2.6. 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 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-Accounting and Finance, 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 (Accounting and Finance) jinkludu li:

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.

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. Certification allowances in respect of attainment of pertinent qualification and/or warrant, and a Continuous Professional Development allowance are included in the salary package.

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.

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 Accounting and Finance, 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 (Accointing and Finance) include:

i. Jiżgura tqassim ta' fondi kif għandu jkun, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u jiżgura rendikont tal-fondi pubbliċi;

ii. Joħroġ approvazzjonijiet għat-trasferimenti ta' fondi, proposti ta' tranches u ta' nfiq li jqumu matul is-sena finanzjarja skont ir-regolamenti eżistenti;

iii. Jiżgura l-massimizzazzjoni tal-ġbir ta' dħul u li jinżammu accounts xierqa tagħhom u li t-tranżazzjonijiet kollha jiġu effettwati skont qafas fiż-żmien stabbilit;

iv. Jiżgura li t-trasferimenti ta' flus li jtejbu l-cashflow tal-Gvern, kif ukoll rapportaġġ ta' kontabbiltà proġettat jew attwali, isiru fi żmien xieraq;

v. Jikkompila l-Business and Financial Plan u jiżgura l-ippjanar u l-kontroll tal-baġit; vi Jassigura li data ta' statistika u projezzjonijiet ikunu korretti u rilevanti;

vi. Jaħdem fuq pubblikazzjonijiet u rapporti varji, li jistgħu joriġinaw minn ħtiġiet interni, nazzjonali jew internazzjonali;

vii. Imexxi analiżi finanzjarja u ta' accounting fid-dettall, evalwazzjoni u valutazzjoni ta' proċessi u tal-proċessi kummerċjali, ifassal rakkomandazzjonijiet infurmati u pjanijiet ta' azzjoni;

viii. Jassigura li leġiżlazzjoni, regolazzjoni, politiki u proċeduri ta' kontroll intern jiġu osservati u li l-monitoraġġ jiġi implimentat kif xieraq;

ix. Jifformola u jaġġorna politiki, proċessi u proċeduri ta' natura finanzjarja kif ikun mitlub jagħmel;

x. Iżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja u politiki tal-Gvern, sistemi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif ikun mitlub;

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

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

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. Ensures the proper disbursement, monitoring, evaluation and control of financial resources and that public monies are accounted for;

ii. Issues approvals for the virement of funds, tranches and expenditure proposals which arise during the financial year in line with prevailing regulations;

iii. Ensures the maximisation of revenue collection and that proper accounts are kept thereof, and that all transactions are effected within established timeframes;

iv. Ensures that transfers of monies which optimise Government cashflow, as well as projected or actual cashflow reporting, are carried out in a timely manner;

v. Compiles the Business and Financial plan and ensure budget planning and control; vi Ensures that statistical data and projections are accurate and relevant;

vi. Compiles various publications and reports, which may stem from internal, national or international requirements;

vii. Conducts detailed financial and accounting analysis, evaluation and appraisal of policies and business processes, formulates informed recommendations and action plans;

viii. Ensures that legislation, regulation, policies and internal control procedures are adhered and that monitoring is properly implemented;

ix. Formulates and updates policies, processes and procedures of a financial nature as directed;

x. Keeps abreast with accounting standards, financial legislation and Government policies, accounting systems, procedures and applications, and following training as directed;

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.

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.

U

ii. kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwa Ingliża. Dawk il-kandidati li m'għandomx 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,

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.

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

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.

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iii. ikollhom degree ta' Masters rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fB' usiness Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Evidence Based Management jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-livell 7 tal-MQF f'Accountancy.

* Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti 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 ECTS/ECVET kretti. Baċċelarat fl-Accountancy ekwivalenti ħgal MQF Livell 7 se jkun ikkunsidrat ukoll. 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 relevanti.

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 immedjatament 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. (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

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.

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 Business Management or Business Administration or Economics or Banking and Finance or Accountancy or Evidence Based Management ora 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 content, the selection board is to evaluate the submitted programme of study and determine that is comparable to 60 ECTS/ECVET credits.A bachelor's degree in Accountancy, equivalent to MQF Level 7 will also be considered. 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. (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

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-dat 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 jintgħażlu, dawn il-kandidati għandhom jipproduċu l-kwalifika indikata qabel il-ħatra. 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 għandom 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/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.

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 qualifications referred to in clauses 4.1 (iii) 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 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. 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 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-Applikazzjoni

7.1. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-Ministeru għall-Edukazzjoni permezz tar-Recruitment Portal tal-Edukazzjoni **biss** (https://edurecruitment.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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 28 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.

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 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 Procedure

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 Ministry for Education through the Online Education Recruitment Portal **only** on https://edurecruitment.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, 28th December, 2021. A computer-generated e-mail 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. 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).

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

L-10 ta' Diċembru, 2021

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Manager II (Accounting and Finance) fl-Uffiċċju tal-Prim Ministru

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

1. Id-Direttur (Finanzi u Amministrazzjoni), Uffiċċju tal-Prim Minsitru tilqa' applikazzjonijiet għall-post ta' Manager II (Accounting and Finance) fid-Direttorat tal-Finanzi u Amministrazzjoni, fi ħdan l-Uffiċċju tal-Prim Ministru.

Termini u Kundizzjonijiet

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

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).

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

10th December, 2021

OFFICE OF THE PRIME MINISTER

Post of Manager II (Accounting and Finance) in the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Finance and Administration), Office of the Prime Minister invites applications for the post of Manager II (Accounting and Finance) in the Finance and Administration Directorate within the Office of the Prime Minister.

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 Is-salarju ta' Manager II (Accounting and Finance) 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 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-kandidati magħżula 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.

a. Il-persuni maħtura jkunu intitolati għal benfiċċji oħra u suġġetti għall-kundizzjonijiet u l-obbligi li huma stipulati fil-Working Conditions for Officers within the Managerial Stream for Qualified Personnel. Allowances ta' ċertifikazzjoni b'rabta mal-kisba ta' kwalifika u/jew warrant pertinenti, kif ukoll allowance b'rabta ma' Żvilupp Professjonali Kontinwu, huma inklużi fil-pakkett tas-salarju.

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 ser 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.

2.3 The salary for the post of Manager II (Accounting and Finance) 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 will progress to Salary Scale 6 (€27,327 x €596.33 - €30,905 in 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.

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 Managerial Stream for Qualified Personnel. Certification allowances in respect of attainment of pertinent qualification and/or warrant, and a Continuous Professional Development allowance are included in the salary package.

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 the area of Accounting and Finance, in accordance with established vacancies.

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

Dmirijiet

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

i. Responsabbli għat-tqassim xieraq ta' fondi, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u l-finanzjamenti allokati lill-Ministeri, permezz ta' mekkaniżmi varji, b'relazzjoni mas-Servizz Pubbliku u s-Settur Pubbliku;

ii. Jassigura li kull ġbir ta' dħul u arretrati ta' dħul ikunu massimizzati u li jinżammu accounts xierqa;

iii. Jassigura li trasferimenti ta' flejjes li għandhom itejbu kemm jistgħu l-cashflow tal-Gvern, flimkien ma' rapportaġġ ta' cashflow ippjanat jew attwali, jitwettqu fi żmien xieraq;

iv. Janalizza talbiet għat-trasferiment ta' fondi u proposti ta' nfiq li jitfaċċaw waqt is-sena finanzjarja, u jawtorizza kull tranżazzjoni kif ikun mitlub;

v. Responsabbli għal-ledger ġenerali, sub-ledgers u rikonċiljazzjonijiet, kif ukoll assi u inventarji tal-Ministeru jew id-Dipartiment rispettiv;

vi. Responsabbli għaż-żamma xierqa ta' tranżazzjonijiet, il-kumpilazzjoni korretta ta' data ta' statistika u tbassir u projezzjonijiet, u l-identifikazzjoni ta' xejriet ġodda fid-data;

vii. Jassigura li l-leġiżlazzjoni, regolamenti, politiki u proċeduri stabbiliti ta' kontroll intern jinżammu u li jiġi implimentat kif xieraq monitoraġġ fil-proċessi kollha assenjati;

viii. Jikkontribwixxi għal allokazzjoni tal-baġit u tbassir tad-dħul, ippjanar u l-kontroll ta' baġit, inkluż il-kontribuzzjoni fil-kumpilazzjoni tal-Business and Financial Plan;

ix. Jagħti pariri dwar varjazzjonijiet minn miri finanzjarji miftiehma, stimi u allokazzjonijiet baġitarji u jipprovdi kontribut fir-rapport ta' Stimi Riveduti ta' kull xahar;

x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti varji;

xi. Iżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja, politiki tal-gvern, sistemi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif ikun mitlub;

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 (Accounting and Finance) include:

i. Responsible for the proper disbursement, monitoring, evaluation and control of financial resources and funding allocated to Ministries, through various mechanisms, in relation to the Public Service and Public Sector;

ii. Ensures that any collection of revenue and arrears of revenue are maximised and that proper accounts thereof are kept;

iii. Ensures that transfers of monies which optimise Government cashflow, as well as projected or actual cash flow reporting, are carried out in a timely manner;

iv. Analyses requests for the virement of funds and expenditure proposals which arise during the financial year, authorising any transaction as directed;

v. Responsible for the general ledger, sub-ledgers and reconciliations, as well as assets and inventories of the respective Ministry or Department;

vi. Responsible for the proper recording of transactions, the correct compilation of statistical data and projections and the identification of trends in data;

vii. Ensures that legislation, regulation, policies and established internal control procedures are adhered to and that monitoring is properly implemented in all processes assigned;

viii. Contributes to budget allocations and revenue forecasts, planning and control, including contributing in the compilation of the Business and Financial Plan;

ix. Advising on variances from agreed financial targets, estimates and budgetary allocations and provide input on the monthly Revised Estimates reports;

x. Contributes to and assists in the compilation of various publications and reports;

xi. Keeps abreast with accounting standards, financial legislation, Government policies, accounting systems, procedures and applications, and following training as directed;

xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub jagħmel;

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

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 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 (ċ), 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.

xii. Contributes towards the formulation and updating of policies of a financial nature as directed;

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

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 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.

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.

U

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-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 (12) -il 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 (12) -il xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq. U

iii. ikollhom kwalifika ta' Master's rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVETS, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics je Banking and Finance jew Accountancy jew Evidence-Based Management jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-livell 7 tal-MQF f'Accountancy.

* Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti 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 ECTS/ECVET kretti. Baċċellerat fl-Accountancy, ekwivalenti ħgal MQF Livell 7 se jkun ikkunsidrat ukoll. 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

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 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. AND

iii. in possession of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVETS credits, or equivalent*) in Business Management or Business Administration or Economics o Banking and Finance or Accountancy or Evidence-Based 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 content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. A bachelor's degree in Accountancy, equivalent to MQF Level 7 wil also be considered. 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.

(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

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 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 awotrità 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 l-HR Unit tal-mininteru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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-

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 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 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

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 tas-Sezzjoni tal-People Management, Direttorat tal-Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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 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.

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 Procedure

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 Section, Finance and Administration Directorate, Office of the Prime Minister through the Online Government Recruitment Porta**ol nly** on (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 Monday, 27th December 2021. A computer-generated e-mail 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.

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 mis-Sezzjoni tal-People Management, Direttorat tal-Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Valletta. 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 (http://www.opm.gov.mt) u (human-resources.opm@gov.mt).

L-10 ta' Diċembru, 2021

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Manager II fl-Uffiċċju tal-Prim Ministru

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

1. Id-Direttur (Finanzi u Amministrazzjoni), Uffiċċju tal-Prim Ministru tilqa' applikazzjonijiet għall-post ta' Manager II fid-Dipartiment tar-Relazzjonijiet Industrijali u tal-Impjieg, fi ħdan l-Uffiċċju tal-Prim Ministru.

Termini u kundizzjonijiet

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

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 Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, 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 Section are (http://www.opm.gov.mt) and (human-resources.opm@gov.mt).

10th December, 2021

OFFICE OF THE PRIME MINISTER

Post of Manager II in the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Finance and Administration), Office of the Prime Minister invites applications for the post of Manager II in the Department for Industrial and Employment Relations within the Office of the Prime Minister.

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 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, skont il-postijiet vakanti stabbiliti.

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

2.10 Dan il-post ġie identifikat għall-finijiet ta' subartikolu 5 tal-artikolu 4 tal-Att dwar l-Amministrazzjoni Pubblika, kif ukoll għall-finijiet ta' Direttiva 14, għax jinvolvi/tinvolvi funzjonijiet regolartorji. Il-kundizzjonijiet relevanti elenkati fl-Att dwar l-Amministrazzjoni Pubblika u f'Direttiva 14 japplikaw.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€27,327 x €596.33 - €30,905 in 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 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.

2.10 This post has been designated for the purposes of sub-article 5 of article 4 of the Public Administration Act and in terms of Directive 14, since it involves regulatory functions. The relevant conditions laid out in the Public Administration Act and Directive 14 apply.

Dmirijiet

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

i. Jiżgura t-twettiq tal-abbozzar u l-implimentazzjoni ta' regolamenti, direttivi, policies u proċeduri li jikkonċernaw lid-Dipartiment għar-Relazzjonijiet Industrijali u tax-Xogħol (DIER);

ii. Iwettaq monitoraġġ tal-obbligi ta' Malta fir-rigward tal-leġiżlazzjonijiet u l-policies li jaqgħu taħt ir-responsabbiltà tad-DIER;

iii. Iżomm ruħu aġġornat dwar kwalunkwe bidla fil-leġiżlazzjoni dwar l-impjiegi u r-relazzjonijiet industrijali, fuq livell nazzjonali u internazzjonali;

iv. Jikkollabora ma' Ministeri, entitatjiet lokali, stakeholders oħra, kif ukoll ma' istituzzjonijiet barranin fosthom l-Awtorità Ewropea tax-Xogħol, l-Organizzazzjoni Internazzjonali tax-Xogħol u oħrajn;

v. Jwettaq riċerka, u jagħmel analiżi, kif ukoll jipprepara rapporti u dokumenti ta' pożizzjoni dwar diversi materji, kif ikun meħtieġ, fir-rigward tal-kundizzjonijiet tal-impjieg u materji li jaqgħu taħt ir-responsabbiltà tad-Dipartiment;

vi. Jwettaq kull xogħol amministrattiv meħtieġ, inkluż kitba ta' rapporti u l-immaniġġjar ta' data;

vii. Jattendi laqgħat u fora oħra kemm f'Malta kif ukoll barra kif ikun mitlub;

viii. Jassisti lis-Senior Management fl-operat tad-Dipartiment;

ix. Iwettaq attivitajiet ta' relazzjonijiet pubbliċi u ta' outreach kif meħtieġ mis-Senior Management;

x. Kwalunkwe dmir ieħor li jista' jkun assenjat mid-Direttur Ġenerali (DIER); u

xi. Dmirijiet oħra skont struzzjonijiet mogħtija 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

Duties

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

i. Ensures the drafting and implementation of regulations, directives, policies and procedures concerning the Department for Industrial and Employment Relations (DIER);

ii. Monitors obligations of Malta vis-à-vis legislations and policies under the remit of DIER;

iii. Keeps abreast of any changes in employment and industrial relations legislation on a national and international level;

iv. Coordinates with Ministries, local bodies, stakeholders as well as foreign institutions such as the European Labour Authority, the International Labour Organisation and others;

v. Research, analyses and prepares reports and position papers on various matters, as deemed necessary, in regard to employment conditions and matters that fall within the remit of the Department;

vi. Performs any necessary administrative work, including report writing and data management;

vii. Attends meetings and other fora both in Malta and abroad as directed;

viii. Assists Senior Management with the operations of the Department;

ix. Conducts public relations and outreach activities as directed by Senior Management;

x. Any other duties which may be assigned by the Director General (DIER); and

xi. Any other duties as requested 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. 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 (ċ), 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), (ċ), (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 bil-lingwa Maltija u dik Ingliża;

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVE jew ekwivalenti*) fl-Istudji Ewropej jew International Relations jew Riżorsi Umani jew Industrial Relations jew Management jew Liġi jew Finanzi jew Ekonomija jew Komunikazzjoni jew Public Administration jew Public Policy jew Social Policy jew Soċjoloġija jew Psikoloġija.

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti jew sistema ohra ta' kejl tal-kontenut tal-kors

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 language;

AND

iii. in possession of a recognized Master's degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVE credits, or equivalent*) in European Studies or International Relations or Human Resources or Industrial Relations or Management or Law or Finance or Economics or Communications or Public Administration or Public Policy or Social Policy or Sociology or Psychology.

*In 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 ECTS/ECVET kretti 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-dat 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 awotrità 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.

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 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.

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/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 il-proviżżjonijiet 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 relevanti u ppruvata.

Sottomissjoni tal-applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-People Management, Direttorat tal-Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant).

