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NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 1134

MINISTERU GĦALL-POLITIKA SOĊJALI U D-DRITTIJIET TAT-TFAL

Bord tal-Fondazzjoni għas-Servizzi ta' Ħarsien Soċjali

Qiegħed jiġi mgħarraf għall-informazzjoni ta' kulħadd illi l-Prim Ministru approva l-ħatra lis-Sur Nicholas Saliba bħala membru tal-Bord tal-Fondazzjoni għas-Servizzi ta' Ħarsien Soċjali minflok is-Sa Shirley Pulis Xerxen.

Din il-ħatra tibqa' valida sat-22 ta' Mejju, 2024.

It-18 ta' Awwissu, 2023

Nru. 1135

ATT DWAR IS-SERVIZZI TAL-IMPJIEG U T-TAĦRIĠ (KAP. 594)

NGĦARRFU għall-informazzjoni ta' kulħadd illi bis-saħħa tas-setgħat mogħtija lilu b'artikolu 6 tal-Att dwar is-Servizzi ta' Impjieg u Taħriġ (Kap. 594), il-Ministru għall-Finanzi u x-Xogħol għoġbu jaħtar lis-Sa Rhoda Claire Garland bħala Direttur fuq il-Bord tad-Diretturi Jobsplus minflok is-Sa Samantha Pace Gasan. Din il-ħatra hija valida sal-31 ta' Mejju, 2024.

Is-16 ta' Awwissu, 2023

Nru. 1136

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

Nomina ta' Nutar Delegat/Konservatur

NGĦARRFU b'dan illi bis-saħħa tas-setgħat mogħtijin bl-artikolu 20 tal-Att dwar il-Professjoni u Arkivji Nutarili, il-Qorti ta' Reviżjoni Nutarili innominat lin-Nutar Dott. Hans Karl Attard bħala nutar delegat u konservatur tal-atti tan-Nutar Dott. Pierre Attard u dan għall-perjodu bejn l-10 ta' Awwissu, 2023 u s-17 ta' Awwissu, 2023.

Illum 14 ta' Awwissu, 2023

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

GOVERNMENT NOTICES

No. 1134

MINISTRY FOR SOCIAL POLICY AND CHILDREN'S RIGHTS

Board of the Foundation for Social Welfare Services

It is notified for general information that the Prime Minister has approved the appointment of Mr Nicholas Saliba as member of the Board of the Foundation for Social Welfare Services instead of Ms Shirley Pulis Xerxen.

This appointment shall remain valid until 22nd May, 2024.

18th August, 2023

No. 1135

EMPLOYMENT AND TRAINING SERVICE ACT (CAP. 594)

IT is hereby notified for general information, that in terms of the powers conferred by article 6 of the Employment and Training Services Act (Cap. 594), the Minister for Finance and Employment has appointed Ms Rhoda Claire Garland as Director on the Jobsplus Board of Directors in lieu of Ms Samantha Pace Gasan. This appointment is valid up to 31st May, 2024.

16th August, 2023

No. 1136

NOTARIAL PROFESSION AND NOTARIAL ARCHIVES ACT (CAP. 55)

Appointment of Notary Delegate/Keeper

IT is hereby notified that in exercise of the powers conferred by Section 20 of the Notarial Profession and Notarial Archives Act, the Court of Revision of Notarial Acts has appointed Notary Dr Hans Karl Attard to be notary delegate and keeper of the Acts for Notary Dr Pierre Attard for the period between the 10th August, 2023 and the 17th August, 2023.

Today the 14th August, 2023

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

Nru. 1137

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

Nomina ta' Nutar Delegat/Konservatur

NGĦARRFU b'dan illi bis-saħħa tas-setgħat mogħtijin bl-artikolu 20 tal-Att dwar il-Professjoni u Arkivji Nutarili, il-Qorti ta' Reviżjoni Nutarili innominat lin-Nutar Dott. Paul Callus bħala nutar delegat u konservatur tal-atti tan-Nutar Dott. Keith Francis German u dan għall-perjodu bejn is-26 ta' Awwissu, 2023 u s-6 ta' Settembru, 2023.

Illum 14 ta' Awwissu, 2023

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

No. 1137

NOTARIAL PROFESSION AND NOTARIAL ARCHIVES ACT (CAP. 55)

Appointment of Notary Delegate/Keeper

IT is hereby notified that in exercise of the powers conferred by Section 20 of the Notarial Profession and Notarial Archives Act, the Court of Revision of Notarial Acts has appointed Notary Dr Paul Callus to be notary delegate and keeper of the Acts for Notary Dr Keith Francis German for the period between the 26th August, 2023 and the 6th September, 2023.

Today the 14th August, 2023

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

Nru. 1138

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

Nomina ta' Nutar Delegat/Konservatur

NGĦARRFU b'dan illi bis-saħħa tas-setgħat mogħtijin bl-artikolu 20 tal-Att dwar il-Professjoni u Arkivji Nutarili, il-Qorti ta' Reviżjoni Nutarili innominat lin-Nutar Dott.Michaela Pace bħala nutar delegat u konservatur tal-atti tan-Nutar Dott. Marco Buttigieg u dan għall-perjodu bejn it-12 ta' Awwissu, 2023 u l-20 ta' Awwissu, 2023.

Illum 14 ta' Awwissu, 2023

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

No. 1138

NOTARIAL PROFESSION AND NOTARIAL ARCHIVES ACT (CAP. 55)

Appointment of Notary Delegate/Keeper

IT is hereby notified that in exercise of the powers conferred by Section 20 of the Notarial Profession and Notarial Archives Act, the Court of Revision of Notarial Acts has appointed Notary Dr Michaela Pace to be notary delegate and keeper of the Acts for Notary Dr Marco Buttigieg for the period between the 12th August, 2023 and the 20th August, 2023.

Today the 14th August, 2023

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

Nru. 1139

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

Nomina ta' Nutar Delegat/Konservatur

NGĦARRFU b'dan illi bis-saħħa tas-setgħat mogħtijin bl-artikolu 20 tal-Att dwar il-Professjoni u Arkivji Nutarili, il-Qorti ta' Reviżjoni Nutarili innominat lin-Nutar Dott. Francesca Calvagna bħala nutar delegat u konservatur tal-atti tan-Nutar Dott. Michela Marie Mifsud u dan għall-perjodu bejn is-26 ta' Awwissu, 2023 u t-30 ta' Awwissu, 2023.

No. 1139

NOTARIAL PROFESSION AND NOTARIAL ARCHIVES ACT (CAP. 55)

Appointment of Notary Delegate/Keeper

IT is hereby notified that in exercise of the powers conferred by Section 20 of the Notarial Profession and Notarial Archives Act, the Court of Revision of Notarial Acts has appointed Notary Dr Francesca Calvagna to be notary delegate and keeper of the Acts for Notary Dr Michela Marie Mifsud for the period between the 26th August, 2023 and the 30th September, 2023.

Illum is-17 ta' Awwissu, 2023

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

Nru. 1140

DEPUTAT SEGRETARJU EŻEKUTTIV TAL-KUNSILL LOKALI

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi l-persuna msemmija hawn taħt giet appuntata Deputat Segretarju Eżekuttiv ta' dak Il-Kunsill b'seħħ mill-21 ta' Ġunju, 2023:

Kunsill Lokali	*Deputat Segretarju Eżekuttiv*
Birżebbuġa	Astrid Pell

It-18 ta' Awwissu, 2023

Nru. 1141

SEGRETARJU EŻEKUTTIV TAL-KUNSILL LOKALI

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi l-persuna msemmija hawn taħt giet appuntata Segretarju Eżekuttiv ta' dak Il-Kunsill b'seħħ mid-19 ta' Mejju, 2023:

Kunsill Lokali	*Segretarju Eżekuttiv*
Marsaxlokk	Karen Micallef Scicluna

It-18 ta' Awwissu, 2023

Nru. 1142

ĦATRA TA'AĠENT KUMMISSARJU TAT-TAXXA U D-DWANA

IS-SEGRETARJU Permanenti fil-Ministeru għall-Finanzi u x-Xogħol approva l-ħatra temporanja li ġejja:

ISEM *NAME*	POŻIZZJONI *POSITION*	DIPARTIMENT *DEPARTMENT*	DATA *DATE*
Is-Sur Christopher Magri	Kummissarju tat-Taxxa u d-Dwana *Commissioner for Tax and Customs*	Uffiċċju tal-Kummissarju *Office of the Commissioner*	21.8.2023 - 25.8.2023

Din in-Notifikazzjoni tal-Gvern tħassar dik bin-Nru. 1120 ippubblikata fil-Gazzetta tal-Gvern Nru. 21,099 tal-11 ta' Awwissu, 2023.

It-18 ta' Awwissu, 2023

Today the 17th August, 2023

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

No. 1140

LOCAL COUNCIL DEPUTY EXECUTIVE SECRETARY

IT is hereby notified for general information that the following person has been appointed Deputy Executive Secretary of that Local Council with effect from 21st June, 2023:

Local Council	*Deputy Executive Secretary*
Birżebbuġa	Astrid Pell

18th August, 2023

No. 1141

LOCAL COUNCIL EXECUTIVE SECRETARY

IT is hereby notified for general information that the following person has been appointed Executive Secretary of that Local Council with effect from 19th May, 2023:

Local Council	*Executive Secretary*
Marsaxlokk	Karen Micallef Scicluna

18th August, 2023

No. 1142

APPOINTMENT OF ACTING COMMISSIONER FOR TAX AND CUSTOMS

THE Permanent Secretary in the Ministry for Finance and Employment has approved the following acting appointment:

ISEM *NAME*	POŻIZZJONI *POSITION*	DIPARTIMENT *DEPARTMENT*	DATA *DATE*
Is-Sur Christopher Magri	Kummissarju tat-Taxxa u d-Dwana *Commissioner for Tax and Customs*	Uffiċċju tal-Kummissarju *Office of the Commissioner*	21.8.2023 - 25.8.2023

This Government Notice supersedes the one with No. 1120 published in Government Gazette No. 21,099 of 11th August, 2023.

18th August, 2023

Nru. 1143

NUMRI ĠODDA TA' BIBIEN FIL-FGURA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 530 tas-16 ta' Ġunju, 2006, taħt it-titlu 'Numri ġodda ta' bibien fil-Fgura', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 1143

NUMBERING OF DOORS AT IL-FGURA

Amendments

WITH reference to Government Notice No. 530 dated 16th June, 2006, under the title 'Renumbering of doors at Il-Fgura', the following amendments in **bold** should be made.

IL-FGURA

4. TRIQ LORRY SANT

Meta tidħol minn Triq Cospicua
Entering from Triq Cospicua

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Bieb bla numru (Flettijiet)	12
Daħla għall-garaxxijiet	13
Sit bla bini	14
Sit bla bini	15
Sit bla bini	16
Bini qed jinbena	17
Bini qed jinbena	18
Daħla għall-garaxxijiet	19

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
12, **Geoffio (Dar)**	12
13 (Daħla għall-garaxxijiet)	13
Daħla għall-garaxxijiet	**14**
Tresor	**15**
Bartolo Flats	**16**
17, St Lawrence (Flettijiet)	**17**
18, Armoise	**18**
19 (Daħla għall-garaxxijiet)	19

It-18 ta' Awwissu, 2023

18th August 2023

Nru. 1144

NUMRI ĠODDA TA' BIBIEN FIL-FGURA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 530 tas-16 ta' Lulju, 1999, taħt it-titlu 'Numri ġodda ta' bibien fil-Fgura', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 1144

NUMBERING OF DOORS AT IL-FGURA

Amendments

WITH reference to Government Notice No. 530 dated 16th July, 1999, under the title 'Renumbering of doors at Il-Fgura', the following amendments in **bold** should be made.

IL-FGURA

43. TRIQ IL-VENEWWA

In-naħa tax-xellug meta tidħol minn Triq il-Merħba
Left side entering from Triq il-Merħba

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Syntaris	9
Loris	11

In-naħa tal-lemin meta tidħol minn Triq il-Merħba
Right side entering from Triq il-Merħba

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	13		
Garaxx	15		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
9, Syntaris	9		
Daħla għall-garaxxijiet	**11**		
11	**11A**		
Leslie Flats	**13**		
15 (Garaxx)	15		

It-18 ta' Awwissu, 2023

Nru. 1145

NUMRI ĠODDA TA' BIBIEN F'PAOLA

Emenda

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 793 tad-29 ta' Lulju, 2016, taħt it-titlu 'Numri ġodda ta' bibien f'Paola', għandha ssir din l-emenda kif indikata b'tipi **grassi**.

18th August 2023

No. 1145

NUMBERING OF DOORS AT PAOLA

Amendment

WITH reference to Government Notice No. 793 dated 29th July, 2016, under the title 'Numbering of doors at Paola', the following amendment in **bold** should be made.

PAOLA

TRIQ KARL CHIRCOP

In-naħa tax-xellug meta tidħol minn Triq San Franġisk *Left side entering from Triq San Franġisk*		In-naħa tal-lemin meta tidħol minn Triq San Franġisk *Right side entering from Triq San Franġisk*	
Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	17		
Klabb tal-Boċċi	19		

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
17 (Garaxx)	17		
Vincent Moran Health Care Hub	**19**		

It-18 ta' Awwissu, 2023

Nru. 1146

NUMRI ĠODDA TA' BIBIEN F'SANTA LUĊIJA

Emenda

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 795 tas-26 ta' Ottubru, 1999, taħt it-titlu 'Numri ġodda ta' bibien f'Santa Luċija', għandha ssir din l-emenda kif indikata b'tipi **grassi**.

18th August 2023

No. 1146

NUMBERING OF DOORS AT SANTA LUĊIJA

Amendment

WITH reference to Government Notice No. 795 dated 26th October, 1999, under the title 'Renumbering of doors at Santa Luċija', the following amendment in **bold** should be made.

SANTA LUĊIJA

3. TRIQ IL-FORTIZZA

In-naħa tax-xellug meta tidħol minn Triq Katerina Vitale *Left side entering from Triq Katerina Vitale*		In-naħa tal-lemin meta tidħol minn Triq Katerina Vitale *Right side entering from Triq Katerina Vitale*	
Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Springvale	1		

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
77, Monreve	3		

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
1, Springvale	1		
Bieb bla numru	**1A**		
3, Mon Reve	3		

It-18 ta' Awwissu, 2023

18th August 2023

Nru. 1147

No. 1147

NUMRI ĠODDA TA' BIBIEN F'ĦAL TARXIEN

NUMBERING OF DOORS AT ĦAL TARXIEN

Emendi

Amendments

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 389 tat-2 ta' Mejju, 2001, taħt it-titlu 'Numri ġodda ta' bibien f'Ħal Tarxien', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

WITH reference to Government Notice No. 389 dated 2nd May, 2001, under the title 'Renumbering of doors at Ħal Tarxien', the following amendments in **bold** should be made.

ĦAL TARXIEN

17. TRIQ DUN ĠWANN MAMO

In-naħa tax-xellug meta tidħol minn Triq San Franġisk
Left side entering from Triq San Franġisk

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Sit bla bini	1-3
Garaxx	5

In-naħa tal-lemin meta tidħol minn Triq San Franġisk
Right side entering from Triq San Franġisk

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	2
Sit bla bini	4-6
Garaxx	8

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Bieb bla numru (Flettijiet)	**3**	2 (Garaxx)	2
5 (Garaxx)	5	**1 (Flettijiet)**	**4**
		8 (Garaxx)	8

***** In-numri 1 u 6 mhux se jintużaw peress li nfetħu inqas bibien milli kien hemm maħsub oriġinarjament

36. TRIQ IL-KAVALLIER DE GUARAS

In-naħa tax-xellug meta tidħol minn Triq id-Dejma
Left side entering from Triq id-Dejma

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Jesal Ville	15
Garaxx	17
Garaxx	19

In-naħa tal-lemin meta tidħol minn Triq id-Dejma
Right side entering from Triq id-Dejma

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

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
15, Jesal Ville	15		
17, Isyarat	**17**		
19 (Garaxx)	19		

It-18 ta' Awwissu, 2023

Nru. 1148

NUMRI ĠODDA TA' BIBIEN F'ĦAL TARXIEN

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 102 tal-1 ta' Frar, 2011, taħt it-titlu 'Numri ġodda ta' bibien f'Ħal Tarxien', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

18th August 2023

No. 1148

NUMBERING OF DOORS AT ĦAL TARXIEN

Amendments

WITH reference to Government Notice No. 102 dated 1st February, 2011, under the title 'Renumbering of doors at Ħal Tarxien', the following amendments in **bold** should be made.

ĦAL TARXIEN

1. TRIQ IL-KURUNELL MAS

In-naħa tax-xellug meta tidħol minn Triq id-Dejma

Left side entering from Triq id-Dejma

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	23
Sit bla bini	25
Sit bla bini	27
Sit bla bini	29
Sit bla bini	31
Garaxx	33

In-naħa tal-lemin meta tidħol minn Triq id-Dejma

Right side entering from Triq id-Dejma

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

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
23 (Garaxx)	23
Daħla għall-garaxxijiet	**25**
St Andreas Court	**27**
23, Manuel Apartment	**29**
33 (Garaxx)	33

* In-numru 31 mhux se jintuża peress li nfetħu inqas bibien milli kien hemm maħsub oriġinarjament

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Shalun	77
Garaxx	79
Garaxx	81
Ħanut	83

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
77, Shalun	77

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
79 (Garaxx)	79
81 (Dar)	**81**
83 (Ħanut)	83

It-18 ta' Awwissu, 2023

Nru. 1149

NUMRI ĠODDA TA' BIBIEN F'TA' XBIEX

Prolungament

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 843, tal-10 ta' Novembru, 1998, taħt it-titlu 'Numri ġodda ta' bibien f'Ta' Xbiex', għandu jsir dan il-prolungament kif indikat b'tipi **grassi**.

18th August 2023

No. 1149

NUMBERING OF DOORS AT TA' XBIEX

Prolongation

WITH reference to Government Notice No. 843, dated 10th November, 1998, under the title 'Renumbering of doors at Ta' Xbiex', the following prolongation in **bold** should be made.

TA' XBIEX

4. TRIQ ANTONIO NANI

In-naħa tax-xellug meta tidħol mix-Xatt ta' Ta' Xbiex

Left side entering from Ix-Xatt ta' Ta' Xbiex

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

In-naħa tal-lemin meta tidħol mix-Xatt ta' Ta' Xbiex

Right side entering from Ix-Xatt ta' Ta' Xbiex

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
38	38

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*
Sit bla bini	**40 - 50**
Sub-Station	**52**
Sit bla bini	**54**
Creek Mansions	**56**
Garaxx	**58**

It-18 ta' Awwissu, 2023

Nru. 1150

NUMRI ĠODDA TA' BIBIEN F'ĦAL TARXIEN

Emenda u Prolungament

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 389 tat-2 ta' Mejju, 2001, taħt it-titlu 'Numri ġodda ta' bibien f'Ħal Tarxien', għandhom isiru din l-emenda u prolungament kif indikati b'tipi **grassi**.

18th August 2023

No. 1150

NUMBERING OF DOORS AT ĦAL TARXIEN

Amendment and Prolongation

WITH reference to Government Notice No. 389 dated 2nd May, 2001, under the title 'Renumbering of doors at Ħal Tarxien', the following amendment and prolongation in **bold** should be made.

ĦAL TARXIEN

39. TRIQ LEONARDU ABELA

In-naħa tax-xellug meta tidħol minn Triq iż-Żejtun

Left side entering from Triq iż-Żejtun

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

In-naħa tal-lemin meta tidħol minn Triq iż-Żejtun

Right side entering from Triq iż-Żejtun

Emenda – *Amendment*

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Romantic	46
Bieb bla numru (Dar)	48

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Garaxx	50

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		46, Romantic	46
		48 (Flettijiet)	**48**
		50 (Garaxx)	50

Prolungament – *Prolongation*

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		60, Down Under (Flats 1-2)	60

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*
		Grimsby	**62**
		Haila's Lodge	**64**
		Daħla għall-garaxxijiet	**66**

It-18 ta' Awwissu, 2023

Nru. 1151

NUMRI ĠODDA TA' BIBIEN F'ĦAD-DINGLI

Kjarifika

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 1525 tad-19 ta' Novembru, 2021, taħt it-titlu 'Numri ġodda ta' bibien f'Ħad-Dingli', għandha ssir din il-kjarifika kif indikata b'tipi **grassi**.

18th August 2023

No. 1151

NUMBERING OF DOORS AT ĦAD-DINGLI

Clarification

WITH reference to Government Notice No. 1525 dated 19th November, 2021, under the title 'Numbering of doors at Ħad-Dingli', the following clarification in **bold** should be made.

ĦAD-DINGLI

8. TRIQ IL-31 TA' DIĊEMBRU, 1678

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

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

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Bini qed jinbena (Dar)	16

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Bini qed jinbena (Flettijiet)	16

It-18 ta' Awwissu, 2023

18th August 2023

Nru. 1152

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

IL-KUMMISSARJU tat-Taxxi Interni 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*
18.8.2023	€56.067	€0.668

It-18 ta' Awwissu, 2023

No. 1152

GOLDSMITHS AND SILVERSMITHS ACT (CAP. 46)

THE Commissioner of Inland Revenue 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:

18th August, 2023

Nru. 1153

AĠENZIJA GĦAL INFRASTRUTTURA MALTA

Tlestija tal-Formazzjoni tat-Triq u Sospensjoni ta' Traffiku u Parkeġġ

BIS-SAĦĦA tal-Artikolu tmintax (18) tal-Avviż Legali 291 tal-2018, l-Aġenzija għal Infrastruttura Malta tavża bl-intenzjoni tagħha illi tlesti l-formazzjoni ta':

Vjal il-Ħaddiem k/m parti minn Triq tat-Tabija u Bir ir-Riebu, Ir-Rabat (indikat fuq il-pjanta fuq paġna 9084).

Triq Bradford, In-Naxxar (indikat fuq il-pjanta fuq paġna 9085).

Parti minn Bieb ir-Ruwa 1, Ir-Rabat (indikat fuq il-pjanta fuq paġna 9086).

Parti minn Bieb ir-Ruwa 2, Ir-Rabat (indikat fuq il-pjanta fuq paġna 9087).

Triq il-Fiddien, Ir-Rabat (indikat fuq il-pjanta fuq paġna 9088).

Kull persuna illi skont il-liġi għandha l-obbligu li tifforma din it-triq (inkluż billi takkwista l-art neċessarja għall-istess formazzjoni) għandha sa ħmistax-il (15) jum mid-data tal-pubblikazzjoni ta' dan l-avviż sabiex twettaq l-obbligi tagħha skont il-liġi. Fin-nuqqas, l-Aġenzija għal Infrastruttura Malta tgħaddi sabiex tagħmel l-istess xogħol ta' formazzjoni hi stess skont is-saħħa lilha mogħtija mil-liġi u a spejjeż tal-persuni li huma legalment obbligati jiffurmaw it-triq.

No. 1153

AGENCY FOR INFRASTRUCTURE MALTA

Completion of Road Formation and Traffic and Parking Suspension

IN virtue of Article eighteen (18) of Legal Notice 291 of 2018, the Agency for Infrastructure Malta hereby gives official notice of its intention to complete the formation of:

Vjal il-Ħaddiem c/w part of Triq tat-Tabija and Bir ir-Riebu, Rabat (indicated on site plan on page 9084).

Triq Bradford, Naxxar (indicated on site plan on page 9085).

Part of Bieb ir-Ruwa 1, Rabat (indicated on site plan on page 9086).

Part of Bieb ir-Ruwa 2, Rabat (indicated on site plan on page 9087).

Triq il-Fiddien, Rabat (indicated on site plan on page 9088).

Any person who is obliged by law to form said road (including by acquiring land necessary for the same formation) has fifteen (15) days from the date of the publication of this notice within which to comply with his obligations at law. In default, the Agency for Infrastructure Malta shall itself proceed with the formation of this road in accordance with its powers at law and at the expense of those persons whose obligation it is to form the road.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn l-1 ta' Settembru, 2023 u l-1 ta'Marzu, 2024, se tkun qed tibda xogħlijiet fi Vjal il-Haddiem k/m parti minn Triq tat-Tabija and Bir ir-Riebu, ir-Rabat L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The Agency for Infrastructure Malta notifies that between 1st September, 2023 and 1st March, 2024, it will be starting road works in Vjal il-Ħaddiem corner with part of Triq tat-Tabija and Bir-ir-Riebu, Rabat. Vehicular access and on-street parking in this road may be restricted during certain works. "No Parking" signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn l-1 ta' Settembru, 2023 u l-1 ta' Marzu, 2024, se tkun qed tibda xogħlijiet fi Triq Bradford, In-Naxxar. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The Agency for Infrastructure Malta notifies that between 1st September, 2023 and 1st March, 2024, it will be starting road works in Triq Bradford, Naxxar. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorized by Transport Malta will be affixed on site before such parking restrictions come in force.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn it-28 ta'Awwissu, 2023 u l-1 ta' Marzu, 2024, se tkun qed tibda xogħlijiet f'parti minn Bieb ir-Ruwa 1, Ir-Rabat. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The Agency for Infrastructure Malta notifies that between 28th August 2023 and 1st March, 2024, it will be starting road works in part of Bieb ir-Ruwa 1, Rabat.Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn it-28 ta'Awwissu, 2023 u l-1 ta' Marzu, 2024, se tkun qed tibda xogħlijiet f'parti minn Bieb ir-Ruwa 2, Ir-Rabat. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The Agency for Infrastructure Malta notifies that between 28th August, 2023 and 1st March, 2024, it will be starting road works in part of Bieb ir-Ruwa 2, Rabat. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn it-28 ta'Awwissu, 2023 u l-1 ta' Marzu, 2024, se tkun qed tibda xogħlijiet fi Triq il-Fiddien, Ir-Rabat. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The Agency for Infrastructure Malta notifies that between 28th August, 2023 and 1st March, 2024, it will be starting road works in Triq il-Fiddien, Rabat. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

Vetturi li jiksru l-ordni ta' dan l-avviż u t-tabelli relatati fuq il-post biex ma jsirx parkeġġ, ikunu suġġetti li jiġu rmunkati.

Vehicles found in contravention to the order of this notice and to the related 'No parking' signs on site are liable to be towed.

Aktar għajnuna jew informazzjoni, jinkisbu permezz ta' email fuq (info.im@infrastructuremalta.com).

More assistance or information, can be obtained via email to (info.im@infrastructuremalta.com).

It-18 ta' Awwissu, 2023

18th August, 2023



INFRASTRUCTURE MALTA

CHIEF EXECUTIVE OFFICER: Ivan Falzon

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UNIT NAME: IMPLEMENTATION	DRAWING TITLE: IR-RABAT		
HEAD OF UNIT: N.V.	Po Vjal il-Haddiem & Ghajn Qajjet - SITE PLAN (Extents of works aren't binding but Indicative)		
PROJECT LEADER: -	DATE: August 2023	FILE NO: -	DRAWING NO: IMD308/23
DRAWN BY: -	SHEET SIZE: A4	SCALE: 1:2500	REVISION: - / PAGE NO: 17



INFRASTRUCTURE MALTA

Revision	Revision	Drawn	Checked	Approved	Date
A	*				

CHIEF EXECUTIVE OFFICER:
Ivan Falzon

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UNIT NAME:
IMPLEMENTATION

HEAD OF UNIT:
N.V.

PROJECT LEADER:
-

DRAWN BY:
-

DRAWING TITLE:
IN-NAXXAR
Triq E. Bradford - SITE PLAN
(Extents of works AREN't binding but indicative)

DATE:	FILE NO:	DRAWING NO:
FEB 2023	-	IMD66/23

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A4	1 : 5000	A	11



INFRASTRUCTURE MALTA

UNIT NAME: IMPLEMENTATION		DRAWING TITLE: IR-RABAT po Triq Bieb Ir-Ruwa 1 - SITE PLAN (Extents of works aren't binding but Indicative)	
HEAD OF UNIT: N.V.			
PROJECT LEADER: -		DATE: July 2023	FILE NO: -	DRAWING NO: IMD291/23
DRAWN BY: -		SHEET SIZE: A4	SCALE: 1:5000	REVISION: -	PAGE NO: 14

CHIEF EXECUTIVE OFFICER: Ivan Falzon

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INFRASTRUCTURE MALTA

UNIT NAME: IMPLEMENTATION			DRAWING TITLE: IR-RABAT		
HEAD OF UNIT: N.V.			po Triq Bieb Ir-Ruwa 2 - SITE PLAN (Extents of works aren't binding but Indicative)		
PROJECT LEADER: -	DATE: July 2023	FILE NO: -	DRAWING NO: IMD292/23		
DRAWN BY: -	SHEET SIZE: A4	SCALE: 1:5000	REVISION: -	PAGE NO: 15	

CHIEF EXECUTIVE OFFICER: Ivan Falzon

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INFRASTRUCTURE MALTA

CHIEF EXECUTIVE OFFICER:
Ivan Falzon

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UNIT NAME: IMPLEMENTATION	DRAWING TITLE: IR-RABAT Fiddien Road - SITE PLAN (Extents of works aren't binding but Indicative)		
HEAD OF UNIT: N.V.			
PROJECT LEADER: -	DATE: July 2023	FILE NO: -	DRAWING NO: IMD290/23
DRAWN BY: -	SHEET SIZE: A4	SCALE: 1:5000	REVISION: -	PAGE NO: 13

Nru. 1154

ATT DWAR IT-TAXXA FUQ DOKUMENTI U TRASFERIMENTI (KAP. 364)

Avviż skont l-Artikolu 61(1)

SKONT id-dispożizzjonijiet tal-proviso tal-artikolu 61 (1) tal-Att dwar it-taxxa fuq Dokumenti u Trasferimenti, il-Kummissarju tat-Taxxa u Dwana b'dan jgħarraf lill-persuni msemmija aktar 'l isfel biex imorru fid-Dipartiment tal-Capital Transfer Duty, 46, Triq il-Merkanti, Il-Belt Valletta, sabiex jiġbru l-avviżi magħmula fuqhom.

No. 1154

DUTY ON DOCUMENTS AND TRANSFERS ACT (CAP. 364)

Notice in terms of Article 61(1)

IN Terms of the proviso to article 61 (1) of the Duty on Documents and Transfers Act, the Commissioner for Tax and Customs hereby notifies the persons listed hereunder to call at the Capital Transfer Duty Department, 46, Triq il-Merkanti, Valletta, to collect the notices made on such persons.

Isem *Name*	Karta tal-Identità *ID Number*	Numru tat-Talba *Claim Number*
Vella Maryanne	29745G	IV 156948
Vella Stephen	96468M	IV 155887
Azzopardi Martin Lee	457695M	IV 154888
Sammut Matthew	106785M	IV 155059
Debono David	85259M	IV 155755
De Domenico Sean	514195M	IV 156464
Camilleri Christopher	277281M	IV 155675
Darmenia Jochimsen Fiorentina	285563M	IV 151831
Portelli David et	126261M	IV 153784
Fenech Ramon	544185M	IV 155253
Mallia Fortunata	338436M	IV 155133
Micallef Christopher	78295M	IV 151099
Mifsud Keith (Keith James)	443871M	IV 146291
Mejlaq Jesmond (Joseph Edmund) et	178573M	IV 153197
Scicluna Mario	193485M	IV 153245
Grech Jonathan	182181M	IV 155714
Azzopardi Maria Nikolina	628743M	IV 155825
Borg Johann	291870M	IV 155679
Sultana Maria	58343G	IV 151748
Grech Emmanuel et	13283G	IV 153525
Grech Emmanuel et	13283G	IV 153523
Cassar Harry Francis	383313L	IV 154991
Kuraishi Thuheer	128416L	IV 152247
Foglia Giovanna	230616L	IV 154318
Scifo Diamantino Simone	886575713	IV 153224
Fei Sha	891453113	IV 155604
Probert Charles Andrew	891677811	IV 156565
Vella Mary Lourdes	887732406	IV 155465
Ramadhan Esam Amamir	891589019	IV 154099
Mossman Thomas	890484016	IV 148377

Isem *Name*	Karta tal-Identità *ID Number*	Numru tat-Talba *Claim Number*
Freeman Maria Dolores	891114015	IV 152368
Maarten Dirk Schipper	669147217	IV 155890
Elcar Developments Limited	991345329	IV 156581
Elcar Developments Limited	991345329	IV 156583
Chrony Construction Limited	996127108	IV 156556
M & R Xerri Limited	994326126	IV 153645
Sumsand Limited	993035028	IV 155256
Zabbett Developers Limited	999565325	IV 153198
Elzan Construction Limited et	996762425	IV 152272
Summit Thirteen Limited	994502027	IV 153451
Bricon Limited	Roc. No. C49245	IV 152997
Buhagiar Louis	430554M	CM 055714
Micallef Kevin	481868M	CM 056792
Buhagiar Louis	430554M	CM 054407
Farrugia Francis	859849M	CM 057236
MT & Co. Holding Limited	971494627	SV 051184
Zahra Philippa Lyn	258959M	SM 050253
Zammit Chase	465198M	SM 050252

It-18 ta' Awwissu, 2023

AVVIŻ TAL-PULIZIJA

Nru. 168

Il-Kummissarju tal-Pulizija jgħarraf li skont l-Avviż Legali 94/97 it-toroq hawn taħt imsemmija se jiġu kklassifikati bħala Żoni ta' Rmonk fid-dati u l-ħinijiet kif indikat hawn taħt.

Bis-saħħa tal-Artikolu 52(1) tal-Ordinanza dwar ir-Regolamenti tat-Traffiku (Kap. 65), il-Kummissarju tal-Pulizija jgħarraf illi l-vetturi tas-sewqan ma jkunux jistgħu jgħaddu jew jiddawru mit-toroq imsemmija hawn taħt fid-dati u l-ħinijiet indikati.

Ħal Għargħur

Nhar it-Tlieta, 22 ta' Awwissu, 2023, mis-7.00 a.m., sas-1.00 p.m. tat-Tlieta, 29 ta' Awwissu, 2023, minn Misraħ il-Knisja u Triq Mons. Luigi Catania.