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 procedure

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 Section, Finance and Administration Directorate, Office of the Prime Minister 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

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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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 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 mis-Sezzjoni tal-People Management, Direttorat tal-Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u indirizz elettroniku tad-Direttorat huma (http://www.opm.gov.mt) u (human-resources.opm@gov.mt).

L-10 ta' Diċembru, 2021

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 Monday, 27th December 2021. A computer-generated e-mail 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 Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, 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 Section are (http://www.opm.gov.mt) and (human-resources.opm@gov.mt).

10th December, 2021

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Senior Manager fl-Uffiċċju tal-Prim Ministru

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

1. Id-Direttur (Finanzi u Amministrazzjoni), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Senior Manager fid-Direttorat tal-Finanzi u Amministrazzjoni, fi ħdan l-Uffiċċju tal-Prim Ministru.

Termini u kundizzjonijiet

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

OFFICE OF THE PRIME MINISTER

Post of Senior Manager in the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Finance and Administration), Office of the Prime Minister invites applications for the post of Senior Manager in the Finance and Administration Directorate, within the Office of the Prime Minister.

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 Senior Manager 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 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

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 transfer 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.

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

Dmirijiet

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

i. Jmexxi u jagħti pariri lid-Direttur (Finanzi u Amministrazzjoni) dwar appoġġ loġistiku u trasport, u jassisti fil-ħtiġijiet u r-rekwiżiti tal-akkwist tad-Dipartiment rispettiv;

ii. Jassisti u jagħti pariri lid-Direttur (Finanzi u Amministrazzjoni) fir-rigward taż-żamma u l-manutenzjoni ta' assi mobbli u immobbli fl-Uffiċċju tal-Prim Ministru, inklużi binjiet li jaqgħu taħt il-kappa tal-Uffiċċju tal-Prim Ministru;

iii. Jassisti lid-Direttur (Finanzi u Amministrazzjoni) fi proġetti kbar fl-Uffiċċju tal-Prim Ministru u jżomm rapport mill-qrib ma' Ministeri oħra fejn huma kkonċernati l-ippjanar u l-implimentazzjoni ta' tali proġetti;

iv. Jagħmel abbozzar ta' kuntratti ma' kuntratturi għal servizzi provduti għall-bini amministrat, kif ukoll jagħmel ġestjoni ta' programm ta' servizz għal-lifts, bibien tal-ħġieġ u air conditioners fl-Uffiċċju tal-Prim Ministru;

v. Jiżgura konformità mar-Regolamenti tas-Saħħa u s-Sigurtà fl-Uffiċċju tal-Prim Ministru, u jassisti lid-Direttur (Finanzi u Amministrazzjoni) fuq kull kwistjoni relatata mas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol fid-Direttorat tal-Finanzi u l-Amministrazzjoni;

vi. Jagħmel ġestjoni tal-flotta tal-karozzi u Jamministra ż-żoni ta' parkeġġ fl-Uffiċċju tal-Prim Ministru bil-kunċett li jimxi lejn ambjent aktar ekoloġiku, u li jżomm rapport mill-qrib mal-Ministeru għall-Finanzi u s-Servizzi Finanzjarji, filwaqt li jiżgura manutenzjoni xierqa u ħtiġijiet oħra fir-rigward tal-flotta ta' vetturi, inklużi l-kiri ta' vetturi, u konformità mas-sistema tal-Fleetweb;

vii. Jassisti u jissorvelja s-Sistemi ta' Kontroll tal-Aċċess operata fl-Uffiċċju tal-Prim Ministru;

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 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 include:

i. To manage and advise the Director (Finance and Administration) on logistical support and transport, and assisting in the procurement needs and requirements of the respective department;

ii. Assisting and advising the Director (Finance and Administration) with regard to the upkeep and maintenance of movable and immoveable assets at the Office of the Prime Minister, including buildings falling within the remit of the Office of the Prime Minister;

iii. Assist the Director (Finance and Administration) with major projects within the Office of the Prime Minister and maintain close liaison with other Ministries where planning and implementation of such projects are concerned;

iv. Drafting of contracts with contractors for services provided for the administered premises, as well as managing a service programme for lifts, glass doors and air conditioners at the Office of the Prime Minister;

v. Ensuring compliance with the Health and Safety Regulations within the Office of the Prime Minister, and assisting the Director (Finance and Administration) on all matters related to the Occupational Health and Safety within the Finance and Administration Directorate;

vi. Managing the fleet of cars and parking areas at the Office of the Prime Minister with the concept of moving towards a greener environment, and upholding close liaison with the Ministry for Finance and Financial Services, whilst ensuring proper maintenance and other requirements with regards to the fleet of vehicles, including the leasing/hiring of vehicles, and compliance to the Fleetweb system;

vii. Assisting and supervising the Access Control Systems operated within the Office of the Prime Minister;

viii. Jipprovdi sapport fir-rigward tal-akkoljenza ta' funzjonijiet tal-Istat u attivitajiet uffiċjali oħra;

ix. Jaġġorna d-Database tal-Inventarju Dipartimentali tad-Direttorat tal-Finanzi u l-Amministrazzjoni u oqsma oħra kif ordnat mid-Direttur (Finanzi u Amministrazzjoni);

x. Jimmaniġġja s-sezzjonijiet li jinkludu messaġġiera, tindif u manutenzjoni fl-Uffiċċju tal-Prim Ministru u jimmaniġġja ż-żona ta' akkoljenza fil-Berġa ta' Kastilja, billi jiżgura li l-livell meħtieġ ta' servizz jiġi pprovdut;

xi. Jagħmel superviżjoni mill-qrib tat-Taqsima tar-Registry fl-Uffiċċju tal-Prim Ministru, li jiżgura operat effettiv u effiċjenti, waqt li jipprovdi sorveljanza diretta lill-persunal tar-Registry, fejn meħtieġ;

xii. Jissorvelja u jżomm kuntatt mal-Uffiċjal inkarigat mit-taqsima tar-Registry u l-Uffiċjal tar-Rekords assenjat lill-Uffiċċju tal-Prim Ministru dwar kwistjonijiet li għandhom x' jaqsmu mat-Taqsima tar-Registry, u jiżgura l-implimentazzjoni b' suċċess tal-file retention policy;

xiii. Jirrappreżenta lid-Direttur (Finanzi u Amministrazzjoni) fil-kumitati u laqgħat oħra kif meħtieġ;

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

xv. 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 leġislazzjoni 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'

viii. Providing support regarding the hosting of State functions and other official activities;

ix. Updating the Departmental Inventory Database of the Finance and Administration Directorate and other areas as directed by the Director (Finance and Administration);

x. Handling the messengerial, cleaning, and maintenance sections within the Office of the Prime Minister and managing the reception area at the Auberge de Castille, ensuring the required level of service is being provided;

xi. Close supervision of the Registry Section within the Office of the Prime Minister, ensuring effective and efficient operations, whilst providing direct oversight to Registry personnel, where necessary;

xii. Supervising and liaising with the Officer in Charge Registry and the Records Officer assigned to the Office of the Prime Minister on matters pertaining to the Registry Section, and ensuring the successful implementation of the file retention policy;

xiii. Representing the Director (Finance and Administration) in committees and other meetings as necessary;

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

xv. 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

persuni msemmija f'(a), (b) jew (ċ), skont kif hemm fil-liġi jew fil-leġislazzjoni 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-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), (ċ), (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 dik Ingliża;

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fil-Loġistika u Trasport jew Customer Care jew Loġistika jew Amministrazzjoni Pubblika jew Public Management jew Business jew Event Management jew Turiżmu jew Project Management jew Management Studies jew Studji Ewropej jew Business Administration jew Kreattivita' u Innovazzjoni jew Statistika jew Geographical Information Systems (GIS) jew Ġeografija jew Quality Assurance Managemen jew Marketing jew Spatial Training jew Risk Management.

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/ECVET kretti 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 ECTS/ECVET kretti. Jista' jintalab il-parir tal-MQRIC.

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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 language;

AND

iii. in possession of a recognized Masters degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVE credits, or equivalent*) in Transport and Logistics or Customer Care or Logistics or Public Administration or Public Management or Business or Event Management or Tourism or Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Statistics or Geographical Information Systems (GIS) or Geography or Quality Assurance Management or Marketing or Spatial Training or Risk Management.

*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.

AND

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 relevanti.

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-pozizzjoni 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 (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-dat 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 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

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 (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 obtian, 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) 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, GP 47 is to be requested

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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/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 il-proviżjonijiet 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 hawn fuq, għandhom esperjenza ta' xogħol relevanti u ppruvata.

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.

Selection procedure

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 tas-Sezzjoni tal-People Management, Direttorat tal-Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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 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 mis-Sezzjoni tal-People Management, Direttorat tal-Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Submission of applications

7.1 Applications are to be submitted, for the attention of the People Management Section, Finance and Administration Directorate, Office of the Prime Minister, 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 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 Monday, 27th December 2021. A computer-generated e-mail 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 People Management Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://www.opm.gov.mt) u (human-resources.opm@gov.mt).

L-10 ta' Diċembru, 2021

MINISTERU GĦALL-ENERĠIJA, L-INTRAPRIŻA U L-IŻVILUPP SOSTENIBBLI

Post ta' Manager II (Project Management) fil-Ministeru għall-Enerġija, l-Intrapriża u l-Iżvilupp Sostenibbli

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

1. Is-Segretarju Permanenti, Ministeru għall-Enerġija, l-Intrapriża u l-Iżvilupp Sostenibbli jilqa' applikazzjonijiet għall-post ta' Manager II (Project Management) fil-Ministeru għall-Enerġija, l-Intrapriża u l-Iżvilupp Sostenibbli.

Termini u kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il 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 (Project Management) 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

The website address and email address of the receiving Directorate are http://www.opm@gov.mt and (human-resources.opm@gov.mt).

10th December, 2021

MINISTRY FOR ENERGY, ENTERPRISE AND SUSTAINABLE DEVELOPMENT

Post of Manager II (Project Management) in the Ministry for Energy, Enterprise and Sustainable Development

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Energy, Enterprise and Sustainable Development invites applications for the post of Manager II (Project Management) in the Ministry for Energy, Enterprise and Sustainable Development.

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 (Project Management) 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) 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

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 limsemmi 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.

Dmirijiet

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

i. Jimmaniġġja l-proġetti (inkluż inizzjattivi) u r-riżorsi relatati (finanzjarji, umani, tanġibbli u intanġibbli) taħt id-direzzjoni tas-superjuri bl-għan li jitwettqu proġetti skont il-parametri tal-Baġit, Żmien u tal-Kwalità;

ii. Jistabbilixxi strutturi għall-ġestjoni tal-proġetti b'kollaborazzjoni mal-Units tal-Ministeru u d-Dipartimenti bil-ħsieb li tinżamm kommunikazzjoni kontinwa, l-mekkaniżmi ta' rappurtar, l-allokazzjoni tal-kompiti u s-segwitu tagħhom, u li jiġu stabbiliti proċeduri adegwati ta' eskalazzjoni;

iii. Jipparteċipa fil-proċess tal-baġit annwali biex jiġi assigurat li l-baġit għall-ħtiġijiet tal-proġetti jiġi rrappurtat b'mod rigoruż u jiġi sottomess lill-partijiet interessati xierqa;

iv. Iżomm ruħu aġġornat dwar opportuntajiet ta' finanzjament (inkluż fondi tal-UE) relevanti għall-Portafoll tal-Ministeru bil-ħsieb li jsegwu sponsorships, għotji, kofinanzjament u modi oħra ta' iffinanzjament li jistgħu jkunu ta' interess f'oqsma li jaqgħu taħt il-Portafoll tal-Ministeru;

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.

Duties

3. The job duties for the post of Manager II (Project Management) include:

i. Manages projects (including initiatives) and related resources (financial, human, tangible and intangibles) under the direction of superiors with a view to deliver projects according to Budget, Time and Quality parameters;

ii. Sets project management structures in collaboration with Ministry and Department units with a view to ensure continuous communication, reporting mechanisms, tasks allocation and follow-ups, and set adequate escalation procedures;

iii. Participates in the annual budgeting process to ensure that projects budgeting requirements are rigorously reported and submitted to appropriate stakeholders;

iv. Keeps abreast about funding opportunities (including EU-Funding) relevant to the Ministry Portfolio with a view to seek sponsorships, grants, co-financing and any other funding mechanisms that may be of interest to areas within the Ministry Portfolio;

v. Isegwi u jirrapporta kwistjonijiet relatati mal-politiki tal-Ministeru li jistgħu jirriżultaw mill-Istrateġiji Nazzjonali u l-fora tal-UE bl-għan li jiġu ppjanati r-rekwiżiti tal-proġetti biex jissodisfaw kwalunkwe obbligi relevanti;

vi. Jiżviluppa mekkaniżmi (inklużi formoli elettroniċi) dwar is-sottomissjonijiet ta' proposti, inizjattivi u ideat għall-konsiderazzjoni tal-Management bil-ħsieb li l-maniġment ikun jista' jiżviluppa pjanijiet dwar l-adozzjoni tal-proġetti u l-proċessi ta' bidu;

vii. Jikkoordina r-rekwiżiti tas-sejħiet għall-offerti/akkwist u l-iskedi ta' żmien b'kollaborazzjoni mal-partijiet interessati tal-Ministeru (inklużi l-Unità Ministerjali tal-Akkwisti, it-Taqsimiet tal-Akkwisti u l-Uffiċċji tal-IT) bl-għan li jiġu żviluppati skedi ta' żmien, stimi u parametri ta' kwalità li jkunu realistiċi;

viii. Jevalwa l-proġetti u jipparteċipa f'bordijiet tal-aġġudikazzjoni bl-użu ta' għodod elettroniċi kif meħtieġ, u jipproċessa l-pagamenti sostnuti minn evidenza dokumentarja;

ix. Jipparteċipa f'laqgħat ta' Progress u jirraporta dwar proġetti, bil-lingwa Maltija u/jew Ingliża kif meħtieġ, bl-użu ta' għodod ta' ġestjoni xierqa bħal agenda, minuti, Gantt Charts, strutturi organizzattivi u graphs fost oħrajn, skont kif ikun mitlub mis-Senior Management kif ukoll għal kwistjonijiet operattivi tal-proġett;

x. Jassisti fl-Awditjar (kemm interni kif ukoll esterni) relatati ma' proġetti u strutturi fi ħdan il-portafoll tal-Ministeru, u ssegwitu tagħhom;

xi. Jassisti lis-superjuri dwar il-kwistjonijiet operattivi ġenerali ta' kuljum (Finanzjarji, HR, Politiki u Proċeduri) u tipprovdi appoġġ amministrattiv meħtieġ tal-uffiċċju biex jiġi assigurat li n-nies u r-riżorsi joperaw b'mod effettiv u effiċjenti bl-għan li jiġi assigurat li jitwettqu l-proġetti ppjanati fil-ħin stipulat;

xii. Jikkoordina, jakkwista u/jew jiżviluppa briefs, write-ups u materjal pubbliċitarju, fost oħrajn, relatati ma' proġetti u kampanji hekk kif mitlub mis-superjuri;

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:

v. Follows-up and reports about Ministry-wide matters related to policies that may stem from National Strategies and EU fora with a view to plan project requirements to meet any relevant obligations;

vi. Develops mechanisms (including electronic forms) about the submission of project proposals, initiatives and ideas for Management's consideration with a view to enable management to develop plans about projects adoption and initiation processes;

vii. Co-ordinates tendering/procurement requirements and timelines in collaboration with Ministry stakeholders (including Ministerial Procurement Unit, Procurement Sections and IT Offices) with a view to develop realistic timelines, estimates and quality parameters;

viii. Evaluates projects and participates in adjudication boards using electronic tools as required and to process payments backed up by documentary evidence;

ix. Participates in regular Progress Meetings and reports about projects using appropriate management tools such as agendas, minutes, Gantt Charts, organisational diagrams and graphs amongst others, as may be required by Senior Management and for project operational matters;

x. Assists in Audits (both internal and external) related to projects and structures within the Ministry portfolio, and their follow-up;

xi. Assists superiors in the overall day-to-day operational matters (Financial, HR, Policies and Procedures), and provides the administrative support required in the office so as to ensure that people and resources operate effectively and efficiently and that planned projects are delivered on time. Adopts remedial actions if required;

xii. Co-ordinates, acquires and/or develops briefs, write-ups and publicity material, amongst others, related to projects and any campaigns tasked by superiors.

xiii. Undertake 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. 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 (ċ), 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), (ċ), (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 Ingliża;

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVE jew

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 language;

AND

iii. in possession of a recognized Master's degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVE credits,

ekwivalenti*) fl-Evidence Based Management jew Project Management jew Management Studies jew European Studies jew Business Administration jew Creativity and Innovation jew Quality Assurance Management jew Accountancy jew kwalifika rikonoxxuta professjonali komparabbli f'Livell 7 tal-MQF fl-Accountancy

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti jew sistema ohra at' kejl tal-kontenut tal-kors il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 ECTS/ECVET kretti 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-dat 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

or equivalent*) in Evidence Based Management or Project Management or Management Studies or European Studies or Business Administration or Creativity and innovation or Quality Assurance Management or Accountancy or a recognised comparable professional qualification at MQF Level 7 in Accountancy.