Vetturi li jiksru l-ordni ta' dan l-avviż ikunu suġġetti li jiġu rmunkati.

It-18 ta' Awwissu, 2023

18th August, 2023

POLICE NOTICE

No. 168

The Commissioner of Police hereby notifies that in terms of L.N. 94/97 the streets listed hereunder are to be classified as Tow Zones as indicated hereunder on the dates and times indicated.

In virtue of Article 52(1) of the Traffic Regulations Ordinance (Cap. 65), the Commissioner of Police hereby notifies that the transit of vehicles through the streets mentioned hereunder will be suspended or deviated on the dates and times indicated.

Ħal Għargħur

On Tuesday, 22nd August, 2023, from 7.00 a.m., till 1.00 p.m. of Tuesday, 29th August, 2023, through Misraħ il-Knisja and Triq Mons. Luigi Catania.

Vehicles found in contravention to the order of this notice are liable to be towed.

18th August, 2023

AVVIŻ TAL-PULIZIJA

Nru. 169

Il-Kummissarju tal-Pulizija jgħarraf li skont il-Leġiżlazzjoni Sussidjarja 65.05 u l-Leġiżlazzjoni Sussidjarja 65.13, it-toroq hawn taħt imsemmija se jiġu kklasifikati bħala Żoni ta' Rmonk kif indikat hawn taħt fid-dati u ħinijiet indikati.

Bis-saħħa tal-Artikolu 52(1) tal-Ordinanza dwar ir-Regolamenti tat-Traffiku (Kap 65), il-Kummissarju tal-Pulizija jgħarraf illi l-vetturi tas-sewqan jista' jagħti l-każ li ma jkunux jistgħu jgħaddu jew jiddawru mit-toroq imsemmija hawn taħt fid-dati u l-ħinijiet indikati.

Ix-Xagħra, Għawdex

Nhar it-Tlieta, 22 ta' Awwissu, 2023, mit-3.00 p.m. san-00.30 a.m., minn Triq Ta' Mannar, Pjazza Ġesù Nazzarenu, Triq Ġnien Xibla, Triq it-Tiġrija u Pjazza l-Vittorja.

Trasport pubbliku jista' jkun ukoll affettwat.

Ħal Safi

Minn nhar il-Ħamis, 17 ta' Awwissu, 2023, mis-6.00 a.m. sat-Tnejn, 28 ta' Awwissu, 2023, fid-9.00 a.m., minn Misraħ il-Knisja (il-pjazza u Triq Santa Marija);

Nhar il-Ħadd, 20 ta' Awwissu, 2023, mill-4.30 p.m. san-12.30 a.m., minn Pjazza Ħal Safi (Misraħ il-Knisja);

Nhar it-Tnejn, 21 ta' Awwissu, 2023, fis-6.00 a.m., sal-Ħadd, 27 ta' Awwissu, 2023, fis-6.00 a.m., minn Triq il-Kuċċard (main road biss mhux service road);

Nhar it-Tnejn, 21 ta' Awwissu, 2023, mill-4.00 p.m., sa nofsillejl tat-Tlieta, 22 ta' Awwissu, 2023, minn ħdejn il-Knisja ta' Ħal Safi, Pjazza Ħal Safi, Triq San Pawl, Housing Estate, Triq Ta' Rqajja', Triq San Ġwann, Triq Tiamparell, Triq l-Ajzar, Triq Ħlantun u Triq Santa Marija;

Nhar it-Tlieta, 22 ta' Awwissu, 2023, mill-4.30 p.m. sa nofsillejl, minn Pjazza Ħal Safi;

Nhar it-Tlieta, 22 ta' Awwissu, 2023, mit-3.15 p.m. sat-8.30 p.m., quddiem il-knisja parrokkjali, Triq San Pawl, Triq Ġużepp Caruana, Triq l-Iskola u Triq iż-Żurrieq;

Nhar l-Erbgħa, 23 ta' Awwissu, 2023, mill-4.30 p.m. sa nofsillejl, minn Triq San Ġwann, Triq il-Kuċċard, Triq is-Summien, Triq in-Nassaba, Triq it-Tellerit, Triq l-Iskola, Triq il-Menqa, Triq il-Kenn, Triq Ta' Ġawhar, Triq Dun Karm Vella, Triq il-Kaċċaturi, Triq San Tumas, Triq it-Twemmin, Triq Ħlantun, Triq San Ġużepp, Triq Santa Marija u l-pjazza;

POLICE NOTICE

No. 169

The Commissioner of Police hereby notifies that in terms of Subsidiary Legislation 65.05 and Subsidiary Legislation 65.13, the streets listed hereunder are to be classified as Tow Zones.

In virtue of Section 52 (1) of the Traffic Regulations (Chapter 65). The Commissioner of Police hereby notifies that the transit and stopping of vehicles through the streets mentioned hereunder may be prohibited on the dates and times indicated.

Xagħra, Gozo

On Tuesday, 22nd August, 2023, from 3.00 p.m. till 00.30 a.m., through Triq Ta' Mannar, Pjazza Ġesù Nazzarenu, Triq Ġnien Xibla, Triq it-Tiġrija and Pjazza l-Vittorja.

Public transport may also be affected.

Ħal Safi

From Thursday, 17th August, 2023, from 6.00 a.m. till Monday, 28th August, 2023, at 9.00 a.m., through Misraħ il-Knisja (the square and Triq Santa Marija);

On Sunday, 20th August, 2023, from 4.30 p.m. till 12.30 a.m., through Pjazza Ħal Safi (Misraħ il-Knisja);

On Monday, 21st August, 2023, at 6.00 a.m., till Sunday, 27th August, 2023, at 6.00 a.m., through Triq il-Kuċċard (only main road not service road);

On Monday, 21st August, 2023, from 4.00 p.m., till midnight of Tuesday, 22nd August, 2023, through around the church, Pjazza Ħal Safi, Triq San Pawl, Housing Estate, Triq Ta' Rqajja', Triq San Ġwann, Triq Tiamparell, Triq l-Ajzar, Triq Ħlantun and Triq Santa Marija;

On Tuesday, 22nd August, 2023, from 4.30 p.m. till midnight through Pjazza Ħal Safi;

On Tuesday, 22nd August, 2023, from 3.15 p.m. till 8.30 p.m., in front of parish church, Triq San Pawl, Triq Ġużepp Caruana, Triq l-Iskola and Triq iż-Żurrieq;

On Wednesday, 23rd August, 2023, from 4.30 p.m. till midnight, through Triq San Ġwann, Triq il-Kuċċard, Triq is-Summien, Triq in-Nassaba, Triq it-Tellerit, Triq l-Iskola, Triq il-Menqa, Triq il-Kenn, Triq Ta' Ġawhar, Triq Dun Karm Vella, Triq il-Kaċċaturi, Triq San Tumas, Triq it-Twemmin, Triq Ħlantun, Triq San Ġużepp, Triq Santa Marija and the square;

Nhar il-Ħamis, 24 ta' Awwissu, 2023, mill-5.00 p.m. sa nofsillejl, minn Misraħ il-Knisja (il-pjazza);

Nhar il-Ġimgħa, 25 ta' Awwissu, 2023, mill-4.00 p.m. sas-1.00 a.m., minn Triq it-Twemmin, Triq San Tumas, Triq Ta' Ġawhar, Triq il-Kenn, Triq il-Menqa, Triq l-Iskola, Triq Dun Ġużepp Caruana, Triq il-Ħajt Ruman, Triq iż-Żurrieq u Pjazza Ħal Safi;

Nhar il-Ġimgħa, 25 ta' Awwissu, 2023, minn nofsinhar, sas-2.30 a.m. tas-Sibt, 26 ta' Awwissu, 2023, minn Pjazza Ħal Safi;

Nhar is-Sibt, 26 ta' Awwissu, 2023, fis-6.00 a.m., sal-Ħadd, 27 ta' Awwissu, 2023, fis-6.00 a.m., minn Triq il-Kuċċard (il-main road u s-service road);

Nhar is-Sibt, 26 ta' Awwissu, 2023, mill-4.30 p.m., san-12.30 a.m. tal-Ħadd, 27 ta' Awwissu, 2023, minn Triq San Pawl, Triq San Ġużepp, Triq Santa Marija, Triq Dun Ġużepp Caruana, Triq iż-Żurrieq, u Pjazza Ħal Safi;

Nhar is-Sibt, 26 ta' Awwissu, 2023, mis-2.00 p.m. sas-7.00 p.m., minn Misraħ il-Knisja, Triq San Pawl, around Santa Marija church, Triq San Ġużepp, Misraħ San Ġużepp, Triq Santa Marija u Misraħ il-Knisja;

Nhar il-Ħadd, 27 ta' Awwissu, 2023, mis-6.00 a.m. sat-3.30 p.m., mill-pjazza, Triq San Pawl, Triq San Ġużepp, Misraħ San Ġużepp, Triq Santa Marija, Triq Dun Ġużepp Caruana, Triq il-Ħajt Ruman u Triq iż-Żurrieq;

Nhar il-Ħadd, 27 ta' Awwissu, 2023, mit-3.00 p.m. sal-11.00 p.m., minn Triq Santa Marija, Misraħ San Ġużepp, Triq San Pawl, Misraħ il-Knisja, Triq Dun Ġużepp Caruana, Triq il-Ħajt Ruman u Triq iż-Żurrieq;

Nhar il-Ħadd, 27 ta' Awwissu, 2023, mit-3.00 p.m. sal-11.30 p.m., minn Misraħ il-Knisja, Triq Santa Marija, Misraħ San Ġużepp, Triq San Ġużepp, Triq San Pawl, Triq Dun Ġużepp Caruana, Triq il-Ħajt Ruman u Triq iż-Żurrieq;

Nhar il-Ħadd, 27 ta' Awwissu, 2023, mit-8.00 p.m., san-12.30 a.m. tat-Tnejn, 28 ta' Awwissu, 2023, minn Triq San Pawl u Triq Santa Marija.

Trasport pubbliku se jkun ukoll affettwat.

Għajnsielem

Nhar il-Ħadd, 20 ta' Awwissu, 2023, mid-8.45 a.m. sas-1.30 p.m., minn Triq J. F. de Chambray, Pjazza Madonna ta' Loreto u Pjazza Indipendenza;

Mit-Tnejn, 21 sal-Ħadd, 27 ta' Awwissu, 2023, mit-8.00 p.m. sa nofsillejl (kuljum), minn Triq Dun Ġużepp Galea Rapa, Pjazza Madonna ta' Loreto, parti minn Triq J. F. de Chambray (quddiem

On Thursday, 24th August, 2023, from 5.00 p.m. till midnight, through Misraħ il-Knisja (the square).

On Friday, 25th August, 2023, from 4.00 p.m. till 1.00 a.m., through Triq it-Twemmin, Triq San Tumas, Triq Ta' Ġawhar, Triq il-Kenn, Triq il-Menqa, Triq l-Iskola, Triq Dun Ġużepp Caruana, Triq il-Ħajt Ruman, Triq iż-Żurrieq and Pjazza Ħal Safi;

On Friday, 25th August, 2023, from noon, till 2.30 a.m. of Saturday, 26th August, 2023, through Pjazza Ħal Safi;

On Saturday, 26th August, 2023, at 6.00 a.m., till Sunday, 27th August, 2023, at 6.00 a.m., through Triq il-Kuċċard (main road and service road);

On Saturday, 26th August, 2023, from 4.30 p.m., till 12.30 a.m. of Sunday, 27th August, 2023, through Triq San Pawl, Triq San Ġużepp, Triq Santa Marija, Triq Dun Ġużepp Caruana, Triq iż-Żurrieq, and Pjazza Ħal Safi;

On Saturday, 26th August, 2023, from 2.00 p.m. till 7.00 p.m., through Misraħ il-Knisja, Triq San Pawl, around Santa Marija church, Triq San Ġużepp, Misraħ San Ġużepp, Triq Santa Marija and Misraħ il-Knisja;

On Sunday, 27th August, 2023, from 6.00 a.m. till 3.30 p.m., through the square, Triq San Pawl, Triq San Ġużepp, Misraħ San Ġużepp, Triq Santa Marija, Triq Dun Ġużepp Caruana, Triq il-Ħajt Ruman and Triq iż-Żurrieq;

On Sunday, 27th August, 2023, from 3.00 p.m. till 11.00 p.m., through Triq Santa Marija, Misraħ San Ġużepp, Triq San Pawl, Misraħ il-Knisja, Triq Dun Ġużepp Caruana, Triq il-Ħajt Ruman and Triq iż-Żurrieq;

On Sunday, 27th August, 2023, from 3.00 p.m. till 11.30 p.m., through Misraħ il-Knisja, Triq Santa Marija, Misraħ San Ġużepp, Triq San Ġużepp, Triq San Pawl, Triq Dun Ġużepp Caruana, Triq il-Ħajt Ruman and Triq iż-Żurrieq;

On Sunday, 27th August, 2023, from 8.00 p.m., till 12.30 a.m. of Monday, 28th August, 2023, through Triq San Pawl and Triq Santa Marija.

Public transport will also be affected.

Għajnsielem

On Sunday, 20th August, 2023, from 8.45 a.m. till 1.30 p.m., through Triq J. F. de Chambray, Pjazza Madonna ta' Loreto and Pjazza Indipendenza;

From Monday, 21st till Sunday, 27th August, 2023, from 8.00 p.m. till midnight (daily), through Triq Dun Ġużepp Galea Rapa, Pjazza Madonna ta' Loreto, part of Triq J. F. de Chambray

il-każini tal-futbol u tal-banda) parti minn Triq Għajnsielem (ħdejn Pjazza Madonna ta' Loreto) u Pjazza Indipendenza;

Nhar it-Tnejn, 21 ta' Awwissu, 2023, mill-5.30 p.m. sas-1.00 a.m., minn Triq il-Ġnien, Pjazza Indipendenza, Triq Perellos u Pjazza Madonna ta' Loreto;

Nhar it-Tlieta, 22 ta' Awwissu, 2023, mit-8.00 a.m., sal-Ħadd, 27 ta' Awwissu, 2023, fit-3.00 p.m., minn Triq Dun Ġużepp Galea Rapa;

Nhar it-Tlieta, 22 ta' Awwissu, 2023, mis-6.00 p.m. sas-1.00 a.m., minn Pjazza Madonna ta' Loreto u Triq J.F.De. Chmbrai;

Nhar il-Ħamis, 24 ta' Awwissu, 2023, mis-1.00 a.m., sal-Ġimgħa, 25 ta' Awwissu, 2023, fl-4.00 a.m., minn Triq J. F. de Chambray;

Nhar il-Ħamis, 24 ta' Awwissu, 2023, mid-9.00 a.m., sal-Ġimgħa, 25 ta' Awwissu, 2023, fl-4.00 a.m., minn Triq il-Ġnien u Triq Benghazi (mill-knisja l-qadima sa kantuniera ma' Triq Benghazi);

Nhar il-Ħamis, 24 ta' Awwissu, 2023, mis-7.00 p.m. sas-1.00 a.m., Triq Simirat, Pjazza Indipendenza, Triq Ramon Perellos, Pjazza Madonna ta' Loreto u Triq J. F. de Chambray;

Nhar il-Ġimgħa, 25 ta' Awwissu, 2023, mis-2.00 p.m. sas-2.00 a.m., minn Triq Cordina;

Nhar il-Ġimgħa, 25 ta' Awwissu, 2023, mis-7.00 p.m. sas-1.00 a.m., minn Triq l-Imġarr, Triq Għajnsielem, u Pjazza Madonna ta' Loreto;

Nhar il-Ġimgħa, 25 ta' Awwissu, 2023, mid-9.30 p.m. sal- 9.50 p.m., minn Triq Briegħen;

Nhar is-Sibt, 26 ta' Awwissu, 2023, mit-3.15 p.m. sat-8.00 p.m., minn Triq Cordina, salib it-toroq, Triq Għajnsielem, Triq Ramon Perellos, Pjazza Indipendenza u Pjazza Madonna ta' Loreto;

Nhar is-Sibt, 26 ta' Awwissu, 2023, mis-6.15 p.m. sas-7.15 p.m., minn Triq Borg Għarib;

Nhar is-Sibt, 26 ta' Awwissu, 2023, mill-10.00 p.m. sal-11.00 p.m., minn Triq Borg Għarib;

Nhar is-Sibt, 26 ta' Awwissu, 2023, mis-7.00 p.m. sas-1.00 a.m., minn Triq Ħamri, Pjazza Tad-Dehra, Triq Fawwara u Pjazza Madonna ta' Loreto;

Nhar il-Ħadd, 27 ta' Awwissu, 2023, mill-4.15 p.m. sas-1.00 a.m., minn Pjazza Madonna ta' Loreto (quddiem il-każin tal-banda), Triq Ramon Perellos, Pjazza Indipendenza, Triq

(in front of band and football clubs) part of Triq Għajnsielem (near Pjazza Madonna ta' Loreto) and Pjazza Indipendenza;

On Monday, 21st August, 2023, from 5.30 p.m. till 1.00 a.m., through Triq il-Ġnien, Pjazza Indipendenza, Triq Perellos and Pjazza Madonna ta' Loreto;

On Tuesday, 22nd August, 2023, from 8.00 a.m., till Sunday, 27th August, 2023, till 3.00 p.m., through Triq Dun Ġużepp Galea Rapa;

On Tuesday, 22nd August, 2023, from 6.00 p.m. till 1.00 a.m., through Pjazza Madonna ta' Loreto and Triq J. F. de Chambray;

On Thursday, 24th August, 2023, from 1.00 a.m., till Friday, 25th August, 2023, at 4.00 a.m., through Triq J. F. de Chambray;

On Thursday, 24th August, 2023, from 9.00 a.m., till Friday, 25th August, 2023, at 4.00 a.m., through Triq il-Ġnien and Triq Benghazi (from old church till corner with Triq Benghazi);

On Thursday, 24th August, 2023, from 7.00 p.m. till 1.00 a.m., through Triq Simirat, Pjazza Indipendenza, Triq Ramon Perellos, Pjazza Madonna ta' Loreto and Triq J. F. de Chambray;

On Friday, 25th August, 2023, from 2.00 p.m. till 2.00 a.m., through Triq Cordina;

On Friday, 25th August, 2023, from 7.00 p.m. till 1.00 a.m., through Triq l-Imġarr, Triq Għajnsielem, and Pjazza Madonna ta' Loreto;

On Friday, 25th August, 2023, from 9.30 p.m. till 9.50 p.m., through Triq Briegħen;

On Saturday, 26th August, 2023, from 3.15 p.m. till 8.00 p.m., through Triq Cordina, cross roads, Triq Għajnsielem, Triq Ramon Perellos, Pjazza Indipendenza and Pjazza Madonna ta' Loreto;

On Saturday, 26th August, 2023, from 6.15 p.m. till 7.15 p.m., through Triq Borg Għarib;

On Saturday, 26th August, 2023, from 10.00 p.m. till 11.00 p.m., through Triq Borg Għarib;

On Saturday, 26th August, 2023, from 7.00 p.m. till 1.00 a.m., through Triq Ħamri, Pjazza Tad-Dehra, Triq Fawwara and Pjazza Madonna ta' Loreto;

On Sunday, 27th August, 2023, from 4.15 p.m. till 1.00 a.m., through Pjazza Madonna ta' Loreto (in front of band club), Triq Ramon Perellos, Pjazza Indipendenza, Triq Anġlu

Anġlu Grech, Pjazza Tad-Dehra, Triq il-Fawwara, Triq J. F. de Chambray, Triq Dun Ġużepp Galea Rapa, Triq Għajnsielem u Triq il-Mogħdija;

Nhar il-Ħadd, 27 ta' Awwissu, 2023, mis-7.30 p.m. sal-10.45 p.m., minn Triq Borg Għarib.

Trasport pubbliku jista' jkun affettwat.

Il-Marsa

Mill-Erbgħa, 23 ta' Awwissu 2023, mill-4.30 p.m., sat-Tnejn, 28 ta' Awwissu 2023, sas-2.00 a.m., se tingħalaq Triq Nerik Sacco, in-naħa tal-każin u tinżamm żgumbrata mill-karozzi.Clearance needed;

Nhar l-Erbgha, 23 ta' Awwissu 2023, mis-6.30 p.m. sa 11.45 p.m. marċ minn Triq Nerik Sacco, Triq Ħal Qormi, Triq il-Karmelu, Triq Saura, Triq il-Kunċizzjoni, Triq Isouard u lura fejn il-każin fi Triq Nerik Sacco u Triq il-Marsa;

Nhar il-Ġimgha, 25 ta' Awwissu 2023, mis-6.30 p.m. sa 11.45 p.m. marċ minn Triq Nerik Sacco, Triq Isouard, Triq Bajada, Triq Nerik Sacco, Triq ix-Xemxija, Triq San Franġisk, Triq Azzopardi, Triq Assunta, Triq Ħal Qormi, Triq San Mikiel u Triq il-Marsa;

Nhar il-Ħadd, 27 ta' Awwissu 2023, mid-9.30 a.m. sat-3.00 p.m. marċ minn Triq Nerik Sacco, Triq Ħal Qormi, Triq il-Kunċizzjoni, Triq Isouard, Triq Bajada u lura fejn il-Każin fi Triq Nerik Sacco u Triq il-Marsa.

Għeluq ta' triq u trasport pubbliku se jkun affettwat u hemm bżonn clearance.

Vetturi li jiksru l-ordni ta' dan l-avviż ikunu suġġetti li jiġu rmunkati.

It-18 ta' Awwissu, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 152 tal-2023

Emenda għal Avviż Lokali lill-Baħħara Nru. 150 tal-2023 dwar logħob tan-nar minn Manoel Island – Festa Stella Maris – Tas-Sliema

B'referenza għal Avviż Lokali lill-Baħħara Nru. 150 tal-2023.

Id-Direttorat tal-Portijiet u tal-Yachting, Transport Malta, javża lill-baħħara u lis-sidien tal-bastimenti li l-iskeda tal-logħob tan-nar mill-punti A u B li se ssir is-Sibt, 19 ta' Awwissu, 2023, u l-Ħadd, 20 ta' Awwissu, 2023, ġiet emendata kif ġej:

Grech, Pjazza Tad-Dehra, Triq il-Fawwara, Triq J. F. de Chambray, Triq Dun Ġużepp Galea Rapa, Triq Għajnsielem and Triq il-Mogħdija;

On Sunday, 27th August, 2023, from 7.30 p.m. till 10.45 p.m., through Triq Borg Għarib.

Public transport may also be affected.

Marsa

From Wednesday, 23rd August, 2023, from 4.30 p.m., till Monday, 28th August, 2023, till 2.00 a.m., Triq Nerik Sacco will be closed from band club side and clearance is needed. Parked cars will be towed;

On Wednesday, 23rd August, 2023, from 6.30 p.m. till 11.45 p.m. band march through Triq Nerik Sacco, Triq Ħal Qormi, Triq il-Karmelu, Triq Saura, Triq il-Kunċizzjoni, Triq Isouard and back to band club in Triq Nerik Sacco and Triq il-Marsa;

On Friday, 25th August, 2023, from 6.30 p.m. till 11.45 p.m. band march through Triq Nerik Sacco, Triq Isouard, Triq Bajada, Triq Nerik Sacco, Triq ix-Xemxija, Triq San Franġisk, Triq Azzopardi, Triq Assunta, Triq Ħal Qormi, Triq San Mikiel and Triq il-Marsa;

On Sunday, 27th August, 2023, from 9.30 a.m. till 3.00 p.m. band march through Triq Nerik Sacco, Triq Ħal Qormi, Triq il-Kunċizzjoni, Triq Isouard, Triq Bajada and back to near band club in Triq Nerik Sacco and Triq il-Marsa.

Closure of street and public transport will be affected and clearance is needed.

Any vehicles found parked in contravention to the order of this notice are liable to be towed away.

18th August, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 152 of 2023

Amendment to Local Notice to Mariners No. 150 of 2023 regarding Fireworks Display from Manoel Island – Feast of Stella Maris – Tas-Sliema

Reference is made to Local Notice to Mariners No. 150 of 2023.

The Ports and Yachting Directorate, Transport Malta, notifies mariners and owners of vessels that, the schedule of the fireworks display from points A and B being held on Saturday, 19th August, 2023, and on Sunday, 20th August, 2023, has been amended as follows:

Nhar is-Sibt, 19 ta' Awwissu, 2023, mid-9.00 a.m. sad-9.20 a.m., minn nofsinhar sa 12.20 p.m., mis-6.30 p.m. sas-7.30 p.m., u mid-9.30 p.m. sal-11.30 p.m.;

Nhar il-Ħadd, 20 ta' Awwissu, 2023, mid-9.00 a.m. sad-9.20 a.m., minn nofsinhar sa 12.20 p.m., u mis-7.30 p.m. sal-10.30 p.m.

Avviż Lokali lill-Baħħara Nru. 150 tal-2023 għandu jiġi emendat skont dan.

L-informazzjoni l-oħra kollha msemmija f'Avviż Lokali lill-Baħħara Nru. 150 tal-2023 se tibqa' valida.

Chart affettwata: BA 177

It-18 ta' Awwissu, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 153 tal-2023

Logħob tan-Nar fil-Bajja ta' San Ġiljan – Festa San Ġiljan – 2023

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf lill-baħħara li se jsiru wirjiet tan-nar b'rabta mal-festa ta' San Ġiljan mill-breakwater (magħruf bħala l-Pont tal-Banis) u minn sitt (6) pontuni rmiġġati fil-Bajja ta' San Ġiljan.

Il-logħob tan-nar ser jinħaraq kemm mill-breakwater (magħruf bħala il-Pont tal-Banis) punt A kif ukoll mis-sitt (6) pontuni li se jkunu rmiġġati tul il-linja immaġinarja bejn il-punti B u C, kif muri fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

Pożizzjoni	*Latitudni (T)*	*Longitudni (L)*
A	35° 55'.123	014° 29'.575
B	35° 55'.075	014° 29'.721
C	35° 55'.043	014° 29'.710

Il-wirjiet mill-punt A se jsiru fid-dati u l-ħinijiet li ġejjin:

Nhar il-Ħadd, 20 ta' Awwissu, 2023, mid-9.00 p.m. sad-9.15 p.m.;

Nhar il-Ġimgħa, 25 ta' Awwissu, 2023, minn nofsinhar sal-12.15 p.m.;

Nhar is-Sibt, 26 ta' Awwissu, 2023, mill-10.00 p.m. sal-11.00 p.m.;

Nhar il-Ħadd, 27 ta' Awwissu, 2023, minn nofsinhar sal-12.15 p.m. u mill-10.00 p.m. sal-11.00 p.m.

Il-wirjiet mill-pontuni bejn punt B u punt C se jsiru fid-dati u l-ħinijiet li ġejjin:

On Saturday, 19th August, 2023, from 9.00 a.m. till 9.20 a.m., from noon till 12.20 p.m., from 6.30 p.m. till 7.30 p.m., and from 9.30 p.m. till 11.30 p.m.;

On Sunday, 20th August, 2023, from 9.00 a.m. till 9.20 a.m., from noon till 12.20 p.m., and from 7.30 p.m. till 10.30 p.m.

Local Notice to Mariners No. 150 of 2023 is to be amended accordingly.

All the other information mentioned in Local Notice to Mariners No. 150 of 2023 will remain valid.

Chart affected: BA 177

18th August, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 153 of 2023

Fireworks Display in St Julian's Bay – Feast of St Julian's – 2023

The Ports and Yachting Directorate, Transport Malta, notifies mariners that firework displays in connection with the feast of St Julian's will be let off from the breakwater (known as Il-Pont tal-Banis) and from six (6) pontoons moored in St Julian's Bay.

The firework displays will be let off from both the breakwater (known as Il-Pont tal-Banis) point A and the six (6) pontoons which will be moored along the imaginary line between points B and C, as shown on the chart found on Transport Malta website (www.transport.gov.mt).

Position	*Latitude (N)*	*Longitude (E)*
A	35° 55'.123	014° 29'.575
B	35° 55'.075	014° 29'.721
C	35° 55'.043	014° 29'.710

The displays from point A will take place on the following dates and times:

On Sunday, 20th August, 2023, from 9.00 p.m. till 9.15 p.m.;

On Friday, 25th August, 2023, from noon till 12.15 p.m.;

On Saturday, 26th August, 2023, from 10.00 p.m. till 11.00 p.m.;

On Sunday, 27th August, 2023, from noon till 12.15 p.m. and from 10.00 p.m. till 11.00 p.m.

The displays from the pontoons between point B and point C will take place on the following dates and times:

Nhar is-Sibt, 26 ta' Awwissu, 2023, mill-10.00 p.m. sal-11.00 p.m.

Il-pontuni se jkunu rmiġġati fil-pożizzjoni mid-9.30 p.m. u jitneħħew sal-11.30 p.m.

Il-bastimenti u l-għawwiema kollha huma mwissija biex iżommu 'l bogħod sew u jżommu distanza sigura ta' mhux inqas minn 60 metru mill-breakwater (magħruf bħala l-Pont tal-Banis) u 150m mill-pontuni. Kwalunkwe bastiment irmiġġat fiż-żoni indikati, kif muri fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt), għandhom jitneħħew mill-inqas siegħa qabel il-bidu u jibqgħu 'l bogħod sa siegħa wara li jispiċċa l-ħruq tan-nar fid-data u l-ħinijiet imsemmija hawn fuq.

Transport Malta ma taċċetta l-ebda responsabbiltà għal kwalunkwe ħsara kkawżata mill-ħruq tan-nar lil xi bastiment u t-tagħmir anċillari tiegħu, kemm jekk dak il-bastiment u t-tagħmir anċillari tiegħu jitħallew fiż-żoni ta' sigurtà msemmija, jew barra dik iż-żona ta' sigurtà, mill-punt minn fejn jinħaraq il-logħob tan-nar.

Il-baħħara għandhom josservaw kull struzzjoni u direzzjoni mogħtija fuq VHF Channel 12 u/jew 16 minn Valletta VTS u kwalunkwe uffiċjali tal-infurzar fiż-żona.

Chart affettwata: BA 177

It-18 ta' Awwissu, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 154 tal-2023

Stħarriġ b'ROV (filmati tal-vidjo) f'lokalitajiet differenti f'Malta u Għawdex

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, javża lill-baħħara li se jsir stħarriġ bl-użu ta' Remotely Operated Vehicle (ROV). Dan l-istħarriġ se jikkonsisti f'filmati fi tliet lokalitajiet differenti f'Malta u Għawdex.

L-istħarriġ li se jieħu ġurnata f'kull lokalità huwa ppjanat li jsir fi kwalunkwe ġurnata bejn it-Tnejn, 21 ta' Awwissu, 2023 u s-Sibt, 30 ta' Settembru, 2023.

L-istħarriġ bl-ROV se jsir fil-lokalitajiet li ġejjin:

'Il barra minn Ħad-Dingli:

fiż-żona ffurmata mill-punti A, B, C, D, u x-xatt ta' bejniethom, kif muri fit-tabella 1 fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt);

'Il barra minn Ta' Sannat:

fiż-żona ffurmata mill-punti E, F, G, u x-xatt ta' bejniethom, kif muri fit-tabella 2 fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt);

On Saturday, 26th August, 2023, from 10.00 p.m. till 11.00 p.m.

The pontoons will be moored in position from 9.30 p.m. and removed by 11.30 p.m.

All vessels and bathers are warned to keep well clear and maintain a safe distance of not less than 60 metres from the breakwater (known as Il-Pont tal-Banis) and 150m form the pontoons. Any vessels moored within indicated areas, as shown on the attached chart, are to be removed at least 1 hour before the start and stay away until 1 hour after the displays finish on the above-mentioned date and times.

Transport Malta will accept no liability whatsoever for any damage caused by the firework displays to any vessel and her ancillary equipment, whether such vessel and her ancillary equipment are left within the safety zones mentioned, or outside such safety zone, from the point from which the fireworks are let off.

Mariners shall comply with any instructions and directions given on VHF channel 12 and/or 16 by Valletta VTS and any Enforcement Officials in the area.

Chart affected: BA 177

18th August, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 154 of 2023

ROV survey (video footage) at different localities in Malta and Gozo

The Ports and Yachting Directorate, Transport Malta, notifies mariners that a survey will be carried out with the use of a Remotely Operated Vehicle (ROV). This survey will consist of video footage at three different localities in Malta and Gozo.

The survey which will take one day at each locality is planned to be carried out on any days between Monday, 21st August, 2023 and Saturday, 30th September, 2023.

The ROV survey will be held at the following localities:

Off Ħad-Dingli:

within the area formed by joining the points A, B, C, D, and the intermediate coastline, as shown on the chart 1 found on Transport Malta website (www.transport.gov.mt);

Off Ta' Sannat:

within the area formed by joining the points E, F, G, and the intermediate coastline, as shown on the chart 2 found on Transport Malta website (www.transport.gov.mt);

Tramuntana ta' Għawdex:

fiż-żona ffurmata mill-punti H, I, J, K, u x-xatt ta' bejniethom, kif muri fit-tabella 3 fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

L-ROV se jitħaddem minn bastiment ta' appoġġ.

Il-baħħara huma avżati biex jinnavigaw b'kawtela meta fil-viċinanza taż-żoni msemmija hawn fuq, u jżommu distanza sigura ta' 50m mill-ROV u l-bastiment ta' appoġġ.

Il-baħħara kollha għandhom jikkoperaw mal-kuntrattur u jħarsu kwalunkwe struzzjonijiet mogħtija fuq VHF Channel 12 u/jew 16, minn Valletta VTS.

Charts affettwati: BA 2537, 2538

It-18 ta' Awwissu, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 155 tal-2023

Emenda għal Avviż Lokali lill-Baħħara Nru. 148 tal-2023 rigward stħarriġ ta' spezzjoni b'ROV f'Ta' Barkat, ix-Xgħajra

B'referenza għal Avviż Lokali lill-Baħħara Nru. 148 tal-2023,

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf lill-baħħara u lis-sidien tal-bastimenti li l-istħarriġ ta' spezzjoni fuq il-pajp tal-ħruġ tad-drenaġġ twil 900 metru f'Ta' Barkat, mhux se jitlesta fiż-żmien kif ippjanat. Għalhekk id-data tat-tlestija qed tiġi estiża sat-Tlieta, 22 ta' Awwissu, 2023.