*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

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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/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 il-proviżżjonijiet 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 relevanti u ppruvata.

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.

Selection procedure

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 tal-Uffiċċju tar-Riżorsi Umani, fi ħdan id-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Enerġija, l-Intrapriża u l-Iżvilupp Sostenibbli, 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn 27 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 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 mill-Uffiċċju tar-Riżorsi Umani fi ħdan id-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Enerġija, l-Intrapriża u l-Iżvilupp Sostenibbli, Remote Workspaces, MF Business Centre (Level 2) No 3, Triq Galanton Vassallo

Submission of applications

7.1 Applications are to be submitted, for the attention of the Human Resource Office within the Corporate Services Directorate, Ministry for Energy, Enterprise and Sustainable Development, 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 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 Monday, 27th December, 2021. A computer-generated e-mail 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 Human Resource Office within the Corporate Services Directorate, Ministry for Energy, Enterprise and Sustainable Development, Remote Workspaces, MF Business Centre (Level 2) No 3, Triq Galanton Vassallo Santa Venera.

Santa Venera. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, numru tal-fax u indirizz elettroniku tad-Direttorat huma (https://energy.gov.mt) u (hr.mesd@gov.mt).

L-10 ta' Diċembru, 2021

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Post ta' Scientific Officer 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' Scientific Officer fid-Dipartiment tad-Dwana fi ħdan il-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 Is-salarju ta' Scientific Officer 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.

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

2.4 Persuna fil-grad ta' Scientific Officer fi Skala 9 għandha twettaq il-Competency Progamme and Evaluation Framework u meta ttem il-Programm b'suċċess, tiġi promossa għall-grad ta' Senior Scientific Officer fi Skala 8 (€24,091 x €486.83 - €27,012 fis-sena 2021) wara għaxar (10) snin servizz fil-grad ta' Scientific Officer jew tmien (8) snin jekk ikollha xi kwalifika ta' wara l-gradwazzjoni xierqa u rikonoxxuta, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Senior Scientific Officer titla' fi Skala 7 (€25,656 x €531.17 - €28,843 fis-sena 2021) wara sentejn (2) servizz fil-grad, jekk tkun qdiet dmira b'mod sodisfaċenti.

2.6 Il-persuna nnominata tkun intitolata għall-benefiċċji oħra u soġġetta għall-kundizzjonijiet u obbligi li jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern ta' Malta u l-Unions kompetenti.

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://energy.gov.mt) and (hr.mesd@gov.mt).

10th December, 2021

MINISTRY FOR FINANCE AND EMPLOYMENT

Post of Scientific Officer 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 Scientific Officer in the Customs Department within 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 The salary for the post of Scientific Officer 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.

2.3 A Scientific Officer will progress to Scale 9 (€22,633 x €447.33 - €25,317 in 2021) on completion of two (2) years service in the grade, subject to satisfactory performance .

2.4 A Scientific Officer in Salary Scale 9 will undertake a Competency Programme and Evaluation Framework and upon successful completion of the Programme will be promoted to the grade of Senior Scientific Officer in Scale 8 (€24,091 x €486.83 - €27,012 in 2021) on completion of ten (10) years service in the grade of Scientific Officer, or eight (8) years if in possession of a recognised and appropriate post-graduate qualification at MQF Level 7, subject to satisfactory performance.

2.5 A Senior Scientifc Officer will progress to Scale 7 (€25,656 x €531.17 -€28,843 in 2021) on completion of two (2) years of service in the grade, subject to satisfactory performance.

2.6 The 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 of Malta and the competent Union.

2.7 Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

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.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Scientific Officer jinkludu li:

i. Jamministra informazzjoni teknika fid-Dipartiment u jassisti waqt żjarat ta' kumpaniji taż-żejt biex jaraw informazzjoni ġeo-xjentifika;

ii. Juża software speċjalizzat għall-interpretazzjoni ta' informazzjoni ġeofiżika kif ukoll juża software ieħor speċjalizzat fl-industrija taż-żejt;

iii. Juża Geographic Information System software;

iv. Jidiġitizza u jiskenja mapep b'mod li l-informazzjoni tkun integrata ma' informazzjoni oħra;

v. Jintegra informazzjoni mill-bjar u informazzjoni ġeofiżika mill-inħawi tal-madwar u jwettaq studji ġeoloġiċi, janalizza prospetti taż-żejt jew gass u jagħmel basin modelling tal-ibħra Maltin;

vi. Jassisti liċ-Chief Scientific Officer sabiex jissorvelja l-attivitajiet tat-tiftix tal-kumpanija taż-żejt u jżomm komunikazzjoni mal-ġeo-xjentisti oħra tal-kumpaniji taż-żejt;

vii. Jiżgura l-kustodja xierqa ta' cores u kampjuni ġeoloġiċi mill-bjar kif ukoll id-dokumentazzjoni tagħhom;

viii. Jassisti fi proġetti tal-Ewropa li d-Dipartiment jkun qiegħed jipparteċipa fihom;

ix. Jirrappreżenta lill-Gvern abbord ir-rig matul operazzjonijiet ta' tħaffir jew fuq bastiment ieħor matul l-operazzjonijiet għat-tiftix għaż-żejt jew riċerka xjentifika, kif jista' jkun meħtieġ;

x. Jattendi laqgħat ġo Malta jew barra minn Malta kif jista' jkun meħtieġ;

xi. Jassisti lid-Direttur Ġenerali fi kwalunkwe ħidma teknika relatata mal-Geological Survey ta' Malta, inkluż xogħol jew studji ġeoloġiċi li jistgħu jinqalgħu minn żmien għal żmien;

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 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 Scientific Officer include:

i. Manage the technical data available at the Department and assist in oil company data-room sessions;

ii. Use specialised software for the interpretation of geophysical data as well as any other specialised oil industry software;

iii. Use of Geographic Information System software;

iv. Digitise and scan maps and georeference data to integrate it with other data;

v. Integrate well data and geophysical data from surrounding areas and carry out geological modelling, hydrocarbon prospect analysis and basin modelling of offshore Malta;

vi. Assist the Chief Scientific Officer in supervising oil company's exploration activities and liaising with oil company's exploration geoscientists;

vii. Keep custody of well cores and geological samples and ensure their proper storage and documentation;

viii. Assist in EU projects that the Department will be participating in;

ix. Represent Government on board the rig during drilling operations or on any other vessel during exploration operations or scientific research as may be required;

x. Attend meetings locally and abroad as necessary as may be required;

xi. Assist the Director General in any technical work related to the Geological Survey of Malta including but not limited to any geological work or studies that may arise from time to time;

xii. Jipparteċipa f'attivitajiet promozzjonali għat-tiftix taż-żejt kif meħtieġ mid-Direttur Ġenerali;

xiii. Jassisti fl-evalwazzjoni ta' proġetti relatati mal-enerġija sustenibbli;

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

xv. 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 leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq 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-leġislazzjoni 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-

xii. Participate in promotional activities for oil exploration as required by the Director General;

xiii. Assist in the evaluation of projects related to sustainable energy;

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

xv. 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-lingwa Maltija u Ingliża;

iii. fil-pussess ta' kwalifika Bachelor's rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għall-minimu ta' 180 ECTS/ECVET kretti jew ekwivalenti*) fix-Xjenza Naturali jew f'dixxiplini relatati max-Xjenza u fil-pusses ta' ċertifikat ta' reġistrazzjoni mal-Kunsill regolatorju rispettiv (fejn applikabbli).

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/ECVET kretti jew sistemi oħra ta' kejl tal-kontenut talkors, il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 180 ECTS/ECVET kretti. 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-dat 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 ġiet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa t'applikazzjonijiet.

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 Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent *) in Natural Sciences or related Scientific disciplines and in possession of a certificate of registration with the respective regulatory Council (where applicable).

*In 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 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) 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.

Kwalunkwe kriterju ieħor t'eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa t'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-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 għandom 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 - 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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).

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/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).

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 - 4.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tar-Reklutaġġ, Ministeru għall-Finanzi u x-Xogħol permezz tal-Online Government Recruitment Portal **biss** fuq (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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti 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 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:

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 Procedure

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 - 4.5, 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** on (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 Monday, 27th December, 2021. A computer-generated e-mail 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 later, 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:

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

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 fl-indirizz (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu minn (recruitment.mfe@gov.mt). Dawn il-provvedimenti 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).

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 at the address (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 e-mail address of the receiving Section are (https://finance.gov.mt) and (recruitment.mfe@gov.mt).

L-10 ta' Diċembru, 2021

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Post ta' Junior Legal Officer 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' Junior Legal Officer fil-Ministeru għall-Finanzi u x-Xogħol.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax (12)-il 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 8 (€24,091 x €486.83 - €27,012 fis-sena 2021) wara sentejn (2) servizz fil-grad ta' Junior Legal Officer, jekk tkun qdiet dmirha b'mod sodisfaċenti, u sakemm il-persuna ikollha mill-inqas tliet (3) snin prattika legali wara l-kisba tal-Warrant ta' avukat.

10th December, 2021

MINISTRY FOR FINANCE AND EMPLOYMENT

Post of Junior Legal Officer 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 Junior Legal Officer 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 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 Scale 8 (€24,091 x €486.83 - €27,012 in the year 2021) 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 Persuna fil-grad ta' Legal Officer fi Skala 8 tiġi promossa għall-grad ta' Legal Officer fi Skala 7 (€25,656 x €531.17 - €28,843 fis-sena 2021) wara sitt (6) snin servizz fil-grad ta' Legal Officer, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-persuna maħtura tkun intitolata għal dawk il-benefiċċji l-oħra u soġġetta 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 għanda tiżgura li qed topera skond il-Kodiċi tal-Etika u ta' Sezzjoni 6.2.3 tal-Public Service Management Code, u li ma twettaq l-ebda tip ta' xogħol barra mill-impieg tagħha mal-Gvern li jista' jmur kontra l-interessi 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 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. Jassisti u jipprovdi pariri lid-Dipartiment fuq materji varji u jikkordina ma' entitajiet governattivi skont kif ikun meħtieġ;

ii. Jassisti fil-formulazzjoni ta' policy u fuq funzjonijiet oħra tad-Dipartiment rigward oqsma li jaqgħu taħt il-kompetenza tad-Dipartiment;

iii. Jirrappreżenta lill-Kap tad-Dipartiment u jaqdi dmirijiet oħra f'Malta kif ukoll barra minn Malta kif dirett mill-Kap tad-Dipartiment jew mill-Management;

iv. Jipprovdi pariri u jirrappreżenta lill-Kap tad-Dipartiment, quddiem il-Qrati u fit-Tribunal Amministrattiv skont kif ikun meħtieġ;

v. Jipprovdi pariri dwar suġġetti legali u tekniċi kif mitlub mid-Dipartiment, kif ukoll mill-Uffiċċju tal-Kap tad-Dipartiment;

vi. Jassisti fil-preparazzjoni ta' emendi tal-Atti u Leġiżlazzjonijiet Sussidjarja;

2.4 A Legal Officer in Scale 8 will be promoted to the grade of Legal Officer in Scale 7 (€25,656 x €531.17 - €28,843 in the year 2021) 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 he operates within the framework of the Code of Ethics and of Section 6.2.3 of the Public Service Management Code, and will not carry any form of work outside of Government employment which may be against the interest of Government and/or which may lead to a conflict of interest or interfere with the performance of his 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 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. Assists and provides advice to the Department on various legal matters and liaises with other government entities whenever necessary;

ii. Assists in the policy formulation and other functions of the Department in relation to areas falling within the remit of the Department;

iii. Represents the Head of Department and carries out any other duties whether in Malta or abroad as directed by the Department or Management;

iv. Advises and represents the Head of Department before the Courts and the Administrative Review Tribunal as necessary;

v. Advises on legal/technical issues, as required at the relative department as well as the office of the Head of the Department;

vi. Assists in the drafting of amendments to the relevant Acts and Subsidiary Legislation;

vii. Jipprepara jew jipprovdi pariri fil-kompilazzjoni ta' formoli uffiċjali skedati jew notifiki meħtieġa skond il-leġiżlazzjoni;

viii. Jindirizza mistoqsijiet minn klijenti, entitajiet governattivi u mpjegati ta' dipartimenti governattivi fir-rigward tal-liġi u jipprovdi aġġornamenti skont kif ikun meħtieġ;

ix. Jikkoordina mal-Uffiċċju tal-Avukat Ġenerali skont kif ikun meħtieġ;

x. Jattendi laqgħat, konferenzi u seminars f'Malta u anke barra minn Malta;

xi. Iwettaq kwalunkwe kompitu ieħor, li s-superjur jista' jiddelega lilu/lilha, 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 leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq 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-leġislazzjoni 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

vii. Draws or advises in the compilation of official scheduled forms or notices required by legislation;

viii. Addresses enquiries from clients, government entities and departmental staff on the legislation and provide any updates as necessary;

ix. Liaises with the Office of the Attorney General when necessary;

x. Attends meetings, conferences and seminars in Malta and abroad;

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 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. 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 fl-użu tal-lingwa Maltija u l-lingwa Ingliża;

iii. applikant irid ikollu Warrant biex jipprattika l-professjoni ta' Avukat f'Malta.

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-dat 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 ġiet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa t'applikazzjonijiet.

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;

iii. applicants must be in possession of the Warrant to practise the profession of Advocate in Malta.

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 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.

Kwalunkwe kriterju ieħor t'eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa t'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 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, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandom 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 - 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-Ministeru minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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).

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 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 (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).

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 - 4.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tar-Reklutaġġ, Ministeru għall-Finanzi u x-Xogħol permezz tal-Online Government Recruitment Portal **biss** fuq (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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 ta' Diċembru, 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti 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 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:

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 Procedure

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 - 4.5, 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** on (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 Monday, 27th December, 2021. A computer-generated e-mail 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 later, 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:

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 fl-indirizz (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu minn (recruitment.mfe@gov.mt). Dawn il-provvedimenti 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).

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 at the address (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 e-mail address of the receiving Section are (https://finance.gov.mt) and (recruitment.mfe@gov.mt).

L-10 ta' Diċembru, 2021

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Post ta' Manager I (Geographic Information System) 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 (Geographic Information System) fid-Dipartiment Blata Kontinentali fi ħdan il-Ministeru għall-Finanzi u x-Xogħol.

Termini u kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax (12)-il 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 (Geographic Information System) 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-

10th December, 2021

MINISTRY FOR FINANCE AND EMPLOYMENT

Post of Manager I (Geographic Information System) 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 (Geographic Information System) in the Continental Shelf Department within 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 (Geographic Information System) 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.

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€22,633 x €447.33 - €25,317 in 2021) on

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.

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 tal-Geographic Information System, skont il-postijiet vakanti stabbiliti.

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

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 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 Geographic Information System, in accordance with established vacancies.

2.11 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 I (Geographic Information System) jinkludu li:

i. Jassisti lid-Direttur Ġenerali fl-iżvilupp u l-manutenzjoni ta' Geographic Information Systems (GIS) biex jintlaħqu l-għanijiet tad-Dipartiment Blata Kontinentali;

ii. Jassisti lid-Direttur Ġenerali biex jipprovdi risposta f'waqtha u effettiva għal kwalunkwe talba b'rabta ma' preparazzjoni ta' mapep/informazzjoni;

iii. Jimmaniġġja l-informazzjoni eżistenti dwar iż-żoni marittimi, il-ġeoloġija u l-ġeofiżika kif ukoll kull informazzjoni oħra li tista' tasal fil-futur;

iv. Jimmaniġġja informazzjoni eżistenti u kull informazzjoni li tista' tasal fil-futur dwar riċerka xjentifika marittima, cables u pipelines taħt il-baħar kif ukoll kull attività oħra fuq il-blata kontinentali;

v. Jimmaniġġja informazzjoni relatata mal-Geological Survey, kif ukoll proġetti tal-Unjoni Ewropa li jkun qed jipparteċipa fihom id-Dipartiment;

vi. Idaħħal informazzjoni inkluż bid-diġitizzazzjoni jew skanjar ta' dokumenti, georeferencing u jamministra l-istess informazzjoni fil-GIS software;

vii. Iżomm inventarju aġġornat ta' informazzjoni u jipprovdi kif meħtieġ lil kumpaniji awtorizzati informazzjoni skont il-prattika li tintuża fl-industrija;

viii. Jieħu ħsieb il-GIS software u t-tagħmir għall-istampar u l-iskannjar fid-Dipartiment;

ix. Joħloq u jimmaniġġja servizzi tal-GIS fuq l-internet kif meħtieġ;

x. Jipprepara kwalunkwe rapporti tekniċi fir-rigward tal-immaniġġjar tal-informazzjoni;

xi. Jimmaniġġja il-website tad-Dipartiment;

xii. Jimmaniġġja id-database tal-SQL u jassisti fuq xogħol relatat mal-IT kif ukoll backups tal-informazzjoni għad-Dipartiment;

xiii. Jassisti fil-preparazzjoni ta' materjal promozzjonali għad-Dipartiment kif meħtieġ;

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

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

Duties

3. The job duties for the post of Manager I (Geographic Information System) include:

i. Assists the Director General in the development and maintenance of a Geographic Information System (GIS) to meet the requirements of the Continental Shelf Department;

ii. Assists the Director General in providing a timely and effective response to any queries in connection with draughting of maps/data;

iii. Manages the existing maritime boundary, geological and geophysical data/information as well as any future data/information received;

iv. Manages the existing and any future data related to marine scientific research, submarine cables and pipelines as well as any other continental shelf activities;

v. Manages data related to the Geological Survey as well as European Union projects in which the Department would be participating;

vi. Inputs data including digitisation or scanning, georeferencing and administration of the data in GIS software;

vii. Keeps an up-to-date inventory of data/information and provides copies of data/information to authorised companies in industry standard formats as required;

viii. Upkeep of all GIS software and printing and scanning equipment within the Department;

ix. Creation and management of web GIS services as may be required;

x. Drafts any technical reports in relation to data management;

xi. Manages the website of the Department;

xii. Manages an SQL database and assists in IT related matters as well as data backups for the Department;

xiii. Assists in the preparation of promotional material for the Department as required;

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

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' persuni msemmija f'(a), (b) jew (ċ), 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 bl-Ingliż;

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 English;

U

iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 kretti ECTS/ECVETS jew ekwivalenti*) fil-Geographic Information System jew Geography jew Spatial Planning.

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCETS kretti 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 ECTS/ECVETS kretti, 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 kretti ECTS/ECVETS jew ekwivalenti*

* Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCETS kretti 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 ECTS/ECVETS kretti, 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-dat 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 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.

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVETS credits, or equivalent*) in Geographic Information System or Geography or Spatial Planning.

*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 Master's 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 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) 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 għandom 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-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-

(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 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 Procedure

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The

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 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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 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.

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** on (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 Monday, 27th December, 2021. A computer-generated e-mail 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;
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/

gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu minn (recruitment.mfe@gov.mt). Dawn id-dispożizzjonijet 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).

L-10 ta' Diċembru, 2021

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Post ta' Manager II (Riżorsi Umani) 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 II (Riżorsi Umani) fil-Ministeru għall-Finanzi u x-Xogħol.

Termini u kundizzjonijiet

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

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).

10th December, 2021

MINISTRY FOR FINANCE AND EMPLOYMENT

Post of Manager II (Human Resources) 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 II (Human Resources) 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 II (Human Resources) 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) 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 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 tar-Riżorsi Umani, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

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

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

i. Jassisti lid-Direttur/l-Assistent Direttur/lis-Senior Manager bil-monitoraġġ tal-funzjonijiet delegati tal-policies, programmi u prattiki kollha tar-riżorsi umani biex jiżgura konformità mal-policies ċentrali mal-Ministeru;

ii. Jassisti fil-kordinament mad-direttorati kollha fil-Ministeru biex jevalwa u jirrakkomanda lill-kap tad-direttorat tar-Riżorsi Umani l-bżonnijiet tar-riżorsi umani, pjanijiet ta' suċċessjoni u nuqqas ta' ħiliet;

iii. Jappoġġa t-titjib tal-prestazzjoni fil-Ministeru/dipartiment permezz tal-ippjanar, il-monitoraġġ u l-evalwazzjoni tar-riżultati filwaqt li jsiru referenzi neċessarji

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 Human Resources, 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

The objectives of the post are to support all human resources management functions including HR Planning, compliance of delegated processes and the management of updated employed records/data/statistics 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 II (Human Resources) include:

i. Supports the Director/Assistant Director/Senior Manager with the monitoring of delegated functions of all human resources policies, programs, and practices to ensure compliance with central policies across the ministry;

ii. Assists in the liaison with all directorates in the ministry to assess and recommend to the head of the HR directorate the human resources requirements, succession plans and skills gaps;

iii. Supports the improvement of the performance in the ministry/department through planning, monitoring, and appraising of results whilst making necessary referrals for

għall-impjegati li jeħtieġu gwida fil-karriera, pariri jew miżuri korrettivi/dixxiplinarji;

iv. Jimmaniġġja verifiki kostanti u regolari ta' konformità biex jiġi żgurat li l-policies stabbiliti qed jiġu osservati, u tiġi segwita l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;

v. Jassisti lis-Senior Management fil-kordinazzji bejn l-Istrateġija tar-Riżorsi Umani u l-business goals, jikkontribwixxi lejn l-Analiżi tal-Ħtiġiet ta' Taħriġ u jappoġġja programmi ta' ġestjoni tal-bidla;

vi. Jimmaniġġja l-ġbir ta' data relatata mar-rekords tar-Riżorsi Umani tal-Ministeru billi juża s-sistemi standard tad-Dakar HR Corporate Data System għad-dħul ta' data, mistoqsijiet u rappurtar;

vii. Issegwi mal-kapijiet tal-Ministeru biex tiżgura l-implimentazzjoni u l-konformità sħiħa tal-valutazzjonijiet ta' prestazzjoni u jieħu l-azzjoni meħtieġa biex tindirizza kull appraisal pendenti biex jiżgura li l-timeframes jiġu osservati strettament;

viii. Jivverifika li s-sejħiet għall-pubblikazzjoni jiġu sottomessi b'mod korrett u skont it-timeframes meħtieġa, u Jimmaniġġja l-funzjonijiet operattivi f'dak li għandu x'jaqsam ma' riżorsi billi jaġġorna r-rekwiżiti tal-impjiegi u d-deskrizzjonijiet tal-impjiegi għall-postijiet/karigi kollha;

ix. Jappoġġja u, fejn meħtieġ, jipparteċipa b'mod attiv fil-ġestjoni ta' relazzjonijiet industrijali fil-Ministeru u tħejji d-data/il-ħidma finanzjarja kollha meħtieġa f'każ ta' negozjati;

x. Jipprepara, Jaqsam l-informazzjoni u jirreferi lill-IPS impjegati ġodda li jridu jagħmlu induction course jew impjegati oħra li jeħtieġu taħriġ ta' żvilupp wara r-riżultati ta' performance appraisals kif ukoll jikkordina l-orjentazzjoni interministerjali kif meħtieġ;

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

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

employees who require career guidance, counselling or corrective/disciplinary measures;

iv. Manages 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. Supports Senior Management in the alignment between the HR Strategy and business goals, contributes towards the Training Needs Analysis and supports change management programmes;

vi. Manages 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. Follows up with the heads of the ministry to ensure implementation and full compliance of performance appraisals and takes the necessary action to address any pending appraisals to ensure that timeframes are strictly adhered to;

viii. Verifies that calls for publication are submitted correctly and according to required timeframes, and manages operational functions in relation to resourcing by updating job requirements and job descriptions for all posts/positions;

ix. Supports and if necessary actively participates in the management of harmonious industrial relations in the ministry and prepares all the required data/financial workings in case of negotiations;

x. Prepares, shares data and refers to the IPS all new employees who have to undergo induction or other employees who require development following results of performance appraisals as well as coordinates the inter ministry 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. 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. 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

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. 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

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

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. 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

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. 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.'

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".

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.

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.

Il-ħatra ta' kandidati msemmija f'(b), (ċ), (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.

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. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża;

ii. must be proficient in the Maltese and English languages;

U

AND

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 kretti ECTS/ECVETS jew ekwivalenti*) fil-Work and Human Resources Management jew Training an Development jew Public Administration

iii. in possession of a recognized Master's degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVETS credits, or equivalent*) in Work and Human Resources Management or Training an Development or 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 jew Evidence Based Management.

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/ ECVETS kretti jew sistema ohra ta' kejl tal-kontenu tal-kors il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 ECTS/ECVETS kretti 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'

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 or Evidence Based Management.

*In 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 60 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.

(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

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

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 awotrità 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-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 il-proviżżjonijiet 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 60%.

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 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 procedure

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 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.4, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-applikazzjoni

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 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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 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.

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** on (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 Monday, 27th December, 2021 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 (recruitment.mfe@gov.mt). These general provisions are to be regarded as an integral part of this call for applications.

Is-sit elettroniku u indirizz elettroniku tas-Sezzjoni huma https://finanzi.gov.mt u (recruitment.mfe@gov.mt).

L-10 ta' Diċembru, 2021

MINISTERU GĦALL-AGRIKOLTURA, SAJD, IKEL U DRITTIJIET TAL-ANNIMALI

Post ta' Prokuratur Legali fil-Ministeru għall-Agrikoltura, Sajd, Ikel u Drittijiet tal-Annimali

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

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, Sajd, Ikel u Drittijiet tal-Annimali jilqa' applikazzjonijiet għall-post ta' Prokuratur Legali fil-Ministeru għall-Agrikoltura, Sajd, Ikel u Drittijiet tal-Annimali.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Prokuratur Legali 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' Prokuratur Legali titla' fi Skala ta' Salarju 8 (€24,091 x €486.83 - €27,012) wara sentejn (2) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Il-persuna maħtura għandha tiżgura li qed topera skont il-Kodiċi tal-Etika u ta' 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-interessi 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.

2.5 Il-persuna nnominata tkun intitolata għall-benefiċċji l-oħra u suġġetta għall-kundizzjonijiet l-oħra stabbiliti fi kwalunkwe ftehim rilevanti bejn il-Gvern ta' Malta u l-Unions kompetenti.

2.6 Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

2.7 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

The website address and email address of the receiving Section are (https://finance.gov.mt) and (recruitment.mfe@gov.mt).

10th December, 2021

MINISTRY OF AGRICULTURE, FISHERIES, FOOD AND ANIMAL RIGHTS

Post of Legal Procurator 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 Legal Procurator 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.

2.2 The salary for the post of Legal Procurator 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 Legal Procurator will progress to Scale 8 (€24,091 x €486.83 - €27,012 in the year 2021) on completion of two (2) years service in the grade, subject to satisfactory performance .

2.4 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 the Government employment which may be against the interest of 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.

2.5 The appointees will be entitled to such other benefits and subject to such other conditions as may be stipulated in any pertinent agreement between the Malta Government and the competent Union.

2.6 Lateral applications in the same grade from public officers are not allowed.

2.7 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

pożizzjonijiet SAAC jew applikazzjonijiet għal pożizzjoni definita meta l-uffiċjal ikkonċernat ikollu ħatra indefinita.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Prokuratur Legali jinkludu li:

i. Jwettaq kull xogħol legali u xogħol ieħor li jista' jitwettaq minn prokuratur legali li jipprattika skont l-istandards tal-professjoni;

ii. Jippreżenta atti legali fil-limitu ta' żmien impost fil-liġi u jwettaq segwitu għal dawn l-atti legali;

iii. Jabbozza avviżi skont l-Artiklu 47 tal-Att dwar il-Ħarsien tal-Annimali (Kap. 439);

iv. Jssegwi l-proċeduri f'każ ta' ammissjoni ta' reat;

v. Jabbozza u jippreżenta rapporti xierqa jew 'kwereli' skont is-Subartiklu (7) tal-Artiklu 47 imsemmi, sabiex il-pulizija eżekuttiva tipproċedi bil-prosekuzzjoni relattiva;

vi. Jassisti lill-pulizija eżekuttiva fil-prosekuzzjoni tal-każ, jressaq il-provi u x-xhieda, jagħmel sottomissjonijiet u, b'mod ġenerali, jagħmel dak kollu li hu meħtieġ biex dak implikat fil-każ jiġi mħarrek b'mod diliġenti u effiċjenti;

vii. Jwettaq dmirijiet oħra konnessi mal-prosekuzzjonijiet li għandhom x'jaqsmu mal-ħarsien tal-annimali, inkluż xogħol anċillari kif jista' jkun meħtieġ għat-tħejjija ta' każijiet tal-qorti;

viii. Jattendi seduti tal-qorti u spezzjonijiet fuq is-sit;

ix. Jwettaq dmirijiet oħra legali li jistgħu jkunu assenjati minn żmien għal żmien;

x. Jżżomm rekords xierqa;

xi. Jirrappreżenta lid-Direttur Ġenerali u lid-Direttur responsabbli mid-Dipartiment għas-Saħħa u il-Ħarsien tal-Annimali kif u meta jkun meħtieġ;

xii. Kwalunkwe kompitu ieħor li s-superjuri 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 dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

position when the officer concerned holds an indefinite appointment.

Duties

3. The job duties for the post of Legal Procurator include:

i. Performs all legal and other work which may be performed by a practicing legal procurator in accordance with the standards of the profession;

ii. Files of legal acts within the imposed time limits at law and conducts follow up on these legal acts;

iii. Drafts notices in terms of Article 47 of the Animal Welfare Act (Cap. 439);

iv. Follows the procedures in case of an admission of offence;

v. Drafts and files the opportune reports or 'kwereli' in terms of Subarticle (7) of the said Article 47, for the executive police to proceed with the relative prosecution;

vi. Assists the executive police in the prosecution of the case, putting forward the evidence and witnesses, makes submissions and, in general, does all that is necessary for the case to be prosecuted in a diligent and efficient manner;

vii. Performs other duties connected with animal welfare prosecutions, including ancillary work as may be required for the preparation of Court cases;

viii. Attends court sittings and site inspections;

ix. Carries out any other legal duties that may be assigned from time to time;

x. Keeps appropriate records;

xi. Represents the Director General and the Director responsible for the Animal Health and Welfare Department as and when necessary;

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.

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 leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq 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-leġislazzjoni 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 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. must be proficient in the Maltese and English language;

U

ii. ikollhom Warrant biex jipprattikaw il-kariga ta' Prokuratur Legali.

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-dat 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 ġiet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa t'applikazzjonijiet.

Kwalunkwe kriterju ieħor t'eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa t'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.

AND

ii. in possession of a Warrant of Legal Procurator.

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 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 għandom 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 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 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 - 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.

4.6 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 L-applikanti huma obbligati li jinfurmaw immedjatament lill-Bord tal-Għażla (jekk ir-riżultat għadu ma ġiex ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppublikat) 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 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 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).

4.8 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).

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 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 mija fil-mija (100%) u l-marka li persuna trid iġġib biex tgħaddi hija ħamsin fil-mija (50%).

Selection Procedure

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 - 4.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, Sajd, Ikel u Drittijiet tal-Annimali, permezz tal-Online Government Recruitment Porta biss fuq (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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Tnejn, 27 ta' Diċembru 2021. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti 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 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 fl-indirizz (https://recruitmentintra.gov.mt/generalprovisions/

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 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 Portaol nly on (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 Monday 27th December, 2021. A computer-generated e-mail 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 later, 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 at the address (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf)

GeneralProvisionsMT.pdf) jew jinkisbu mill-Assistent Direttur (People Management) Direttorat għas-Servizzi Korporattivi, Agriculture and Research Innovation Hub, Triq l-Ingiered, Ħal Luqa, LQA 3300. Dawn il-provvedimenti 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).

L-10 ta' Diċembru, 2021

MINISTERU GĦALL-AMBJENT, IT-TIBDIL FIL-KLIMA U L-IPPJANAR

Post ta' Manager II (Riżorsi Umani) 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 għal-Ambjent, it-Tibdil fil-Klima u l-Ippjanar jilqa' applikazzjonijiet għall-post ta' Manager II (Riżorsi Umani) 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 (Riżorsi Umani) 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

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 e-mail address of the receiving Directorate are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt).