Avviż Lokali lill-Baħħara Nru. 148 tal-2023 għandu jiġi emendat skont dan.

L-informazzjoni l-oħra kollha msemmija f'Avviż Lokali lill-Baħħara Nru. 148 tal-2023 tibqa' valida.

Charts affettwati: BA 177, 2538

It-18 ta' Awwissu, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 156 tal-2023

Open Water Swimming Event fil-Bajja ta' Għar id-Dud, Tas-Sliema – 23 ta' Awwissu, 2023

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf lill-baħħara li se tkun organizzata 'open water swimming event' fil-Bajja ta' Għar id-Dud, Tas-Sliema.

North of Gozo:

within the area formed by joining the points H, I, J, K, and the intermediate coastline, as shown on the chart 3 found on Transport Malta website (www.transport.gov.mt).

The ROV will be operated from a support vessel.

Mariners are instructed to navigate with caution when in the vicinity of the abovementioned areas, they are to maintain a safe distance of 50m from the ROV and support vessel.

All mariners are to cooperate with the contractor and to comply with any instructions given on VHF Channel 12 and/or 16, by Valletta VTS.

Charts affected: BA 2537, 2538

18th August, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 155 of 2023

Amendment to Local Notice to Mariners No. 148 of 2023 regarding ROV inspection survey at Ta' Barkat, Xgħajra

Reference is made to Local Notice to Mariners No. 148 of 2023,

The Ports and Yachting Directorate, Transport Malta, notifies mariners and owners of vessels that the inspection survey on the 900-metre-long sewerage out flow pipe at Ta' Barkat, will not be completed within the time as planned. The completion date is therefore being extended to Tuesday 22nd August, 2023.

Local Notice to Mariners No. 148 of 2023 is to be amended accordingly.

All the other information mentioned in Local Notice to Mariners No. 148 of 2023 will remain valid.

Charts affected: BA 177, 2538

18th August, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 156 of 2023

Open Water Swimming Event in Il-Bajja ta' Għar id-Dud, Tas-Sliema – 23rd August, 2023

The Ports and Yachting Directorate, Transport Malta, notifies mariners that an open water swimming event will be organised in Il-Bajja ta' Għar id-Dud, Tas-Sliema.

It-tellieqa se ssir tul il-korsa A, B u C (kif muri fuq chart 1 fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt))

Pożizzjoni	*Latitudni (T)*	*Longitudni (L)*
A	35° 54'.683	014° 30'.483
B	35° 54'.867	014° 30'.517
C	35° 54'.783	014° 30'.700

nhar l-Erbgħa, 23 ta' Awwissu, 2023, mill-4.00 p.m. sat-8.00 p.m.

Club RHIB u numru ta' kenuri se jkunu qed jakkumpanjaw lill-għawwiema parteċipanti.

F'kull wieħed mit-tliet punti A, B u C se titqiegħed baga kbira hi-viz biex tindika l-korsa.

Il-baħħara kollha huma avzati biex iżommu 'l bogħod sew miż-żona u, taħt l-ebda ċirkostanza, m'għandhom jgħaddu mill-kors A, B u C.

Fid-data u l-ħinijiet stipulati, il-baħħara huma avżati biex joqogħdu attenti u jinnavigaw b'kawtela kbira u b'veloċità baxxa (mingħajr rima) meta jkunu fil-viċinanza. Huma għandhom jikkoperaw mal-organizzaturi.

Jekk minħabba maltemp l-avveniment ma jkunx jista' jsir fil-Bajja ta' Għar id-Dud, Tas-Sliema, minflok din l- attività ssir fil-Bajja tas-Salina fl-istess data u ħin, tul il-korsa X, Y u Z (kif muri fuq chart 2 fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt)).

Pożizzjoni	*Latitudni (T)*	*Longitudni (L)*
X	35° 56'.932	014° 25'.660
Y	35° 57'.168	014° 25'.755
Z	35° 57'.148	014° 25'.808

Il-baħħara kollha għandhom josservaw kwalunkwe struzzjonijiet mogħtija fuq VHF Channel 12 u/jew 16, minn Valletta VTS u minn kwalunkwe uffiċjal tal-infurzar fuq il-post.

Charts affettwati: BA 2537 u 2538

It-18 ta' Awwissu, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 157 tal-2023

Stħarriġ bl-għadis (bentiku) fil-Bajja ta' Marsaxlokk

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf lill-baħħara u lis-sidien tal-bastimenti li se jsir stħarriġ bl-għadis (bentiku) fil-Bajja ta' Marsaxlokk.

The race will be held along the course A, B and C (as shown on chart 1 found on Transport Malta website (www.transport.gov.mt)),

Position	*Latitude (N)*	*Longitude (E)*
A	35° 54'.683	014° 30'.483
B	35° 54'.867	014° 30'.517
C	35° 54'.783	014° 30'.700

on Wednesday, 23rd August, 2023, from 4.00 p.m. till 8.00 p.m.

A club RHIB and a number of canoes will be accompanying the participating swimmers.

A large hi-viz buoy will be laid at each of the three points A, B and C to indicate the racecourse.

All mariners are directed to keep well clear of the area and, under no circumstances, are to transit through course A, B and C.

On the stipulated date and times, mariners are advised to keep a sharp lookout and navigate with extreme caution and at slow speed (no wake) when in the vicinity. They are to cooperate with the organisers.

If due to weather conditions the event cannot be held at Bajja ta' Għar id-Dud, Tas-Sliema, it will instead be held at Salina Bay on the same date and time, along the course X, Y and Z (as shown on the chart 2 found on Transport Malta website (www.transport.gov.mt)).

Position	*Latitude (N)*	*Longitude (E)*
X	35° 56'.932	014° 25'.660
Y	35° 57'.168	014° 25'.755
Z	35° 57'.148	014° 25'.808

All mariners are to comply with any instructions given on VHF Channel 12 and/or 16, by Valletta VTS and by any Enforcement Personnel on site.

Charts affected: BA 2537 and 2538

18th August, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 157 of 2023

Diving survey (benthic) within Il-Bajja ta' Marsaxlokk

The Ports and Yachting Directorate, Transport Malta, notifies mariners and owners of vessels that diving (benthic) surveys will be held within Il-Bajja ta'Marsaxlokk.

L-istħarriġ se jsir fi kwalunkwe ġurnata bejn l-Erbgħa, 23 ta' Awwissu, 2023 u l-Erbgħa, 6 ta' Settembru, 2023, fiż-żona ffurmata mill-punti A, B, C u D, kif muri fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

Pożizzjoni	*Latitudni (T)*	*Longitudni (L)*
A	35° 50'.066	014° 32'.750
B	35° 50'.083	014° 32'.750
C	35° 50'.083	014° 32'.767
D	35° 50'.066	014° 32'.767

Waqt l-istħarriġ l-għaddasa se jkunu akkumpanjati minn bastiment ta' appoġġ li se jkun qed itajjar il-Bandiera tal-Kodiċi Internazzjonali tas-Sinjali 'A'.

Waqt l-istħarriġ għandha tinżamm żona ta' sigurtà ta' 50m madwar iż-żona tal-istħarriġ.

Il-kaptana u l-operaturi tal-bastimenti huma avżati biex joqogħdu attenti, u jipproċedu b'kawtela u b'veloċità baxxa meta jinnavigaw fil-viċinanza taż-żona indikata hawn fuq.

Huma ħandhom isegwu l-istruzzjonijiet mogħtija fuq VHF Channel 14 u/jew 16 minn Marsaxlokk VTS.

Chart affettwata: BA 36

It-18 ta' Awwissu, 2023

TRANSPORT MALTA

Avviż lill-Baħħara Nru. 28 tal-2023

Kanċellazjoni ta' Avviż lill-Baħħara Nru. 27 tal-2023 rigward is-servizz NAVTEX ta' Malta u t-Tuneżija – sospiż temporanjament

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf lill-baħħara li s-servizz NAVTEX ta' Malta (O) u Tuneżija (T) ġie restawrat u l-messaġġi qed jiġu trażmessi kif skedat.

Avviż lill-Baħħara Nru. 27 tal-2023 huwa b'dan IKKANĊELLAT.

It-18 ta' Awwissu, 2023

The diving survey which will be held on any day between Wednesday, 23rd August, 2023 and Wednesday, 6th September, 2023, within the area formed by joining the points A, B, C and D, as shown on the chart found on Transport Malta website (www.transport.gov.mt).

Position	*Latitude (N)*	*Longitude (E)*
A	35° 50'.066	014° 32'.750
B	35° 50'.083	014° 32'.750
C	35° 50'.083	014° 32'.767
D	35° 50'.066	014° 32'.767

During the diving survey the scuba divers will be accompanied by a support vessel which will be displaying the International Code of Signals Flag 'A'.

A safety zone of 50m round the survey area is to be kept during the survey.

Masters and operators of vessels are advised to keep a sharp lookout, proceed with caution and at slow speed when navigating in the vicinity of the above indicated area.

They are to comply with instructions given on VHF Channel 14 and/or 16 by Marsaxlokk VTS.

Chart affected: BA 36

18th August, 2023

TRANSPORT MALTA

Notice to Mariners No. 28 of 2023

Cancellation of Notice to Mariners No. 27 of 2023 regarding Malta and Tunisia NAVTEX service – temporarily suspended

The Ports and Yachting Directorate, Transport Malta, notifies mariners that the Malta (O) and Tunisia (T) NAVTEX service has been restored and messages are being transmitted as scheduled.

Notice to Mariners No. 27 of 2023 is hereby CANCELLED.

18th August, 2023

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

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

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

1. Is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġett Kapitali, jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Riżorsi Umani) fil-Ministeru għat-Trasport, l-Infrastruttura u l-Proġett 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 jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager (Riżorsi Umani) huwa ta' Skala ta' Salarju 11, li fis-sena 2023 huwa ta' €21,630 fis-sena, li jiżdied bi €375.17 fis-sena sa massimu ta' €23,881.02.

2.4 Persuna fil-grad ta' Assistant Manager titla' fi Skala 10 (€23,029.57 x €407.67 - €25,475.59) fis-sena 2023 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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-linji 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.

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 Permanent Secretary Ministry for Transport, Infrastructure and Capital Projects, invites applications for the post of Assistant Manager (Human Resources) in the Ministry for 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 (Human Resources) is Salary Scale 11, which in the year 2023 is equivalent to €21,630 per annum, rising by annual increments of €375.17 up to a maximum of €23,881.02.

2.4 An Assistant Manager will progress to Scale 10 (€23,029.57x €407.67 - €25,475.59) in the year 2023 on completion of three (3) years service as Assistant Manager 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/ADAC positions or applications for a definite position.

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 if appointed 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.

2.7 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 trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tar-riżorsi umani skont il-postijiet vakanti stabbiliti.

2.8 Ir-riżultat jibqa' validu għal perjodu ta' sentejn (2) mid-data tal-pubblikazzjoni.

Dmirijiet

3. 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-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;

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 their 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

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

i. Compiles and 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. 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. Iwettaq dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku skont l-awtorità tad-Direttur/DĠ responsabbli għall-Ġestjoni tal-Persuni/Segretarju Permanenti;

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

L-oġġettivi tal-post huma li jappoġġjaw il-funzjonijiet tal-immaniġġjar tar-Riżorsi Umani inkluż l-ippjanar tar-Riżorsi Umani, konformità ta' proċessi delegati u mmaniġġjar ta' ġestjoni tar-rekords/data/statistika aġġornati tal-impjieg li fuqhom jittieħdu d-deċiżjonijiet strateġiċi tar-Riżorsi Umani. Dan ir-rwol huwa 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 (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 irregolament 4 tar-Regolamenti tal-2006 dwar 'Status ta'

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. 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 employed records/data/statistics upon which Strategic Human Resources Management decisions are taken. The 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)

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 lIrlanda 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 taddispożizzjonijiet 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.

U

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

*Kwalifika rikonoxxuta komparabbli ma' 60 krettu ECTS/ECVET, hekk kif applikabli, hija aċċetta biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm ilħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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.

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;

AND

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 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.

*A recognised qualification comparable to 60 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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

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

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) (a) 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' Diċembru, 2023. 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) (a)

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

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-bord tal-għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ.

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) 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 December, 2023. 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

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 għallapplikazzjonijiet 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/traskrizzjonijiet 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-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni ta' Segretarju Permanenti, Ministeru għat Transport, l-Infrastruttura u l-Progetti Kapitali, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). Lapplikazzjonijiet 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. 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.

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 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 Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu minn Casa Leoni, Triq il-Kbira San Ġużepp, Santa Venera. 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 (www.mtip.gov.mt) u (recruitment.mtip@gov.mt).

It-18 ta' Awwissu, 2023

MINISTERU GĦAT-TRASPORT, L-INFRASTRUTTURA U L-PROĠETT 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. Is-Segretarju Permanenti, Ministeru għat Transport, l-Infrastruttura u l-Progetti Kapitali, jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għat-Trasport, l-Infrastruttura u l-Progetti Kapitali.

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 Ministry for Transport, Infrastructure and Capital Projects. 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.mtip.gov.mt) and (recruitment.mtip@gov.mt).

18th August, 2023

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.

1. The Permanent Secretary, 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.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager (Accounting and Finance) li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2023 huwa ta' €20,270.04 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €22,394.04.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11 (€21,630x €375.17-€23,881.02 fis-sena 2023) mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b), f'perjodu ta' mhux iktar minn sentejn (2) mid-data tal-ħatra fejn, fil-każ li dan ma jseħħx, il-ħatra tiġi mneħħija.

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€23,029.57 x €407.67- €25,475.59 fis sena 2023) wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

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-linji 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

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 2023 is equivalent to €20,270.04 per annum, rising by annual increments of €354 up to a maximum of €22,394.04.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2023 is equivalent to € 21,630 per annum, rising by annual increments of €375.17 up to a maximum of €23,881.02, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b), in not more than two (2) years from the date of appointment, in failure of which, appointment would be relinquished.

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, which will progress to Scale 10 (€23,029.57 x €407.67 - €25,475.59 in the year 2023) 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/ADAC positions or applications for a definite position.

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 if appointed 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.

2.8 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' tranżizzjonijiet 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 reviżjonijiet tal-baġits proposti u l-verifika tal-line items u l-infiq kollu biex tiġi żgurata l-eżattezza;

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

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

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

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

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 their 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. 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. Jikkordina u jipparteċipa f'laqgħat, iżomm il-minuti tal-laqgħat u jara li 1-azzjoni meħtiega titwettaq;

xi. Jassisti f'ħidmiet ta' kuljum, li jinkludu 1-immaniġġjar u d-distribuzzjoni ta' korrispondenza u talbiet għall-informazzjoni, iżomm ir-rekords, kif ukoll 1-inputtjar u 1-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;

xii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mid-Direttur Servizzi Korporattivi u s-Segretarju Permanenti;

xiii. Kwalunkwe kompitu iehor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun mehtieġ;

xiv. Kwalunkwe dmir ieħor hekk kif ordat 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

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. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Director Corporate Services and 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.

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.

U

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża. Madankollu, il-kandidati li ma jissodisfawx l-abbiltà li jikkomunikaw bil-lingwa Maltija u ma jkollhomx mill-inqas Livell 1 tal-MQF 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-Livell 1 tal-MQF għandhom jitlestew qabel il-konferma tal-ħatra, jiġifieri fi żmien sitt (6) xhur mill-ingaġġ; b'hekk, uffiċjali impjegati li ma jiksbux dan iċ-ċertifikat fi żmien ta' prova ta' sitt (6) xhur, jingħataw estensjoni ta' darba ta' żmien ta' prova għal perjodu ta' sitt (6) xhur biex jiksbu b'suċċess dan iċ-ċertifikat.

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

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iii. a. (i) fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 4 tal-MQF f'Accountancy.

JEW

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

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 Maltese and English languages. However, candidates who do not satisfy the ability to communicate in Maltese language and do not possess at least 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 of Public Services. Attendance to such course together with the attainment of MQF Level 1, are to be completed before the confirmation of appointment i.e. within six the (6) months of engagement; therefore officers engaged who would not have obtained this certification within the probationary period of six (6) months will be given a one time extension of their probationary period for a period of six (6) months to successfully obtain this certification.

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

AND

iii. a. (i) in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional Diploma at MQF Level 4 in Accountancy.

OR

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

*Kwalifika rikonoxxuta komparabbli ma' 120/60 krettu ECTS/ECVET, hekk kif applikabli, hija aċċetta biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

JEW

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

JEW

(ii) fil-pussess ta' tliet suġġetti fil-Livell Avvanzat (li wieħed minnhom jinkludi pass fl-Accountancy)

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

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

(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

*A recognised qualification comparable to 120/60 ECTS/ECVET credits, as applicable, is only accepted subject to MQRIC formal recognition statement being submitted with the application.

OR

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

OR

(ii) in possession of three (3) subjects at Advanced Level (one of which must include a pass in Accountancy)

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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

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

(ii) 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

il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) (a) sa 4.1 (iii) (c) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. 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) (a) sa 4.1(iii) (c) jew 4.2.

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

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

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

are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) (a) to 4.1 (iii) (c) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

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

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

4.6 Applicants are obliged to immediately inform the selection board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their 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/traskrizzjonijiet 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 ta' Segretarju Permanenti, Ministeru għat Transport, l-Infrastruttura u l-Progetti 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 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st of September, 2023. 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

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 Casa Leoni, Triq il-Kbira San Ġużepp, Santa Venera. 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 (www.mtip.gov.mt) u (recruitment.mtip@gov.mt).

It-18 ta' Awwissu, 2023

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

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

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

1. Is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, jilqa' applikazzjonijiet għall-post ta' Manager I (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' tnax-il (12) xahar.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-

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 Casa Leoni, Triq il-Kbira San Ġużepp, Santa Venera. 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.mtip.gov.mt) and (recruitment.mtip@gov.mt).

18th August, 2023

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND CAPITAL PROJECTS

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

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, invites applications for the post of Manager I (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 twelve (12) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes

Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager I (Accounting and Finance) huwa ta' Skala ta' Salarju 10, li fis-sena 2023 huwa ta' €23,029.57 fis-sena, li jiżdied b' €407.67 fis-sena sa massimu ta' €25,475.59.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) 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 €26,048.25 x €486.83 - €28,969.23 fis-sena 2023) 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 ((€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) wara tliet (3) snin servizz bħala Manager I fi Skala ta' Salarju 8, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

a. Il-persuni maħtura jkunu intitolati għal benefiċċji oħra u suġġetti għall-kundizzjonijiet u l-obbligi li huma stipulati fil-Working Conditions for Officers within the Managerial Stream for Qualified Personnel.

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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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

a. Il-persuni maħtura fil-linji 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.

organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager I (Accounting and Finance) is Salary Scale 10, which in year 2023 is €23,029.57 per annum, rising by annual increments of €407.67 up to a maximum of €25,475.59.

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in 2023) 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 (€26,048.25 x €486.83 - €28,969.23 in 2023) 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 (€27,697.53 x €531.17 - €30,884.55 in 2023) on completion of three (3) years service as Manager I in Salary Scale 8, subject to satisfactory performance.

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

a. Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in the Working Conditions for Officers within the Management Stream for Qualified Personnel.

2.8 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/ADAC positions or applications for a definite position.

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

a. Appointees within the managerial/officer/practitioners streams must have served in their current post, and if appointed 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 tal-Accounting and Finance, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

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

i. Responsabbli għall-iproċessar f'waqtu ta' tranżazzjonijiet fiskali u finanzjarji, verifiki, rekordjar, rendikonti u rikonċiljazzjoni;

ii. Responsabbli għall-korrettezza ta' żamma bażika ta' kotba u dokumenti oħrajn ta' accounts u t-twettiq ta' xogħol rigward il-proċess bankarju ta' rikonċiljazzjoni tal-Kont Pubbliku;

iii. Responsabbli għall-implimentazzjoni u l-infurzar ta' leġiżlazzjoni, politiki, direzzjonijiet, proċeduri u linji gwida f'dipartiment jew ministeru partikolari jew mal-Gvern;

iv. Responsabbli għall-manutenzjoni u l-kontroll tal-kontijiet, bħalma huma kontijiet below-the-line u voti u jevalwa wkoll il-virements fi ħdan il-voti kif ukoll it-talbiet għal finanzjament addizzjonali;

v. Jikkordina r-rilaxx ta' fondi permezz ta' mekkaniżmi varji u l-ġbir ta' dħul finanzjarju, japprova tranżazzjonijiet kif ikun ordnat, jirrevedi management accounts, stqarrijiet ta' likwidità u rapporti finanzjarji oħra bħala parti mill-proċess;

vi. Jikkontribwixxi għall-ippjanar u l-kontroll ta' baġit, u fil-kumpilazzjoni tal-Business and Financial Plan;

vii. Jivvaluta l-allokazzjonijiet baġitarji u t-tbassir tad-dħul fl-Estimi Finanzjarji tal-Gvern, kemm għas-sena ta' wara kif ukoll fuq bażi ta' Business and Financial plan ta' tliet snin, u l-monitoraġġ kontinwu tagħhom matul is-sena;

viii. Jagħti kontribut fl-interpretazzjoni tal-accounts finali u jipparteċipa fl-analiżi u r-reviżjonijiet tal-valur għall-flus;

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 their own request to carry out duties elsewhere in the area of Accounting and Finance, in accordance with established vacancies.

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

Duties

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

i. Responsible for the timely and correct processing of fiscal and financial transactions, verifications, recording, tracking and reconciliation;

ii. Responsible for the correctness of basic book keeping and other accounting documents, including performing work on the bank reconciliation process of the Public Account;

iii. Responsible for the implementation and enforcement of legislation, policies, directions, procedures and guidelines in a particular department or ministry or across Government;

iv. Responsible for the maintenance and control of accounts, such as below-the-line accounts and votes, assessing virements within votes as well as requests for additional funding;

v. Coordinates the release of funds through various mechanisms and the collection of revenue, approving transactions as directed, reviewing management accounts, cashflow statements and other financial reports as part of the process;

vi. Contributes to Budget planning and control, and the compilation of the Business and Financial Plan;

vii. Assesses budgetary allocations and revenue forecasts in the Financial Estimates of Government, both for the following year and on the basis of a three-year Business and Financial plan, and their continuous monitoring during the course of the year;

viii. Contributes towards the interpretation of final accounts and participating in value for money analysis and reviews;

ix. Jirrappreżenta lid-Dipartiment jew lill-Ministeru f'laqgħat u konferenzi, kemm lokali kif ukoll internazzjonali, u jipparteċipa fi gruppi ta' ħidma kif ikun mitlub;

x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' rapporti varji;

xi. Iżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja u politiki tal-Gvern kif mitlub;

xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub minnu;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet 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

ix. Represents the Department or Ministry in meetings and conferences, both locallyand abroad and participating in working groups as required;

x. Contributes to and assists in the compilation of various reports;

xi. Keeps abreast with accounting standards, financial legislation, Government policiesas directed;

xii. Contributes towards the formulation and updating of policies of a financial nature as directed;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to 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

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. Madankollu, il-kandidati li ma jissodisfawx l-abbiltà li jikkomunikaw bil-lingwa Maltija u ma jkollhomx mill-inqas Livell 1 tal-MQF 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-Livell 1 tal-MQF 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' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) F'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 6 tal-MQF fl-Accountancy.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċetta biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm

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 Maltese and English languages. However, candidates who do not satisfy the ability to communicate in Maltese language and do not possess at least 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 of Public Services. Attendance to such course together with the attainment of MQF Level 1, are to be completed before the confirmation of appointment i.e. within the twelve (12) months of 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 degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional qualification at MQF Level 6 in Accountancy.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided

jissodisfaw ir-rekwiżiti tas-suġġett speċifikat. Kwalifika ta' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

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

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza ma tintlaħaqx, il-ħatra għal din ir-raġuni, tiġi awtomatkament 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.

they meet any specified subject requirements. A Master qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. 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 qualifications referred to in clause 4.1 (iii) and 4.2.

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet 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 tar-Reklutaġġ, Ministeru għall-Finanzi, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Transport, Infrastructure and Capital Project, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae

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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mingħand is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, Casa Leoni, 476, Triq il-Kbira San Ġużepp, Santa Venera.

Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet. Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment huma (www.mtip.gov.mt) u (recruitment.mtip@gov.mt).

(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 1.30 p.m. (Central European Summer Time) of Friday, 1st of September, 2023. 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 latest, 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 Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, Casa Leone, 476, Triq il-Kbira San Ġużepp, Santa Venera.

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 Department are (www.mtip.gov.mt) and (recruitment.mtip@gov.mt).

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

Post ta' Manager I fil-Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali

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

1. Is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali jilqa' applikazzjonijiet għall-post ta' Manager I 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' 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-2023 huwa ta' €23,029.57 fis-sena, li jiżdied b' €407.67 fis-sena sa massimu ta' €25,475.59.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) 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 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) 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 ((€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) 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,

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND CAPITAL PROJECTS

Post of Manager I in the Ministry for Transport, Infrastructure and Capital Projects

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects invites applications for the post of Manager I in the Ministry for Transport, Infrastructure and Capital Projects.

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 2023 is €23,029.57 per annum, rising by annual increments of €407.67 up to a maximum of €25,475.59.

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in 2023) 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 (€26,048.25 x €486.83 - €28,969.23 in 2023) 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 (€27,697.53 x €531.17 - €30,884.55 in 2023) 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

sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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-linji 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. Responsabbli għall-ipproċessar f'waqtu ta' tranżazzjonijiet fiskali u finanzjarji, verifiki, rekordjar, rendikonti u rikonċiljazzjoni;

ii. Responsabbli għall-manutenzjoni u l-kontroll tal-kontijiet, bħalma huma kontijiet below-the-line u voti u jevalwa wkoll il-virements fi ħdan il-voti kif ukoll it-talbiet għal finanzjament addizzjonali;

iii. Jikkordina r-rilaxx ta' fondi permezz ta' mekkaniżmi varji u l-ġbir ta' dħul finanzjarju, japprova tranżazzjonijiet kif ikun ordnat, jirrevedi management accounts, stqarrijiet ta' likwidità u rapporti finanzjarji oħra bħala parti mill-proċess;

iv. Jikkontribwixxi għall-ippjanar u l-kontroll ta' baġit, u fil-kumpilazzjoni tal-Business and Financial plan;

v. Jagħti kontribut fl-interpretazzjoni tal-accounts finali u jipparteċipa fl-analiżi u r-reviżjonijiet tal-valur għall-flus

applications for SAAC/ADAC positions or applications for a definite position.

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

a. Appointees within the managerial/officer/practitioners streams must have served in their current post, and if appointed 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 their own request to carry out duties, 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. Responsible for the timely and correct processing of fiscal and financial transactions, verifications, recording, tracking and reconciliation;

ii. Responsible for the maintenance and control of accounts, such as below-the-line accounts and votes, assessing virements within votes as well as requests for additional funding;

iii. Coordinates the release of funds through various mechanisms and the collection of revenue, approving transactions as directed, reviewing management accounts, cashflow statements and other financial reports as part of the process;

iv. Contributes to Budget planning and control, and the compilation of the Business and Financial plan;

v. Contributes towards the interpretation of final accounts and participating in value for money analysis and reviews;

vi. 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;

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

viii. 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;

ix. 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;

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. 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 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. 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;

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

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

ix. 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;

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

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

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

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

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

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fil-Public Administration jew Public Management jew Human Resource Management jew Economics jew Accountancy jew Public Policy jew International Relations jew Business Administration jew European Studies jew Business and Commerce jew Management jew kwalifika rikonoxxuta professjonali komparabbli fil-Livell 6 tal-MQF fl-Accountancy

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm

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

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

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

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

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

AND

iii. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Public Administration or Public Management or Human Resource Management or Economics or Accountancy or Public Policy or International Relations or Business Administration or Business and Commerce or Management or European Studies or a recognised comparable professional qualification at MQF level 6 in Accountancy.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided

jissodisfaw ir-rekwiżiti tas-suġġett speċifikat. Kwalifika ta' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

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

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/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

they meet any specified subject requirements. A Master qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry/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

xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

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

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

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

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet 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-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Segretarju Permanenti, Ministeru għat-

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Transport,

Trasport, l-Infrastruttura u l-Proġetti Kapitali, permezz tar-Recruitment Portal **biss** (Recruitment Portal (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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mingħand is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, Casa Leoni, 476, Triq il-Kbira San Ġużepp, Santa Venera.

Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet. Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment huma (www.mtip.gov.mt) u (recruitment.mtip@gov.mt).

It-18 ta' Awwissu, 2023

Infrastructure and Capital Project, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st of September, 2023. 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 latest, 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 Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, Casa Leone, 476, Triq il-Kbira San Ġużepp, Santa Venera.

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 Department are (www.mtip.gov.mt) and (recruitment.mtip@gov.mt).

18th August, 2023

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

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

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

1. Is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, jilqa' applikazzjonijiet għall-post ta' Manager I (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' tnax-il (12) xahar.

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

2.3 Is-salarju ta' Manager I (Riżorsi Umani) huwa ta' Skala ta' Salarju 10, li fl-2023 huwa ta' €23,029.57 fis-sena, li jiżdied b' €407.67 fis-sena sa massimu ta' €25,475.59

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) 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 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) 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 (€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) 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,

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND CAPITAL PROJECTS

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

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary Ministry for Transport, Infrastructure and Capital Projects, invites applications for the post of Manager I (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 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 2023 is €23,029.57 per annum, rising by annual increments of €407.67 up to a maximum of €25,475.59.

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in 2023) 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 (€26,048.25 x €486.83 - €28,969.23 in 2023) 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 (€27,697.53 x €531.17 - €30,884.55 in 2023) 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

sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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-linji 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-Riżorsi Umani, 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 (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;

applications for SAAC/ADAC positions or applications for a definite position.

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

a. Appointees within the managerial/officer/practitioners streams must have served in their current post, and if appointed 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 their 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

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

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

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

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

ix. 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.

L-għanijiet tal-kariga huma li jappoġġaw il-funzjonijiet kollha tal-ġestjoni tar-Riżorsi Umani inkluż l-Ippjanar tal-HR, il-konformità mal-proċessi delegati u l-ġestjoni ta' rekords/dejta/statistika aġġornati tal-impjegati li fuqhom jittieħdu deċiżjonijiet ta' Ġestjoni Strateġika tar-Riżorsi Umani. Dan ir-rwol huwa kumplimentari għal dak tal-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

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

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

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

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

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

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

The objectives of the post are to support all Human Resources management functions including HR Planning, compliance with delegated processes and the management of updated employee records/data/statistics upon which Strategic Human Resources Management decisions 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. 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 (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 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.

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

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

U

AND

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Work and Human Resources Management, jew Training and Development, jew Public Administration,

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

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

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

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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 qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

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

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

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

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

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

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

Submission of Supporting Documentation

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

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

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 60%.

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Segretarju Permanenti, 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 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 60%.

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. 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 latest, 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 mingħand is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, Casa Leoni, 476, Triq il-Kbira San Ġużepp, Santa Venera.

Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet. Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment huma (www.mtip.gov.mt) u (recruitment.mtip@gov.mt).

It-18 ta' Awwissu, 2023

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

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

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

1. Is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, jilqa' applikazzjonijiet għall-post ta' Manager II (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' 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 (Accounting and Finance) huwa ta' Skala ta' Salarju 7, li fis-sena 2023 huwa ta' €27,697.53 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €30,884.55

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€29,446.19 x €596.33 - €33,024.17 fis-sena 2023) 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-

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 Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, Casa Leone, 476, Triq il-Kbira San Ġużepp, Santa Venera.

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 Department are (www.mtip.gov.mt) and (recruitment.mtip@gov.mt).

18th August, 2023

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND CAPITAL PROJECTS

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

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, invites applications for the post of Manager II (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 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 2023 is €27,697.53 per annum, rising by annual increments of €531.17 up to a maximum of €30,884.55.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€29,446.19 x €596.33 - €33,024.17 in 2023) after three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

2.5 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of

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 rimborż 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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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-linji 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

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 reinbursement 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/ADAC positions or applications for a definite position.

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 if appointed 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 their 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

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' rappurtar 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' statistikau tbassir u projezzjonijiet, u l-identifikazzjoni ta' xejriet ġodda fid-data;

vii. Jassigura li l-leġiżlazzjoni, regolamenti, politiki u proċeduri stabbiliti ta' kontroll intern jinżammuu 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, inklużil-kontribuzzjoni fil-kumpilazzjoni tal-Business and Financial Plan;

ix. Jagħti pariri dwar varjazzjonijiet minn miri finanzjarji miftiehma, stimi u allokazzjonijiet baġitarjiu 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;

xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub jagħmel;

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

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

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. Contributes towards the formulation and updating of policies of a financial nature as directed;

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

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

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

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.

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 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.

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ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża. Madankollu, il-kandidati li ma jissodisfawx l-abbiltà li jikkomunikaw bil-lingwa Maltija u ma jkollhomx mill-inqas Livell 1 tal-MQF 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-Livell 1 tal-MQF 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 kwalifika ta' Master rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Evidence Based Management jew Accountancy jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 7 tal-MQF fl-Accountancy.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

AND

ii. able to communicate in Maltese and English languages. However, candidates who do not satisfy the ability to communicate in Maltese language and do not possess at least 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 of Public Services. Attendance to such course together with the attainment of MQF Level 1, are to be completed before the confirmation of appointment i.e. within the twelve (12) months of 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 Master qualification at MQF Level 7 (subject to a minimum of 90 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.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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

il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. 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 lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-bord tal-għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. 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 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/traskrizzjonijiet 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 ta' Segretarju Permanenti, Ministeru għatTrasport, 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 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st of September, 2023. 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

notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mingħand is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, Casa Leoni, 476, Triq il-Kbira San Ġużepp, Santa Venera.