10th December, 2021

MINISTRY FOR THE ENVIRONMENT, CLIMATE CHANGE AND PLANNING

Post of Manager II (Human Resources) 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 Change and Planning invites applications for the post of Manager II (Human Resources) in the Ministry in 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 (Human Resources) 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

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 tar-Riżorsi Umani, 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 (Riżorsi Umani) jinkludu li:

i. Jassisti lid-Direttur/l-Assistent Direttur/lis-Senior Manager bil-monitoraġġ tal-funzjonijiet delegati tal-policies, programmi u prattiki kollha tar-riżorsi umani biex jiżgura konformità mal-policies ċentrali mal-Ministeru;

ii. Jassisti lid-Direttur/l-Assistent Direttur/lis-Senior Manager bil-monitoraġġ tal-funzjonijiet delegati tal-policies, programmi u prattiki kollha tar-riżorsi umani biex jiżgura konformità mal-policies ċentrali mal-Ministeru;

iii. Jappoġġa t-titjib tal-prestazzjoni fil-Ministeru/dipartiment permezz tal-ippjanar, il-monitoraġġ u l-evalwazzjoni tar-riżultati filwaqt li jsiru referenzi neċessarji għall-impjegati li jeħtieġu gwida fil-karriera, pariri jew miżuri korrettivi/dixxiplinarji;

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 Human Resources, 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 (Human Resources) include:

i. Supports the Director/Assistant Director/Senior Manager with the monitoring of delegated functions of all human resources policies, programs, and practices to ensure compliance with central policies across the ministry;

ii. Assists in the liaison with all directorates in the ministry to assess and recommend to the head of the HR directorate the human resources requirements, succession plans and skills gaps;

iii. Supports the improvement of the performance in the ministry/department through planning, monitoring, and appraising of results whilst making necessary referrals for employees who require career guidance, counselling or corrective/disciplinary measures;

iv. Jimmaniġġja verifiki kostanti u regolari ta' konformità biex jiġi żgurat li l-policies stabbiliti qed jiġu osservati, u tiġi segwita l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;

v. Jassisti lis-Senior Management fil-kordinazzji bejn l-Istrateġija tar-Riżorsi Umani u l-business goals, jikkontribwixxi lejn l-Analiżi tal-Ħtiġiet ta' Taħriġ u jappoġġja programmi ta' ġestjoni tal-bidla;

vi. Jimmaniġġja l-ġbir ta' data relatata mar-rekords tar-Riżorsi Umani tal-Ministeru billi juża s-sistemi standard tad-Dakar HR Corporate Data System għad-dħul ta' data, mistoqsijiet u rappurtar;

vii. Issegwi mal-kapijiet tal-Ministeru biex tiżgura l-implimentazzjoni u l-konformità sħiħa tal-valutazzjonijiet ta' prestazzjoni u jieħu l-azzjoni meħtieġa biex tindirizza kull appraisal pendenti biex jiżgura li ltimeframes jiġu osservati strettament;

viii. Jivverifika li s-sejħiet għall-pubblikazzjoni jiġu sottomessi b'mod korrett u skont it-timeframes meħtieġa, u jimmaniġġja l-funzjonijiet operattivi f'dak li għandu x'jaqsam ma' riżorsi billi jaġġorna r-rekwiżiti talimpjiegi u d-deskrizzjonijiet tal-impjiegi għall-postijiet/karigi kollha;

ix. Jappoġġja u, fejn meħtieġ, jipparteċipa b'mod attiv fil-ġestjoni ta' relazzjonijiet industrijali fil-Ministeru u tħejji d-data/il-ħidma finanzjarja kollha meħtieġa f'każ ta' negozjati;

x. Jipprepara, jaqsam l-informazzjoni u tirreferi lill-IPS impjegati ġodda li jridu jagħmlu induction course jew impjegati oħra li jeħtieġu taħriġ ta' żvilupp wara r-riżultati ta' performance appraisals kif ukoll jikkordina l-orjentazzjoni interministerjali kif meħtieġ;

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

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

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

xiv. Kwalunkwe dmir ieħor hekk kif ordat mis-Segretarju Permanenti Ewlieni.

L-oġġettivi tal-post huma li jappoġġjaw il-funzjonijiet kollha tal-immaniġġjar tar-riżorsi umani inkluż l-ippjanar tar-Riżorsi Umani, konformità tal-proċessi delegati u mmaniġġjar ta' ġestjoni tar-rekords/data/statistika aġġornati tal-impjegati li fuqhom jittieħdu d-deċiżjonijiet Strateġiċi

iv. Manages 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. Supports Senior Management in the alignment between the HR Strategy and business goals, contributes towards the Training Needs Analysis and supports change management programmes;

vi. Manages 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. Follows up with the heads of the ministry to ensure implementation and full compliance of performance appraisals and takes the necessary action to address any pending appraisals to ensure that timeframes are strictly adhered to;

viii. Verifies that calls for publication are submitted correctly and according to required timeframes, and manages operational functions in relation to resourcing by updating job requirements and job descriptions for all posts/positions;

ix. Supports and if necessary actively participates in the management of harmonious industrial relations in the ministry and prepares all the required data/financial workings in case of negotiations;

x. Prepares, shares data and refers to the IPS all new employees who have to undergo induction or other employees who require development following results of performance appraisals as well as coordinates the inter ministry orientation as necessary;

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

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

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.

The objectives of the post are to support all human resources 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

tar-Riżorsi Umani. Dan ir-rwol huma kumplimentari għal dak ta' People Management.

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 (ċ), 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), (ċ), (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.

are taken. This role is complementary to that of People 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 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. kapaċi jikkomunikaw bil-lingwa Maltija kif ukoll dik Ingliża;

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVE 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 jew Evidence-Based Management.

*Fin-nuqqas ta' evidenza dokumentarja dwar l-ECTS/EVCET kretti jew sistema ohra at' kejl tal-kontenut tal-kors il-bord tal-għażla għandu jevalwa l-programm ta' studju sottomess u jiddetermina li huwa komparabbli ma' 60 ECTS/ECVET kretti 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-dat 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

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

AND

iii. in possession of a recognized Master's degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVE credits, 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 or Evidence- Based 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) 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 ippublikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant) jew l-HR Unit tal-mininteru/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 il-proviżżjonijiet 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-

(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 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 procedure

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The

marka massima għal dan il-proċess tal-għażla hija mija fil-mija (100%) u l-marka li persuna trid iġġib biex tgħaddi hija sittin fil-mija (60%).

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

Sottomissjoni tal-applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali għall-Operat, Ministeru 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 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 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,

maximum mark for this selection process is one hundred per cent (100%) and the pass mark is sixty per cent (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 Director General (Operations) Ministry for the 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 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 Monday, 27th December, 2021. A computer-generated e-mail 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,

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, Sta Venera, SVR 1302. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u indirizz elettroniku tad-Dipartiment/Divizjoni/Direttorat huma (www.environment.gov.mt) u (humanresources.mecp@gov.mt).

L-10 ta' Diċembru, 2021

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, Sta 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).

10th December, 2021

AĠENZIJA GĦAS-SAPPORT TAL-VITTMI (VSA)

Postijiet ta' Case Officer II (Appoġġ Emozzjonali) u Uffiċjal Legali

L-Aġenzija għall-Vittmi tal-Kriminalita (VSA) teħtieġ professjonisti motivati għall-postijiet li ġejjin:

Case Officer II (Appoġġ Emozzjonali)
Permess ta' Jobsplus Nru. 432/2021

Uffiċjal Legali
Permess ta' Jobplus Nru.433/2021

Deskrizzjoni tax-xogħol, flimkien mar-rekwiżiti ta' eliġibbilta' u kwalifiki jistgħu jitniżżlu minn (https://victimsupportagency.com/vacancies/).

L-applikanti interessati għandhom jibagħtu ittra ta' applikazzjoni flimkien ma' ċertifikat riċenti tal-kondotta tal-Pulizija, Europass CV dettaljat u kopji tal-kwalifiki akkademiċi lill-Kap Eżekuttiv tal-VSA fuq (VSA-hr@gov.mt) sa mhux aktar tard mill-Ġimgħa, 31 ta' Diċembru, 2021.

Applikazjonijiet li jaslu tard ma jkunux ikkunsidrati.

L-10 ta' Diċembru, 2021

VICTIM SUPPORT AGENCY (VSA)

Posts of Case Officer II (Emotional Support) and Legal Officer

The Victim Support Agency (VSA) is looking for highly motivated result-oriented professionals for the following posts:

Case Officer II (Emotional Support)
Jobsplus Permit No. 432/2021

Legal Officer
Jobsplus Permit No. 433/2021

Job Description, together with the eligibility and qualification requirements can be downloaded through (https://victimsupportagency.com/vacancies/).

Interested applicants should send a letter of application together with a recent Police Certificate of Conduct, detailed Europass CV and copies of academic qualifications to the VSA CEO on (VSA-hr@gov.mt) by not later than Friday, 31st December, 2021.

Late applications will not be considered.

10th December, 2021

ATT DWAR IL-PROVVISTI U S-SERVIZZI
(KAP. 117)

Regolamenti tal-1975 dwar Ċentri tas-Swieq ta' Prodotti tal-Biedja

Avviż ta' Ħinijiet ta' Ftuħ

Fil-qadi tad-dmirijiet tiegħu skont ir-regolament 4 tar-Regolamenti tal-1975 dwar Ċentri tas-Swieq ta' Prodotti

SUPPLIES AND SERVICES ACT
(CAP. 117)

Agricultural Marketing Centres Regulations, 1975

Notice of Opening Hours

In exercise of his duties in terms of regulation 4 of the Agricultural Marketing Centres Regulations, 1975,

tal-Biedja, id-Direttur responsabbli għas-swieq bl-ingrossa jgħarraf illi, billi nhar it-Tnejn, 13 ta' Diċembru, 2021, iċ-ċentru tas-swieq ta' prodotti tal-biedja (il-Pitkalija) se jinżamm miftuħ għan-negozju kif ġej:

Bdiewa	2.00 a.m. 'il quddiem
Hawkers	5.30 a.m. 'il quddiem

Nhar il-Ħadd, 12 ta' Diċembru, 2021 il-Pitkalija se tkun magħluqa.

L-10 ta' Diċembru, 2021

MINISTERU GĦAL GĦAWDEX

Il-Kumitat Ċelebrazzjonijiet Nazzjonali u Reġjonali flimkien mal-Unit tal-Kultura Direttorat għall-Wirt Kulturali fi ħdan il-Ministeru Għawdex jgħarraf illi minħabba l-attivitajiet ta' Jum ir-Repubblika f'Għawdex, nhar il-Ġimgħa, 17 ta' Diċembru, 2021, se jkun hemm:

Għeluq ta' Triq ir-Repubblika (minn salib it-toroq) għal Pjazza Savina u minn Triq l-Imgħallem mis-6.00 p.m. 'l quddiem.

Tneħħija ta' karozzi minn Pjazza Indipendenza (It-Tokk).

Tneħħija ta' karozzi minn quddiem il-Knisja ta' Savina fi Pjazza Savina, Ir-Rabat mis-6.00pm 'il quddiem.

L-10 ta' Diċembru 2021

AĠENZIJA GĦALL-PAGAMENTI AGRIKOLI U RURALI (ARPA)

Għajnuna Volontarja Akkoppjata – Setturi tal-Annimali

L-Aġenzija għall-Pagamenti Agrikoli u Rurali (ARPA), fi ħdan il-Ministeru għall-Agrikoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali (MAFA), se tibda tilqa' talbiet għall-Għajnuna Volontarja Akkoppjata għas-settur tal-ħalib u tal-annimali għal dawk li jixtiequ jagħmlu xi aġġustament fl-applikazzjoni tas-sena 2022.

Dawk ir-raħħala li huma interessati għandhom josservaw l-obbligi taħt din l-iskema qabel ma japplikaw. It-talbiet għal trasferimenti tal-intitolamenti, li għandhom isiru flimkien mar-raħħal l-ieħor/l-oħra u l-konjugi tiegħu/tagħha, jintlaqgħu f'wieħed mill-uffiċini hawn taħt bejn l-Erbgħa, 5 ta' Jannar, 2022 u t-Tnejn, 24 ta' Jannar, 2022:

Malta: l-Uffiċċju tal-Front Office, il-Pitkalija, Ta' Qali, limiti ta' Ħ'Attard

the Director responsible for wholesale markets hereby notifies that in view of Monday, 13th December, 2021, the agricultural marketing centre (Pitkalija) shall be kept open for business as follows:

Farmers	2.00 a.m. onwards
Hawkers	5.30 a.m onwards

On Sunday, 12th December, 2021 the wholesale markets will be closed.

10th December, 2021

MINISTRY FOR GOZO

The National and Regional Celebrations Committee together with the Culture Unit, Directorate Cultural Heritage within the Ministry for Gozo notifies that due to Republic Day activities in Gozo, on Friday, 17th December, 2021, there will be:

Closure of Triq ir-Repubblika (from the cross roads) to Pjazza Savina and from Triq l-Imgħallem from 6.00 p.m. onwards.

Clearance of cars in Pjazza Indipendenza (It-Tokk).

Clearance of cars in front of Savina Church in Pjazza Savina, Victoria from 6.00 p.m. onwards.

10th December 2021

AGRICULTURE AND RURAL PAYMENTS AGENCY (ARPA)

Voluntary Coupled Support – Livestock Sectors

The Agriculture and Rural Payments Agency (ARPA) within the Ministry for Agriculture, Fisheries, Food and Animal Rights (MAFA), will be receiving requests from interested farmers for Voluntary Coupled Support pertaining to dairy and livestock for the 2022 Application Campaign.

Interested farmers must ensure that all obligations under this scheme are adhered to prior to applying. Requests for transfers of entitlements, which are to be made together with the other farmer and his/her spouse, will be accepted between Wednesday, 5th January, 2022 and Monday, 24th January, 2022 at one of the following offices:

Malta: Front Office at Pitkali Markets, Ta Qali, l/o Ħ'Attard

Għawdex: l-Uffiċċju tal-Agenzija għall-Pagamenti Agrikoli u Rurali, Qasam Sperimentali, Triq l-Mġarr, Ix-Xewkija

Ġranet: Mit-Tnejn sal-Ġimgħa (Sibtijiet, Ħdud u Festi Pubbliċi esklużi)

Ħin: Malta bejn is-7.30 a.m. au t-3.00 p.m., Għawdex bejn is-7.00 a.m. u s-2.15 p.m.

Aktar informazzjoni tista' tinkiseb mill-Aġenzija għall-Pagamenti Agrikoli u Rurali fuq in-numru 22926148 jew fuq e-mail (arpa.mafa@gov.mt).

L-10 ta' Diċembru 2021

AĠENZIJA GĦALL-PAGAMENTI AGRIKOLI U RURALI (ARPA)

Għajnuna Volontarja Akkoppjata – Tadam għall-Ipproċessar

L-Aġenzija għall-Pagamenti Agrikoli u Rurali (ARPA), fi il-Ministeru għall-Agrikoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali (MAFA), qed terġa' toffri l-faċilità għal min qiegħed fis-settur tat-tadam li jittrasferixxi għelieqi għal sena waħda. Jiġifieri, bdiewa fis-settur tat-tadam li ser idawwru jew jirċievu art mingħand terzi persuni ser jingħataw il-possibiltà li jdawwru għalqa/għelieqi għas-sena 2022 biss.

L-għan ta' din il-proċedura hi li tnaqqas il-burokraziji żejda lill-bdiewa. Dan għaliex dawk l-għelieqi trasferiti matul dan il-perjodu jerġgħu jduru fuq il-bidwi oriġinali b'mod awtomatiku f'għeluq is-sena, mingħajr il-ħtieġa li l-partijiet involuti jkollhom jerġgħu jagħmlu talba oħra.

Għalhekk, dawk il-bdiewa fis-settur tat-tadam għall-ipproċessar li huma interessati għandhom immorru fl-uffiċini tal-Aġenzija għall-Pagamenti Agrikoli u Rurali bejn l-Erbgħa, 5 ta' Jannar, 2022 u t-Tnejn, 24 ta' Jannar, 2022.

Huwa importanti li dawk kollha li se jagħmlu trasferimenti ta' għelieqi u jixtiequ jagħmlu xi tip ta' trasferiment tal-intitolamenti jġibu magħhom id-dokumenti kollha meħtieġa sabiex it-trasferiment iseħħ mingħajr dewmien.

Barra minn hekk, qed jiġi rrakkomandat li l-intitolamenti tal-Pagament Bażiku jiġu trasferiti wkoll sabiex ma jintilifx il-ħlas marbut magħhom u l-intitolament innifsu.

Meta jsir trasferiment ta' intitolamenti bl-art, il-bidwi għandu jkun jaf li l-ammont ta' art li qed tiġi trasferita trid tkun ekwivalenti għall-istess ammont ta' intitolamenti. Barra minn hekk, il-persuni li bejniethom ser isir it-trasferiment

Gozo: Front Office, Government Experimental Farm, Xewkija

Opening Hours: Monday to Friday (excluding Saturdays, Sundays and Public Holidays)

Time: Malta between 7.30 a.m. and 3.00 p.m., Gozo between 7.00 a.m. and 2.15 p.m.

Further information may be obtained from the Agriculture and Rural Payments Agency on 2292 6148 or via email to (arpa.mafa@gov.mt).

10th December 2021

AGRICULTURE AND RURAL PAYMENTS AGENCY (ARPA)

Voluntary Coupled Support – Tomatoes for Processing

The Agriculture and Rural Payments Agency (ARPA) within the Ministry for Agriculture, Fisheries, Food and Animal Rights (MAFA), is once again offering farmers the facility to transfer parcels pertaining to tomatoes for processing. Farmers in the tomatoes for processing sector, who will be transferring or receiving parcels from third parties, will be given the opportunity to transfer a parcel or parcels for claim year 2022 only.

The purpose of this procedure is to reduce excessive bureaucracy for farmers. This is because those fields transferred during this period will be automatically transferred back to the original farmer at the end of the year, without the need of the parties involved to submit another request.

Thus, those interested farmers in the sector of tomatoes for processing are to visit one of the Agriculture and Rural Payments Agency's offices between Wednesday, 5th January, 2022 and Monday, 24th January, 2022.

It is important that all those who wish to transfer parcels and entitlements bring with them all the necessary documentation so that the transfer can occur without delay.

Moreover, it is being advised that the Basic Payment entitlements are also transferred so as not to lose the related payment as well as the entitlements.