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet. Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment huma (www.mtip.gov.mt) u (recruitment.mtip@gov.mt).

It-18 ta' Awwissu, 2023

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

Post ta' Manager II fil-Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali

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

1. Is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, jilqa' applikazzjonijiet għall-post ta' Manager II 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' tnax-il (12) xahar.

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-

notification, whichever is the latest, 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 Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, Casa Leoni, 476, Triq il-Kbira San Ġużepp, Santa Venera.

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 Department are (www.mtip.gov.mt) and (recruitment.mtip@gov.mt).

18th August, 2023

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND CAPITAL PROJECTS

Post of Manager II in the Ministry for Transport, Infrastructure and Capital Projects

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary Ministry for Transport, Infrastructure and Capital Projects, invites applications for the post of Manager II in the Ministry for Transport, Infrastructure and Capital Projects.

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

Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager II huwa ta' Skala ta' Salarju 7, li fis-sena 2023 huwa ta' €27,697.53 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €30,884.55.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€29,446.19 x €596.33 - €33,024.17 fis-sena 2023) 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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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-linji 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 skont il-postijiet vakanti stabbiliti.

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

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 2023 is €27,697.53 per annum, rising by annual increments of €531.17 up to a maximum of €30,884.55.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€29,446.19 x €596.33 - €33,024.17 in 2023) after three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

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

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications for a definite position.

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 if appointed 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 their 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.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager II 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. Janalizza talbiet għat-trasferiment ta' fondi u proposti ta' nfiq li jitfaċċaw waqt is-sena finanzjarja, u jawtorizza kull tranżazzjoni kif ikun mitlub;

iv. Jikkontribwixxi għall-allokazzjoni tal-baġit u tbassir tad-dħul, ippjanar u l-kontroll ta' baġit, inkluż il-kontribuzzjoni fil-kumpilazzjoni tal-Business and Financial Plan;

v. Jagħti pariri dwar varjazzjonijiet minn miri finanzjarji miftiehma, stimi u allokazzjonijiet baġitarji u jipprovdi kontribut fir-rapport ta' Stimi Riveduti ta' kull xahar;

vi. Jassisti lid-direttur/l-assistent direttur/lill-maniġer superjuri bil-monitoraġġ tal-funzjonijiet delegati tal-policies, programmi u prattiki kollha tar-Riżorsi Umani biex jiżgura konformità mal-policies ċentrali mal-Ministeru;

vii. 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 nuqqasijiet ta' ħiliet;

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 jħejji d-data/il-ħidma finanzjarja kollha meħtieġa f'każ ta' negozjati;

x. Iwettaq kwalunkwe kompitu ieħor, li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;

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

Rekwiżiti tal-Eliġibbiltà

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

Duties

3. The job duties for the post of Manager II 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. Analyses requests for the virement of funds and expenditure proposals which arise during the financial year, authorising any transaction as directed;

iv. Contributes to budget allocations and revenue forecasts, planning and control, including contributing to the compilation of the Business and Financial Plan;

v. Advises on variances from agreed financial targets, estimates and budgetary allocations and provides input on the monthly Revised Estimates reports;

vi. 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;

vii. 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;

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

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

Eligibility Requirements

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

U

iii. ikollhom degree ta' Master rikonoxxuta f'Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/

i. a. citizens of Malta; or

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

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

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

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

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

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

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

ii. able to communicate in the Maltese and English languages

AND

iii. in possession of a recognised Master degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET

ECVET, jew ekwivalenti*) fil-Public Administration jew Public Management jew Human Resources Management jew Economics jew Accountancy jew Public Policy jew European Studies jew International Relations jew Business Administration jew Evidence-based Management jew kwalifika rikonoxxuta professjonali komparabbli fil-Livell 7 tal-MQF fl-Accountancy.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

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

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) 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' Diċembru, 2023. 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.

credits, or equivalent*) in Public Administration or Public Management or Human Resources Management or Economics or Accountancy or Public Policy or European Studies or International Relations or Business Administration or Evidence based Management or a recognised comparable professional qualification at MQF level 7 in Accountancy.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1(iii) 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 December, 2023. 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 ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-bord tal-għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

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

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet 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) 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/transcripts 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 tas-Segretarju Permanenti, 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 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 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 Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st of September, 2023. 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 latest, 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 mingħand is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, Casa Leoni, 476, Triq il-Kbira San Ġużepp, Santa Venera.

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment huma (www.mtip.gov.mt) u (recruitment.mtip@gov.mt).

It-18 ta' Awwissu, 2023

MINISTERU GĦAX-XOGĦLIJIET PUBBLIĊI U L-IPPJANAR

Post ta' Health and Safety Officer fil-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar

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

1. Id-Direttur (People Management), Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar, jilqa' applikazzjonijiet għall-post ta' Health and Safety Officer fil-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Health and Safety Officer huwa ta' Skala ta' Salarju 12, li fis-sena 2023 huwa ta' €20,270.04, li jiżdied bi €354 sa massimu ta' €22,394.04.

2.3 Persuna fil-grad ta' Health and Safety Officer titla' fi Skala ta' Salarju 10 (€23,029.57 x €407.67 - €25,475.59 fis-sena 2023) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti. Persuna fil-pussess ta' degree rikonoxxuta fil-Livell 6 tal-MQF tiġi mqiegħda fi skala 10.

2.4 Persuna fil-grad ta' Health and Safety Officer fi skala 10, titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) wara ħames (5) snin servizz fil-grad fi skala ta' salarju 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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 Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, Casa Leoni, 476, Triq il-Kbira San Ġużepp, Santa Venera.

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.mtip.gov.mt) and (recruitment.mtip@gov.mt).

18th August, 2023

MINISTRY FOR PUBLIC WORKS AND PLANNING

Post of Health and Safety Officer in the Ministry for Public Works and Planning

Nomenclatures denoting the male gender include also the female gender.

1. The Director (People Management), Ministry for Public Works and Planning, invites applications for the post of Health and Safety Officer in the Ministry for Public Works and Planning.

Terms and Conditions

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

2.2 The salary for the post of Health and Safety Officer is Salary Scale 12, which in the year 2023 is equivalent to, €20,270.04 per annum, rising by annual increments of €354 up to a maximum of €22,394.04.

2.3 A Health and Safety Officer will progress to Scale 10 (€23,029.57 x €407.67 - €25,475.59 in the year 2023) on completion of five (5) years service in the grade, subject to satisfactory performance, provided that a person in possession of a recognised qualification at MQF Level 6 will be placed in scale 10.

2.4 A Health and Safety Officer in Salary Scale 10, shall further progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in the year 2023) after five (5) years service in the grade in Salary Scale 10, subject to satisfactory performance.

2.5 Il-persuna nnominata tkun intitolata għal benefiċċji oħra u suġġetta għal kundizzjonijiet u obbligi li jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern ta' Malta u l-union 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 pożizzjonijiet SAAC/ADAC jew applikazzjonijiet għal pożizzjoni definita.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Health and Safety Officer jinkludu li:

i. Jimplimenta liġijiet u regolamenti maħruġa minn żmien għal żmien mill-Awtorità tas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol, kif ukoll il-linji gwida tal-Politika dwar is-Saħħa u s-Sigurtà tal-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar;

ii. Jispezzjona l-postijiet tax-xogħol, jagħti pariri dwar prekawzjoni ta' sigurtà u metodi xierqa ta' xogħol, u jinforza kwalunkwe miżura ta' prekawzjoni kif meħtieġ;

iii. Jagħmel risk assessments fuq kull tip ta' xogħol jew prattiki ta' xogħol li jkunu qed jiġu implimentati minn impjegati tal-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar;

iv. Jipprovdi informazzjoni u taħriġ dwar Saħħa u Sigurtà fuq il-Post tax-Xogħol lill-impjegati tal-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar;

v. Jipparteċipa b'mod attiv fi kwalunkwe inizjattiva ta' Saħħa u Sigurtà fuq il-Post tax-Xogħol meħuda mill-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar;

vi. Jagħmel rapporti u jżomm rekords dwar materji relatati max-xogħol ta' kuljum tal-Unit tas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol;

vii. Iwettaq dmirijiet assenjati lilu/lilha fil-qasam tas-Saħħa u s-Sigurtà fuq il-post tax-xogħol;

viii. Jikkollabora ma' entitajiet pubbliċi oħra u partijiet oħra interessati skont kif ikun meħtieġ fit-twettiq tad-dmirijiet assenjati u biex tiġi stabbilita u tinżamm koperazzjoni interorganizzattiva fil-materji ta' Saħħa u Sigurtà fuq il-Post tax-Xogħol;

ix. Iżomm aġġornat ma' żviluppi u leġiżlazzjonijiet fil-qasam tas-Saħħa u s-Sigurtá fuq il-post tax-xogħol, kemm fuq livell nazzjonali kif ukoll dak internazzjonali;

2.5 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.

2.6 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/ADAC positions or applications for a definite position.

Duties

3. The job duties for the post of Health & Safety Officer include:

i. Implements laws and regulations issued from time to time by the Occupational Health and Safety Authority, and the Health and Safety Policy guidelines of the Ministry for Public Works and Planning;

ii. Inspects places of work, provides guidance on any safety precautions and proper work methods, and enforces any precautionary measures as necessary;

iii. Makes risk assessments on any work or work practices being carried out by employees of the Ministry for Public Works and Planning;

iv. Provides information and training on Occupational Health and Safety issues to employees of the Ministry for Public Works and Planning;

v. Actively participates in any initiatives on Occupational Health and safety issues undertaken by the Ministry for Public Works and Planning;

vi. Compiles reports and maintains records on matters dealing with the day to day running of the Occupational Health and Safety Unit;

vii. Carries out any duties assigned to him/her in the field of Occupational Health and Safety;

viii. Liaises with other public entities and relevant stakeholders as may be required for effective fulfilment of assigned duties and for establishing and maintaining a constructive inter-organisational cooperation in Occupational Health and Safety matters;

ix. Keeps abreast of developments and legislations in Occupational Health and Safety matters, both at a national and international level;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-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

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

xi. Undertakes 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

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-Maltu u bl-Ingliż;

iii. ikollhom kwalifika rikonoxxuta fl-Livell 5 tal-MQF (suġġetta għall-minimum ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fil-Health and Safety;

*Kwalifika rikonoxxuta komparabbli ma' 60 krettu ECTS/ECVET, hekk kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-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' Diċembru, 2023. 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 4.2.

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

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

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. to communicate in Maltese and English;

iii. in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent*) in Health and Safety.

*A recognised qualification comparable to 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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) Furthermore, candidates who have not yet formally obtained the qualification specified 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 December, 2023. 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 4.2.

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

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

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

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

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/linja 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 għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

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

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

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 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 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/traskrizzjonijiet 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 tar-Reklutaġġ, Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar, permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Public Works and Planning, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. 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

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, Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar, Blokk H (Ent. B), Triq Antonio Maurizio Valperga, Il-Furjana FRN 1710. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (https://publicworks.gov.mt/) u (recruitment.mpwp@gov.mt).

It-18 ta' Awwissu, 2023

MINISTERU GĦAX-XOGĦLIJIET PUBBLIĊI U L-IPPJANAR

Post ta' Quantity Surveyor fil-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar

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

1. Id-Direttur (People Management), Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar jilqa' applikazzjonijiet għall-post ta' Quantity Surveyor fil-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar.

Termini u Kundizzjonijiet

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

notification, whichever is the latest, 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, Ministry for Public Works and Planning, Block H (Ent. B), Triq Antonio Maurizio Valperga, Floriana FRN 1710. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (https://publicworks.gov.mt/) and (recruitment.mpwp@gov.mt).

18th August, 2023

MINISTRY FOR PUBLIC WORKS AND PLANNING

Post of Quantity Surveyor in the Ministry for Public Works and Planning

Nomenclatures denoting the male gender include also the female gender.

1. The Director (People Management), Ministry for Public Works and Planning invites applications for the post of Quantity Surveyor in the Ministry for Public Works and Planning.

Terms and Conditions

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

2.2 Is-salarju ta' Quantity Surveyor huwa ta' Skala ta' Salarju 9, li fis-sena 2023 huwa ta' €24,494.79 fis-sena, li jiżdied b'€447.33 fis-sena sa massimu ta' €27,178.77.

2.3 Persuna fil-grad ta' Quantity Surveyor titla' fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) wara sentejn (2) servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Quantity Surveyor titla' fi Skala ta' Salajru 7 (€27,697.53 x €531.17 - €30,884.55 fis-sena2023) wara għaxar (10) snin servizz fil-grad ta' Quantity Surveyor 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 Il-persuna magħżula tista' tkun intitolata għal disturbance allowance sa 15% tas-salarju bażiku għal xogħol li jsir regolarment wara l-ħinijiet normali tal-uffiċċju. Din l-allowance tista' tiżdied sa 25% f' ċirkostanzi eċċezzjonali.

2.6 Il-persuna nominata tkun intitolata għal benefiċċji oħra u suġġetta għal kundizzjonijiet u obbligi li jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern u l-union kompetenti.

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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Quantity Surveyor jinkludu li:

i. Jassisti fil-ġbir ta' stimi dwar il-budget, jipprepara dokumenti għal etendering inkluż kundizzjonijiet ta' kuntratti u stimi tal-materjal, tax-xogħol u tas-servizzi kif meħtieġ;

ii. Jassisti fl-evalwazzjoni ta' tenders u l-abbozzar ta' rapporti tekniċi;

iii. Jagħmel kejl fuq il-post ta' proġetti mwettqa u jħaddem software għall-kejl ta' xogħlijiet;

iv. Jipprepara evalwazzjonijiet ta' kull xahar għall-pagamenti;

2.2 The salary for the post of Quantity Surveyor is Salary Scale 9, which in the year 2023 is equivalent to, €24,494.79 per annum, rising by annual increments of €447.33 up to a maximum of €27,178.77.

2.3 A Quantity Surveyor will progress to Scale 8 (€26,048.25 x €486.83 - €28,969.23 in the year 2023) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 A Quantity Surveyor will progress to Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55 in the year 2023) on completion of ten (10) years service in the grade of Quantity Surveyor, or eight (8) years if in possession of a recognised and appropriate post-graduate qualification, subject to satisfactory performance.

2.5 The appointee may become entitled to a disturbance allowance of up to 15% of his/her basic salary for work performed regularly after office hours, which may exceptionally be increased up to 25%.

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 subject to satisfactory performance.

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/ADAC positions or applications for a definite position.

Duties

3. The job duties for the post of Quantity Surveyor include:

i. Assists in the drawing up of budgetary estimates, prepares etendering documents including conditions of contract and bills of quantities of works, supply and services as required;

ii. Assists in evaluating tenders and drafting technical reports;

iii. Measures on site of executed projects and operates works measurement software;

iv. Prepares monthly evaluations for payments;

v. Jassisti fl-analiżi ta' prezzijiet għal ftehim mal-kuntratturi;

vi. Jipprovdi għajnuna biex jintlaħaq ftehim dwar l-iffinalizzar ta' kontijiet;

vii. Jiċċekkja, jevalwa u jassisti fit-tħejjija ta' rapporti dwar talbiet magħmula mill-kuntratturi fuq xogħol mhux inkluż fil-kuntratt;

viii. Jattendi f'diskussjonijiet meta meħtieġ ma' kumpaniji lokali kif ukoll barranin;

ix. Jipprovdi għajnuna fit-tħejjija ta' sommarji tal-fatti meħtieġa mill-avukati u jagħti xhieda kif meħtieġ fil-Qorti f'każijiet fejn ikun hemm litigazzjoni;

x. Jimmaniġġja u jissorvelja x-xogħol ta' Quantity Surveyor Assistants li jaqgħu taħt ir-responsabbiltà diretta tiegħu/tagħha;

xi. Jassigura li t-tagħmir ta' saħħa u sigurtà fuq il-post tax-xogħol ikun provdut, aċċessibbli u li jintuża mill-impjegati kollha u jiżgura li r-regolamenti u l-liġijiet tas-Saħħa u Sigurtà jkunu mħarsa mill-ħaddiema kollha taħt ir-responsabbiltà tiegħu/tagħha;

xii. Jidentifika, fejn hu possibli, setturi fejn jista' jiġi mtejjeb il-cost management;

xiii. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ; u

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet

v. Assists in analysing prices for agreements with contractors;

vi. Provides support in the settlement of final accounts;

vii. Checks, evaluates and assists in reporting on extra-contractual claims submitted by contractors;

viii. Attends, on request, discussions with local and foreign firms;

ix. Provides support in preparing briefs for legal counsel and gives evidence, as required, in Courts of Law in cases of litigation;

x. Manages and supervises the work of Quantity Surveyor Assistants assigned under his/her direct responsibility.

xi. Ensures the availability, accessibility and use of Health and Safety equipment and apparel by all employees and ensures that the laws and regulations in this regard are being strictly adhered to by all employees under his/her charge;

xii. Identifies, where possible, areas of improvement as regards cost management;

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

xiv. Undertakes 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

ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

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

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

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

ii. kapaċi jikkomunikaw bil-Malti u bl-Ingliż;

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fil-Quantity Surveying jew kwalifika ekwivalenti fil-Quantity Surveying maħruġa minn istituzzjoni professjonali rikonoxxuta.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċetta biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*.

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 Maltese and English;

iii. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Quantity Surveying or an equivalent qualification in Quantity Surveying of a recognised professional institution.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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 qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

(ii) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif indikat f'paragrafu 4.1 iii, 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' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Furthermore, candidates who have not yet formally obtained the qualification as indicated in paragraph 4.1 (iii) 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 December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

(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 (i).

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

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

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

4.3. 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.

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.

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.

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

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

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/linja tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq

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

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 għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

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

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

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

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li

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).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials,

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 tar-Reklutaġġ, Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar, permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 L-applikanti jingħataw sa jumejn (2) 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;

copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Public Works and Planning, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. 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 latest, 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;

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 talPeople Management, Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar, Blokk H, Entratura B, Triq Antonio Maurizio Valperga, Il-Furjana FRN1710. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għallapplikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (https://publicworks.gov.mt/) u (recruitment.mpwp@gov.mt).

It-18 ta' Awwissu, 2023

MINISTERU GĦAT-TURIŻMU

Post ta' Heavy Plant Driver (Group IV) fil-Ministeru għat-Turiżmu

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

1. Id-Direttur Ġenerali, Diviżjoni għat-Tindif u Manutenzjoni, Ministeru għat-Turiżmu, jilqa' applikazzjonijiet għall-post ta' Heavy Plant Driver (Group IV) fil-Ministeru għat-Turiżmu.

Din is-sejħa għall-applikazzjonijiet qed tiġi maħruġa esternament bħala arranġament ta' darba biss.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Heavy Plant Driver (Group IV) huwa ta' Skala ta' Salarju 17, li fis-sena 2023 huwa ta' €14,257.40 fis-sena, li jiżdied b'€244 fis-sena sa massimu ta' €15,721.40.

2.3 Persuna fil-grad ta' Heavy Plant Driver (Group IV) titla' fi Skala ta' Salarju 16 (€15,372.57 x €263 - €16,950.57 fis-sena 2023) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Il-persuna nnominata tkun intitolata għal benefiċċji oħra u suġġetta għal kundizzjonijiet u obbligi li jkunu

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, Ministry for Public Works and Planning, Block H, Triq Antonio Maurizio Valperga, Floriana FRN 1710. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (https://publicworks.gov.mt/) and (recruitment.mpwp@gov.mt).

18th August, 2023

MINISTRY FOR TOURISM

Post of Heavy Plant Driver (Group IV) in the Ministry for Tourism

Nomenclatures denoting the male gender include also the female gender.

1. The Director General, Cleansing and Maintenance Division, Ministry for Tourism, invites applications for the post of Heavy Plant Driver (Group IV) in the Ministry for Tourism.

This call for applications is being issued externally as a one-time only arrangement.

Terms and Conditions

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

2.2 The salary for the post of Heavy Plant Driver (Group IV) is Salary Scale 17, which in the year 2023 is equivalent to, €14,257.40 per annum, rising by annual increments of €244 up to a maximum of €15,721.40.

2.3 A Heavy Plant Driver (Group IV) will progress to Scale 16 (€15,372.57 x €263 - €16,950.57 in the year 2023) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 The appointee will be entitled to such other benefits and subject to such other conditions and obligations as

mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern ta' Malta u l-unions kompetenti.

2.5 Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Heavy Plant Driver (Group IV) jinkludu li:

i. Isuq, jieħu ħsieb u jħaddem operat ta' heavy plant u makkinarju bħal mechanical sweepers, gafef bir-roti u bil-katina, it-trakkijiet kollha inklużi dawk li huma ta' piż 'il fuq minn 7.5 tunellata, cranes mobbli u oħrajn fissi, fork lifters, jetting/suction bowsers, żwiemel tal-irmonk, inġenji tal-knis u ħasil tat-toroq, Scammells, skip loaders, trakkijiet bil-crane, skid steer loaders, dumpers u cherry pickers;

ii. Jassisti f'tiswijiet minuri u overhauls ta' dawn l-impjanti;

iii. Iħaddem it-tagħmir fid-direzzjoni u angoli t-tajba biex jevita inċidenti u ħsara tal-proprjetà;

iv. Iħaddem u jimmaniġġja l-magni u t-tagħmir b'mod mingħajr periklu u sigur;

v. Iwettaq kontrolli perjodici dwar is-sigurtà, manutenzjoni, u servicing checks biex jiżgura funzjonament xieraq tat-tagħmir;

vi. Jinforma u jagħti pariri lill-amministrazzjoni rigward tiswijiet u manutenzjoni maġġuri;

vii. Jaħdem b'konformità ma' prattiki, proċeduri, u liġijiet tas-siti tax-xogħol u/jew liġijiet tat-traffiku;

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

ix. 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:

may be stipulated in any pertinent agreement between the Government of Malta and the competent union.

2.5 Lateral applications in the same grade from public officers are not allowed.

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/ADAC positions or applications for a definite position.

Duties

3. The job duties for the post of Heavy Plant Driver (Group IV) include:

i. Drive, maintain and operate heavy plant and machinery, such as mechanical sweepers, wheel shovels, truck shovels, all trucks including those over 7.5 tons, mobile and other cranes, fork lifters, jetting/suction bowsers, tractors used for road transportation, road sweepers and street washers, Scammells, skip loaders, trucks with crane, skid street loaders, dumpers and cherry pickers;

ii. Assist in the carrying out of minor repairs and overhauls of such plant;

iii. Operate the equipment in the right direction and angles to prevent accidents and damage of property;

iv. Operate and manage the machines or equipment in a safe and secure way;

v. Perform periodically safety, maintenance and servicing checks to ensure proper functioning of equipment;

vi. Inform and advice the management for major repairs and maintenance;

vii. Work in adherence to safety practices, procedures, work sites and/or traffic laws;

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

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

Eligibility Requirements

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-Malti u l-Ingliż; U

iii. fil-pussess tal-liċenzja tas-sewqan valida fil-Kategorijia Ċ (ikollu mill-inqas 21 sena jew 19-il sena jekk

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 Maltese and English; AND

iii. in possession of a valid Category C driving licence (having a minimum of 21 years of age or 19 years if a holder

ikollu Driver CPC sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet).

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 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.

4.3 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/linja 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.

4.4 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 4.3 hawn fuq, mhux biss sal-ħin u

of Driver CPC, by the closing time and date of this call for applications).

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

4.2 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.

4.3 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

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry/department issuing the call for 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 4.3 above, not only by the

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

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

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 mehmuża mal-applikazzjoni. Kopji scanned mibgħuta b'mod elettroniku jiġu aċċettati. Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejħa għall-applikazzjonijiet, taħt l-ebda ċirkostanza.

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 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali, Diviżjoni għat-Tindif u Manutenzjoni, Ministeru għat-Turiżmu. 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. Id-data tal-għeluq tal-applikazzjonijiet hija s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. L-applikazzjonijiet jistgħu ukoll jiġu sottomessi permezz tal-Online Government

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.

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the applications. Scanned copies sent electronically are acceptable. Under no circumstances should any such documents be submitted after two (2) working days from the closing date of the call for applications.

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

Selection Procedures

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director General, Cleansing and Maintenance Division, Ministry for Tourism. 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. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. Applications can also be submitted through the Online Government Recruitment

Recruitment Portal (https://recruitment.gov.mt) sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, kif indikat hawn fuq. 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 L-applikanti li għandhom bżonn għajnuna biex jissottomettu applikazzjoni online, għandhom ifittxu din l-għajnuna mill-HR Unit tad-dipartiment attwali tagħhom, jew mill-HR Unit tad-dipartiment fejn qed japplikaw. Dawn l-applikanti għandhom jiżguraw li l-persuna li tapplika għannom tagħhom, fil-fatt, qed tapplika għall-post battal meħtieġ u tehmeż id-dokumentazzjoni korretta.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Diviżjoni għat-Tindif u l-Manutenzjoni, 87, Calpe House, Triq Ħal Tarxien, Ħal Luqa. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

L-indirizz elettroniku tad-Diviżjoni huwa (hr.cleansing@gov.mt).

It-18 ta' Awwissu, 2023

Portal (https://recruitment.gov.mt) by the said closing time and date of this call for applications. 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 Applicants who need assistance in submitting an online application, are to seek such assistance from the HR Unit of their current Department, or the HR Unit of the Department where they are applying. Such applicants are to ensure that the person applying on their behalf is, in fact, applying for the vacancy required and attaching the correct documentation.

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

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

7.5 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 latest, 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 Cleansing and Maintenance Division, 87, Calpe House, Triq Ħal Tarxien, Ħal Luqa. These general provisions are to be regarded as an integral part of this call for applications.

The email address of the receiving Division is (hr.cleansing@gov.mt).

18th August, 2023

MINISTERU GĦAT-TURIŻMU

Post ta' Manager I fil-Ministeru għat-Turiżmu

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

1. Is-Segretarju Permanenti, Ministeru għat-Turiżmu, jilqa' applikazzjonijiet għall-post ta' Manager I fil-Ministeru għat-Turiżmu.

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-2023 huwa ta' €23,029.57 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €25,475.59.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) 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 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) 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 (€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) 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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

MINISTRY FOR TOURISM

Post of Manager I in the Ministry for Tourism

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Tourism, invites applications for the post of Manager I in the Ministry for Tourism.

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 2023 is €23,029.57 per annum, rising by annual increments of €407.67 up to a maximum of €25,475.59.

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in 2023) 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(€26,048.25 x €486.83 - €28,969.23 in 2023) 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(€27,697.53 x €531.17 - €30,884.55 in 2023) 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/ADAC positions or applications for a definite position.

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-linji 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 l-maniġment fit-tfittxija ta' opportunitajiet għas-simplifikazzjoni tal-operazzjonijiet u l-massimizzazzjoni tal-utilizzazzjoni tar-riżorsi, bil-għan li tinkiseb aktar kwalità, effikaċja u puntwalità fit-twassil tal-kompiti u s-servizzi;

ii. Jissorvelja u jsegwi l-implimentazzjoni effettiva tal-inizjattivi identifikati, inluż it-twettiq ta' kontrolli regolari sabiex jiġi żgurat li Standards ta' Proċeduri u obbligi oħra interni, u dawk mifruxin mal-Gvern kollu, qegħdin jiġu effettivament segwiti;

iii. Imexxi u jikkontribwixxi b'mod attiv inizjattivi u rekwiżiti dipartimentali biex iwettaq b'suċċess u fil-ħin il-kompiti li għandhom x'jaqsmu mad-diversi proġetti amministrati mid-Direttorat;

iv. Jipprovdi appoġġ u sinerġija fix-xogħol b'analiżi, pariri u rakkomandazzjonijiet dwar materji assoċjati mal-operazzjonijiet u l-proċessi tax-xogħol tad-Direttorat;

v. Jikkordina u jwettaq riċerka kif rikjest kif ukoll jassisti fil-kumpilazzjoni u d-disseminazzjoni ta' informazzjoni relatata ma' proġetti/kuntratti li jaqgħu taħt il-mandat tal-Ministeru;

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

a. Appointees within the managerial/officer/practitioners streams must have served in their current post, and if appointed 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 their 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 management in seeking opportunities to streamline operations and maximize resource utilization, with the aim of achieving more quality, efficiency, efficacy and timeliness in the delivery of tasks and services;

ii. Monitors and follows up the effective implementation of identified initiatives, including conducting regular checks to ensure that Standards of Procedures and other internal and Government-wide obligations are being effectively adhered to;

iii. Leads and actively contributes to departmental initiatives and requirements to successfully and timely complete the tasks related to the various initiatives handled by the Directorate;

iv. Provides work support and synergy with analysis, advice and recommendations on matters associated with the Directorate's operations and work processes;

v. Coordinates and carries out research as directed, as well as assisting in the compilation and dissemination of information related to projects/contracts falling under the remit of the Ministry;

vi. Iżomm ruħu aġġornat mar-rekwiżiti tal-politika tax-xiri pubbliku, regoli, linji gwida, ċirkolari u materjal ieħor relatat max-xiri pubbliku;

vii. Jassisti fl-implimentazzjoni tal-fażijiet kollha taċ-ċiklu tal-ħajja tax-xiri pubbliku, u jifhem kif kull waħda tinteraġixxi mal-oħrajn u jopera b'mod proficjenti is-sistema tax-xiri pubbliku;

viii. Jivverifika, jabozza u jippubblika dokumentazzjoni f'konformità mar-regolamenti tal-UE u nazzjonali, politiki, regoli, kundizzjonijiet linji gwida u mudelli;

ix. Jipparteċipa b'mod attiv fil-valutazzjoni tal-offerta, l-evalwazzjoni u l-proċess kollu ta' wara sa ma jiġi ffirmat il-kuntratt;

x. Iwettaq il-kontrolli meħtieġa u kompiti oħra relatati mal-funzjoni tal-ġestjoni tal-kuntratt inkluż, iżda mhux limitat, għall-iżgurar tal-kunsinna tal-kuntratt u l-ipproċessar tal-ħlas, u jassigura li dokumentazzjoni oħra relatata mal-kuntratti tinżamm aġġornata;

xi. Jassisti fil-formulazzjoni ta' manwali, preżentazzjonijiet u kwalunkwe sottomissjoni oħra kif meħtieġ;

xii. Jikkompila rapporti perjodiċi, kif ukoll kwalunkwe data oħra kif meħtieġ;

xiii. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/liha, kif jista' jkun meħtieġ;

xiv. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti u/jew ir-rappreżentant tiegħu;

xv. Iwettaq 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

vi. Keeps abreast of public procurement policy requirements, rules, guidelines, circulars and other procurement related material;

vii. Assists in the implementation of all phases of the procurement cycle, understanding how each interacts with the other and operating proficiently the public procurement system;

viii. Vets, drafts and publishes procurement documentation in line with relevant EU and National regulations, policies, rules, conditions, guidelines and templates;

ix. Participates actively in the tender assessment, evaluation and post award process;

x. Carries out the necessary checks and other tasks related to the contract management function including, but not limited to, ensuring contract delivery and payment processing, and ensures that documentation related to the contracts are kept up to date;

xi. Assists in the formulation of manuals, presentations and any other submissions as required;

xii. Compiles periodical reports, as well as any other data as required;

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

xiv. Performs other duties as directed by the Permanent Secretary and/or his/her representative;

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

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

U

iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management jew Management Studies jew Commerce jew Business Administration jew Accounts jew Creativity and Innovation jew Quality Assurance Management jew Public Management jew Public Administration jew Corporate Governance and Leadership jew Leadership and Organisational Behaviour jew Management and Leadership jew Strategy jew Leadership and Change Management jew European Studies jew Tourism Studies jew kwalifika rikonoxxuta komparabbli professjonali fil-Accountancy.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

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/able to communicate in the Maltese and English languages;

AND

iii. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Project Management or Management Studies or Commerce or Busines Administration or Accounts or Creativity and Innovation or Quality Assurance Management or Public Management or Public Administration or Corporate Governance and Leadership or Strategy or Leadership and Change Management or European Studies or Tourism Studies or a recognised comparable professional qualification in Accountancy.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

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

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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 qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet 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.

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għat-Turiżmu, 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Diviżjoni tar-Riżorsi Umani fi ħdan id-Direttorat għas-Servizzi Korporattivi, Ministeru għat-Turiżmu, 233, Triq ir-Repubblika, Il-Belt 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 Director Corporate Services, Ministry for Tourism, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. 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 latest, 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 Division at the Corporate Services Directorate, Ministry for Tourism, 233, Triq ir-Repubblika, 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-Diviżjoni huma (http://www.tourism.gov.mt) u (hr.mft@gov.mt).

It-18 ta' Awwissu, 2023

MINISTERU GĦAT-TURIŻMU

Post ta' Manager II (Project Management) fil-Ministeru għat-Turiżmu

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

1. Is-Segretarju Permanenti, Ministeru tat-Turiżmu jilqa' applikazzjonijiet għall-post ta' Manager II (Project Management) fil-Ministeru għat-Turiżmu.

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 (Project Management) huwa ta' Skala ta' Salarju 7, li fl-2023 huwa ta' €27,697.53 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €30,884.55.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€29,446.19 x €596.33 - €33,024.17 fis-sena 2023) 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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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

The website address and email address of the receiving Division are (http://www.tourism.gov.mt) and (hr.mft@gov.mt).

18th August, 2023

MINISTRY FOR TOURISM

Post of Manager II (Project Management) in the Ministry for Tourism

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Tourism invites applications for the post of Manager II (Project Management) in the Ministry for Tourism.

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 2023 is €27,697.53 per annum, rising by annual increments of €531.17 up to a maximum of €30,884.55.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€29,446.19 x €596.33 - €33,024.17 in 2023) 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/ADAC positions or applications for a definite position.