When the transfer of land entitlements is carried out, the farmer should know that the amount of land being transferred must be equivalent to the same amount of entitlements. Moreover, the persons involved in the transfer of parcels

tal-għelieqi u tal-intitolamenti jridu jżuru l-uffiċini tal-ARPA flimkien mal-konjugi tagħhom. Dan jista' jsir f'wieħed mill-uffiċini hawn taħt:

Malta : L-Uffiċċju tal-Front Office, Il-Pitkalija, Ta' Qali, limiti ta' Ħ'Attard

Għawdex: L-Uffiċċju tal-Aġenzija għall-Pagamenti Agrikoli u Rurali, Qasam Sperimentali, Triq l-Imġarr, Ix-Xewkija

Ġranet: Mit-Tnejn sal-Ġimgħa (Sibtijiet, Ħdud u Festi Pubbliċi esklużi).

Ħin: Malta bejn is-7.30 a.m. au t-3.00 p.m., Għawdex bejn is-7.00 a.m. u s-2.15 p.m.

Aktar informazzjoni tista' tinkiseb mill-Aġenzija għall-Pagamenti Agrikoli u Rurali fuq in-numru 22926148 jew fuq e-mail (arpa.mafa@gov.mt).

L-10 ta' Diċembru 2021

and entitlements must be accompanied by their respective spouses. This may be done at one of the following offices:

Malta: Front Office at Pitkali Markets, Ta Qali, l/o Ħ'Attard

Gozo: Front Office, Government Experimental Farm, Xewkija

Opening Hours: Monday to Friday (excluding Saturdays, Sundays and Public Holidays).

Time: Malta between 7.30 a.m. and 3.00 p.m., Gozo between 7.00 a.m. and 2.15 p.m.

Further information may be obtained from the Agriculture and Rural Payments Agency on 2292 6148 or via email to (arpa.mafa@gov.mt).

10th December 2021

MINISTERU GĦALL-EDUKAZZJONI

Kunsill ELT

Il-Kunsill tat-Tagħlim tal-Lingwa Ingliża irtira l-liċenzja ta' ICTQ Centre For English Excellence, 112, Triq Ġorġ Borg Olivier, Il-Mellieħa [fmr.] Liċenzja Numru – ELT 280/2014

ICTQ m'għandha l-ebda liċenzja biex topera bħala Skola ELT b'effett immedjat.

L-10 ta' Diċembru, 2021

MINISTRY FOR EDUCATION

ELT Council

The English Language Teaching Council has withdrawn the licence of ICTQ Centre For English Excellence, 112, Triq Ġorġ Borg Olivier, Mellieħa [fmr.] Licence No - ELT 280/2014

ICTQ has no licence to operate as an ELT School with immediate effect.

10th December, 2021

KUNSILL LOKALI L-QRENDI

Laqgħa Pubblika Annwali

Skont l-artikolu 70 tal-Att dwar Kunsilli Lokali (Kap. 363) se ssir laqgħa pubblika annwali tal-lokalità nhar it-Tlieta, 16 ta' Diċembru, 2021, fl-uffiċċju tal-Kunsill Lokali l-Qrendi, Nru. 7, Triq il-Knisja, Il-Qrendi, fil-5.30 p.m.

Għal din il-laqgħa huma mħeġġa li jattendu u jieħdu sehem fid-diskussjonijiet dawk il-persuni kollha li isimhom jidher fl-aħħar Reġistru tal-Kunsill Lokali l-Qrendi.

Ir-residenti li jattendu se jkollhom il-ħin biex jagħmlu s-suġġerimenti tagħhom għall-kunsiderazzjoni tal-Kunsill Lokali.

L-10 ta' Diċembru, 2021

QRENDI LOCAL COUNCIL

Annual Public Meeting

In accordance with article 70 of the Local Councils Act (Cap. 363), an annual public meeting will be held on Thursday, 16th December, 2021, at the Qrendi Local Council's Office, No. 7, Triq il-Knisja, Qrendi, at 5.30 p.m.

All residents whose names appear on the latest Qrendi Local Council's Register are encouraged to attend this meeting and take part in the discussions.

The residents attending this meeting will have time to make their suggestions for the consideration of the Local Council.

10th December, 2021

KUNSILL LOKALI S-SWIEQI

Laqgħa Annwali tal-Lokalità

Skont Artikolu 70 (1) tal-Att dwar Kunsilli Lokali (Kap. 363), l-laqgħa Annwali tal-Lokalità se ssir kif indikat hawn taħt fis-sala ta' Ċentru Ċiviku fi Triq G. Bessiera, is-Swieqi kif indikat hawn taħt:

Għar-residenti ta' Swieqi u Madliena - nhar il-Ħamis, 16 ta' Diċembru, 2021 fis-6.30 p.m.

Dawk li jixtiequ jattendu onlajn huma mitluba sabiex jagħmlu kuntatt Kunsilli Lokali s-Swieqi permezz ta' email fuq (swieqi.lc@gov.mt).

L-10 ta' Diċembru, 2021

SWIEQI LOCAL COUNCIL

Annual Locality Meeting

In accordance with Article 70 (1) of the Local Councils Act (Cap. 363), an annual locality meeting for Madliena and Swieqi Residents is being held at Civic Centre Hall in Triq G. Bessiera, is-Swieqi as indicated below:

For Swieqi and Madliena residents – On Thursday, 16th December, 2021 at 6.30 p.m.

Those who would like to attend online are kindly requested to contact the Swieqi Local Council via email on (swieqi.lc@gov.mt).

10th December, 2021

KUNSILL LOKALI L-MELLIEĦA

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali l-Mellieħa jgħarraf illi minn nhar it-Tlieta, 14 ta' Diċembru, 2021 sa nhar it-Tnejn, 20 ta' Diċembru, 2021, iż-żona hawn taħt imsemmija se tiġi ikklassifikata bħala żona ta' rmonk u għalhekk it-traġit u l-parkeġġ ta' vetturi huwa pprojbit f'parti minn Misraħ il-Parroċċa, il-Mellieħa.

Għaldaqstant it-traffiku jista' jinżel minn Triq il-Parroċċa sa Misraħ il-Parroċċa u jdur għal Triq San Luqa.

Dħul fi Triq San Luqa minn Triq it-Tramuntana u f'Misraħ il-Parroċċa minn Triq Salvinu Vella ser ikun ipprojbit.

L-10 ta' Diċembru, 2021

MELLIEĦA LOCAL COUNCIL

Suspension of Traffic and Parking

The Mellieħa Local Council notifies that between Tuesday, 14th December, 2021 and Monday, 20th December, 2021, the area mentioned hereunder will be classified as tow zone and therefore the transit and parking of vehicles will be prohibited in part of Mellieħa Parish Square.

During the specified period, traffic will be allowed to proceed in Triq il-Parroċċa up to Misraħ il-Parroċċa and turn into Triq San Luqa.

Entry into Triq San Luqa from Triq it-Tramuntana and into Misraħ il-Parroċċa from Triq Salvinu Vella will also be prohibited.

10th December, 2021

KUNSILL LOKALI L-GĦARB

Sospensjoni ta' Traffiku

Il-Kunsill Lokali l-Għarb jgħarraf li Triq il-Knisja minn kantuniera ta' Triq il-Viżitazzjoni fid-direzzjoni ta' Pjazza taż-Żjara tal-Madonna u Pjazza taż-Żjara tal-Madonna se jkunu magħluqa għat-traffiku mit-13 ta' Diċembru, 2021 sal-Ħadd, 9 ta' Jannar, 2022 hekk kif imsemmi fl-iskeda t'hawn taħt.

Btala pubblika mill-11.00 a.m. sas-7.00 p.m., mit-Tnejn sal-Ġimgħa (ġranet normali) mis-6.00 p.m. sal-10.00 p.m., nhar is-Sibt mill-11.00 a.m. sal-10.00 p.m., nhar il-Ħadd, mill-11.00 a.m. sas-7.00 p.m., nhar il-Ġimgħa, 24 ta' Diċembru, 2021 mill-10.00 a.m. sas-2.00 p.m., nhar il-Ġimgħa, 31 ta' Diċembru, 2021

GĦARB LOCAL COUNCIL

Traffic Suspension

The Għarb Local Council notifies that Triq il-Knisja corner with Triq il-Viżitazzjoni in the direction of Pjazza taż-Żjara tal-Madonna and Pjazza taż-Żjara tal-Madonna will be closed to traffic from Monday, 13th December, 2021 till Sunday, 9th January, 2022 as per schedule below.

Public holidays from 11.00 a.m. till 7.00 p.m., from Monday to Friday (normal days) from 6.00 p.m. till 10.00 p.m., on Saturday from 11.00 a.m. till 10.00 p.m., on Sunday, from 11.00 a.m. till 7.00 p.m, on Friday, 24th December, 2021 from 10.00 a.m. till 2.00 p.m., on Friday, 31st December, 2021

mill-10.00 a.m. sas-2.00 p.m., nhar is-Sibt, 25 ta' Diċembru, 2021 miftuħ għat-traffiku u nhar is-Sibt, 1 ta' Jannar, 2022 miftuħ għat-traffiku.

L-10 ta' Diċembru, 2021

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni tat-Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar it-Tlieta, 14 ta' Diċembru, 2021, mid-9.30 a.m. sal-4.00 p.m., Triq San Nikola se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja matul dan il-ħin.

L-10 ta' Diċembru, 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, 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

from 10.00 a.m. till 2.00 p.m., on Saturday, 25th December, 2021 open for traffic and on Saturday, 1st January, 2022 open for traffic.

10th December, 2021

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Tuesday, 14th December, 2021, from 9.30 a.m. till 4.00 p.m., Triq San Nikola will be closed for traffic. Parking of vehicles is not permitted during this time.

10th December, 2021

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, 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

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 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.

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, 23 ta' Diċembru, 2021.

Avviż Nru. 116. Għotja b'ċens temporanju għall-perjodu ta' ħamsa u erbgħin (45) sena tale quale ta' kamra Nru. 11 fit-tieni sular tal-fond proprjetà ta' terzi f'Nru. 80, Triq l-Isptar l-Antik, Il-Belt Valletta, kif muri bl-aħmar fuq il-pjanta L.D.53/94. Dan is-sit huwa mdawwar kompletament bi proprjetajiet ta' terzi (land locked). Din il-proprjetà qiegħda fi stat dilapidat. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €2,160 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' seba' mija u għoxrin ewro (€720) 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. 117 Bejgħ ta' tlieta minn sebgħin (3/70) sehem indiviż ta' sit tale quale f''Ta' Wied Xkora', Triq Ta' Wied Xkora, Is-Siġġiewi, kif muri bl-aħmar fuq il-pjanta P.D.2012_48. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €1,000 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' sitt elef u disa' mija u sitt ewro (€6,906) 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, 118. Kiri, minn sena għal sena, għal skop ta' agrikoltura, ta' sit tale quale fl-Area 'Tat-Tomna' 'l hemm minn Triq Louis Wettinger, Il-Mellieħa, muri bl-aħmar fuq pjanta P.D.2007_19_2. 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

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. 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.

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, 23rd December, 2021.

Advt No. 116. Grant on a temporary emphyteusis for a period of forty-five (45) years tale quale of a room No. 11 at second floor in the third party owned premises at No. 80, Triq l-Isptar l-Antik, Valletta, as shown edged in red on the plan L.D.53/94. This property is land locked. This property is in a dilapidated state. Tenders are to be accompanied by a bid-bond for the amount of €2,160 as stipulated in the tender conditions. Offers below the amount of seven hundred and twenty euro (€720) 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. 117. Sale of three out of seventy (3/70) undivided share of a site tale quale at 'Ta' Wied Xkora' Triq Ta' Wied Xkora, Siġġiewi, as shown edged in red on the plan P.D.2012_48. 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 six thousand and nine hundred and six euro (€6,906) 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. 118. Lease, on a year to year basis, for agricultural purposes, of a site tale quale at 'Tat-Tomna' Area off Triq Louis Wettinger, Mellieħa, shown edged in red on plan P.D.2007_19_2. 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

Nru. 573.06 li għandhom jissottomettu kopja taċ-ċertifikat rilevanti mal-offerta tagħhom. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €1,000 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' mija u erbgħa u għoxrin ewro u erbgħa u għoxrin ċenteżmu (€124.24) 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. 119. Għotja b'ċens perpetwu rivedibbli ta' żewġ siti tale quale fi Triq Ċensu Farrugia, L-Imsida. Dawn iż-żewġ siti huma murija bil-bordura ta' kulur aħmar, b'Sit 'A' mmarkat bl-aħmar u Sit 'B' immarkat bl-iswed fuq il-pjanta P.D.2019_0634. Is-sit immarkat 'A' jinkludi l-livelli kollha, u s-sit immarkat 'B' jinkludi mill-livell tat-Triq 'l isfel kif muri fid-dettall fuq l-istess pjanta P.D. 2019_0634. 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' €39,246 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tlettax-il elf u tnejn u tmenin ewro (€13,082) 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. 120 Għotja b'ċens perpetwu rivedibbli tal-fond tale quale fl-istat li jinsab fih inklużi xi difetti li jista' jkun hemm moħbija f'Nru. 156, Triq il-Wied tal-Imsida, L-Imsida, kif muri bl-aħmar fuq il-pjanta P.D.2010_890_1. 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' €7,920 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elfejn u sitt mija u erbgħin ewro (€2,640) 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.

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.

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 €1,000 as stipulated in the tender conditions. Offers below the amount of one hundred and twenty-four euro and twenty-four cents (€124.24) 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. 119. Grant on a perpetual revisable emphyteusis of two sites tale quale at Triq Ċensu Farrugia, Msida. Both sites are shown edged in red and with Site 'A' shaded in red and Site 'B' shaded in black on the plan P.D. 2019_0634. The Site marked "A" includes all levels and the site marked 'B' is from street level downwards as shown in detail on the same plan P.D. 2019_0634. 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 €39,246 as stipulated in the tender conditions. Offers below the amount of thirteen thousand and eighty-two euro (€13,082) 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. 120. Grant on a perpetual revisable emphyteusis of the premises tale quale in its present state including any latent defects at No. 156, Triq il-Wied tal-Imsida, Msida, as shown edged in red on the plan P.D. 2010_890_1. 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 €7,920 as stipulated in the tender conditions. Offers below the amount of two thousand and six hundred and forty euro (€2,640) 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.

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.

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, 16 ta' Diċembru, 2021, għal:

Avviż Nru. WSC/T/149/2021. Servizzi – rinnovar ta' citrix environment u rinnovar ta' liċenzji rilevanti 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.

Avviż Nru. WSC/T/146/2021. Provvista u konsenja ta' selected quartz gravel għall-impjanti ta' trattament ta' wastewater għall-Korporazzjoni għal Servizzi tal-Ilma.

Avviż Nru. WSC/T/150/2021. Provvisti – bażi ta' ftehim għall-provvista u konsenja ta' xerographic paper li ma tagħmilx ħsara 'l-ambjent għall-Korporazzjoni għal Servizzi tal-Ilma.

Avviż Nru. WSC/T/151/2021. Servizzi – bażi ta' ftehim għar-rimi ta' materjal tal-fibreglass 'tale quale' b'mod li ma ssirx ħsara 'l-ambjent mill-Korporazzjoni għal Servizzi tal-Ilma.

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 Thursday, 16th December, 2021, for:

Advt No. WSC/T/149/2021. Services – upgrade of the citrix environment and renewal of relevant licenses to 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.

Advt No. WSC/T/146/2021. Supply and delivery of selected quartz gravel for the wastewater treatment plants of the Water Services Corporation.

Advt No. WSC/T/150/2021. Supplies – framework agreement for the supply and delivery of environmentally friendly xerographic paper for the Water Services Corporation.

Advt No. WSC/T/151/2021. Services – framework agreement for the disposal of 'tale quale' fibreglass material in an environmentally friendly manner from the Water Services Corporation

Id-dokumenti huma mingħajr ħlas.

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.

L-10 ta' Diċembru, 2021

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO (Procurement u Supplies), Ministeru għas-Saħħa, jgħarraf illi sottomissjonijiet għas-sejħa kompetittiva ERU bir-referenza Nru. 1012U21 se jintlaqgħu sa nofsinhar tal-Ħamis, 16 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).

L-10 ta' Diċembru, 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, 7 ta' Jannar, 2022. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għal:

CFT 020-1071/21. Re-Entry Catheters
CFT 020-1072/21. PVA Foam Embolization Particles
CFT 020-1073/21. 0.014" and 0.018" Guidewires

No participation fee is required.

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.

10th December, 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. 1012U21 will be received up to noon on Thursday, 16th 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).

10th December, 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, 7th January, 2022. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 020-1071/21. Re-Entry Catheters
CFT 020-1072/21. PVA Foam Embolization Particles
CFT 020-1073/21. 0.014" and 0.018" Guidewires

CFT 021-1074/21. Liothyronine Sodium 25 micrograms tablets

CFT 020-1075/21. Syringe Bladder Irrigation

CFT 020-1076/21. Disposable Surface EMG Electrodes

CFT 020-1077/21. TR Bands for Radial Artery Compression

CFT 020-1078/21. ASD + PFO Devices, Delivery system + Sizing Balloon

CFT 020-1079/21. Disposable Surface Perforators

CFT 020-1080/21. Cusa + Machine on loan

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.

L-10 ta' Diċembru, 2021

MINISTERU GĦALL-EDUKAZZJONI

Espressjoni ta' Interess għas-Servizz u Tiswija ta' Laptops

Il-Ministeru għall-Edukazzjoni jgħarraf li qed jintlaqgħu applikazzjonijiet mingħand fornituri interessati li lesti jipprovdu servizz u tiswija ta' laptops. Servizzi bħal dawn jinkludu:

Sapport tal-hardware, spezzjoni/dijanjosi u servizzi ta' tiswija fil-post tal-fornituri - tiswijiet tal-hardware u sostituzzjonijiet (jew sostituzzjonijiet ta' komponenti) tal-Laptop sabiex l-ass jinżamm f'kundizzjoni tajba.

Sapport tas-software – il-fornitur tas-servizz għandu jsewwi sejħiet relatati ma':

a. software installat fuq il-laptop inkluż l-OS, is-software u drivers;

b. desktop sapport għal-immaġni mill-ġdid bħala parti mit-tiswija.

Il-fornitur huwa mistenni li jipprovdi l-partijiet meħtieġa u/jew juża partijiet mogħtija mill-Ministeru għall-Edukazzjoni.

Il-kuntratt se jingħata lill-orħos fornitur tas-servizz li jkun konformi teknikament.

CFT 021-1074/21. Liothyronine Sodium 25 micrograms tablets

CFT 020-1075/21. Syringe Bladder Irrigation

CFT 020-1076/21. Disposable Surface EMG Electrodes

CFT 020-1077/21. TR Bands for Radial Artery Compression

CFT 020-1078/21. ASD + PFO Devices, Delivery system + Sizing Balloon

CFT 020-1079/21. Disposable Surface Perforators

CFT 020-1080/21. Cusa + Machine on loan

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.

10th December, 2021

MINISTRY FOR EDUCATION

Expression of Interest for Service and Repairs of Laptops

The Ministry for Education notifies that applications are being received from interested suppliers willing to provide service and repair of laptops. Such services include:

Hardware Support, inspection/diagnosis and repair services at the suppliers' location - hardware repairs and replacements (or components replacements) of the laptop in order to keep the asset in a good working order.

Software support - the service provider must fix calls related to:

a. the Software installed on the laptop including the OS, software and drivers;

b. desktop support for reimaging as part of the fix.

Service provider is expected to provide parts needed and/or use the parts supplied from the Ministry for Education.

The contract will be awarded to the cheapest, technically compliant service provider.

Fornituri interessati għandhom jibagħtu ittra elettronika lil (ict.procurement@ilearn.edu.mt) biex jingħataw l-ispeċifikazzjonijiet tekniċi u kwalunkwe dokumentazzjoni relatata.

Espressjonijiet ta' interess jintlaqgħu permezz ta' ittra elettronika lil (ict.procurement@ilearn.edu.mt) sa nofsinhar tal-Ġimgħa, 17 ta' Diċembru, 2021.

L-10 ta' Diċembru, 2021

MINISTERU GĦAS-SOLIDARJETÀ
U L-ĠUSTIZZJA SOĊJALI, IL-FAMILJA
U D-DRITTIJIET TAT-TFAL

Welfare Committee

Il-Welfare Committee f'ħdan il-Ministeru għas-Solidarjetà u l-Ġustizzja Soċjali, il-Familja u d-Drittijiet tat-Tfal għandu bżonn toiletries biex jiġu mqassma bħala rigali tal-Milied lil madwar 6000 resident li hemm fid-Djar tal-Anżjani tal-Gvern jew li qegħdin bħala parti mill-iskema tal-Public Private Partnership. It-toiletries għandhom ikunu ġo kaxxi kif maqbula mal-Welfare Committee.

Dawk interessati għandhom jibagħtu email fuq (mario.curmi@gov.mt) għall-ispeċifikazzjonijiet.

Kwotazzjonijiet għandħom jintbagħatu fuq e-mail lil (mario.curmi@gov.mt) mhux aktar tard minn nofsinhar tal-Ġimgħa, 17 ta' Diċembru, 2021. Il-prezz totali għandu jkun mingħajr il-V.A.T.

Kwotazzjonijiet li jaslu tard ma jkunx ikkunsidrati.

L-10 ta' Diċembru, 2021

KUNSILL LOKALI R-RABAT (MALTA)

Il-Kunsill Lokali r-Rabat (Malta) jgħarraf illi:

Sejħiet għal kwotazzjoni jintlaqgħu mill-Kunsill Lokali tar-Rabat, Malta sal-11.00 a.m. ta' nhar il-Ħamis, 6 ta' Jannar, 2022, għal:

CfQ: 1 –Servizzi – sejħa għall-kwotazzjoni għall-funzjoni ta' First Level Control b'konnessjoni ma' Interreg V – A, Italja – Malta, GiFluid, Assi Prioritarju u Oġġettiv Speċifiku 3.2, Kodiċi tal-Proġett C2-3.2-124, Numru ta' Avviż 2/2019.

Id-dokumenti tal-kwotazzjoni huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS mis-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Interested suppliers are to send an email to (ict.procurement@ilearn.edu.mt) to be supplied with the technical specifications and any related documentation.

Expressions of interest will be received by email to (ict.procurement@ilearn.edu.mt) until noon of Friday, 17th December, 2021.

10th December, 2021

MINISTRY FOR SOCIAL JUSTICE
AND SOLIDARITY, THE FAMILY
AND CHILDREN'S RIGHTS

Welfare Committee

The Welfare Committee within the Ministry for Social Justice and Solidarity, the Family and Children's Rights requires toiletries to be supplied, delivered and distributed as Christmas Presents to approximately 6000 residents in Government Homes/Public Private Partnership. The toiletries are to be wrapped in boxes as directed by the Welfare Committee.

Those interested are to send an e-mail to (mario.curmi@gov.mt) for the specifications.

Quotations are to be sent by e-mail to (mario.curmi@gov.mt) by not later than noon of Friday, 17th December, 2021. The total price should be exclusive of V.A.T.

Late quotations will not be considered.

10th December, 2021

RABAT (MALTA) LOCAL COUNCIL

The Rabat (Malta) Local Council notifies that:

Quotations will be recevied at the Rabat (Malta) Local Council through the ePPS up to 11.00 a.m. on Thursday, 6th January, 2022, for:

CfQ: 1 – Services – request for quotation for the First Level Control Function in Connection with the Interreg V –A, Italia – Malta, GiFluid, Priority Axis and Specific Objective 3.2, Project Code C2-3.2-124, Notice Number 2/2019.

Quotation 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.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

L-10 ta' Diċembru, 2021

KUNSILL LOKALI L-GĦARB

Il-Kunsill Lokali l-Għarb jgħarraf illi:

Sejħiet għall-offerti jintlaqgħu mill-Kunsill Lokali l-Għarb sal-11.00 a.m. ta' nhar it-Tnejn, 17 ta' Jannar, 2022, għal:

Avviż Nru. [GRB/08/21]. Offerta ta' xogħlijiet għal kostruzzjoni ta' family hub fiċ-Ċentru Ċiviku tal-Għarb (inkluż l-użu ta' materjal taż-żebgħa li ma jagħmilx ħsara 'l-ambjent u tagħmir tal-IT) (ħruġ mill-ġdid).

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba, imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-e-procurement (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.

L-10 ta' Diċembru, 2021

The Local Council reserves the right to refuse any offer, even the most advantageous.

10th December, 2021

GĦARB LOCAL COUNCIL

The Għarb Local Council notifies that:

Tenders will be received at the Għarb Local Council up to 11.00 a.m. on Monday, 17th January, 2022:

Advt. No. [GRB/08/21]. Works tender for the construction of a family hub at the Għarb Civic Centre, (including the use of environmentally friendly paint material and IT equipment) (re-issue).

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the e-procurement 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.

10th December, 2021

Programm tal-Iżvilupp Rurali għal Malta 2014-2020
LEADER
Fond Agrikolu Ewropew għall-Iżvilupp Rurali (FAEŻR):
Rata ta' Kofinanzjament: 75% Fondi tal-UE; 25% Fondi Nazzjonali
Il-Fond Agrikolu Ewropew għall-Iżvilupp Rurali:
L-Ewropa tinvesti f'żoni rurali

The Rural Development Programme for Malta 2014-2020
LEADER
European Agricultural Fund for Rural Development (EAFRD):
Co-financing Rate: 75% EU Funds; 25% National Funds
The European Agricultural Fund for Rural Development:
Europe investing in rural areas

KUNSILL LOKALI L-GĦARB

Il-Kunsill Lokali l-Għarb jgħarraf illi:

Sejħiet għall-offerti jintlaqgħu mill-Kunsill Lokali l-Għarb sal-11.00 a.m. ta' nhar it-Tnejn, 17 ta' Jannar, 2022, għal:

Avviż Nru. [GRB/07/21]. Provvista ta' vettura tal-elettriku għall-Kunsill Lokali tal-Għarb, (ħruġ mill-ġdid).

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba, imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-e-procurement (www.etenders.gov.mt).

GĦARB LOCAL COUNCIL

The Għarb Local Council notifies that:

Tenders will be received at the Għarb Local Council up to 11.00 a.m. on Monday, 17th January, 2022:

Advt. No. [GRB/07/21]. Supply of a full electric vehicle for Għarb Local Council (re-issue).

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the e-procurement website (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.

L-10 ta' Diċembru, 2021

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.

10th December, 2021

AVVIŻI TAL-QORTI – *COURT NOTICES*

1870

B'digriet tad-29 ta' Novembru 2021 mogħti mill-Qorti Kriminali ppreseduta mill-Onor Imħallef Edwina Grima ġie ordnat illi "ma jsir ebda pubblikazzjoni kemm fil-midja lokali, fuq il-midja soċjali, fil-mezzi tax-xandir, fi kwalunkwe kitba stampata kemm dattilografikament kif ukoll elettronikament tal-kontenut tal-atti u d-dokumenti li jinsabu fl-atti proċesswali fl-isem 'Ir-Repubblika ta' Malta vs Yorgen Fenech' li għalihom ghandhom aċċess unikament il-partijiet. Din l-ordni ma tolqotx il-proċediment penali li jsir fil-Qorti inkluż allura dawk l-atti u d-dokumenti li ser jinstemgħu jew inmstemgħu fil-Qorti bil-miftuh. Tordna wkoll projbizzjoni lil partijiet f'din il-vertenza u lill-avukati rispettivi tagħhom li jgħaddu kopji ta' dawn id-dokumenti lil terzi persuni, jkunu minn ikunu, u cioè anke lil persuni mhux involuti fil-midja, jekk mhux bil-permess tal-Qorti."

MARIA DOLORES FENECH
Aġent Reġistratur Qrati u Tribunali Kriminali

By a decree of the 29th November 2021 given by the Criminal Court chaired by Hon Judge Edwina Grima it was ordered that "no publication be made either in local media, on social media, in the broadcasted media, in any printed matter, both dactylographic and electronic of the content of the acts and documents contained in the process acts in the name 'Republic of Malta vs Yorgen Fenech' to which the parties have access. This order does not affect the criminal proceedings which are carried out in Court including those acts and documents which will be heard or have already been heard in open court. The Court also orders a prohibition on parties to this matter and their respective lawyers to hand over copies of these documents to third parties, whoever they may be, and also to persons not involved in the media, if not with the permission of the Court."

MARIA DOLORES FENECH
Acting Registrar Criminal Courts and Tribunals

1871

B'digriet tal-1 ta' Dicembru, 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).

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla fis-27 ta' Settembru 2021 fuq rikors ta' Michael Attard Limited (C32362) u fuq talba tal-Kummissarju tat-Taxxi ġie ffissat il-jum tat-Tlieta, 15 ta' Marzu 2022 fil-għaxra u nofs ta' filgħodu (10:30a.m.) għall-Bejgħ bl-Irkant, li għandu jsir f'Kamra numru 78, Biswit l-Arkivju, Livell -1, Triq Ir-Repubblika, il-Belt Valletta tal-fond hawn taħt deskritt.

Wieħed minn tmienja (1/8) ta' sehem indiviż ta' dar f'kantuniera, b'żewġ sulari bi dħul prinċipali fi Triq Ġorġ Borg Olivier Rabat. Il-valur tas-sehem hu stmat li jiswa dsatax-il elf tlett mija u ħamsa u sebgħin ewro (€19,375).

By a decree given on the 1st December, 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):

By decree given by the Civil Court, First Hall on the 27th September 2021 on the application of Michael Attard Limited (C32362) and by request of Commissioner of Revenue, Tuesday, 15th March 2022 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 Archives, Level -1, Republic Street il-Belt Valletta of the following property.

One of eight (1/8) of an undivided share of a two floor corner house with entrance in Triq Ġorġ Borg Olivier Rabat. The share is valued at nineteen thousand, three hundred and seventy five euro (€19,375).

L-imsemmi fond huwa proprjetà ta' Vassallo Anthony sive Antoine (KI 825847M) u Vassallo Antonia (KI 187446M)

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskritt fl-atti tas-subbasta 15/2015.

Reġistru tal-Qrati Superjuri, illum it-Tnejn, 06 ta' Dicembru, 2021.

GAETANA AQUILINA
Għar-Reġistratur, Qrati Ċivili u Tribunali

The said tenement is the property of Anthony sive Antoine Vassallo (ID 825847M) and Antonia Vassallo (ID 187446M)

N.B. The said tenement will be sold as described in the acts of judicial sales number 15/2015.

Registry of the Superior Courts, this Monday 06th December, 2021.

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

1872

B'digriet mogħti mill-Qorti Ċivili Prim'Awla, fl-1 ta' Novembru 2021,kif preseduta minn din il-Qorti (RGM) fl-atti tar-Rikors fl-ismijiet Western Company Limited C -19994 vs Sandro Piscopo (ID 292273M), Mandat Sekwestru Kawtelatorju Numru 1703/2020, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-konvenut Sandro Siscopo ID 292273M, a tenur tal-Artikolu 187(3) et. sequitur tal-Kap 12.

Permezz ta' Rikors, ippreżentat, fil-Prim'Awla tal-Qorti Ċivili, fl-ismijiet Western Company Limited C -19994 vs Sandro Piscopo ID 292273M, fit-28 ta'Settembru 2021, ir-rikorrenti Joseph Urpani (ID 330947M) u ta' martu Dolores Urpani (ID 0134848M)esponew bir-rispett,

Illi permezz ta' dan il-Mandat ta' Sekwestru Kawtelatorju Numru 1703/2020 ġew sekwestrati s-somma ta' € 118,787.47c liema somma tappartjeni lir-rikorrenti Joseph Urpani u mhux lil-intimat Sandro Piscopo, kopja tas-Sekwestru Kawtelatorju Dok A,

Illi dan jirriżulta ċar mill-anness Bank Statement tar-rikorrenti li għadda tali somma ta' €118,767.47c mill-kont tiegħu mal-HSBC Bank Malta plc kont numru 016-035818-050 lin-Nutar Dr. Melvin Polidano sabiex din is-somma titħallas għal post li kien ser jixtri ibnu Aldo Urpani mingħand l-intimat kiema konvenju sfratta minħabba djun li għandu l-intimat,

Illi permezz ta' Ċedola ta' Depożitu numru 1537/2021, in-Nutar Dr. Melvin Polidano, iddepożita s-somma ta' €118,787.47c, konsistenti fis-somma ta' € 117,121.88c sorte u €1665.59c spejjeż tal-istess Ċedola liema somma r-rikorrenti Joseph Urpani kien għadda lin-Nutar Melvin Polidano sabiex titħallas akkont tal-prezz u dan kif jirriżulta mill-istess Ċedola ta' Depożitu,

By means of a decree given by the Civil Court First Hall, on the 1st November 2021, as presided by this Court (RGM)in the records of the Application in the names Western Company Limited C -19994 vs Sandro Piscopo (ID 292273M) Precautionary Garnishee Order Number 1703/2020, the following publication was ordered for the purpose of service of the defendant Sandro Piscopo ID 292273M, in terms of Article 187(3) et sequitur of Cap 12.