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

kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

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

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

2.8 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-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. Jissorvelja l-implimentazzjoni tal-Miżuri tal-Baġit; KPIs; il-Miżuri tas-Simplifikazzjoni; l-impenji tal-Manifest Elettorali, u proġetti u inizjattivi ffinanzjati fuq bażi lokali, u mill-UE, biex jiżgura l-implimentazjoni f'waqtha tagħhom;

ii. Jamministra proġetti (inkluż inizjattivi) u riżorsi relatati (finanzjarji, umani, tanġibbli u intanġibbli) taħt id-direzzjoni tas-superjuri, bil-ħsieb li jwasslu proġetti skont il-parametri ta' Baġit, Ħin u Kwalità;

iii. Jissorvelja l-implimentazzjoni tal-proġett relatat mal-qalba tal-vetturi tal-Gvern għal vetturi elettriċi u anke ma' proġetti oħra;

iv. Jiffamiljarizza ruħu mal-istudju li sar dwar dan il-proġett u d-dokumenti relatati;

v. Iżomm ruħu aġġornat dwar programmi ta' fondi tal-UE, speċjalment ir-Recovery and Resilience Programme b'referenza għall-proġett tal-qalba tal-karozzi;

vi. Iħejji rapporti tal-progress u kwalunkwe rapport ieħor relatat mal-proġett/i kif meħtieġ, u jtella' informazzjoni fuq il-programmi rilevanti u anke dawk relatati ma' fondi Ewropej;

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 if appointed 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 their 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. Monitors the implementation of Budget Measures; KPIs; Simplification Measures; the Electoral Manifesto commitments, and locally, and EU funded, projects and initiatives to ensure their timely implementation;

ii. 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;

iii. Supervises the implementation of the project related to replacing the government's vehicles with electric ones, as well as other projects;

iv. Familiarises oneself with the study carried out regarding this project and related documents;

v. Keeps oneself informed on EU fund programmes, especially the Recovery and Resilience Programme with reference to the project of vehicle replacement;

vi. Prepares progress reports and any other reports related to the project/s as required, and inputs information into the relevant programs as well as those related to European funds;

vii. Jiffamiljarizza ruħu ma' kull sejħa għall-offerti li ħarġet, jew għad trid toħroġ, relatata ma' dan il-proġett tal-qalba tal-karozzi għal vetturi elettriċi u anke sejħiet relatati ma' proġetti oħra;

viii. Jimplimenta kull kuntratt iffirmat relatat ma' dan il-proġett, isegwi t-timelines skont kif imniżżlin fil-kuntratt u jassigura li l-kuntratti kollha jiġu onorati mill-kuntratturi rispettivi. Għandhom jittieħdu l-passi meħtieġa f'każijiet fejn xi kuntratti ma jkunux qed jiġu onorati;

ix. Iżomm komunikazzjoni kontinwa mal-istakeholders kollha, b'mod partikolari mal-kuntratturi li jkunu ntgħażlu wara sejħiet għall-offerti sabiex jitwettaq proġett;

x. Jaġixxi bħala punt fokali għal ministeri oħra, u anke għall-OPM, dwar affarijiet relatati mal-amministrazzjoni ta' dan il-proġett u xi proġetti oħra li jista' jkun hemm;

xi. Iwettaq kompiti oħra li, minn żmien għal żmien, jistgħu jiġu assenjati mis-Segretarju Permanenti;

xii. Iwettaq 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'

vii. Familiarises oneself with every issued call for tenders, or has yet to be issued, related to this project of vehicle replacement to electric vehicles and even calls related to other projects;

viii. Implements each signed contract related to this project, follows timelines outlined in the contract and assures that all contracts are being honoured by the respective contractors. The necessary steps are to be taken in cases where contracts are not being honoured;

ix. Maintains continuous communication with all stakeholders, particularly with contractors which would have been chosen following calls for tenders for the project to be carried out;

x. Acts as a focal point for other ministries, as well as for OPM, regarding affairs related to the administration of this project and other projects there might be;

xi. Carries out other tasks that may, from time to time, be assigned by the Permanent Secretary;

xii. Undertakes 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

Pajjiżi Terzi), jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiż terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

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

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

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

ii. ikunu profiċjenti/kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

U

iii. ikollhom Master degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fl-Accounts jew Project Management jew Management Studies jew Commerce jew Business Administration jew Creativity and Innovation jew Quality Assurance Management jew Public Management jew Public Administration jew Corporate Governance and Leadership jew Leadership and Organisational Behaviour jew Management and Leadership jew Strategy jew Leadership and Change Management jew European Studies jew Tourism Studies jew kwalifika komparabbli fil-Livell 7 tal-MQF fl-Accountancy.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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/able to communicate in the Maltese and English languages;

AND

iii. in possession of a recognised Master degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Accounts or Project Management or Management Studies or Commerce or Business Administration or Creativity and Innovation or Quality Assurance Management or Public Management or Public Administration or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy or Leadership and Change Management or European Studies or Tourism Studies or a recognised professional qualification at MQF Level 7 in Accountancy.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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

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

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) 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' Diċembru, 2023. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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

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

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

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

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1(iii) 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 December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

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

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

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

4.7 L-applikanti prospettivi għandhom jaraw 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/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għat-Turiżmu, 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Tourism, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Diviżjoni tar-Riżorsi Umani fi ħdan id-Direttorat għas-Servizzi Korporattivi, Ministeru għat-Turiżmu, 233, Triq ir-Repubblika, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Diviżjoni huma (https://tourism.gov.mt) u (hr.mft@gov.mt).

It-18 ta' Awwissu, 2023

MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGĦAŻAGĦ, IR-RIĊERKA U L-INOVAZZJONI

Post ta' Manager I fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Miniseru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR jimxi

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 latest, 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 Division at the Corporate Services Directorate, Ministry for Tourism, 233, Triq ir-Repubblika, 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 Division are (https://tourism.gov.mt) and (hr.mft@gov.mt).

18th August, 2023

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Manager I in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment,

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, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-post ta' Manager I fi ħdan id-Direttorat għall-Litteriżmu Diġitali u Ħiliet Transversali fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager I huwa ta' Skala ta' Salarju 10, li fis-sena 2023 huwa ta' €23,029.57 fis-sena, li jiżdied b' €407.67 fis-sena sa massimu ta' €25,475.59.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) 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 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) 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 (€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) 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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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, Sport, Youth, Research and Innovation, invites applications for the post of Manager I within the Directorate for Digital Literacy and Transversal Skills in the Ministry for Education, Sport, Youth, Research and Innovation.

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 2023 is €23,029.57 per annum, rising by annual increments of €407.67 up to a maximum of €25,475.59.

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in 2023) 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 (€26,048.25 x €486.83 - €28,969.23 in 2023) 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 (€27,697.53 x €531.17 - €30,884.55 in 2023) 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/ADAC positions or applications for a definite position.

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-linji 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. Jiżviluppa u jimplimenta strateġiji komprensivi ta' komunikazzjoni biex jilħaq b'mod effettiv udjenzi fil-mira u jappoġġja l-għanijiet organizzattivi taħt il-gwida tad-Direttur;

ii. Jimmaniġġja pjattaformi tal-midja soċjali, joħloq kontenut interessanti u fattwalment preċiż bl-Ingliż u bil-Malti, jimmonitorja t-tendenzi, u jrawwem l-involviment tal-komunità;

iii. Iżomm u jaġġorna s-sit elettroniku tal-organizzazzjoni li jiżgura l-eżattezza tal-kontenut u l-esperjenza tal-utent;

iv. Jiżviluppa u jżomm relazzjonijiet ma' mezzi tal-midja, ġurnalisti, u influencers biex jiffaċilita kopertura pożittiva tal-midja u opportunitajiet ta' PR;

v. Joħloq stqarrijiet għall-istampa, jorganizza intervisti televiżivi/tar-radju, kits tal-midja, u materjal ieħor ta' PR biex jippromovi inizjattivi u avviżi organizzattivi;

vi. Jissorvelja u janalizza l-kopertura tal-midja, l-aċċenn online, u t-tendenzi tal-midja soċjali, billi jipprovdi rapporti regolari dwar metriċi u għarfien ewlenin;

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

a. Appointees within the managerial/officer/practitioners streams must have served in their current post, and if appointed 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 their 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. Develop and implement comprehensive communication strategies to effectively reach target audiences and support organizational goals under the guidance of the Director;

ii. Manage social media platforms, creating engaging and factually accurate content in English and Maltese, monitoring trends, and fostering community engagement;

iii. Maintain and update the organization's website ensuring content accuracy and user experience;

iv. Develop and maintain relationships with media outlets, journalists, and influencers to facilitate positive media coverage and PR opportunities;

v. Craft press releases, set television/radio interviews, media kits, and other PR materials to promote organisational initiatives and announcements;

vi. Monitor and analyse media coverage, online mentions, and social media trends, providing regular reports on key metrics and insights;

vii. Jippjana u jesegwixxi avvenimenti, bħal konferenzi, seminars, webinars, u workshops, kordinazzjoni tal-loġistika, kelliema mistiedna, u materjali promozzjonali;

viii. jikkollabora ma' timijiet interni biex jiġbor kontenut, stejjer, u aġġornamenti għal diversi kanali ta' komunikazzjoni;

ix. Jiżviluppa u jimmaniġġja sħubija ma' organizzazzjonijiet u partijiet interessati rilevanti biex itejjeb il-viżibbiltà u l-firxa tal-organizzazzjoni;

x. Jissorvelja t-tendenzi tal-industrija u l-aħjar prattiki fl-istrateġiji tal-komunikazzjoni, billi jinkorpora approċċi innovattivi fejn applikabbli;

xi. Jiżgura l-konsistenza tal-marka fil-kanali kollha ta' komunikazzjoni, filwaqt li jiżgura l-aderenza mal-linji gwida u l-messaġġi tal-marka;

xii. Iwieġeb għal mistoqsijiet, kummenti, u feedback riċevuti permezz ta' kanali ta' komunikazzjoni varji fil-ħin u b'mod professjonali;

xiii. Jipprovdi gwida u appoġġ lill-membri tat-tim involuti f'attivitajiet ta' komunikazzjoni, irawwem ambjent tax-xogħol kollaborattiv u ta' prestazzjoni għolja;

xiv. Jissorvelja u jimmaniġġja l-baġit tal-komunikazzjonijiet, filwaqt li jiżgura strateġiji kosteffettivi u allokazzjoni effiċjenti tar-riżorsi;

xv. Iżomm ruħu aġġornat dwar għodod, teknoloġiji u xejriet tal-industrija emerġenti tal-komunikazzjoni, billi jissuġġerixxi, u jimplimenta titjib fil-proċessi tal-komunikazzjoni;

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

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

xviii. 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-

vii. Plan and execute events, such as conferences, seminars, webinars, and workshops, coordinating logistics, guest speakers, and promotional materials;

viii. Collaborate with internal teams to gather content, stories, and updates for various communication channels;

ix. Develop and manage partnerships with relevant organizations and stakeholders to enhance the organization's visibility and reach;

x. Monitor industry trends and best practices in communication strategies, incorporating innovative approaches where applicable;

xi. Ensure brand consistency across all communication channels, ensuring adherence to brand guidelines and messaging;

xii. Respond to enquiries, comments, and feedback received through various communication channels in a timely and professional manner;

xiii. Provide guidance and support to team members involved in communication activities, fostering a collaborative and high-performing work environment;

xiv. Monitor and manage the communications budget, ensuring cost-effective strategies and efficient resource allocation;

xv. Stay updated on emerging communication tools, technologies, and industry trends, suggesting, and implementing improvements to communication processes;

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

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

xviii. 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

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

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

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

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

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

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

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

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

U

iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Communications jew Marketing jew Public Relations jew Administration.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss

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

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

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

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

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

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

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

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

AND

iii. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Communications or Marketing or Public Relations or Administration.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an

suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

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

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 4.2, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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

MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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 qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet 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 50%.

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (https://edurecruitment.gov.mt).

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

Selection Procedures

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

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni ta' Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, 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 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar it-Tnejn, 4 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) Dawn

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, Sport, Youth, Research and Innovation, through the Education Recruitment Portal **only** (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). 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 1.30 p.m. (Central European Summer Time) of Monday, 4th September 2023. 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 latest, 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

id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

It-18 ta' Awwissu, 2023

MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGĦAŻAGĦ, IR-RIĊERKA U L-INNOVAZZJONI

Post ta' Assistant Manager fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Miniseru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR 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, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-post ta' Assistant Manager fl-uffiċċju tas-Segretarju Permanenti fi ħdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

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

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

2.3. Is-salarju ta'Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbilta' ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2023 huwa ta' €20,270.04 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €22,394.04.

2.4. Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla għal Skala 11, li fis-sena 2023 hija ekwivalenti għal €21,630.00 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €23,881.02, 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.

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

18th August, 2023

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Assistant Manager in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR 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, Sport, Youth, Research and Innovation, invites applications for the post of an Assistant Manager in the office of the Permanent Secretary within the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

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

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

2.3. The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2023 is equivalent to, €20,270.04 per annum, rising by annual increments of €354 up to a maximum of €22,394.04.

2.4. An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2023 is equivalent to €21,630.00 per annum, rising by annual increments of €375.17 up to a maximum of €23,881.02, 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. 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 (€23,029.57 x €407.67 - €25,475.59) fis-sena 2023 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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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-linji 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.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager fl-uffiċċju tas-Segretarju Permanenti jinkludu li:

i. Jassisti fit-tmexxija tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR);

ii. Jipprovdi sapport lis-CIO, lid-diretturi ġenerali, id-diretturi u l-managers dwar kwistjonijiet kollha relatati ma' kwalunkwe kwistjoni fil-kompetenza tal-Iżvilupp tal-Politika u l-Implimentazzjoni tal-Programmi;

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 (€23,029.57x €407.67 - €25,475.59) in the year 2023 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/ADAC positions or applications for a definite position.

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

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

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

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

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

Duties

3. The job duties for the post of Assistant Manager in the office of the Permanent Secretary include:

i. Assists in the management of the Ministry for Education, Sport, Youth, Research and Innovation (MEYR);

ii. Provides support to the CIO, Directors General, Directors and Managers on all matters relating to any issues within the remit of the Policy Development and Programme Implementation;

iii. Jassisti fir-riċerka u pariri dwar opportunitajiet ta' Finanzjament Ewropew lil entitajiet li jaqgħu taħt il-portafoll tal-Ministeru u benefiċjarji oħra;

iv. Jassisti fl-organizzazzjoni tal-Mistoqsijiet Parlamentari li jiriċievi skont id-direttorat/dipartiment/entità u jassisti fit-tqassim kif xieraq għall-abbozzi tat-tweġibiet;

v. Jassisti fl-organizzazzjoni u monitoraġġ tal-kwalità tat-tweġibiet kollha tal-Mistoqsijiet Parlamentari li jkunu waslu, ikunu korretti filwaqt li jassisti biex dawn jiġu mwieġba fil-ħin;

vi. Jassisti fit-tweġibiet tal-Mistoqsijiet Parlamentari, billi jassisti fil-verifikazzjoni u biex dawn jaslu fil-ħin fl-Uffiċju tas-Segretarju Permananti;

vii. Jassisti fl-ivvettjar ta' kull proċess mgħoddi minn dan l-uffiċju biex jassisti fl-assigurazzjoni li l-proċessi huma skont ir-regoli tas-Servizz Pubbliku;

viii. Jassisti fit-teħid tal-minuti waqt il-laqgħat u jassisti fit-tqassim tagħhom lil dawk kollha kkonċernati;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin 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'

iii. Assists in research and assists on advice on European Funding opportunities to entities falling under the Ministry's portfolio and other beneficiaries;

iv. Assists in the organisation of Parliamentary Questions received by directorate/department/entity and assists in the dissemination accordingly for draft replies;

v. Assists in the organisation and monitoring of all Parliamentary Questions answers received, ensuring that they are correct and assists in answering them in a timely manner;

vi. Assists in answering Parliamentary Questions by assisting in the verification and that they are submitted on time, to the Office of the Permanent Secretary;

vii. Assists in the vetting of all processes that pass from this office, to assist in the ensuring that all processes are in accordance with the regulations of the Public Service;

viii. Assists in minute taking during meetings and assists in the disseminating them to all concerned;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fl-Accounts jew Social Wellbeing jew Public Policy jew Public Administration jew Business Administration jew Management jew Educational Leadership jew Innovation jew Project Management jew Health and Social Care;

JEW

b. fil-pussess ta' Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fl-Accounts jew Social Wellbeing jew Public Policy jew Public Administration jew Business Administration jew Management jew Educational Leadership jew Innovation jew Project Management jew Health and Social Care;

JEW

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

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

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

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

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

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

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Accounts or Social Wellbeing or Public Policy or Public Administration or Business Administration or Management or Educational Leadership or Innovation or Project Management or Health and Social Care;

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Accounts or Social Wellbeing or Public Policy or Public Administration or Business Administration or Management or Educational Leadership or Innovation or Project Management or Health and Social Care;

OR

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li għandhom jinkludu tnejn (2) minn dawn is-suġġetti: kwalunkwe Lingwa jew ICT jew Soċjoloġija jew Xjenza jew Accounts) jew kwalifika komparabbli pertinenti rikonoxxuta;

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed minn dawn is-suġġetti: kwalunkwe Lingwa jew ICT jew Soċjoloġija jew Filosofija jew Accounts jew suġġett tax-Xjenza).

*Kwalifika rikonoxxuta komparabbli ma' 120/60 krettu ECTS/ECVET, hekk kif applikabli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

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

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

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn

c. (i) In possession of two (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation Level (which must include two (2) of the following subjects: any Language or ICT or Sociology or Science or Accounts) or a recognised pertinent comparable qualification;

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one of the following subjects: any Language or ICT or Sociology or Philosophy or Accounts or a Science subject).

*A recognised qualification comparable to 120/60 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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

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

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

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates

il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3. Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (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' Diċembru, 2023. 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 lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-riżultat ikun ġie ppubblikat) dwar kwalunkwe bidla fl-istatus tal-ħatra tagħhom mid-data tas-sottomissjoni tal-applikazzjoni sad-data tal-għeluq, jew hekk kif jiġu msejħa għall-ħatra bħala riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ. In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-bord tal-għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3. Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (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 December, 2023. 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 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/traskrizzjonijiet 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 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 tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar it-Tnejn, 4 ta' Settembru, 2023. 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 documentation

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

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

Selection Procedures

6.1. Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 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, Sport, Youth, Research and Innovation, through the Online Education Recruitment Portal **only** (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). 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 1.30 p.m. (Central European Summer Time) of Monday, 4th September, 2023. 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. L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf).

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

It-18 ta' Awwissu, 2023

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Pożizzjoni ta' Assistant Veterinary Technical Officer (Trainee)/Assistant Veterinary Technical Officer I fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali

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

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet għall-pożizzjoni ta' Assistant Veterinary Technical Officer (Trainee)/Assistant Veterinary Technical Officer I fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' sena (1) bħala Assistant Veterinary Technical Officer (Trainee)/Assistant Veterinary Technical Officer I fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, li jista' jiġi mġedded għal sitt (6) oħra sabiex jiffaċilita, jekk ikun hemm bżonn, tkomplija b'suċċess tal-Vet Aid Certificate.

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.

18th August, 2023

MINISTRY OF AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Position of Assistant Veterinary Technical Officer (Trainee)/Assistant Veterinary Technical Officer I in the Ministry for Agriculture, Fisheries and Animal Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries and Animal Rights, invites applications for the position of Assistant Veterinary Technical Officer (Trainee)/Assistant Veterinary Technical Officer I in the Ministry for Agriculture, Fisheries and Animal Rights.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a one (1) year assignment as an Assistant Veterinary Technical Officer (Trainee) in the Ministry for Agriculture, Fisheries and Animal Rights, which may be further extended by six (6) months to facilitate, if need be, successful completion of the Vet Aid Certificate.

2.2 Il-pożizzjoni ta' Assistant Veterinary Technical Officer (Trainee) hija suġġetta għal perjodu ta' prova ta' sitt (6) xhur.

2.3 Peress li din hija pożizzjoni marbuta ma' terminu ta' żmien fiss jew tlestija ta' biċċa xogħol speċifika, il-pożizzjoni ta' Assistant Veterinary Technical Officer (Trainee) taqa' taħt Regolament 7 (4) tal-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Uffiċjal li jkollu pożizzjoni ta' natura definita (jiġifieri b'raġuni oġġettiva), li jinsab fl-aħħar erba' (4) xhur tat-terminu definit tiegħu, jista' japplika lateralment, anke jekk il-pożizzjoni reklamata għandha l-istess speċjalizzazzjoni li huwa għandu bħalissa.

2.5 L-aċċettazzjoni ta' ħatra f'din il-pożizzjoni tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC/ADAC.

2.6 Din il-pożizzjoni ġiet identifikata għall-finijiet ta' subartikolu 5 tal-artikolu 4 tal-Att dwar l-Amministrazzjoni Pubblika, kif ukoll għall-finijiet ta' Direttiva 14, għax tinvolvi funzjonijiet regolartorji/ta' spettorat (agħżel skont kif applikabbli). Il-kundizzjonijiet rilevanti elenkati fl-Att dwar l-Amministrazzjoni Pubblika u f'Direttiva 14 japplikaw.

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju marbut mal-pożizzjoni ta' Assistant Veterinary Technical Officer (Trainee) huwa ta' Skala ta' Salarju 18 li fis-sena 2023 huwa ekwivalenti għal €13,176.47 li jiżdied b'€222.00 fis-sena sa massimu ta' €14,508.47.

3.2 Assistant Veterinary Technical Officer (Trainee) fi Skala ta' Salarju 18 li jtemm b'suċċess il-Vet Aid Certificate fil-Livell 3 tal-MQF kif rikonoxxut mil-maniġment minn żmien għal żmien, jiġi awtomatikament promoss għall-grad ta' Assistant Veterinary Technical Officer I fi Skala ta' Salarju 16 li fis-sena 2023 huwa ekwivalenti għal 15,372.57 li jiżdied b'€263.00 fis-sena sa massimu ta' €16,950.57, fuq kuntratt indefinit, li jġorr perjodu ta' prova ta' sitt (6) xhur.

3.3 Assistant Veterinary Technical Officer I fi Skala 16 jipprogressa għal Skala ta' Salarju 15 (€16,452.64 x €298.00 - €18,240.64 fl-2023) wara ħames (5) snin ta' servizz sodisfaċenti fil-grad ta' Assistant Veterinary Technical Officer I fi Skala ta' Salarju 16.

3.4 Assistant Veterinary Technical Officer I li jikseb kwalifika rilevanti fil-livell ta' Diploma Livell 5 tal-MQF kif

2.2 The position of Assistant Veterinary Technical Officer (Trainee) is subject to a probationary period of six (6) months.

2.3 Since this position is time-barred or linked to a specific task, the position of Assistant Veterinary Technical Officer (Trainee) constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4 An officer holding a position of a definite nature (i.e. with objective reason), who is in the last (4) months of his/her definite term, may apply laterally, even if the advertised position carries the same specialisation that s/he currently holds.

2.5 Accepting appointment in this position signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions.

2.6 This position 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/inspectorate (insert as applicable) functions. The relevant conditions laid out in the Public Administration Act and Directive 14 apply.

Salary Pegged to the Position

3.1 The Salary attached to the position of Assistant Veterinary Technical Officer (Trainee) is Salary Scale 18 which in the year 2023 is equivalent to €13,176.47 rising by annual increments of €222.00 up to a maximum of €14,508.47.

3.2 An Assistant Veterinary Technical Officer (Trainee) in Salary Scale 18 who successfully completes the Vet Aid Certificate at MQF Level 3 as recognised by management from time to time shall be automatically promoted to the grade of Assistant Veterinary Technical Officer I in Salary Scale 16 which in the year 2023 is equivalent to €15,372.57 rising by annual increments of €263.00 up to a maximum of €16,950.57, on an indefinite contract, which carries a six (6) months probationary period.

3.3 An Assistant Veterinary Technical Officer I in Scale 16 will progress to Salary Scale 15 (€16,452.64 x €298.00 - 18,240.64 in 2023) after five (5) years of satisfactory service in the grade of Assistant Veterinary Technical Officer I in Salary Scale 16.

3.4 An Assistant Veterinary Technical Officer I who obtains a relevant qualification at Diploma level MQF

rikonoxxut mil-maniġment minn żmien għal żmien, waqt li jkun impjegat fil-Klassi Teknika Veterinarja jipprogressa awtomatikament għal Skala ta' Salarju 12 bħala Veterinary Technical Officer (Diploma) malli tinkiseb l-imsemmija kwalifika u mat-tlestija b'suċċess tal-perjodu ta' prova, u jibbenefika mid-dispożizzjonijiet li jirregolaw il-grad ta' Veterinary Technical Officer (Diploma) misjub fi ħdan il-ftehim pertinenti.

3.5 Assistant Veterinary Technical Officer I li jikseb kwalifika rilevanti fil-Livell 6 tal-MQF kif rikonoxxut mill-maniġment minn żmien għal żmien, waqt li jkun impjegat fil-Klassi Teknika Veterinarja jipprogressa awtomatikament għal Skala ta' Salarju 10 bħala Veterinary Technical Officer (Degree) malli tinkiseb l-imsemmija kwalifika u mat-tlestija b'suċċess tal-perjodu ta' prova, u jibbenefika mid-dispożizzjonijiet li jirregolaw il-grad ta' Veterinary Technical Officer (Degree).

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Assistant Veterinary Technical Officer (Trainee)/Assistant Veterinary Technical Officer I jinkludu li:

i. Jgħin lill-uffiċjali tekniċi veterinarji u/jew uffiċjali veterinarji fix-xogħol u l-ispezzjonijiet kollha fuq il-post, inkluża l-preparazzjoni ta' tagħmir tas-sigurtà;

ii. Imexxi, iġorr u/jew iżomm l-ittestjar u t-trattament filwaqt li jżomm rekords tat-testijiet u proċeduri oħra fuq database/s rilevanti;

iii. Jgħin fl-attivitajiet ta' teħid ta' kampjuni inkluż it-teħid ta' kampjuni tad-demm waqt l-ittestjar;

iv. Jappoġġja l-ispezzjonijiet fi stabbilimenti u impjanti tax-xogħol kif jista' jkun hemm bżonn minn żmien għal żmien;

v. Jgħin lill-uffiċjal veterinarju fit-tilqim, l-eżaminazzjoni u l-ewtanizzazzjoni tal-annimali u fl-immaniġġjar tal-karkassi;

vi. Kura tal-annimali, inaddaf u jiddiżinfetta l-kompartimenti u t-tagħmir l-ieħor kollu skont l-istandards stabbiliti;

vii. Iwettaq xogħol fil-laboratorju bħall-preparazzjoni tal-midja fil-laboratorju biex jintużaw għal analiżi differenti;

viii. Jiżgura l-manutenzjoni, u l-manutenzjoni xierqa ta' kuljum/perjodika tat-tagħmir kollu użat għall-operazzjonijiet ta' kuljum tal-esiġenzi tax-xogħol;

ix. Id-dħul ta' data f'databases rilevanti kif ordnat mis-superjuri;

Level 5 as recognised by management from time to time, whilst in employment in the Veterinary Technical Class shall automatically move to Salary Scale 12 as Veterinary Technical Officer (Diploma) upon obtaining said qualification and upon successful completion of the probationary period, and will benefit from provisions regulating the grade of Veterinary Technical Officer (Diploma) found within the pertinent agreement.

3.5 An Assistant Veterinary Technical Officer I who obtains a relevant qualification at Degree Level MQF Level 6 as recognised by Management from time to time, whilst in employment in the Veterinary Technical Class shall automatically move into Salary Scale 10 as Veterinary Technical Officer (Degree) upon obtaining said qualification and upon successful completion of the probationary period, and will benefit from provision regulating the grade of Veterinary Technical Officer (Degree) found within the pertinent agreement.

Duties

4. The job duties for the position of Assistant Veterinary Technical Officer (Trainee)/Assistant Veterinary Technical Officer I include:

i. Assisting veterinary technical officers and/or veterinary officers in all field work and inspections, including the preparation of safety equipment;

ii. Leads, carries and/or holds testing and treatment while keeping records of tests and other proceedings on relevant database/s;

iii. Assist in sampling activities including blood sampling during testing;

iv. Supports inspections in establishments and work plants as the need may be from time to time;

v. Assist the veterinary officer in vaccinating, examining and euthanising animals and in the handling of carcasses;

vi. Care of animals, cleans and disinfect enclosures and all other equipment according to standards established;

vii. Carries out laboratory work such as preparation of media in the laboratory to be used for different analysis;

viii. Ensure the proper daily/periodical maintenance and servicing of all equipment used for the daily operations of work exigencies;

ix. Inputting of data in relevant databases as instructed by superiors;

x. Jifforma parti minn timijiet involuti fl-implimentazzjoni ta' kontrolli uffiċjali fi stabbilimenti approvati;

xi. Jgħin lill-uffiċjali tal-ippjanar ta' kontinġenza fit-tħejjija u l-esekuzzjoni ta' pjanijiet ta' kontinġenza għal mard differenti;

xii. Jattendi korsijiet ta' taħriġ, kemm lokalment kif ukoll barra minn Malta;

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

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

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

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 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

x. Forms part of teams involved in implementing official controls in approved establishments;

xi. Assisting the contingency planning officers in the preparation and execution of contingency plans for different diseases;

xii. Attends to training courses, both locally and abroad;

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

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

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

U

iii. ikunu offiċjalment aċċettati f'Vet Aid Certificate rikonoxxut mill-maniġment fil-Livell 3 tal-MQF

Trainees li jonqsu li jiksbu b'suċċess iċ-ċertifikat imsemmi fiż-żmien stabbilit, hekk kif stipulat f'sezzjoni 2.1 ta' hawn fuq, awtomatikament jitilfu il-kuntratt definit.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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) Aktar min hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 5.2, xorta jiġu kkunsidrati, basta jibagħatu 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' Diċembru 2023. 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 mid-data tal-ħatra.

b. il-persuni maħtura ma jibbenifikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 5.1 jew 5.2.

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

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

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

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

AND

iii. officially enrolled in a recognised Vet Aid Certificate acknowledged as such by management at MQF Level 3.

Trainees who fail to complete successfully such certificate in the established timeframe, as stipulated in section 2.1 above, will automatically have their definite contract terminated.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 5.1 or else as specified in paragraph 5.2 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 December, 2023. 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 qualifications referred to in clauses 5.1 or 5.2.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-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 għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

5.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

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

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 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.

5.6 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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

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 sa 5.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

Selection Procedures

7.1 Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 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 Director Corporate Services, Ministry for Agriculture, Fisheries and Animal Rights, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. 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 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
the submission of recognition statements in respect of qualifications;
the publication of the result;
the process for the submission of petitions concerning the result;
medical examination;

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mingħand l-Assistent Direttur (People Management), Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

It-18 ta' Awwissu, 2023

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Post ta' Senior Manager (Project Management) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali

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

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet għall-post ta' Senior Manager (Project Management) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Senior Manager (Project Management) huwa ta' Skala ta' Salarju 5, li fl-2023 huwa ta' €31,330.95 fis-sena, li jiżdied b'€640.67 fis-sena sa massimu ta' €35,174.97.

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.

access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Assistant Director (People Management), Corporate Services Directorate, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt).

18th August, 2023

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Post of Senior Manager (Project Management) in the Ministry for Agriculture, Fisheries and Animal Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries and Animal Rights, invites applications for the post of Senior Manager (Project Management) in the Ministry for Agriculture, Fisheries and Animal Rights.

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 (Project Management) is Salary Scale 5, which in year 2023 is €31,330.95 per annum, rising by annual increments of €640.67 up to a maximum of €35,174.97.

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 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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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/ADAC positions or applications for a definite position.

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.

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. Il-persuni maħtura fil-linji 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.

a. Appointees within the managerial/officer/practitioners streams must have served in their current post, and if appointed 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.

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

2.7 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 their own request to carry out duties elsewhere in Project Management, in accordance with established vacancies.