By means of Application, presented , in the First Hall Civil Court, in the names Western Company Limited C -19994 vs Sandro Piscopo ID 292273M, on the 28th September 2021, the applicant Joseph Urpani (ID 330947M) and his wife Dolores Urpani (ID 0134848M) respectfully pleaded,

That by means of the Precautionary Garnishee Order Number 1703/2020 the sum of €118,787.47c was seized which sum belongs to the applicant Joseph Urpani and not the respondent Sandro Piscopo copy of the Precuationary Garnishee Order Doc A,

That this results clearly from the attached Bank Statement of the applicant who passed such sum of €118,767.47c from his acccount with HSBC Bank Bank Malta plc Account Number 015-035818-050 to Notary Dr. Melvin Polidano so that this sum be paid for the premises that his son Aldo Urpani was going to buy from the respondent which preliminary agreement did not take place due to the debts of the respondent,

That by means of Schedule of Deposit number 1537/2021, Notary Dr. Melvin Polidano, deposited the sum of €118,787.47c , consisting in the sum of €117,121.88c capital and €1665.59c costs of the same Schedule which sum the applicant Joseph Urpani had passed to Notary Melvin Polidano in order to be paid on acccount of the price and this as results from the same Schedule of Deposit,

Kopja tal-Bank Statment u taċ-Ċedola ta' Depożitu annessi u mmarkati Dok B u Doc C rispettivament,

Ili huwa qed jagħmel din it-talba sabiex jiġi awtorizzat jiżbanka s-somma depożitata fl-atti taċ-Ċedola numru 1537/2021, fl-ismijiet Dottor Melvin Polidano vs Sandro Piscopo, Aldo Urpani, Joseph Urpani u Dolores Urpani u l-Awtorità tad-Djar kemm għar-raġuni li din is-somma tappartjeni lir-rikorrenti Joseph Urpani u mhux lil Sandro Piscopo u kif ukoll stante li l-mandat de quo ma ġiex segwit b' kawża mis-soċjetà Western Company Limited, la fit-terminu li trid il-liġi ċioè dak ta' għoxrin ġurnata mill-ħruġ ta' Mandat Art 843 (1)tal-Kap 12 tal-Liġijiet ta' Malta.

Għaldaqstant għar-ragnijiet premessi r-rikorrenti jitolbu bir-rispett sabiex din l-Onorabbli Qorti jogħġobha tordna r-rilaxx tal-flus depożitati fl-atti taċ-Ċedola Numru 1537/2021, favur ir-rikorrenti Joseph Urpani ID 330947M.

Dokumenti : Dok A-Kopja tal-Mandat ta' Sekwestru Kawtelatorju.

Dok B – Kopja tal-Bank Statement li turi li l-flus jappartjenu lil Joseph Urpani.

DoK c –Kopja taċ-Ċedola ta' Depożitu Numru 1537/2021.

Qorti Ċivili Prim Awla

Onor Imhallef Robert G. Mangion.

Mandat ta' Sekwestru Kawtelatorju 1703/2020

Western Company Limited C-19994

vs

Sandro Piscopo ID 292273M

Il-Qorti,

Rat ir-rikors,

Tordna n-notifika lill-kontroparti bi żmien 4 ijiem utili għar-risposta.

Illum 30 ta' Settembru 2021.

Notifika: Sandro Piscopo, 35, Flat 3, Triq il-Marokk, Naxxar

Copy of the Bank statement and Schedule of Deposit annexed and marked Doc B and Doc C respectively,

That he is making this demand so that he be authorised to withdraw the sum deposited in the records of the Schedule Number 1537/2021, in the names Doctor Melvin Polidano vs Sandro Piscopo, Aldo Urpani , Joseph Urpani and Dolores Urpani and the Housing Authority both for the reason that this sum belongs to the applicant Joseph Urpani and not Sandro Piscopo as well as because the warrant de quo was not followed by a cause by the company Western Compsny Limited, nor within the term required by law namely that of twenty days from the issuing of a Warrant Art 843 (1) of Cap 12 of the Laws of Malta.

Thus for the reasons premised the applicants respectfully pray so that this Honourable Court order the release of the monies deposited in the records of the Schedule Number 1537/2021, in favour of the applicant Joseph Urpani ID 330947M.

Documents: Doc A-C opy of the Precautionary Garnishee Order.

Doc B- Copy of the Bank Statement which shows the money belonging to Joseph Urpani.

Doc C- Copy of Schedule of Deposit Number 1537/2021.

Civil Court First Hall

Hon. Mr. Justice Robert G. Mangion.

Preacutionary Garnishee Order 1703/2020

Western Company Limited C -19994

vs

Sandro Piscopo ID 292273M

The Court,

Having seen the Application,

Orders that the respondent be notified with 4 four working days to file a reply.

Today 30th September 2021.

Notify : Sandro Piscopo, 35, Flat 3, Triq ir-Marokk, Naxxar.

Reġistru tal-Qrati Superjuri, illum 6 ta' Dicembru 2021

AV. FRANK PORTELLI,LLD.
Għar-Reġistratur, Qrati Ċivili u Tribunali.

Registrar of the Superior Courts, today 6th December 2021.

ADV. FRANK PORTELLI,LLD.
For the Registrar Civil Courts and Tribunals

1873

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla fis-06 ta' Diċembru, 2021, fuq rikors ta' J. Zammit Limited (C37945) ġie iffissat il-jum tal-Erbgħa, 19 ta' Jannar, 2022 fil-ħdax ta' filgħodu (11:00 a.m.) għall-Bejgħ bl-Irkant, li għandu jsir f' Garaxx bin-numru sebgħa u għoxrin (27), fi Triq tal-Ħlas, Ħaż Żebbuġ tal-oġġetti hawn taħt deskritti maqbudin mingħand Vassallo Marco (KI456372M).

Vettura tal-għamla Ford Fiesta bin-numru tal-Chassis WF0HXXWPJH7P20222.

N.B. L-imsemmija vettura tinbiegħ bħalma ġiet deskritta fl-atti tas-Subbasta numru 6/21.

Reġistru tal-Qrati Superjuri, illum it-Tnejn, 06 ta' Diċembru, 2021.

GAETANA AQUILINA
Għar-Reġistratur tal-Qrati Ċivili u Tribunali

By decree given by the Civil Court, First Hall on the 06th December, 2021, on the application of J. Zammit Limited (C37945), Wednesday, 19th January, 2022 at eleven in the morning (11:00 a.m.) has been fixed for the Sale by Auction, to be held in Garage Number twenty seven (27) in Triq tal-Hlas, Zebbug, Malta of the following items seized from the property of Vassallo Marco (ID456372M).

Vehicle of the make Ford Fiesta with Chassis Number WF0HXXWPJH7P20222.

N.B. The vehicle will be sold as described in the acts of Judicial Sale file number 6/21.

Registry of the Superior Courts, this Monday, 06th December, 2021.

GAETANA AQUILINA
For the Registrar of Civil Courts and Tribunals

1874

IKUN jaf kulħadd illi b'digriet mogħti mill-Qorti tal-Maġistrati (Għawdex) Ġurisdizzjoni Volontarja fit-tlieta (3) ta' Diċembru tas-sena elfejn u wieħed u għoxrin (2021) (Digriet numru 127/2021BS, wara rikors numru 94/2021BS) ġie kkonfermat INTERDETT mill-atti kollha tal-ħajja ċivili Lorenzo sive Lawrence Piscopo, pensjonant, bin il-mejtin Michel'Angelo Piscopo u Carmela neè Cauchi, imwieled u residenti San Lawrenz, detentur tal-karta tal-identità numru 7234(G).

Dr. Jonathan Mintoff, imwieled Pietà, Malta u residenti Eden, Triq il-Knisja, Għasri, Għawdex, detentur tal-karta tal-identità numru 9495(M) ġie bl-istess digriet, nominat kuratur tagħha sabiex jieħu ħsieb l-interessi tal-interdett Lorenzo sive Lawrence Piscopo.

Reġistru tal-Qorti tal-Maġistrati (Għawdex)

Ġurisdizzjoni Volontarja

Illum 6 ta' Diċembru 2021

DORIANNE CORDINA
Għar-Reġistratur, Qrati u Tribunali (Għawdex)

IT is hereby notified that in virtue of a decree given by the Court of Magistrates (Gozo) in its Voluntary Jurisdiction on the third (3rd) of December of the year two thousand and twenty one (2021) (Decree number: 127/2021BS following application number 94/2021BS) Lorenzo known as Lawrence Piscopo, pensioner, son of the late Michel'Angelo Piscopo and Carmela neè Cauchi, born in and resides in San Lawrenz, Gozo, holder of identity card number: 7234(G)) has been confirmed INTERDICTED from all acts of civil life.

Dr Jonathan Mintoff, born in Pietà, Malta and resides in Eden, Church Street, Għasri Gozo, holder of identity card number 9495(M), have been nominated as her curator, by virtue of the said decree to take care of the interests of the interdicted Lorenzo sive Lawrence Piscopo.

Registry of the Court of Magistrates (Gozo)

Voluntary Jurisdiction

This 6th December 2021

DORIANNE CORDINA
For the Registrar, Gozo Courts and Tribunals

1875

IKUN jaf kulħadd illi b'digriet mogħti mill-Qorti tal-Maġistrati (Għawdex) Ġurisdizzjoni Volontarja fl-1 ta' Diċembru tas-sena elfejn u wieħed u għoxrin (2021) (Digriet numru 129/2021BS, wara rikors numru 84/2021BS) ġiet ikkonfermata INTERDETTA mill-atti kollha tal-ħajja ċivili Gemma Rolls, pensjonanta, bint Carmel Portelli u Margaret neè Attard, imwielda n-Nadur, Għawdex u residenti Nadur, Għawdex detentriċi tal-karta tal-identità numru 67846(G)

Gordon Reginald Rolls, pensjonant, miżżewweġ lil Gemma Rolls, bin Reginald Rolls u Ada neè Mace, imwieled l-Ingilterra u residenti Nadur, Għawdex, karta tal-identità numru 196801(L) ġie bl-istess digriet, nominat kuratur tagħha.

Reġistru tal-Qorti tal-Maġistrati (Għawdex)

Ġurisdizzjoni Volontarja

Illum 6 ta' Diċembru 2021

DORIANNE CORDINA
Għar-Reġistratur, Qrati u Tribunali (Għawdex)

IT is hereby notified that in virtue of a decree given by the Court of Magistrates (Gozo) in its Voluntary Jurisdiction on the 1st of December 2021 (Decree number 129/2021BS following application number 84/2021BS) Gemma Rolls, pensioner, son of Carmel Portelli and Margaret neè Attard, born in Nadur, Gozo and resides in Nadur Gozo (Identity Card number: 67846(G) has been confirmed interdicted from all acts of civil life.

Gordon Reginald Rolls, pensioner, married to Gemma Rolls, son of Reginald Rolls and Ada neè Mace, born in England and residing in Nadur, Gozo (I.D. No. 196801(L), has been nominated as her curator, by virtue of the said decree.

Registry of the Court of Magistrates (Gozo)

Voluntary Jurisdiction

This 6th December 2021

DORIANNE CORDINA
For the Registrar, Gozo Courts and Tribunals

1876

Bandu għall-Kuraturi

Repubblika ta' Malta

Lill-Marixxall tal-Qrati

B'digriet mogħti minn din il-Qorti fl-1 ta' Ottubru 2021 fuq talba tal-Kummissarju tat-Taxxi ġie ordnat biex jintagħżlu kuraturi deputati biex jirrappreżentaw lill-assenti Ataollah Ahsani, Saman Ahsani u John Christopher Bardsley f'isimkom personali kif ukoll bħala diretturi għan-nom u in rappreżentanza tas-soċjetà Global Energy Technical Resources (Europe) Limited fl-atti tal-ittra uffiċjali numru 4054/2021 fl-ismijiet Kummissarju tat-Taxxi vs kuraturi deputati u fl-atti l-oħra relattivi u sussegwenti:

Permezz ta' ittra uffiċjali ppreżentata fil-Prim'Awla tal-Qorti Civili fl-24 ta' Settembru 2021 tal-Kummissarju tat-Taxxi ta' Block 5, Triq Vincenzo Dimech, il-Furjana, kontra kuraturi deputati sabiex jirrappreżentaw lill-assenti Ataollah Ahsani (Passaport Brittaniku Numru 761035529), Saman Ahsani (Passaport Brittaniku Numru 704806185)

Banns for Curators

Republic of Malta

To the Marshall of the Court

By means of a decree given by this Court on the 1st October 2021, following a request by Commissioner for Revenue it was ordered that deputy curators be chosen to represent the absent Ataollah Ahsani, Saman Ahsani and John Christopher Bardsley in their own name and also as directors for and on behalf of the company Global Energy Technical Resources (Europe) Limited in the acts of the judicial letter number 4054/2021 in the names Commissioner for Revenue vs Deputy Curators and in the other relative and subsequent acts.

By means of a judicial letter filed in the First Hall of the Civil Courts on the 24th September 2021 by The Commissioner for Revenue of Block 5, Triq Vincenzo Dimech, Floriana against deputy curators to represent the absent Ataollah Ahsani (British Passport number 761035529), Saman Ahsani (British Passport Number 704806185) and John Christopher

u John Christopher Bardsley (Passaport Brittaniku Numru 761097356), f'isimkom personali kif ukoll bħala diretturi għan-nom u in rappreżentanza tas-soċjetà Global Energy Technical Resources (Europe) Limited (C41162) fejn permezz tal-preżenti l-Kummissarju tat-Taxxi jinterpellakom, ai termini tal-artikolu 59 tal-Att XXIII tal-1998, sabiex fi żmien jumejn mid-data tan-notifika ta' dan l-att tħallsu l-ammont ta' €457,334.43 rappreżentanti ammont dovut minnkom pro et noe bħala Taxxa fuq il-Valur Miżjud skont l-istess Att;

Bl-ispejjeż u bl-imgħax skont dak l-Att sad-data tal-effettiv pagament.

Din l-interpellanza qed issir għall-finijiet u l-effetti kollha tal-liġi u partikolarment, iżda mhux esklussivament, sabiex tirrendi eżegwibbli t-titolu eżekuttiv li għandu l-istess Kummisarju tat-Taxxi kontra tagħkom permezz tal-Avviż li ntbagħat lilkom.

Fin-nuqqas, il-mittenti javżakom li ser jgħaddi sabiex jeżegwixxi l-imsemmi t-titolu eżekuttiv li għandu fil-konfront tagħkom pro et noe permezz tal-mandati opportuni.

Tant sabiex tirregola ruħkom u tagħrfu timxu.

Rikorrenti: Kummissarju tat-Taxxi – Block 5, Triq Vincenzo Dimech, il-Furjana.

Intimati kuraturi deputati.

Int għaldaqstant ordnat li twaħħal kopja uffiċjali ta' dan il-bandu fid-daħla ta' din il-Qorti Superjuri u ssejjaħ b'dan lil kull min irid jidħol bħala kuratur biex jidher fi żmien sitt ijem f'dan ir-Reġistru u jagħmel b'nota d-dikjarazzjoni illi huwa jidħol għal dan.

Int ordnat ukoll li tgħarraf lil kull wieħed illi jekk ma jagħmilx din id-dikjarazzjoni fiż-żmien fuq mogħti, din il-Qorti tgħaddi biex tagħżel kuraturi tal-Uffiċċju.

U wara li tkun għamilt dan, jew jekk tiltaqa' ma' xi xkiel fl-esekuzzjoni ta' dan il-bandu, inti għandek tgħarraf minnufih lil din il-Qorti.

Mogħti mill-Qorti Superjuri hawn fuq imsemmija bix-xhieda tal-Onor Imħallef Robert G Mangion LLD, Duttur tal-Liġi.

Illum 1 ta' Ottubru 2021.

Reġistru tal-Qrati Superjuri, illum 7 ta' Diċembru 2021.

ALEXANDRA DEBATTISTA
Għar-Registratur, Qrati Civili u Tribunal

Bardsley (British Passport Number 761097356) in their own name and also as directors for and on behalf of the company Global Energy Technical Resources (Europe) Limited (C41162) the Commissioner for Revenue calls upon you in terms of Article 59 of Act XXIII of 1998 so that within two (2) days from the service of this act, you pay the amount of €457,334.43 representing the amount due by you pro et noe as Value Added Tax according to the same Act.

With costs and interest according to the Act till the date of effective payment.

This calling is being made for all intents and purposes of law, and particularly but not exclusively, in order to render the executive title which the same Commissioner of Revenue has against you by means of a Notice sent to you.

If you fail to abide with this calling you are informed that the Commissioner of Revenue shall pass to execute the said executive title he has against you pro et noe by means of the opportune warrants.

So much so that you may know how to regulate yourself and to proceed.

Interpellant: Commissioner for Revenue – Block 5, Triq Vincenzo Dimech, Floriana.

Notification – deputy curators

You are therefore ordered to affix an official copy of these banns at the entrance of this Superior Court and to summon whosoever wishes to act as curator to appear before this registry within six days and by means of a minute to submit a declaration that he wishes so to act.

You are also ordered to inform each one that if he fails to make this declaration within the stipulated time, the Court will proceed to the selection of Curators of Office.

And after so acting or if you should encounter any difficulty in the execution of these bann, you are to inform forthwith this Court.

Given by the Civil Court First Hall, above mentioned, with the witness of the Hon. Mr Justice Robert G Mangion, LLD, Doctor of Laws.

Today 1st October 2021

Registry of the Superior Courts, today 7th December 2021.

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

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