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

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

Dmirijiet

Duties

3. Id-dmirijiet għal dan il-post ta' Senior Manager (Project Management) jinkludu li:

3. The job duties for the post of Senior Manager (Project Management) include:

i. Imexxi s-subordinati, project managers jew persuni ekwivalenti, biex jimmonitorjaw u jikkordinaw l-implimentazzjoni xierqa ta' proġetti ffinanzjati mill-UE u/jew nazzjonali li jaqgħu fil-portafoll tal-Ministeru;

i. Lead subordinates, project managers or equivalent incumbents, to monitor and coordinate the proper implementation of EU and/or nationally funded projects falling within the Ministry portfolio;

ii. Jivverifika l-applikazzjonijiet tal-proġetti ppreżentati mill-Ministeru u jipprovdi l-gwida u l-assistenza meħtieġa lill-mexxejja tal-proġett matul l-istadju tal-applikazzjoni u matul l-implimentazzjoni tal-proġett;

ii. Vet projects' applications presented by the Ministry and provide the necessary guidance and assistance to project leaders throughout the application stage and during implementation of the project;

iii. Jgħin lill-mexxejja tal-proġetti fit-twaqqif ta' Kumitati ta' Kordinazzjoni tal-Proġetti biex jimmonitorjaw il-proġetti rispettivi tagħhom;

iii. Assist project leaders in the setting up Project Coordination Committees to monitor their respective projects;

iv. Jippjana sessjonijiet ta' informazzjoni biex jippromovi governanza tajba fost il-mexxejja tal-proġetti u t-timijiet tal-proġetti għall-implimentazzjoni b'suċċess ta' proġetti ffinanzjati mill-UE u/jew nazzjonali;

iv. Plan information sessions to promote good governance among project leaders and project teams for the successful implementation of EU and/or nationally funded projects;

v. Jiżgura li jiġbed l-attenzjoni tal-mexxejja tal-proġett jekk l-implimentazzjoni tal-proġett taqa' lura mill-iskeda u jiżgura li r-rapporti jiġu vverifikati kif suppost u sottomessi fil-ħin;

v. Make sure to alert project leaders if project implementation falls behind schedule and ensure that reports are properly vetted and submitted on time;

vi. Jitlob l-ogħla livell ta' trasparenza fl-operazzjonijiet tal-proġetti u jassisti lill-mexxejja tal-proġetti biex jiżguraw li l-proċessi ta' procurement fi proġetti ffinanzjati mill-UE u/jew nazzjonali jsiru skont ir-Regolamenti tal-Akkwist Pubbliku kif maħruġa mill-Ministeru għall-Finanzi;

vi. Demand the highest level of transparency in projects operations and assist project leaders to make sure that procurement processes in EU and/or nationally funded projects are effected according to the Public Procurement Regulations as issued by the Ministry for Finance;

vii. Jitlob rispons regolari mis-subordinati dwar il-monitoraġġ tal-implimentazzjoni tal-pjanijiet strateġiċi u operattivi, biex jiġu żgurati riżultati ta' kwalità, kwantità, puntwalità u kosteffettivi fir-rigward tal-oġġettivi ppjanati u r-riżultati mistennija;

vii. Request regular feedback from subordinates regarding the monitoring of the implementation of strategic and operational plans, to ensure quality, quantity, timeliness and cost-effective results in relation to planned objectives and expected results;

viii. Jorganizza laqgħat 'one to one' mal-persunal tal-monitoraġġ tal-proġetti biex jiżgura rispons f'waqtu għal kwistjonijiet, mistoqsijiet u proċessar/rimborżi ta' pagamenti;

viii. Organise one to one meetings with staff monitoring projects to ensure timely response to matters, queries and processing/reimbursements of payments;

ix. Jorganizza laqgħat mal-Kumitat Interministerjali biex jaġġorna regolarment lid-Direttur, id-Direttur Ġenerali u s-Segretarju Permanenti dwar il-progress miksub fl-implimentazzjoni tal-programmi ministerjali approvati li d-Direttorat huwa responsabbli għalihom;

ix. Organise Inter-ministerial Committee meetings to regularly update the Director, Director General and Permanent Secretary on progress achieved in the implementation of approved ministry programmes for which the Directorate is responsible;

x. Fin-nuqqas tad-Direttur/Assistent Direttur, jippresiedi laqgħat b'rabta ma' proġetti ffinanzjati mill-UE u/jew nazzjonali, li huma taħt ir-responsabbiltà tad-Direttorat;

x. In the absence of the Director/Assistant Director, chair meetings in connection with EU and/or nationally funded projects, which are under the responsibility of the Directorate;

xi. Jaġixxi bħala ħolqa mal-awtoritajiet ta' ġestjoni, it-Teżor, id-Dipartiment tal-Kuntratti, u uffiċjali għolja f'ministeri oħra u jfittex li jrawwem dan in-network ta' kuntatti biex jiffaċilita proċessi relatati ma' proġetti ffinanzjati mill-UE u/jew nazzjonali;

xi. Act as link with managing authorities, Treasury, Department of Contracts, and senior officials in other ministries and seek to foster this network of contacts to facilitate processes related to EU and/or nationally funded projects;

xii. Jissorvelja l-ipproċessar tal-pagamenti sabiex jiġi żgurat li l-pagamenti jkunu appoġġjati bid-dokumentazzjoni rilevanti kollha, li jipprovdu assigurazzjoni ta' traċċa ta' verifika tajba viżibbli u ġestjoni finanzjarja soda;

xii. Oversee the processing of payments in order to ensure that payments are supported with all relevant documentation, which provide assurance of a visible good audit trail and sound financial management;

xiii. Jippromovi inizjattivi ta' bidla filwaqt li jiġu stabbiliti miri u aspettattivi ċari għall-persunal junior fi ħdan id-Direttorat;

xiii. Promote change initiatives while setting clear targets and expectations for junior staff within the Directorate;

xiv. Jiżgura li l-policies/proċeduri kollha fi ħdan id-Direttorat qed jiġu osservati;

xiv. Ensure that all policies/procedures within the Directorate are being observed;

xv. Iħeġġeġ lill-maniġers tal-fondi tal-UE/uffiċjali tal-proġett biex jattendu sessjonijiet ta' informazzjoni u laqgħat organizzati mill-awtoritajiet ta' ġestjoni;

xv. Encourage the EU fund managers/project officers to attend information sessions and meetings in organised by the managing authorities;

xvi. Jiżgura li l-persunal jingħata opportunitajiet ta' taħriġ skont il-ħtiġiet ministerjali, billi juża kif xieraq il-programmi offruti mill-Istitut tas-Servizzi Pubbliċi (IPS) u kwalunkwe opportunitajiet oħra barra minn Malta li jistgħu jinqalgħu minn żmien għal żmien;

xvii. Juża b'mod attiv mekkaniżmu biex jippremja u jissanzjona l-prestazzjoni tal-impjegati inklużi l-progressjonijiet tal-persunal, il-konferma tal-ħatriet u l-proċeduri dixxiplinarji;

xviii. Jikkontribwixxi għall-pubblikazzjoni tar-Rapport Annwali tad-Direttorat;

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

xx. 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

xvi. Ensure that staff are given opportunities for training in line with ministerial needs, utilising as appropriate the programmes offered by the Institute of Public Services (IPS) and any other opportunities abroad which may arise from time to time;

xvii. Actively use mechanism to reward and sanction employee performance including staff progressions, confirmation of appointments and disciplinary procedures;

xviii. Contribute to the publication of the Directorate's Annual Report;

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

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

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iii. ikollhom Master degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management, jew Management Studies, jew European Studies, jew Business Administration, jew Evidence Based Management, jew Accountancy, jew Creativity and Innovation, jew Quality Assurance Management;

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

U

iv. B'ħames (5) snin esperjenza maniġerjali fi Skala ta' Salarju 7 jew kwalunke esperjenza oħra maniġerjali li tista' tiġi kkunisidrata mill-Amministrazzjoni, liema esperjenza għandha tkun sostnuta kif xieraq b'evidenza rilevanti.

JEW

v. Il-persuna li preċedentament kienet tagħmel dawn id-dmirijiet ta' dan ir-rwol speċifiku f'dan il-qasam fil-kapaċità ta' Assistent Direttur, f'terminu li għadu kif spiċċa immedjament qabel jew li l-pożizzjoni ġiet mibdula minn dik ta' assistent direttur.

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

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

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

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

AND

iii. in possession of a recognised Master degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVE credits, or equivalent*) in Project Management, or Management Studies, or European Studies, or Business Administration, or Evidence Based Management, or Accountancy, or Creativity and Innovation, or Quality Assurance Management.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVE credits.

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.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

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

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-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' Diċembru, 2023. 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

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) 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 December, 2023. 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 by HR Unit of the ministry/department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a certificate of conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet 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 rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Agriculture, Fisheries and Animal Rights, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a

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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mingħand l-Assistent Direttur (People Management), Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

It-18 ta' Awwissu, 2023

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 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. 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 latest, to submit any incorrect or incomplete or missing documents.

Other general provisions

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

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

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Assistant Director (People Management), Corporate Services Directorate, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt).

18th August, 2023

MINISTERU GĦALL-FINANZI U X-XOGĦOL

Post ta' Manager I (Research) fil-Ministeru għall-Finanzi u x-Xogħol

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

1. Is-Segretarju Permanenti, Ministeru għall-Finanzi u x-Xogħol, jilqa' applikazzjonijiet għall-post ta' Manager I (Research) fil-Ministeru għall-Finanzi u x-Xogħol.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager I (Research) huwa ta' Skala ta' Salarju 10, li fl-2023 huwa ta' €23,029.57 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €25,475.59.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) 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 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) 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 (€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) 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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

MINISTRY FOR FINANCE AND EMPLOYMENT

Post of Manager I (Research) in the Ministry for Finance and Employment

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Finance and Employment, invites applications for the post of Manager I (Research) in the Ministry for Finance and Employment.

Terms and Conditions

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

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

2.3 The salary for the post of Manager I (Research) is Salary Scale 10, which in year 2023 is €23,029.57 per annum, rising by annual increments of €407.67 up to a maximum of €25,475.59.

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in 2023) 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 (€26,048.25 x €486.83 - €28,969.23 in 2023) 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 (€27,697.53 x €531.17 - €30,884.55 in 2023) 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/ADAC positions or applications for a definite position.

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-linji maniġerjali/ta' uffiċjal/ prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u jekk maħtura għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

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

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

i. Janalizza proposti tal-UE u dokumentazzjoni oħra u jmexxi xogħol ta' riċerka sabiex jinforma u jifformula politika nazzjonali, rakkomandazzjonijiet u pożizzjonijiet nazzjonali;

ii. Jirrevedi abbozzi ta' dokumenti nazzjonali ta' strateġija, politiki, leġiżlazzjoni, proposti finanzjarji u dawk mhux finanzjarji u kull dokumentazzjoni oħra li dwarhom il-Ministeru jkun mistenni jagħti pożizzjoni;

iii. Jikteb dokumenti ta' politika, memoranda ta' spjegazzjoni, diskorsi u noti kif meħtieġ u fiż-żmien stipulat;

iv. Jirrappreżenta lid-Direttorat u/jew lill-Ministeru f'laqgħat li jsiru f'Malta jew barra minn Malta, kull meta jkun meħtieġ. L-uffiċjal jista' jkun meħtieġ li jifforma parti minn gruppi ta' ħidma jew kumitati skont il-ħtieġa u li jħejji u jagħti preżentazzjonijiet f'isem id-Direttorat jew il-Ministeru;

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

a. Appointees within the managerial/officer/practitioners streams must have served in their current post, and if appointed 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 their own request to carry out duties elsewhere in the area of Research, 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 (Research) include:

i. Analyses EU proposals and other documentation and conducts research, in order to inform and formulate national policies, recommendations and national positions;

ii. Reviews draft national strategy documents, policies, legislation, financial and non- financial proposals, and any other documentation on which the Ministry is expected to provide feedback;

iii. Drafts policy documents, explanatory memoranda, speeches and briefing notes, as required and within the given timeframes;

iv. Represents the Directorate and/or Ministry in meetings taking place in Malta or abroad, whenever required. The officer may be required to form part of working groups or committees as necessary, and to prepare and deliver presentations on behalf of the Directorate or the Ministry;

v. Jaċċerta ruħu li jingħataw pariri aġġornati u siewja lill-amministrazzjoni tal-Ministeru dwar l-oqsma ta' politika assenjati kull meta jkun meħtieġ;

vi. Jamministra u jikkordina inizjattivi b'rabta mal-UE u organizzazzjonijiet internazzjonali oħra, inkluż inizjattivi jew proġetti li jinkludu finanzjament mill-UE;

vii. Jamministra, jikkordina u/jew jassisti f'inizjattivi b'konnessjoni mal-UE u partijiet interessati lokali u internazzjonali, kif meħtieġ;

viii. Iżomm ruħu aġġornat dwar l-iżviluppi li jseħħu fuq livell lokali u internazzjonali fl-oqsma ta' politika assenjati, filwaqt li jiżgura li l-informazzjoni tasal għand l-uffiċjali rilevanti fil-Ministeru;

ix. Jiżviluppa u jżomm komunikazzjoni effettiva ma' entitajiet interni u esterni u/jew partijiet interessati relatati mal-oqsma ta' politika assenjati;

x. Jiżgura li d-dokumentazzjoni relatata mal-oqsma tal-politika tiġi miġbura u maħżuna f'konformità mal-politiki tad-Direttorat u r-rekwiżiti tal-GDPR;

xi. Jgħin biex jinżamm rekord tal-miżuri implimentati mill-Ministeru, kif meħtieġ;

xii. Iwettaq kwalunkwe dmir ieħor skont istruzzjonijiet mogħtija mid-Direttur u/jew is-Segretarju Permanenti;

xiii. Iwettaq 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'

v. Ensures that updated and sound advice on the assigned policy areas is provided to the management of the Ministry whenever required;

vi. Administers and coordinates initiatives in connection with the EU and other international organisations, including initiatives or projects that include EU funding;

vii. Administers, coordinates and/or assists in initiatives in connection with the EU, other international and local stakeholders, as required;

viii. Keeps abreast of developments taking place at a local and international level on the relevant assigned policy areas, ensuring that the information is disseminated to the relevant officials within the Ministry;

ix. Develops and maintains effective communication with internal and external entities and/or stakeholders related to the assigned policy areas;

x. Ensures that documentation related to the policy areas is collated and stored in line with the Directorate's policies and GDPR requirements;

xi. Assists in keeping track of measures implemented by the Ministry, as may be required;

xii. Any other duties as directed by the Director and/or 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

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 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' 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-Regolament tal-Komunità Ewropea dwar l-Enerġija Atomika'.

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

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

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

U

iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fi Statistics jew Economics jew European Studies jew Sociology jew Law jew Public Policy.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm

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

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

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

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

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

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

AND

iii. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Statistics or Economics or European Studies or Sociology or Law or Public Policy.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided

jissodisfaw ir-rekwiżiti tas-suġġett speċifikat. Kwalifika ta' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

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

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-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' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-Ministeru li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-

they meet any specified subject requirements. A Master qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the Ministry issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a certificate of conduct issued by the Police or other competent authority not earlier than one (1) month from the

Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

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

4.6 L-applikanti huma obbligati li jinfurmaw immedjatament lill-bord tal-għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-Ministeru 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/traskrizzjonijiet 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-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tar-Reklutaġġ, Ministeru għall-

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 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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Finance and

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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu minn (recruitment.mfe@gov.mt). Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (https://finanzi.mfe@gov.mt) u (recruitment.mfe@gov.mt).

It-18 ta' Awwissu, 2023

Employment, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September 2023. 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 latest, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

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

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from (recruitment.mfe@gov.mt). These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (https://finance.gov.mt) and (recruitment.mfe@gov.mt).

18th August, 2023

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

Post ta' Tradesman/Senior Tradesman (Masonry Heritage) fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali

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

1. Is-Segretarju Permanenti, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, jilqa' applikazzjonijiet għall-post ta' Tradesman/Senior Tradesman (Masonry Heritage) fid-Dipartiment tar-Restawr u l-Preservazzjoni fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Tradesman/Senior Tradesman (Masonry Heritage) huwa ta' Skala ta' Salarju 16, li fis-sena 2023 huwa ta' €15,372.57 fis-sena, li jiżdied b'€263.00 fis-sena sa massimu ta' €16,950.57.

2.3 Persuna fil-grad ta' Tradesman/Senior Tradesman titla' fi Skala ta' Salarju 15 (€16,452.64 x €298.00 - €18,240.64) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Tradesman/Senior Tradesman (Masonry Heritage) tiġi promossa għall-grad ta' Senior Tradesman fi Skala 14 (€17,672.36 x €316.83 - €19,573.34) wara għaxar (10) snin servizz fil-grad ta' Tradesman jew ħames (5) snin jekk tkun fil-pussess ta' Higher Technician Diploma, jew kwalifika teknika xierqa, rikonoxxuta u kumparabbli jew kwalifika teknika ogħla dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-Higher Technician Diploma hija meqjusa bħala kwalifika f'Livell 5 fil-Malta Qualification Framework (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*. Persuna li jkollha kwalifika rikonoxxuta f'Livell 4 tal-MQF (suġġetta għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) segwita b'sentejn (2) esperjenza xierqa u ppruvata, titqies bħala li tissodisfa l-klawsola ta' 'Higher Technician Diploma', jew kwalifika xierqa kumparabbli.

*Kwalifika rikonoxxuta komparabbli ma' 120/60 krettu ECTS/ECVET, hekk kif applikabbli hija aċċetta biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

MINISTRY FOR THE NATIONAL HERITAGE, THE ARTS AND LOCAL GOVERNMENT

Post of Tradesman/Senior Tradesman (Masonry Heritage) in the Ministry for the National Heritage, the Arts and Local Government

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the National Heritage, the Arts and Local Government, invites applications for the post of Tradesman/Senior Tradesman (Masonry Heritage) in the Restoration and Preservation Department within the Ministry for the National Heritage, the Arts and Local Government.

Terms and Conditions

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

2.2 The salary for the post of Tradesman/Senior Tradesman (Masonry Heritage) is Salary Scale 16, which in the year 2023 is equivalent to, €15,372.57 per annum, rising by annual increments of €263.00 up to a maximum of €16,950.57.

2.3 A Tradesman/Senior Tradesman (Masonry Heritage) will progress to Scale 15 (€16,452.64 x €298.00 - €18,240.64) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 A Tradesman/Senior Tradesman (Masonry Heritage) will be promoted to the grade of Senior Tradesman in Scale 14 (€17,672.36 x €316.83 - €19,573.34) on completion of ten (10) years service in the grade of Tradesman or five (5) years if in possession of a Higher Technician Diploma or equivalent or an appropriate, recognised, comparable or higher technical qualification, subject to satisfactory performance.

2.5 The Higher Technician Diploma is rated at MQF Level 5 within the Malta Qualifications Framework (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*. A person in possession of an appropriate recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*), followed by two (2) years proven appropriate experience, shall be deemed to satisfy the clause Higher Technician Diploma or appropriate equivalent qualification.

*A recognised qualification comparable to 120/60 ECTS/ECVET credits, as applicable, is only accepted subject to MQRIC formal recognition statement being submitted with the application.

2.6 Il-persuna nnominata tkun intitolata għal benefiċċji oħra u suġġetta għal kundizzjonijiet u obbligi li jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern ta' Malta u l-union kompetenti.

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.

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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Tradesman/Senior Tradesman (Masonry Heritage) jinkludu li:

i. Jaħdem fi gruppi żgħar u f'diversi għoli, jirċievi u jesegwixxi ordnijiet mis-superjuri tiegħu/tagħha u jipparteċipa fl-esekuzzjoni ta' xogħlijiet ta' restawr, tiswija u manutenzjoni fuq diversi strutturi inklużi iżda mhux limitati għal fortifikazzjonijiet, bini storiku, monumenti arkitettoniċi u pavimentar antik;

ii. Iwettaq proċeduri ta' tindif speċjalizzat fuq monumenti, li jinkludi l-applikazzjoni ta' poultices, kif ukoll użu ta' apparat ta' micro sandblasting u micro scalpels;

iii. Jassisti fix-xogħol ta' tqegħid ta' blokki tal-ġebel billi jwettaq xogħol ta' tinġir, qtugħ, iffurmar, xkatlar u tqegħid ta' ġebel, kif ukoll qtugħ f'ġebel eżistenti u bdil/iffurmar b'ġebel ġdid, xogħlijiet ta' irkaptu u lavur.

iv. Iwettaq mili ta' fili, kisi, xogħol ta' tisħiħ u integrazzjoni tal-ġebla b'taħlit speċjalizzat (plastic repair) fuq monumenti u bini storiku, kif ukoll applikazzjoni ta' saffi ta' protezzjoni;

v. Juża apparat u makkinarju li d-dipartiment rispettiv jista' minn żmien għal żmien jipprovdi għal twettiq ta' xogħol tas-sengħa;

vi. Juża, kif ukoll jarma, scaffolding b'mod korrett skont il-ħtieġa;

vii. Josserva miżuri ta' Saħħa u Sigurtà fit-twettiq tax-xogħol;

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

2.8 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/ADAC positions or applications for a definite position.

Duties

3. The job duties for the post of Tradesman/Senior Tradesman (Masonry Heritage) include:

i. Works in small gangs and at various heights, receiving and executes orders from his/ her superiors and participates in the execution of restoration, repair and maintenance works on various structures including, but not limited to fortifications, historic buildings, architectural monuments and old paving;

ii. Performs specialized cleaning procedures on monuments, including but not limited to the application of poultices, the use of micro sandblasting equipment and micro scalpels;

iii. Assists stone masons in the handling and laying of stone blocks by cutting, squaring, shaping, sanding down and laying stones, including chiselling back of existing stone and replacing/ piecing in with new stone, executing stone dressing works (irkaptu) and formation of mouldings (lavur).

iv. Carries out pointing and rendering with special mixes as well as consolidation, injection and stone integration works (plastic repair) on monuments and historic buildings, and applying finishing/protective layers;

v. Makes use of machinery and plant which the respective Directorate might procure for the proper execution of work;

vi. Makes use of scaffolding and assisting in the erection of same as necessary;

vii. Ensures that Health and Safety measures are adhered to throughout the execution of work;

viii. Jassisti fid-dokumentazzjoni kontinwa tal-proġetti li jkun qed jitwettqu permezz tal-mili ta' formoli tax-xogħol, it-teħid ta' ritratti, l-immappjar tad-deterjorament li jkun manifestat u l-interventi li qed isiru, it-tfassil ta' rapporti qosra, eċċ.;

ix. Jipparteċipa fi kwalunkwe sessjoni ta' taħriġ kif organizzata mid-Direttorat rispettiv jew entitajiet oħra tas-Servizz Pubbliku kif iddettat mill-esiġenzi ta' xogħol ta' żvilupp kontinwu, inkluż iżda mhux limitat għal taħriġ fl-esekuzzjoni tax-xogħol permezz ta' aċċess bil-ħabel (abseiling), u japplika t-taħriġ mgħoddi lilu fix-xogħol ta' kuljum;

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

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

viii. Assists in the ongoing documentation of projects being executed through the filling in of work log sheets, the taking of photographs, the mapping of deterioration being manifested and interventions being carried out, the drawing up of brief reports, etc.;

ix. Participates in any training sessions as Organised by the respective Directorate or other Public Service entities as dictated by the respective Directorate's continuous development work exigencies, including but not limited to training in the execution of work through rope access (abseiling), and applying training received in his/her daily work;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in 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. kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwa Ingliża;

iii. persuni li għandhom Ċertifikat ta' Journeyman fil-Masonry Heritage wara li jkunu temmew b'suċċess il-kors ta' studju taħt l-Extended Skills Training Scheme (ESTS), jew kwalifika rikonoxxuta, xierqa, kumparabbli jew ogħla; JEW

iv. Uffiċjali pubbliċi li l-kompetenza tagħhom tkun ġiet iċċertifikata minn bord tal-eżamijiet tal-isnajja' mwaqqaf taħt l-Att Dwar is-Servizz tal-Impjieg u t-Taħriġ, jew programm rilevanti komparabbli fl-istess qasam fil-Livell 2 tal-MQF.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata 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 jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. 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.

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

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

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

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

iii. in possession of a Journeyman's Certificate in Masonry Heritage after having successfully completed the relative course of study under the Extended Skills Training Scheme (ESTS) or a recognised, appropriate, comparable or higher qualification; OR

iv. Public officers whose competence in the trade has been certified by a trade testing board set up under the Employment and Training Services Act or a relevant comparable programme in the field at MQF Level 2.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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) 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 to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. 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 jew 4.2.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-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 daħlet fis-seħħ il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

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

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/linja 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 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.

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

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

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

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

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

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

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument

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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for the National Heritage, the Arts and Local Government, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued

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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. 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 L-applikanti li għandhom bżonn għajnuna biex jissottomettu applikazzjoni online, għandhom jikkuntattjaw lill-HR Unit tad-dipartiment attwali tagħhom, jew lill-HR Unit tad-dipartiment fejn qed japplikaw. Dawn l-applikanti għandhom jiżguraw li l-persuna li tapplika għan-nom tagħhom, fil-fatt, qed tapplika għall-post battal meħtieġ u tehmeż id-dokumentazzjoni korretta.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, 35, Triq l-Ifran, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (www.mhal.gov.mt) u (hr.mhal@gov.mt).

It-18 ta' Awwissu, 2023

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 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. 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 Applicants who need assistance in submitting an online application, are to seek such assistance from the HR Unit of their current Department, or the HR Unit of the Department where they are applying. Such applicants are to ensure that the person applying on their behalf is, in fact, applying for the vacancy required and attaching the correct documentation.

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

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

7.5 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 latest, 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 Corporate Services Directorate, 35, Triq l-Ifran, 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 Directorate are (www.mhal.gov.mt) and (hr.mhal@gov.mt).

18th August, 2023

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

Pożizzjoni ta' Segretarju Eżekuttiv mal-Kunsilli Reġjonali u Lokali fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali

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

1. Id-Diviżjoni tal-Gvern Lokali (LGD) fi ħdan il-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, tixtieq tidentifika persuni idonji li jistgħu jiġu rrakkomandati biex jokkupaw il-Pożizzjoni ta' Segretarju Eżekuttiv fi kwalunkwe mill-kunsilli lokali/reġjonali (kunsilli) elenkati kif imniżżel hawn taħt.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Il-kandidati magħżula se jiġu rrakkomandati lil xi kunsill imniżżel hawn taħt, u jekk dawn jiġu magħżula minn xi kunsill, se jidħlu fi ftehim ta' tliet snin bħala 'Segretarju Eżekuttiv' mal-kunsill rispettiv. Tali ftehim jista' jiġi mġedded għal aktar perjodi.

Lista ta' kunsilli lokali u s-salarju rispettiv.

Kunsilli lokali	**Skala**
Il-Kunsill Lokali l-Gżira	5
Il-Kunsill Lokali Ħal Luqa	6
Il-Kunsill Lokali San Ġiljan	5
Il-Kunsill Lokali Santa Venera	6
Il-Kunsill Lokali Raħal Ġdid	6
Il-Kunsill Lokali l-Kalkara	7
Il-Kunsill Lokali Ħal Tarxien	6
Il-Kunsill Lokali Ta' Xbiex	7
Il-Kunsill Lokali x-Xagħra	7
Il-Kunsill Lokali Ta' Sannat	7
Il-Kunsill Lokali l-Għasri	7
Kunsilli Reġjonali	**Skala**
Kunsill Reġjonali tal-Punent	7

2.2 Il-pożizzjoni ta' Segretarju Eżekuttiv hi suġġetta għal perjodu ta' prova (probation) ta' tnax-il (12) xahar.

2.3 Il-pożizzjoni ta' Segretarju Eżekuttiv hija pożizzjoni b'Objective Reason skont Regolament 7 (4) (e) tal-Leġiżlazzjoni Sussidjarja 452.81 bit-titolu 'Kuntratti għal Żmien Fiss Suċċessivi'. Din il-pożizzjoni hija meqjusa bħala pożizzjoni ta' fiduċja li tikkonstitwixxi 'objective reason' skont l-istess Leġiżlazzjoni Sussidjarja.

2.4 Segretarju Eżekuttiv li jkollu esperjenza ta' xogħol rilevanti u ppruvata, se jkun intitolat li jirċievi status ta'

MINISTRY FOR THE NATIONAL HERITAGE, THE ARTS AND LOCAL GOVERNMENT

Position of Executive Secretary within the Local and Regional Councils in the Ministry for the National Heritage, the Arts and Local Government

Nomenclatures denoting the male gender include also the female gender.

1. The Local Government Division (LGD) within the Ministry for National Heritage, the Arts and Loca Government, wishes to identify suitable persons who could be recommended to fill the Position of Executive Secretary in any of the local/regional councils (councils) shown below.

Duration of Assignment and Conditions

2.1 Selected candidates will be recommended to a council listed below, and if selected by a council, will sign a three year agreement as an Executive Secretary with the respective council. Such agreement may be renewed for further periods:

List of councils and the respective salary scale.

Local councils	**Salary Scale**
Gżira Local Council	5
Ħal Luqa Local Council	6
San Ġiljan Local Council	5
Santa Venera Local Council	6
Paola Local Council	6
Kalkara Local Council	7
Ħal Tarxien Local Council	6
Ta' Xbiex Local Council	7
Xagħra Local Council	7
Ta' Sannat Local Council	7
Għasri Local Council	7
Regional Councils	**Salary Scale**
Western Regional Council	7

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

2.3 The position of Executive Secretary is a position by Objective Reason In terms of Regulation 7 (4) (e) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'. This being a position of a level of trust, which constitutes an objective reason in terms of the same Subsidiary Legislation.

2.4 An Executive Secretary who has proven relevant work experience, will on completion of four (4) years of

Officer in Grade abbażi ta' 'notional basis', wara t-tmiem ta' erba' snin ta' servizz b'suċċess, addizzjonalment mal-kariga ta' Segretarju Eżekuttiv, u suġġett għall-approvazzjoni tal-Kummissjoni għas-Servizz Pubbliku, kif indikat iktar 'l isfel.

2.5 Segretarju Eżekuttiv hu intitolat li jibbenefika u li jinħatar bħala Officer in Grade wara li jkun issodisfa l-kriterji fil-paragrafu 2.4 hawn fuq. L-istatus ta' Officer in Grade għandu jirrifletti l-iskala tas-salarju kif indikat fis-subparagrafu 2.6 jew 2.8 iktar 'l isfel kif hu applikabbli.

2.6 Tali uffiċjali se jitpoġġew fuq Skala ta' Salarju li tiġi waħda anqas mill-Iskala ta' Salarju attwali kif dettaljata fil-pożizzjoni tagħhom iżda fuq l-istess tarġa tas-salarju li attwalment qegħdin fiha.

2.7 Sakemm dawn id-dispożizzjonijiet jiġu osservati, dawk appuntati bħala Officer in Grade se jiġu, dejjem jekk mhux diġà qed jokkupaw pożizzjoni ekwivalenti jew ogħla, obbligati li jaqdu dmirijiet kif indikat mill-maniġment minn żmien għal żmien fil-livell ta' responsabbiltà rispettiva proporzjonata mal-Iskala ta' Salarju li jkunu marbuta magħha. Barra minn hekk, bħala Officers in Grade, dawn m'għandhomx aktar jibbenifikaw minn allowances li joħorġu mill-kundizzjonijiet tax-xogħol stabbiliti għas-Segretarji Eżekuttivi, hekk kif ikun applikabbli minn żmien għal żmien, jekk ma jibqgħux jaqdu dmirijiet bħala Segretarji Eżekuttivi. F'dawn il-każijiet id-Diviżjoni għall-Gvern Lokali (LGD) għandha d-dritt tal-ewwel rifjut li tingaġġa s-servizzi ta' tali uffiċjali.

2.8 Mat-tmiem b'suċċess ta' perjodu addizzjonali ta' tliet (3) snin, addizzjonalment u aggregat ma' subparagrafu 2.1 iktar 'il fuq, kif ukoll suġġett għal livell ta' servizz sodisfaċenti, uffiċjali pubbliċi appuntati fil-kariga ta' Segretarju Eżekuttiv ikunu eliġibbli li jiġu appuntati bħala Officer in Grade fl-istess skala bħal dik tal-pożizzjoni ta' Segretarju Eżekuttiv, suġġett għad-dispożizzjonijiet tal-paragrafu preċedenti.

2.9 Mal-ingaġġ, is-salarju bażiku tal-impjegat jiġi allinjat ma' dak ta' Segretarju Eżekuttiv f'dak il-kunsill rispettiv, skont id-dispożizzjonijiet legali tar-Regolamenti dwar il-Gvern Lokali (Kap. 363, Liġijiet ta' Malta u leġiżlazzjoni sussidjarja relatata). L-istess prinċipji għandhom japplikaw fil-każ tal-grad sostantiv.

2.10 Segretarju Eżekuttiv huwa obbligat illi minn żmien għal żmien jattendi programmi ta' taħriġ hekk kif indikat lilu mil-LGD.

2.11 Terminazzjoni mill-pożizzjoni ta' Segretarju Eżekuttiv hija fir-responsabbiltà tal-kunsill.

2.12 Tneħħija minn uffiċjal pubbliku ssir skont ir-Regolament dwar Dixxiplina fis-Servizz Pubbliku.

successful service, in aggregate, as Executive Secretary, and subject to the consent of the Public Service Commission, be entitled to attain Officer in Grade status on a notional basis as indicated below.

2.5 An Executive Secretary shall benefit and be appointed as Officer in Grade after having satisfied paragraph 2.4 above. The Officer in Grade status should reflect the salary scale as indicated in sub paragraph 2.6 or 2.8 below as applicable.

2.6 Such officers shall be placed on a Salary Scale which is one scale lower than their current Salary Scale as detailed in their position however on the same salary step currently enjoyed.

2.7 Subject to adherence to these provisions, appointees as Officer in Grade shall, unless occupying an equivalent or higher position, be obliged to carry out duties as indicated by Management from time to time at the respective level of responsibility commensurate with the salary scale they are pegged to. Moreover, as Officers in Grade, they shall no longer benefit from any allowance/s that emanate from the working conditions established for Executive Secretaries as applicable from time to time, if no longer performing duties as Executive Secretaries. In such cases the LGD has the right of first refusal to engage the services of the officer.

2.8 On completion of a further three (3) years in aggregate to and in addition to sub paragraph 2.1 above, and subject to satisfactory service, public officers appointed as Executive Secretaries shall be eligible to be appointed as Officer in Grade in the same salary scale as that of the Position as Executive Secretary, subject to the provisions of the preceding paragraph.

2.9 On appointment, the employees' basic salary should be aligned with the position of Executive Secretary for the respective local council in line with the legal provisions of the Local Government legislation (CAP. 363, Laws of Malta and relative subsidiary legislation). The same principles shall apply for the substantive grade.

2.10 The Executive Secretary is obliged to attend training programmes as indicated by the LGD from time to time.

2.11 Termination from the position of Executive Secretary in a Council shall be within the authority of the respective council.

2.12 Removal as public officer shall be made in terms of the Public Service Disciplinary Regulations.

Salarju Marbut mal-Pożizzjoni

Ir-remunerazzjoni li ġejja hi bbażata fuq l-Iskali ta' Salarju tas-Servizz Pubbliku, u skont ir-Regolament 4(2) tar-Regolamenti tal-Kunsilli Lokali (Riżorsi Umani) (Leġiżlazzjoni Sussidjarja 363.20) għandha titħallas lis-Segretarji Eżekuttivi fil-kunsilli lokali.

3.1 Fejn id-daqs tal-kunsill huwa:

i. 9 sa 13-il membru, mhux aktar mill-massimu ta' Skala 5;
ii. 7 membri, mhux aktar mill-massimu ta' Skala 6;
iii. 5 membri u Segretarji Eżekuttivi tal-kunsilli reġjonali, mhux aktar mill-massimu ta' Skala 7.

3.2 Persuni impjegati bħala Segretarji Eżekuttivi għall-ewwel darba, jitħallsu bit-tieni livell taħt il-massimu tal-iskala rispettiva. Is-Segretarji Eżekuttivi li jkollhom il-kuntratt tagħhom imġedded mill-istess kunsill, ma jkunux suġġetti għall-ebda żmien ta' prova.

3.3 Segretarju Eżekuttiv li l-kuntratt tiegħu mal-Kunsill jiġi tterminat u jidħol f'kuntratt ġdid ma' kunsill differenti, għandu jkun suġġett għal perjodu ta' prova ta' sena u għandu jitħallas il-massimu tas-Skala ta' Salarju relattiva.

3.4 Segretarju Eżekuttiv huwa intitolat ukoll għal benefiċċji kif elenkat:

i. Performance Bonus sa massimu ta' 15% skont il-policy u l-proċeduri fis-seħħ minn żmien għal żmien u suġġett ukoll għal prestazzjoni sodisfaċenti (sa 10% determinat mill-Kunsill u sa 5% ieħor determinat mil-LGD);

ii. Disturbance Allowance ta' €1,500 fis-sena għal Skala ta' Salarju 5, u €1,000 fis-sena għal Skali ta' Salarju 6 u 7;

iii. All-inclusive Communication Allowance ta' €815 fis-sena;

iv. All-inclusive Transport Allowance ta' €1,000 fis-sena.

3.5 Fil-każ ta' uffiċjali pubbliċi/impjegati tas-Settur Pubbliku, dawn huma intitolati li:

i. Iżommu d-drittijiet kollha li jgawdu fis-Servizz Pubbliku/Settur Pubbliku matul il-perjodu tal-ingaġġ mal-kunsilli lokali/reġjonali;

ii. Iżommu s-substantative grade/indefinite status tagħhom mas-Servizz Pubbliku ta' Malta jew entità tas-Settur Pubbliku li kienu impjegati magħha;

Salary Pegged to the Position

The following remuneration based on the salary scales of the Public Service, and according to Regulation 4(2) of the Local Councils (Human Resources) Regulations (Subsidiary Legislation 363.20), shall be payable to Executive Secretaries in local councils.

3.1 Where the council size is:

i. 9 to 13 members, not more than the maximum of Scale 5;
ii. 7 members, not more than the maximum of Scale 6;
iii. 5 members and regional councils Executive Secretaries, not more than the maximum of Scale 7.

3.2 Persons employed as Executive Secretaries for the first time shall be placed on the second notch below the maximum of the respective scale. The Executive Secretary whose contract is renewed by the same council shall not be subject to any other probation.

3.3 An Executive Secretary whose contract with the council is terminated and enters into a new contract with a different council, shall be subject to a probation for a period of one year and shall be paid the maximum of the relative salary scale.

3.4 An Executive Secretary is also entitled to the following benefits:

i. A Performance Bonus of up to a maximum of 15% in line with policy and procedures as in force from time to time and subject to satisfactory performance (up to 10% determined by the Council and up to a further 5% determined by the LGD);

ii. Disturbance Allowance of €1,500 per annum for Salary Scale 5, and €1,000 per annum for Salary Scale 6 and 7;

iii. All inclusive Communication Allowance of €815 per annum;

iv. All inclusive Transport Allowance of €1,000 per annum.

3.5 In the case of public officers/Public Sector employees, they are entitled to:

i. retain all inherent rights enjoyed in the Public Service/ Public Sector during the engagement period with the local / regional councils;

ii. retain their substantive grade/indefinite status with the Malta Public Service or Public Sector entity;

iii. Ikollhom il-perjodu tal-ħatra tagħhom bħala Segretarju Eżekuttiv meqjus bħala 'Service in the Grade' għall-fini tal-komputazzjoni tat-tul tas-servizz, anzjanità, salarju, progressjoni u, fejn applikabbli, għal skopijiet tal-pensjoni tat-Teżor.

3.6 Kandidati li huma diġà uffiċjali pubbliċi, jiġifieri dawk li għandhom ħatra eżistenti f'kariga/pożizzjoni skont l-Artikolu 110 tal-Kostituzzjoni, jistgħu japplikaw biss għal postijiet vakanti għal pożizzjonijiet f'kunsill fejn il-pożizzjoni tkun tal-istess Skala ta' Salarju jew ogħla mill-ħatra eżistenti tagħhom.

Dmirijiet

4.1 Il-Deskrizzjoni tal-Impjieg għall-Post ta' Segretarju Eżekuttiv tinkludi:

Is-Segretarju Eżekuttiv huwa l-kap eżekuttiv, amministrattiv u finanzjarju tal-kunsill.

a) Joħroġ l-avviżi kollha, jipprepara l-aġenda b'konsultazzjoni mas-sindku u jattendi l-laqgħat kollha;

b) Jiddraftja u jiffirma l-minuti tal-laqgħat tal-kunsill jew kumitat;

c) Jagħmel rapport amministrattiv dettaljat ta' kull sena lis-sindku li min-naħa tiegħu iqiegħdu għall-approvazzjoni tal-kunsill;

d) Ilesti biex jitqiegħed quddiem il-kunsill estimi tad-dħul u ħruġ u pjan ta' ħidma tal-kunsill matul is-sena finanzjarja li tkun ġejja;

e) Jagħmel kull dover amministrattiv ieħor kif ikun hemm bżonn, sakemm dawn l-istruzzjonijiet jaqgħu fil-parametri kif preskritt bil-Liġi u r-Regolamenti, skont il-policies deċiżi u delegati mill-kunsill;

f) Joħroġ kull ordni li tkun teħtieġ nefqa kif approvata mill-kunsill;

g) Itella' l-aġenda, il-minuti u l-iskedi ta' pagamenti fuq is-sit elettroniku tal-kunsill, kif mitlub bil-liġi;

h) Jimxi strettament mal-memos, ċirkularijiet u direttivi maħruġa mid-Diviżjoni għall-Gvern Lokali, u jidderieġi lill-Kunsill skont il-każ;

i) Jirrapporta lid-Direttur Ġenerali (Gvern Lokali) u jagħti r-rapporti kollha u kull dokumentazzjoni oħra kif mitlub, u jaderixxi ma' kull direttiva oħra maħruġa;

j) Kull dmir ieħor skont l-esiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mid-Direttur Ġenerali (Gvern

iii. have their period of appointment as Executive Secretary deemed as 'Service in the Grade' for the purpose of computation of length of service, seniority, salary, progression and, where applicable, for Treasury pension purposes.

3.6 Candidates who are public officers, i.e. those who hold an appointment in a post/position in terms of Article 110 of the Constitution, may only apply for vacancies for positions in a council where the position is the same salary scale or higher than their current appointment.

Duties

4. The job duties for the position of Executive Secretary include:

The Executive Secretary is the executive, administrative and financial head of the local council.

a) Issue all notices, prepare the agenda in consultation with the mayor and attend all meetings;

b) Draw up and sign the minutes of council or committee meetings;

c) Submit a detailed annual administrative report to the mayor who shall submit it to the council for its approval;

d) Prepare for submission to the council estimates of the income and expenditure and five year business plan of the Council for the next financial year;

e) Carry out any other administrative duties as deemed necessary, subject that such instructions fall within the parameters as prescribed by Law and Regulations, in accordance with policies decided and delegated by the council;

f) Issue all orders bearing an expense as approved by the council;

g) Upload agenda, minutes and schedule of payments on the local councils' website as prescribed by law;

h) Strictly adhere to all memos, circulars and directives issued by the Local Government Division and direct the Local Council accordingly;

i) Report to the Director General (Local Government) and submit all reports and any other documentation as required, and adhere to any other directive issued by the Division;

j) Any other duties according to the exigencies of the Public Service, as directed by Director General (Local

Lokali), Segretarju Permanenti u s-Segretarju Permanenti Ewlieni.

Aktar dettalji jinkisbu mill-Att dwar Gvern Lokali (Kap. 363), Liġijiet ta' Malta.

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 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

Government), Permanent Secretary, and the Principal Permanent Secretary.

Further details, can be obtained from the Local Councils Act (Cap. 363), Laws of Malta.

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 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

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 u kapaċi li jikkomunikaw b'mod effettiv kemm b'mod orali kif ukoll bil-miktub bil-lingwa Maltija, kif ukoll bil-lingwa Ingliża.

U

iii a. ikollhom Master degree rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) fil-Business Administration u/jew Management jew f'suġġetti oħrajn relatati.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent bħala Master mill-MFHEA li tiġi sottomessa mal-applikazzjoni.

JEW

b. ikollhom Baċellerat rikonoxxut f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fil-Business Administration u/jew Management jew f'oqsma tas-suġġetti relatati oħrajn b'sentejn (2) esperjenza ta' xogħol rilevanti.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, kif applikabbli, hija aċċettata biss suġġetta għal dikjarazzjoni formali ta' rikonoxximent mill-MFHEA li tiġi sottomessa mal-applikazzjoni.

JEW

c. ikollhom Diploma rikonoxxuta f'Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Business Administration u/jew Management jew f'oqsma tas-suġġetti relatati b'ħames (5) snin esperjenza ta' xogħol rilevanti.

*Kwalifiki rikonoxxuti komparabbli ma' 60 krettu ECTS/ECVET, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent tal-MFHEA li tiġi sottomessa mal-applikazzjoni.

JEW

d. ikollhom kwalifika rikonoxxuta f'Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Business Administration u/jew Management jew f'oqsma tas-suġġetti relatati b'seba' (7) snin esperjenza ta' xogħol rilevanti.

*Kwalifiki rikonoxxuti komparabbli ma' 120 krettu ECTS/ECVET, kif applikabbli, hija aċċettata biss suġġett

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 and able to communicate effectively both verbally and in writing in the Maltese and English languages.

AND

iii a. In possession of a recognised Master degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Business Administration and/or Management or in related subject areas.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MFHEA formal Master recognition statement being submitted with the application.

OR

b. In possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Business Administration and/or Management or in related subject areas with two (2) years relevant work experience.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable, is only accepted subject to an MFHEA formal recognition statement being submitted with the application.

OR

c. In possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, o equivalent*) in Business Administration and/or Management or in related subject areas with (5) years relevant work experience.

*A recognised qualification comparable to 60 ECTS/ECVET credits, as applicable, is only accepted subject to an MFHEA formal recognition statement being submitted with the application.

OR

d. In possession of a recognised qualification MQF level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent*) in Business Administration and/or Management or in related subject areas with seven (7) years work experience.

*A recognised qualification comparable to 120 ECTS/ECVET credits, as applicable, is only accepted subject to an

għal dikjarazzjoni formali ta' rikonoxximent tal-MFHEA li tiġi sottomessa mal-applikazzjoni.

JEW

e. Uffiċjali pubbliċi fi Skala ta' Salarju minn 5 sa 7 (iż-żewġ Skali inklużi) u impjegati tas-Settur Pubbliku f'livell ta' responsabbiltà komparabbli, u li huma kkonfermati fil-ħatra attwali tagħhom.

JEW

f. Uffiċjali pubbliċi fi Skala ta' Salarju 8 sa 11 (iż-żewġ Skali inklużi) u impjegati tas-Settur Pubbliku f'livell ta' responsabbiltà komparabbli, u li huma kkonfermati fil-ħatra attwali tagħhom, bi tliet (3) snin esperjenza ta' xogħol rilevanti.

JEW

g. Dawk il-persuni li bħalissa qegħdin iservu ta' 'Aġent' jew 'Deputat Segretarju Eżekuttiv' f'kunsill lokali jew reġjonali sad-data tal-ħruġ ta' din is-sejħa.

iv. Uffiċjali pubbliċi li japplikaw għal din il-pożizzjoni jridu jkunu kkonfermati fil-ħatra attwali tagħhhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita.

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) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikatat f'paragrafi 5.1 jew kif indikat f'paragrafu 5.2, 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' Diċembru, 2023. 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 fi klawsoli 5.1 u 5.2.

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

MFHEA formal recognition statement being submitted with the application.

OR

e. Public officers in Salary Scales 5 to 7 (both Scales included) and Public Sector employees at a comparable level of responsibility, who are confirmed in their current appointment.

OR

f. Public officers in Salary Scales 8-11 (both Scales included) and Public Sector employees at a comparable level of responsibility, who are confirmed in their current appointment, with three (3) years relevant work experience.

OR

g. Those persons currently being an Acting or Deputy Executive Secretary in a local or regional council on the date of this call.

iv. Public officers applying for this position must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position.

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) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 5.1 or else as indicated in paragraph 5.2 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 December, 2023. 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 5.1 or 5.2.

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

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 għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

5.3 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 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

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

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 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.

5.6 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).

5.6 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

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

Submission of Supporting Documents

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

6.2 L-applikazzjonijiet għandhom jinkludu żewġ referenzi aċċettabbli bil-miktub.

6.2 Applications shall include two acceptable written references.

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

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

Proċeduri tal-Għażla

7.1 Is-sejħa għall-applikazzjonijiet għandha tindika liema kunsill lokali/reġjonali fejn teżisti vakanza għall-kariga ta' Segretarju Eżekuttiv.

Selection Procedures

7.1 The call for applications shall indicate the local/regional councils where a vacancy for the post of Executive Secretary exists.

7.2 Għandha tingħata wkoll informazzjoni lill-kandidati li, peress li jkunu ġew indikati mill-bord tal-għażla bħala adatti għall-pożizzjoni, skont l-istadju tal-intervista, ma jwasslux awtomatikament għal ħatra għall-pożizzjoni. Il-ħatra għandha tkun suġġetta għall-aċċettazzjoni minn qabel mill-kunsill lokali/reġjonali rispettiv.

7.3 L-applikanti jistgħu japplikaw għall-pożizzjoni sa massimu ta' tliet lokalitajiet għal kull sejħa għal applikazzjoni, filwaqt li jindikaw il-preferenza tagħhom.

7.4 Il-pożizzjoni ta' Segretarju Eżekuttiv hija pożizzjoni suġġetta għal Objective Reason.

7.5 Kandidati li huma uffiċjali pubbliċi, jiġifieri li għandhom ħatra f'kariga/pożizzjoni skont l-Artikolu 110 tal-Kostituzzjoni, jistgħu japplikaw biss għal postijiet vakanti għal pożizzjonijiet f'kunsill lokali/reġjonali fejn il-pożizzjoni tkun fl-istess skala ta' salarju jew ogħla mill-ħatra attwali tagħhom.

7.6 Il-bord tal-għażla għandu jkun kostitwit kif ġej:

i. Chairman, li jkun uffiċjal pubbliku minn ġewwa d-Diviżjoni għall-Gvern Lokali, nominat mis-Segretarju Permanenti rispettiv, u

ii. Żewġ membri mill-Bord Permanenti tal-Għażla tal-Ministeru responsabbli mill-Gvern Lokali.

7.7 L-applikazzjonijiet riċevuti jiġu l-ewwel evalwati mill-bord tal-għażla skont il-kriterji tal-eliġibbiltà, f'termini tas- sejħa għall-applikazzjonijiet.

7.8 L-applikanti ineliġibbli jiġu infurmati mill-bord tal-għażla kif xieraq u bid-dritt tagħhom li jissottomettu rappreżentazzjonijiet quddiem il-Kummissjoni dwar is-Servizz Pubbliku fi żmien ħamest ijiem tax-xogħol minn tali notifika.

7.9 Il-kandidati eliġibbli jiġu assessjati u intervistati mill-bord tal-għażla skont kriterji tal-għażla u sottokriterji approvati mill-Kummissjoni dwar is-Servizz Pubbliku.

7.10 Ir-riżultat tal-proċess għandu jindika jekk il-kandidati humiex adekwati, jew mod ieħor, għall-pożizzjoni.

7.11 Ir-riżultat jiġi sottomess lis-Segretarju Permanenti responsabbli mill-Gvern Lokali għall-approvazzjoni, u wara dan il-kandidati eliġibbli jiġu infurmati jekk instabux adekwati jew mod ieħor.

7.12 Kandidati li jinstabu mhux adekwati mill-bord tal-għażla jistgħu jissottomettu petizzjoni quddiem il-Kummissjoni fi żmien għaxart ijiem tax-xogħol mid-data li jkunu ġew infurmati bir-riżultat fir-rigward tagħhom.

7.2 Information shall also to be provided to candidates that, being indicated by the selection board as being suitable for the position, pursuant to the interview stage, does not automatically lead to appointment to the position. Appointment shall be subject to the prior acceptance by the respective local/regional council.

7.3 Applicants may apply for a position in up to three localities under one call, indicating their preference.

7.4 The position of Executive Secretary is a position by Objective Reason.

7.5 Candidates who are public officers, i.e who hold appointment in a post/position in terms of Article 110 of the Constitution, may only apply for vacancies for positions in a local/regional council where the position is in the same salary scale or higher than their current appointment.

7.6 The selection board shall be constituted as follows:

i. Chairman, being a Public Officer from within the Local Government Division, nominated by the respective Permanent Secretary, and

ii. Two members from the Standing Selection Panel of the Ministry responsible for Local Government.

7.7 The applications received are first assessed by the selection board against the eligibility criteria, in terms of the call for applications.

7.8 Ineligible applicants are informed by the selection board accordingly and of their right to submit representations before the Public Service Commission within five working days of such notice.

7.9 Eligible candidates are assessed and interviewed by the selection board against selection criteria and sub criteria approved by the Public Service Commission.

7.10 The outcome of the process should indicate the suitability of the candidates, or otherwise.

7.11 The result is submitted to the Permanent Secretary responsible for Local Government for approval, following which the eligible candidates are informed whether they have been found suitable or otherwise.

7.12 Candidates found unsuitable by the selection board may submit a petition before the Commission within ten working days from the date of their being informed of the result in their regard.

7.13 L-ismijiet tal-kandidati li jinstabu adekwati mill-bord tal-għażla jintbagħtu lill-kunsill rispettiv li jkun ġie indikat bħala preferenza mill-kandidat għal aċċettazzjoni eventwali jew mod ieħor mill-kunsill.

7.14 Il-Kunsill għandu jirreferi l-isem tal-kandidat adekwat aċċettat lid-Direttur Ġenerali (Gvern Lokali) li għandu mbagħad jissottometti n-nomina lill-Kummissjoni dwar is-Servizz Pubbliku għar-rakkomandazzjoni tagħha għall-ħatra tal-kandidat indikat skont l-Artikolu 110 tal-Kostituzzjoni.

7.15 Mal-ħatra l-kandidat magħżul għandu, b'seħħ immedjat, jiġi assenjat mal-kunsill partikolari fil-pożizzjoni ta' Segretarju Eżekuttiv.

7.16 Meta l-kandidati adekwati jiġu riferuti lill-kunsill u tinħareġ ħatra jew mod ieħor, il-proċess tal-għażla għall-pożizzjoni reklamata f'dak il-kunsill għandu jitqies bħala magħluq u ma jkun hemm ebda kandidati oħra riferuti lill-kunsill.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali, Diviżjoni għall-Gvern Lokali, 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

7.13 The names of the candidates found suitable by the selection board are forwarded to the respective council which has been indicated as a preference by the candidate for eventual acceptance or otherwise by the council.

7.14 The Council shall refer the name of the accepted suitable candidate to the Director General (Local Government) who shall in turn submit the nomination to the Public Service Commission for its recommendation for the appointment of the indicated candidate in terms of Article 110 of the Constitution.

7.15 Upon appointment the selected candidate shall with immediate effect be assigned with the particular council in the position of Executive Secretary.

7.16 Once suitable candidates are referred to the council and an appointment is issued or otherwise the selection process for the advertised position in that council shall be deemed as closed and there shall be no further reference of any remaining candidates.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director General, Local Government Division, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. 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 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 latest, 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:

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
il-proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;
eżami mediku;
aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mit-Taqsim tar-Riżorsi Umani, 26 Triq l-Arċisqof, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, numru tal-fax u l-indirizz elettroniku tad-Dipartiment huma (www.localgovernment.gov.mt), (+356) 2205 2300 u (hr.dlg@gov.mt).

It-18 ta' Awwissu, 2023

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

Post ta' Manager I (Accounting and Finance) fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali

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

1. Is-Segretarju Permanenti, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, jilqa' applikazzjonijiet għall-post ta' Manager I (Accounting and Finance) fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager I (Accounting and Finance) huwa ta' Skala ta' Salarju 10, li fis-sena 2023 huwa ta' €23,029.57 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €25,475.59.

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

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Human Resources Unit at 26, Triq l-Arċisqof, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, fax number and email address of the receiving Department/Division/Directorate are (www.localgovernment.gov.mt), (+356) 22052300) and (hr.dlg@gov.mt).

18th August, 2023

MINISTRY FOR THE NATIONAL HERITAGE,
THE ARTS AND LOCAL GOVERNMENT

Post of Manager I (Accounting and Finance) in the Ministry for the National Heritage, the Arts and Local Government

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the Nationa l Heritage, the Arts and Local Government invites applications for the post of Manager I (Accounting and Finance) in the Ministry for the National Heritage, the Arts and Local Government.

Terms and Conditions

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

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

2.3 The salary for the post of Manager I (Accounting and Finance) is Salary Scale 10, which in year 2023 is €23,029.57 per annum, rising by annual increments of €407.67 up to a maximum of €25,475.59.

2.4 Persuna fil-grad ta' Manager I titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) wara sentejn (2) servizz bħala Manager I fi Skala ta' Salarju 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I titla' fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) wara ħames (5) snin servizz bħala Manager I fi Skala ta' Salarju 9, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Persuna fil-grad ta' Manager I titla' fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) wara tliet (3) snin servizz bħala Manager I fi Skala ta' Salarju 8, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

a. Il-persuni maħtura jkunu intitolati għal benefiċċji oħra u suġġetti għall-kundizzjonijiet u l-obbligi li huma stipulati fil-Working Conditions for Officers within the Managerial Stream for Qualified Personnel.

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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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

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

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

2.10 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet

2.4 A Manager I will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in 2023) on completion of two (2) years service as Manager I in Salary Scale 10, subject to satisfactory performance.

2.5 A Manager I will progress to Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23 in 2023) on completion of five (5) years service as Manager I in Salary Scale 9, subject to satisfactory performance.

2.6 A Manager I will progress to Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55 in 2023) on completion of three (3) years service as Manager I in Salary Scale 8, subject to satisfactory performance.

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

a. Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in the Working Conditions for Officers within the Management Stream for Qualified Personnel.

2.8 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/ADAC positions or applications for a definite position.

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

a. Appointees within the managerial/officer/practitioners streams must have served in their current post, and if appointed 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 their own request to carry out duties elsewhere in the area

xi mkien ieħor fil-qasam tal-Accounting and Finance, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

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

i. Responsabbli għall-iproċessar f'waqtu ta' tranżazzjonijiet fiskali u finanzjarji, verifiki, rekordjar, rendikonti u rikonċiljazzjoni;

ii. Responsabbli għall-korrettezza ta' żamma bażika ta' kotba u dokumenti oħrajn ta' accounts u t-twettiq ta' xogħol rigward il-proċess bankarju ta' rikonċiljazzjoni tal-Kont Pubbliku;

iii. Responsabbli għall-implimentazzjoni u l-infurzar ta' leġiżlazzjoni, politiki, direzzjonijiet, proċeduri u linji gwida f'dipartiment jew ministeru partikolari jew mal-Gvern;

iv. Responsabbli għall-manutenzjoni u l-kontroll tal-kontijiet, bħalma huma kontijiet below-the-line u voti u jevalwa wkoll il-virements fi ħdan il-voti kif ukoll it-talbiet għal finanzjament addizzjonali;

v. Jikkordina r-rilaxx ta' fondi permezz ta' mekkaniżmi varji u l-ġbir ta' dħul finanzjarju, japprova tranżazzjonijiet kif ikun ordnat, jirrevedi management accounts, stqarrijiet ta' likwidità u rapporti finanzjarji oħra bħala parti mill-proċess;

vi. Jikkontribwixxi għall-ippjanar u l-kontroll ta' baġit, u fil-kumpilazzjoni tal-Business and Financial Plan;

vii. Jivvaluta l-allokazzjonijiet baġitarji u t-tbassir tad-dħul fl-Estimi Finanzjarji tal-Gvern, kemm għas-sena ta' wara kif ukoll fuq bażi ta' Business and Financial Plan ta' tliet snin, u l-monitoraġġ kontinwu tagħhom matul is-sena;

viii. Jagħti kontribut fl-interpretazzjoni tal-accounts finali u jipparteċipa fl-analiżi u r-reviżjonijiet tal-valur għall-flus;

ix. Jirrappreżenta lid-Dipartiment jew lill-Ministeru f'laqgħat u konferenzi, kemm lokali kif ukoll internazzjonali, u jipparteċipa fi gruppi ta' ħidma kif ikun mitlub;

x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' rapporti varji;

xi. Iżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja u politiki tal-Gvern kif mitlub;

of Accounting and Finance, in accordance with established vacancies.

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

Duties

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

i. Responsible for the timely and correct processing of fiscal and financial transactions, verifications, recording, tracking and reconciliation;

ii. Responsible for the correctness of basic book keeping and other accounting documents, including performing work on the bank reconciliation process of the Public Account;

iii. Responsible for the implementation and enforcement of legislation, policies, directions, procedures and guidelines in a particular department or ministry or across Government;

iv. Responsible for the maintenance and control of accounts, such as below-the-line accounts and votes, assessing virements within votes as well as requests for additional funding;

v. Coordinates the release of funds through various mechanisms and the collection of revenue, approving transactions as directed, reviewing management accounts, cashflow statements and other financial reports as part of the process;

vi. Contributes to Budget planning and control, and the compilation of the Business and Financial Plan;

vii. Assesses budgetary allocations and revenue forecasts in the Financial Estimates of Government, both for the following year and on the basis of a three-year Business and Financial Plan, and their continuous monitoring during the course of the year;

viii. Contributes towards the interpretation of final accounts and participating in value for money analysis and reviews;

ix. Represents the Department or Ministry in meetings and conferences, both locally and abroad and participating in working groups as required;

x. Contributes to and assists in the compilation of various reports;

xi. Keeps abreast with accounting standards, financial legislation, Government policies as directed;

xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub;

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

xiv. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-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. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to 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. Madankollu, il-kandidati li ma jissodisfawx l-abbiltà li jikkomunikaw bil-lingwa Maltija u ma jkollhomx mill-inqas Livell 1 tal-MQF fil-lingwa Maltija, iridu jattendu u jgħaddu b'suċċess fl-assessjar mil-kors 'Maltese Language 1' offrut mill-Istitut għas-Servizzi Pubbliċi. L-attendenza għal dan il-kors flimkien mall-kisba tal-Livell 1 tal-MQF 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' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 6 tal-MQF f'Accountancy.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 180 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET

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 Maltese and English languages. However, candidates who do not satisfy the ability to communicate in Maltese language and do not possess at least 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 of Public Services. Attendance to such course together with the attainment of MQF Level 1, are to be completed before the confirmation of appointment i.e. within the twelve (12) months of 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 degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) inBusiness Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional qualification at MQF Level 6 in Accountancy.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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 qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application.A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is

hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

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

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-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 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' Diċembru, 2023. Jekk l-iskadenza ma tintlaħaqx, il-ħatra għal din ir-raġuni, tiġi awtomatkament 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 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

verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVE credits.

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 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 December, 2023. 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 qualifications referred to in clause 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 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)

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata

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.

.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/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for the National Heritage, the Arts and Local Goverment, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. A computer-generated email will be sent

mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu minn 35, 36, 37, Triq l-Ifran, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tas-Sezzjoni huma (www.mhal.gov.mt) u (hr.mhal@gov.mt).

It-18 ta' Awwissu, 2023

MINISTERU GĦALL-AMBJENT,
L-ENERĠIJA U L-INTRAPRIŻA

Post ta' Health and Safety Officer fil-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża

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

1. Id-Direttur Ġenerali għall-Operat, f'isem is-Segretarju Permanenti, Ministeru għall-Ambjent, l-Enerġija u

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 latest, 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 35, 36, 37, Triq l-Ifran,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 (www.mhal.gov.mt) and (hr.mhal@gov.mt).

18th August, 2023

MINISTRY FOR THE ENVIRONMENT,
ENERGY AND ENTERPRISE

Post of Health and Safety Officer in the Ministry for the Environment, Energy and Enterprise

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, Energy

l-Intrapriża, jilqa' applikazzjonijiet għall-post ta' Health and Safety Officer fil-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Health and Safety Officer huwa ta' Skala ta' Salarju 12, li fis-sena 2023 huwa ta' €20,270.04 fis-sena, li jiżdied b'€354 fis-sena sa massimu ta' €22,394.04.

2.3 Persuna fil-grad ta' Health and Safety Officer titla' fi Skala ta' Salarju 10 (€23,029.57 x €407.67 - €25,475.59 fis-sena 2023) wara ħames (5) snin servizz fil-grad ta' Health and Safety Officer fis Skala ta' Salarju 12, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna li ikollha degree rikonoxxuta f'Livell 6 tal-MQF tiġi mpoġġija awtomatikament bħala Health and Safety Officer fi Skala ta' Salarju 10 (€23,029.57 x €407.67 - €25,475.59 fis-sena 2023).

2.5 Health and Safety Officer fi Skala ta' Salarju 10 jipprogressa għal Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) wara ħames (5) snin ta' servizz sodisfaċenti fil-grad ta' Health and Safety Officer fi Skala ta' Salarju 10.

2.6 Il-persuna nnominata tkun intitolata għal benefiċċji oħra u suġġetta għall-kundizzjonijiet u obbligi li jkunu mniżżlin fi kwalunkwe ftehim relevanti bejn il-Gvern ta' Malta u l-union kompetenti.

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.

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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Health and Safety Officer jinkludu li:

i. Jimplimenta u jinforza l-Liġijiet u r-Regolamenti dwar is-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol li jkun fis-seħħ minn żmien għal żmien;

and Enterprise, invites applications for the post of Health and Safety Officer in the Ministry for the Environment, Energy and Enterprise.

Terms and Conditions

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

2.2 The salary for the post of Health and Safety Officer is Salary Scale 12, which in the year 2023 is equivalent to, €20,270.04 per annum, rising by annual increments of €354 up to a maximum of €22,394.04.

2.3 A Health and Safety Officer will progress to Scale 10 (€23,029.57 x €407.67 - €25,475.59 in the year 2023) on completion of five (5) years service as Health and Safety Officer in Salary Scale 12, subject to satisfactory performance.

2.4 Officers who are in possession of a relevant qualification at MQF Level 6 will be automatically placed as Health and Safety Officer in Salary Scale 10 (€23,029.57 x €407.67 - €25,475.59 in the year 2023).

2.5 A Health and Safety Officer in Salary Scale 10 shall further progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in the year 2023) on completion of five (5) years satisfactory service as Health and Safety Officer in Salary Scale 10.

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

2.8 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/ADAC positionsor applications for a definite position.

Duties

3. The job duties for the post of Health and Safety Officer include:

i. Implements and enforces the Occupational Health and Safety Legislation and Regulations in force from time to time;

ii. Jiżviluppa, jimplimenta u jinforza politika u linji gwida dwar is-saħħa u s-sigurtà fil-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża;

iii. Jispezzjona postijiet tax-xogħol, jagħti pariri fuq prekawzjonijiet ta' sigurtà u metodi tax-xogħol korretti u jinforza kwalunkwe miżura ta' prekawzjoni kif meħtieġ;

iv. Jassessja r-riskju fuq kwalunkwe xogħol li jitwettaq jew prattiki ta' xogħol segwiti mill-impjegati tal-Ministeru għall-Ambjent, Enerġija u l-Intrapriża, u jintroduċi wkoll miżuri ta' kontroll li jikkorrispondu mal-assessjar tar-riskju;

v. Jipprovdi informazzjoni u taħriġ fuq kwistjonijiet ta' saħħa u sigurtà fuq il-post tax-xogħol lill-impjegati, u jikkollabora mar-rappreżentanti tal-ħaddiema u senior officers oħra fil-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża;

vi. Jorganizza u jipparteċipa f'inizjattivi dwar is-saħħa u s-sigurtà fuq il-post tax-xogħol li jittieħdu fil-Ministeru;

vii. Jgħaqqad rapporti, iżomm rekords, u jipprovdi analiżi dwar affarijiet relatati mas-saħħa u s-sigurtà fuq il-post tax-xogħol;

viii. Iwettaq dmirijiet oħra relatati mas-saħħa u s-sigurtà fuq il-post tax-xogħol skont kif jiġu assenjati lilu;

ix. Jikkollabora ma' entitajiet pubbliċi oħra u terzi persuni rilevanti skont kif ikun meħtieġ sabiex id-dmirijiet assenjati lilu jitwettqu b'mod effettiv u sabiex jistabbilixxi u jsostni koperazzjoni kostruttiva f'affarijiet relatati mas-saħħa u s-sigurtà fuq il-post tax-xogħol;

x. Iżomm ruħu aġġornat ma' żviluppi u leġiżlazzjoni fil-qasam tas-saħħa u s-sigurtà fuq il-post taxxogħol, kemm dawk nazzjonali u kif ukoll internazzjonali;

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

xii. Iwettaq dmirijiet oħra li jisgħtu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-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

ii. Develops, implements, and enforces health and safety policies and guidelines in the Ministry for the Environment, Energy and Enterprise;

iii. Inspects places of work, provides guidance on any safety precautions and proper work methods and enforces any precautionary measures as necessary;

iv. Makes risk assessments and introduces corresponding control measures on any work or work practices being carried out by employees in the Ministry for the Environment, Energy and Enterprise;

v. Provides information and training on Occupational Health and Safety issues to employees, and liaising with workers' representatives and other senior officers in the Ministry for the Environment, Energy and Enterprise;

vi. Organises and participates in any initiatives on Occupational Health and Safety issues undertaken within the Ministry;

vii. Compiles reports, maintains records and provides analyses on matters relating to Occupational Health and Safety;

viii. Carries out any other Occupational Health and Safety-related duties assigned to him/her;

ix. Liaises with other public entities and relevant stakeholders as may be required for effective fulfilment of assigned duties and for establishing and maintaining constructive cooperation in Occupational Health and Safety matters;

x. Keeps abreast with developments in Occupational Health and Safety matters and legislation both at a national and international level;

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. 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 (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 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.

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

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

U

AND

iii. ikollhom kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għall-minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fil-Health and Safety.

iii. in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credit or equivalent*) in Health and Safety.

*Kwalifika rikonoxxuta komparabbli ma' 60 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 4.2 (i), 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' Diċembru, 2023. 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 jew 4.2 (i).

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

*A recognised qualification comparable to 60 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 4.1 or else as indicated in paragraph 4.2 (i) 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 December, 2023. 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 clauses 4.1 or 4.2 (i).

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

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

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

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

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/linja 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 għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Pulizija jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

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

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

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

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/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali għall-Operat, Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża, permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 L-applikanti jingħataw sa jumejn (2) 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, breferenza partikolari għal:

Submission of Supporting Documents

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

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

Selection Procedures

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is one hundred per cent (100%) and the pass mark is fifty per cent (50%).

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director General (Operations), Ministry for the Environment, Energy and Enterprise, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023. 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 latest, 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-Direttorat għas-Servizzi Korporattivi (Attn: Assistent Direttur, Riżorsi Umani), Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża, 6, Triq Ħal Qormi, Santa Venera SVR 1302. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment/Diviżjoni/Direttorat huma (www.sustainability.gov.mt) u (humanresources.meee@gov.mt).

It-18 ta' Awwissu, 2023

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

Post ta' Assistant Manager fil-Ministeru għat-Transport, l-Infrastruttura u l-Proġetti Kapitali

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

1. Is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, jilqa' applikazzjonijiet għall- post ta' Assistant Manager 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 jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager, li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2023 huwa ta' €20,270.04 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €22,394.04.

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

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Energy and Enterprise, 6, Triq Ħal Qormi, Santa Venera SVR 1302. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Department/Division/Directorate are (www.sustainability.gov.mt) and (humanresources.meee@gov.mt).

18th August, 2023

MINISTRY FOR MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND CAPITAL PROJECTS

Post of Assistant Manager in the Ministry for Transport, Infrastructure and Capital Projects

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary Ministry for Transport, Infrastructure and Capital Projects, invites applications for the post of Assistant Manager in the Ministry for 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 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 2023 is equivalent to €20,270.04 per annum, rising by annual increments of €354.00 up to a maximum of €22,394.04.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2023 hija ekwivalenti għal €21,630.00 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €23,881.02, mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b), f'perjodu ta' mhux iktar minn sentejn (2) mid-data tal-ħatra fejn, fil-każ li dan ma jseħħx, il-ħatra tiġi mneħħija.

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€23,029.57 x €407.67 - €25,475.59) fis-sena 2023 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/ADAC jew applikazzjonijiet għal pożizzjoni definita.

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-linji 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 limsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

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

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2023 is equivalent to €21,630.00 per annum, rising by annual increments of €375.17 up to a maximum of €23,881.02, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1(iii) (b), in not more than two (2) years from the date of appointment, in failure of which, appointment would be relinquished.

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1(iii) (b) will be placed in Salary Scale 11, which will progress to Scale 10 (€23,029.57x €407.67 - €25,475.59) in the year 2023 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/ADAC positions or applications for a definite position.

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 for two years. As per Terms and Conditions to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes.

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

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

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

Duties

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

i. Iżomm ruħu aġġornat bl-iżviluppi f'oqsma ta' interess għall-Ministeru u jiddiskuti mas-senior management rispettiv l-inizjattivi li għandhom jittieħdu;

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

iii. Iżomm kuntatt mal-uffiċjali tad-dipartiment, sabiex jiżgura kontribuzzjonijiet ta' informazzjoni preċiżi, korretti u f'waqthom lill-maniġment tal-Ministeru;

iv. Jipparteċipa fl-analiżi kontinwa fi ħdan id-dipartimenti f'oqsma ta' xogħol/servizzi identifikati mis-superjuri u inizjattivi oħra ta' riċerka rilevanti;

v. Jiġbor u janalizza informazzjoni u statistika għall-użu ta' kitba ta' rapporti u/jew esekuzzjoni ta' kompiti oħra meħtiega, taħt is-superviżjoni, kif ikun meħtieġ, inkluża statistika mitluba għall-mistoqsijiet parlamentari, fost l-oħrajn;

vi. Jissorvelja u jsegwi riċerka kompluta biex jipprovdi analiżi tar-riżultati u l-kontribuzzjoni ta' din ir-riċerka lejn is-servizz;

vii. Jikkontribwixxi/ Tikkontribwixxi inizjattivi ta' bidliet li qegħdin isiru mill-Ministeru;

viii. Jipprovdi l-appoġġ meħtieġ lill-maniġment superjuri fit-tmexxija tas-servizzi provduti mill-Ministeru;

ix. Jassisti lill-maniġment superjuri fit-twettiq tar-riċerka u preparazzjoni ta' politiki, hekk kif applikabbli, fir-rigward tal-objettivi tal-Ministeru;

x. Jassisti lill-maniġment superjuri biex b'mod effettiv jimmaniġġja l-amministrazzjoni, il-finanzi u r-riżorsi umani tal-Ministeru;

xi. Jipproponi rakkomandazzjonijiet għas-simplifikazzjoni tal-proċessi u jsegwi l-implimentazzjoni tagħhom

xii. Jassisti fil ħidma 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;

xiii. Jiprovdi appoġġ u j iżgura aġġornament regolari ta' databases relatati mal-operat tal-Ministeru;

xiv. Jeżegwixxi ċċekkjar u vverifikar skont l-istruzzjonijiet mogħtija u r-regolamenti u proċeduri applikabbli u jassigura li r-rapporti ppreparati jiġu vverifikati u sussegwentament sottomessi fil-ħin;

i. Keeps up to date with developments in areas of interest to the Ministry and discusses with the respective senior management possible initiatives to be undertaken;

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

iii. Liaises with the relevant officers, in order to ensure accurate, correct and timely information contributions to the management of the Ministry;

iv. Participates in the ongoing analysis within the Ministry in specified areas of work/services identified by the management and other relevant research initiatives;

v. Collects and analysis statistical data and information used to complete reports and/or tasks, under supervision, as required, including data requested for parliamentary questions, amongst others;

vi. Monitors and follows up on completed research to provide analysis of the outcomes and its contribution towards the service;

vii. Contributes to change initiatives that are being undertaken by the Ministry;

viii. Provides support to senior management in the delivery of services pertaining to the Ministry;

ix. Assists senior management in conducting research and preparing draft policies as applicable in relation the Ministry's objectives;

x. Assists the senior management in running of the Administration, Financial and Human Resources Units of the Ministry;

xi. Proposes recommendations for simplification of processes and follows up on their implementation

xii. 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

xiii. Provides support and ensures regular updating of systems and databases relating to the Ministry;

xiv. Carries out checks and verifications according to instructions received and applicable regulations and procedures, and ensures that reports prepared are vetted and subsequently submitted in a timely manner;

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

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

xvii. 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.

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

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

xvii. 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.

ii. kapaċi jikkomunikaw bil-Malti u bl-Ingliż;

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil Public Management jew Public Policy jew Quality Management je People Management jew Public Administration jew Human Resources jew Transport and Logistics jew Customer Care jew Logistics jew Business jew Event Management jew Tourism jew Project Management jew Management Studies jew European Studies jew Business Administration jew Creativity and Innovation jew Statistics jew Geographical Information Systems (GIS) jew Geography jew Quality Assurance Management jew Marketing jew Spatial Training jew Risk Management.

JEW

b. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil Public Management jew Public Policy jew Quality Management jew People Management jew Public Administration jew Human Resources jew Transport and Logistics jew Customer Care jew Logistics jew Business jew Event Management jew Tourism jew Project Management jew Management Studies jew European Studies jew Business Administration jew Creativity and Innovation jew Statistics jew Geographical Information Systems (GIS) jew Geography jew Quality Assurance Management jew Marketing jew Spatial Training jew Risk Management.

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li jinkludu tnejn (2) minn dawn is-suġġetti: Physics jew Accounting jew Economics jew Geography jew Computing jew Information Technology jew VET-IT jew Marketing jew Mathematics jew Sociology jew Environmental Science jew Business jew Ingliż jew Physical Education) jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet suġġetti fil-Livell Avvanzat (li jinkludu wieħed (1) minn dawn is-suġġett: Physics jew Accounting jew Economics jew Geography jew Computing jew Information Technology jew VET-IT jew Marketing jew Mathematics jew Sociology jew Environmental Science jew Business jew Ingliz jew Malti jew Physical Education).

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

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

iii. a. In possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Public Management or Public Policy or Quality Management or People Management or Public Administration or Human Resources or Transport and Logistics or Customer Care or Logistics 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.

OR

b. In possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVE credits or equivalent*) in Public Management or Public Policy or Quality Management or People Management or Public Administration or Human Resources or Transport and Logistics or Customer Care or Logistics 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.

OR

c. (i) In possession of two (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation Level (which must include two (2) of the following subjects: Physics or Accounting or Economics or Geography or Computing or Information Technology or VET-IT or Marketing or Mathematics or Sociology or Environmental Science or Business or English Language or Maltese or Physical Education) or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one (1) of the following subjects: Physics or Accounting or Economics or Geography or Computing or Information Technology or VETIT or Marketing or Mathematics or Sociology or Environmental Science or Business or English Language or Maltese or Physical Education).

*Kwalifika rikonoxxuta komparabbli ma' 120/60 krettu ECTS/ECVET, hekk kif applikabli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

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

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

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, 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' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal- imsemmija

*A recognised qualification comparable to 120/60 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

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

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

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (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 December, 2023. If this stipulated deadline for the attainment of such

kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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

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

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

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

4.7 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/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

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

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

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

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

Submission of Supporting Documentation

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Segretarju Permanenti, 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 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 s-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Permanent Secretary Ministry for Transport, Infrasturcutre and Capital Projects, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Summer Time) of Friday, 1st September, 2023.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 latest, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;

eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards ((https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf)) jew jinkisbu mingħand is-Segretarju Permanenti, Ministeru għat-Trasport, l-Infrastruttura u l-Proġetti Kapitali, Casa Leoni, 476, Triq il-Kbira San Ġużepp, Santa Venera.

Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment huma (www.mtip.gov.mt) u (recruitment.mtip@gov.mt).

It-18 ta' Awwissu, 2023

MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGĦAŻAGĦ, IR-RIĊERKA U L-INNOVAZZJONI

Kuntratt għal Servizz
Liaison Tutor biex jaħdem ma' Familji Ukreni fil-Proġett 'Language Learning and Parental Support for Integration PLUS' – LLAPSI +

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet minn persuni interessati li joffru s-servizzi tagħhom fuq bażi ta' 'Kuntratt għal Servizz' bħala Liaison Tutor biex jaħdem ma' familji Ukreni fil-proġett Language Learning and Parental Support for Integration PLUS (MT/2016/AMIF/4.01) – LLAPSI+ li huwa parzjalment iffinanzjat mill-Fond għall-Ażil, il-Migrazzjoni u l-Integrazzjoni.

L-applikanti jkunu mistennija li jipprovdu sa mija u għoxrin (120) siegħa ta' servizz fix-xahar bejn l-1 ta' Ottubru, 2023 u t-30 ta' Novembru, 2023, li jista' jiġi mġedded għal perjodi oħra. Ir-rimunerazzjoni tkun dik ta' €11.65 (VAT eskluża) fis-siegħa. Ir-rata tinkludi l-preparazzjoni u l-loġistika involuta fil-provvediment tas-sessjonijiet u tas-servizz.

Id-dmirijiet ta' Liaison Tutor jinkludu li:

1. Jgħallem is-suġġett/i assenjat/i taħt il-gwida tal-Migrant Learners' Unit (MLU), prinċipalment l-Ingliż u/jew il-Malti bħala lingwa barranija.

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 Permanent Secretary, Ministry for Transport, Infrastructure and Capital Projects, Casa Leone, 476, Triq il-Kbira San Ġużepp, Santa Venera.

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 Department are (www.mtip.gov.mt) and (recruitment.mtip@gov.mt).

18th August, 2023

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Contract for Service
Liaison Tutor to work with Ukrainian Families within the project the 'Language Learning and Parental Support for Integration PLUS' – LLAPSI+

Nomenclatures denoting the male gender include also the female gender

The Ministry for Education, Sport, Youth, Research and Innovation notifies that applications are being received from interested persons willing to provide their services on a 'Contract for Service' basis as Liaison Tutor to work with Ukrainian Families within the Language Learning and Parental Support for Integration PLUS Project (MT/2016/AMIF/4.01) – LLAPSI+ which is part-financed by the Asylum, Migration and Integration Fund (AMIF).

Applicants will be required to provide up to one hundred and twenty (120) hours of service per month between 1st October, 2023 and 30th November, 2023, which may be renewed for further periods. Remuneration will be €11.65 (excluding VAT) per hour. The rate is inclusive of preparation and logistics involved in the delivering of the sessions and service.

The duties of a Liaison Tutor shall include:

1. Teaching of the subject/s assigned based on the guidance of the Migrant Learners' Unit (MLU), namely English and/or Maltese as a foreign language;

2. Jassisti fl-interpretazzjoni, jittraduċi u jimmedja;

3. Jassisti fl-implimentazzjoni tal-programm/i u fir-reviżjoni tal-istess programm/i permezz ta' statistika, rekord tax-xogħol, u informazzjoni oħra mitluba, skont ix-xogħol meħtieġ;

4. Jipparteċipa b'mod attiv f'taħriġ kontinwu u ppjanar organizzat mill-Migrant Learners' Unit fi ħdan id-Direttorat;

5. Jikkontribwixxi għall-iżvilupp tal-korsijiet billi jaħdem mill-qrib mal-Uffiċjal Edukattiv u mal-istaff tal-MLU fl-iżvilupp tal-għanjiet tat-tagħlim tal-kors, tar-riżorsi u tal-għodda ta' assessjar;

6. Jaħdem mill-qrib mal-Uffiċjal Edukattiv u mal-istaff tal-MLU sabiex jiġu żviluppati u implimentati mezzi effettivi li jimmotivaw u jgħinu lill-istudenti;

7. Jassisti lill-Migrant Learners' Unit fi programm ta' riċerka, implimentazzjoni u evalwazzjoni;

8. Josserva prattiki tax-xogħol stabbiliti filwaqt li jagħti sehmu fl-iżvilupp kontinwu ta' dawn il-prattiki;

9. Jieħu sehem attiv fil-proċess ta' assessjar kontinwu għall-istudenti u jżomm rekord tax-xogħol professjonali li jkun qiegħed isir;

10. Jaħdem mill-qrib ma' edukaturi oħra li jipprovdu servizzi relatati sabiex jinstabu mezzi effettivi biex:

jidentifika u jilħaq il-bżonnijiet tal-istudenti,

jassigura standardizzazzjoni u kwalità tat-tagħlim;

11. Jara li l-apparat fl-iskola/ċentru jinżamm fi stat tajjeb (jekk applikabbli);

12. Dmirijiet oħra li jistgħu jiġu assenjati mis-Segretarju Permanenti (MEYR) u/jew mir-rappreżentant tiegħu/tagħha;

13. Dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku, kif mitluba mis-Segretarju Permanenti Ewlieni.

Kriterji ta' Eliġibbiltà

L-applikanti għandhom ikunu:

i) kapaċi jikkomunikaw bl-Ingliż jew bil-Malti u bl-Ukren;

ii) fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF fis-suġġett/qasam li qed japplika għalih, jew kwalifika professjonali komparabbli.

2. Assisting in interpreting, translating and mediating;

3. Assisting in programme implementation and reviews by providing the necessary statistics, record of work and other information requested related to appointed tasks;

4. Actively participating in on-going training and planning opportunities organised by the Migrant Learners' Unit within the Directorate;

5. Contributing to the development of courses by working closely with the Education Officer and MLU staff in developing the learning outcomes of the course, resources and assessment tools as needed;

6. Working closely with the Education Officer and MLU staff to develop and implement effective approaches to motivate and support learners;

7. Assisting the Migrant Learners' Unit in programme research, implementation and review;

8. Adhering to established working procedures while contributing to the on-going development of such;

9. Taking an active part in the continuous assessment of learners and recording outcomes of such professional intervention;

10. Working closely with other Educators involved in the delivery of related services in order to identify effective modalities for:

identifying and meeting the learner's needs,

ensuring standardisation and quality of learning;

11. Caring for equipment available in the school/centre (if applicable);

12. Performing any other duties assigned by the Permanent Secretary (MEYR) and/or his representative;

13. Performing any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

Eligibility Criteria

Applicants should be:

i) able to communicate in English or Maltese and Ukrainian;

ii) in possession of a recognised qualification at MQF level 4 in the subject/area applied for or a professional comparable qualification;

Tingħata kunsiderazzjoni lil min huwa fil-pussess ta' Warrant tal-Għalliema validu maħruġ mill-Kunsill tal-Professjoni tal-Għalliema taħt l-artiklu 24(2) tal-Att dwar l-Edukazzjoni jew liċenzja professjonali fil-qasam tal-pedagoġija.

Applikanti eliġibbli jkunu mitluba joqogħdu għal intervista u jippreżentaw iċ-ċertifikati oriġinali meta rikjesti, flimkien ma' Service and Leave Record Form (GP 47) jekk qegħdin fis-Servizz Pubbliku jew ċertifikat tal-kondotta tal-Pulizija jew ekwivalenti maħruġ minn awtorità kompetenti.

Ittra ta' applikazzjoni flimkien ma' Service and Leave Record Form (GP47) aġġornata, jew ċertifikat ta' kondotta maħruġ mill-Pulizija jew xi awtorità kompetenti oħra sa mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni flimkien ma' ġabra ta' kwalifiki fil-format ta' Curriculum Vitae għandhom jiġu sottomessi lill-Migrant Learners' Unit, permezz tar-Recruitment Portal tal-Edukazzjoni **biss** (https://edurecruitment.gov.mt) sa mhux aktar tard minn nofsinhar (Ħin Ċentrali Ewropew) tal-Ġimgħa, l-1 ta' Settembru, 2023.

Aktar informazzjoni dwar servizzi speċifiċi u kundizzjonijiet tista' tinkiseb permezz ta' ittra elettronika lil (mlu.meyr@gov.mt), jew bin-numru tat-telefown fuq 2598 1594.

It-18 ta' Awwissu, 2023

Kofinanzjat mill-Unjoni Ewropea

BORD TAL-KOPERATTIVI

(Att Nru. XXX tal-2001 dwar Soċjetajiet Koperattivi)

Avviż ta' Emenda ta' Regola fl-Istatut

Ordni Nru. 9

NGĦARRFU b'dan illi regola numru 4 tal-Istatut ta' 'Koperattiva ta' Min Irabbi l-Majjal (K.I.M) Ltd' ġiet emendata. Din l-emenda ġiet reġistrata mill-Bord tal-Koperattivi fis-27 ta' Frar, 2023, skont id-dispożizzjonijiet tal-artikolu 37(2) tal-Att Nru. XXX tal-2001.

Is-Sur Joseph Abela
Chairman
Bord tal-Koperattivi

Dan l-avviż iħassar dak ippubblikat fil-Gazzetta tal-Gvern Nru. 21,028 tat-Tlieta, 28 ta' Marzu, 2023.

Is-27 ta' Frar, 2023
CB 34/79/18

Due consideration will be given to candidates in possession of a valid Teacher's Warrant issued by the Council for the Teaching Profession (CTP) under article 24(2) of the Education Act or a pedagogical professional license.

Eligible applicants will be required to sit for an interview and are to present their original certificates upon request, together with their Service and Leave Record Form (GP 47) if already in the Public service or a valid Police conduct certificate or equivalent issued by a competent authority.

A covering letter, together with an updated Service and Leave Record Form (GP 47) or a certificate of conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and a summary of qualifications in the Curriculum Vitae Format are to be submitted to the Migrant Learners' Unit through the Online Education Recruitment Portal **only** (https://edurecruitment.gov.mt) by not later than noon (Central European Time) of Friday, 1st September, 2023.

Enquiries about specific services required and conditions can be made by email to (mlu.meyr@gov.mt) or by telephone number 2598 1594.

18th August, 2023

Co-funded by the European Union

CO-OPERATIVES BOARD

(Co-operative Societies Act No. XXX of 2001)

Notice of Amendment of Rule in Statute

Order No. 9

IT is hereby notified that rule number 4 of the Statute of 'Pig Breeders Co-operative Society Ltd' has been amended. The Co-operatives Board has duly registered this amendment on the 27th February, 2023, in accordance with article 37(2) of Act No. XXX of 2001.

Mr Joseph Abela
Chairman
Co-operatives Board

This notice supersedes the one published in Government Gazette No. 21,028 of Tuesday, 28th March, 2023.

27th February, 2023

UFFIĊĊJU GĦALL-KOMPETIZZJONI

Notifikazzjoni ta' Konċentrazzjoni

Id-Direttur Ġenerali tal-Uffiċċju għall-Kompetizzjoni jgħarraf illi skont ir-regolament 5(4) tar-Regolamenti tal-2002 dwar il-Kontroll ta' Konċentrazzjonijiet ippubblikati f'Avviż Legali 294 tal-2002, li notifikazzjoni ta' konċentrazzjoni bejn D-Marin Malta Limited (il-Belt Valletta) u Marina di Valletta Limited (Ħal Qormi) ġiet ippreżentata nhar it-Tlieta, 8 ta'Awwissu, 2023.

In-natura tal-konċentrazzjoni hija l-akkwist minn D-Marin Malta Limited ta' sehem ta' maġġoranza f'Marina di Valletta Limited.

D-Marin Malta Limited tifforma parti mill-grupp ta' kumpaniji ta' D-Marin. Il-grupp, permezz tal-kumpaniji sussidjarji tagħha, topera 19-il marina tal-jottijiet fl-Italja, il-Kroazja, il-Greċja, Spanja, it-Turkija, il-Montenegro u l-Emirati Għarab Magħquda. D-Marin Group tifforma parti mis-CVC Fund VIII li huwa fond immexxi minn CVC Capital Partners VII Associates LP, CVC Capital Partners VII (A) LP u CVC Capital Partners Investment Europe VII LP.

Marina di Valletta Limited topera l-Marina di Valletta f'Haywarf, Tal-Pietà, permezz ta' ftehim ta' konċessjoni ma' Transport Malta.

Id-Direttur Ġenerali tal-Uffiċċju għall-Kompetizzjoni jistieden lil terzi interessati sabiex jissottomettu l-oġġezzjonijiet tagħhom bil-miktub dwar din il-konċentrazzjoni notifikata fi żmien sebat ijiem mill-pubblikazzjoni ta' din in-notifika f'dan l-indirizz:

L-Awtorità ta' Malta għall-Kompetizzjoni
u għall-Affarijiet tal-Konsumatur
Uffiċċju għall-Kompetizzjoni
Mizzi House
Triq Nazzjonali
Il-Blata l-Bajda HMR 9010
Malta

jew (competition@mccaa.org.mt).

It-18 ta' Awwissu, 2023

OFFICE FOR COMPETITION

Notification of Concentration

In terms of regulation 5(4) of the Control of Concentrations Regulations, 2002 published in Legal Notice 294 of 2002, the Director General of the Office for Competition notifies for general information that a notification of a concentration between D-Marin Malta Limited (Valletta) and Marina di Valletta Limited (Ħal Qormi) was filed on Tuesday, 8th August, 2023.

The nature of the concentration is the acquisition by D-Marin Malta Limited of a majority stake in Marina di Valletta Limited.

D-Marin Malta Limited is part of the D-Marin group of companies. The group, through its subsidiaries, operates 19 yacht marinas in Italy, Croatia, Greece, Spain, Turkey, Montenegro and the United Arab Emirates. D-Marin Group forms part of the CVC Fund VIII which is a fund managed by CVC Capital Partners VII Associates LP, CVC Capital Partners VII (A) LP and CVC Capital Partners Investment Europe VII LP.

Marina di Valletta Limited operates the Marina di Valletta in Haywarf, Tal-Pietà, through a concession agreement entered into with Transport Malta.

The Director General of the Office for Competition invites interested third parties to submit their written objections on this notified concentration within seven days following publication of this notice at the following address:

Malta Competition and Consumer
Affairs Authority
Office for Competition
Mizzi House
Triq Nazzjonali
Blata l-Bajda HMR 9010
Malta

or (competition@mccaa.org.mt)

18th August, 2023

UFFIĊĊJU TAL-KUMMISSARJU TAT-TAXXI
MINISTERU GĦALL-FINANZI U X-XOGĦOL

Skont ir-Regolamenti dwar il-Kuntratti Pubbliċi (L.S. 601.03), l-Uffiċċju tad-Direct Orders qed jagħti approvazzjoni lill-Kummissarju tat-Taxxi fi ħdan il-Ministeru għall-Finanzi u x-Xogħol biex jidħol f'kuntratt ta' servizz ma' Raymond Brincat għall-provvediment ta' servizzi klerikali għal perjodu

OFFICE FOR THE COMMISSIONER FOR REVENUE
MINISTRY FOR FINANCE AND EMPLOYMENT

In terms and for the purposes of the Public Procurement Regulations (S.L. 601.03), the Direct Orders Office is granting approval to the Commissioner for Revenue within the Ministry for Finance and Employment to enter into a contract for service with Raymond Brincat for the provision of clerical

ta' 12-il xahar mid-19 ta' Awwissu, 2023 sat-18 ta' Awwissu, 2024, li jaħdem 35 siegħa fil-ġimgħa, imħallsa b'rata ta' €13.50 VAT eskluża fis-siegħa għall-prezz ta' €24,570 eskluża l-VAT.

It-18 ta' Awwissu, 2023

UFFIĊĊJU TAL-KUMMISSARJU TAT-TAXXI
MINISTERU GĦALL-FINANZI U X-XOGĦOL

Skont ir-Regolamenti dwar il-Kuntratti Pubbliċi (L.S. 601.03), l-Uffiċċju tad-Direct Orders qed jagħti approvazzjoni lill-Kummissarju tat-Taxxi fi ħdan il-Ministeru għall-Finanzi u x-Xogħol biex jidħol f'kuntratt ta' servizz mas-Sa Shanrika Vella għall-provvediment ta' servizzi klerikali għal perjodu ta' 6 xhur mis-26 ta' Lulju, 2023 sal-25 ta' Jannar, 2024, li taħdem 35 siegħa fil-ġimgħa, imħallsa b'rata ta' €11.50 fis-siegħa għall-prezz ta' €10,465 eskluża l-VAT.

It-18 ta' Awwissu, 2023

MINISTERU GĦALL-POLITIKA SOĊJALI
U D-DRITTIJIET TAT-TFAL

Lista ta' kuntratti ta' kwotazzjonijiet u direct contracts mogħtija mill-Ministeru għall-Politika Soċjali u d-Drittijiet tat-tfal għal perjodu bejn l-1 ta' Jannar, 2023 u t-30 ta' Ġunju, 2023 ippubblikati skont ir-Regolament 111(2) tal-Regolamenti tal-Akkwist Pubbliku L.S. 601.03

It-18 ta' Awwissu, 2023

services for a period of 12 months as from 19th August, 2023 till 18th August, 2024, working 35 hours per week, paid at the rate of €13.50 excluding VAT per hour for the cost of €24,570 excluding VAT.

18th August, 2023

OFFICE FOR THE COMMISSIONER FOR REVENUE
MINISTRY FOR FINANCE AND EMPLOYMENT

In terms and for the purposes of the Public Procurement Regulations (S.L. 601.03), the Direct Orders Office is granting approval to the Commissioner for Revenue within the Ministry for Finance and Employment to enter into a contract for service with Ms Shanrika Vella for the provision of clerical services for a period of six months as from 26th July, 2023 till 25th January, 2024, working 35 hours per week, paid at the rate of €11.50 per hour for the cost of €10,465 excluding VAT.

18th August, 2023

MINISTRY FOR SOCIAL POLICY
AND CHILDREN'S RIGHTS

List of quotation contracts and direct contracts awarded by Ministry for Social Policy and Children's Rights during the period between 1st January, 2023 to 30th June, 2023, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03.

18th August, 2023

Kwotazzjonijiet/*Quotations*

Nru. *No.*	Nru. ta' Ref. tal-Kwotazzjoni *Quotation Ref. No.*	Titlu tal-Kwotazzjoni/Suġġett tal-Kwotazzjoni *Quotation Title/Subject of Quotation*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
Sezzjoni: MSPC ***Section: MSPC***					
1	Q003/2023	Quotation for the hiring of a venue for a one day meeting entitled 'Pre-Consultation event: Policy Framework for Children 2023-2030: Maximizing the Potential for Better Life Prospects' and the Provision of Food and Beverage Services with Minimum Waste Generation	01/03/2023	Meeting Point Events Ltd	€5,566.14
Sezzjoni: Social Innovative Projects Management Ltd ***Section: Social Innovative Projects Management Ltd***					
1	SIPM CFQ 01-23	Quotation for the Repair of an Existing Concrete Ceiling, Plastering Works and Painting Works which maximise the lifespan of the Paint whilst minimising Environmental Impacts at Aġenzija Sapport, Għajnsielem Learning Hub, Gozo	02/06/2023	Mark Attard	€9,950.00

Nru. *No.*	Nru. ta' Ref. tal-Kwotazzjoni *Quotation Ref. No.*	Titlu tal-Kwotazzjoni/Suġġett tal-Kwotazzjoni *Quotation Title/Subject of Quotation*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
2	SIPM CFQ 02-23	Quotation for the Supply, Delivery and Installation of Steel Support and Cable Trays at Dar Padova Elderly Home, Għajnsielem	28/02/2023	Rupert Zammit	€5,010.00
3	SIPM CFQ 03-23	Quotation for the Supply, Delivery and Installation of Airconditing Systems at Dar Padova Elderly Home, Għajnsielem	29/03/2023	XT Malta Ltd.	€8,452.77
4	SIPM CFQ 05-23	Quotation for Waterproofing Membrane Works for Various Sites in Malta	12/05/2023	Garland Malta	€9,950.00

Sezzjoni: Fondazzjoni għas-Servizzi ta' Ħarsien Soċjali
Section: Foundation for Social Welfare Services

1	FSWS/23/07	Provision of an External Evaluation for the Project entitled ALL EQUAL – Supporting Victims of Human Trafficking funded by AMIF 17.01	22/06/2023	Grant Thornton	€6,500.00
2	FSWS/22/74	Call for Quotations for the Provision of Venue, Catering, Videography and Photography for Project All Equal Closing Conference Lot 1	22/06/2023	Paradise Bay Resort	€5,015.00
3	FSWS/22/32	Call for Quotations for the Supply Of Publicity Material for AMIF 17.01 'All Equal: Supporting Victims of Human Trafficking' Lot 1	22/06/2023	Logikview Analytics private limited	€8,950.00

Direct Contracts

Nru. *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*

Sezzjoni: MSPC
Section: MSPC

1	N/A	Provision of administrative services within the MSPC	24/01/2023	Saviour Theuma	€6,050.00
2	N/A	Provision of efiling support services to the Income Support and Compliance Division	01/02/2023	Visual Online Support Services Ltd	€9,750.00
3	N/A	Provision to render services and carry out the duties of a Financial Capability Executive with the Retirement and Financial Capabilityu Group within the MSPC	30/01/2023	Petra Ellul Mercer	€10,000.00

Nru. *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
4	N/A	Provision of Legal Consultancy services to the Income Support and Investigations Directorate within MSPC	22/02/2023	Andreana Zammit	€6,000.00
5	N/A	Procurement of services of a Web Designer and Soial Media Traffic	01/02/2023	Storm Disgn	€9,795.00
6	N/A	Procurement of Social Media Traffic	01/02/2023	Storm Disgn	€9,700.00
7	N/A	Provision of services with relation to the Pensions Strategy Review process and advice to the Department on the economic and social impact of the Covid-19 Pandemic	23/03/2023	Dr Aaron Grech	€10,000.00
8	N/A	Therapist for The Postive Parenting	08/06/2023	Charlene Aquilina	€9,000.00
9	N/A	OECD research related to Financial Literacy Study	02/05/2023	M. Fsadni & Associates	€9,700.00
10	N/A	Consultance and project management services	01/06/2023	David Spiteri Gingell	€62,400.00
11	N/A	For the provision of efiling support services to the Income Support and Compliance Division	01/05/2023	Visual Online Support Services Ltd	€9,750.00
12	SPD4/2022/056	Tender for maintenance and repairs on finished restoration works of Palazzo Ferreria Façade on Triq ir-Repubblika and Triq l-Ordinanza, Valletta	06/01/2023	Steve Galea	€105,250.00
13	N/A	Development of a Technology Roadmap – Phase 1	12/06/2023	IDEA Group	€9,500.00
14	N/A	Development of a Technology Roadmap – Phase 2	12/06/2023	IDEA Group	€8,500.00
15	N/A	Maintenance and Support on PABX of Palazzo Ferreria	10/05/2023	Comsec	€6,304.54
Sezzjoni: Social Innovative Projects Management Ltd ***Section: Social Innovative Projects Management Ltd***					
1	DO 02-02-23	Supply, Installation and Commissionig of a Vertical Lifting Platform at Aġenzija Sapport, 21, Andrea Gail, Triq Alessandro Curmi, Rabat	15/03/2023	High Rise Co. Ltd	€25,233.00

Nru. *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
2	DO 06-06-23	Supply, Delivery, Assembly and Installation of Office Furniture at AS, HR Continental Business Centre, Triq il-Ferrovija, Santa Venera	28/06/2023	Al-Nibras for Science & Technology Ltd	€31,404.80
Sezzjoni: Fondazzjoni għas-Servizzi ta' Ħarsien Soċjali **Section:** ***Foundation for Social Welfare Services***					
1	100/2019/28 – 2	CPI Training	29/06/2034	Crisis Prevention Institute UK	€35,100.00
2	100/2019/28 – 1	Foundation's Day	15/02/2023	Westin Dragonara Resort	€23,161.01

L-AWTORITÀ MALTIJA DWAR IL-LOGĦOB

Lista ta' offerti u direct contracts mogħtija mill-Awtorità Maltija dwar il-Logħob matul il-perjodu mill-1 ta' Jannar, 2023, sat-30 ta' Ġunju, 20203 skont l-Artiklu 111(2) tar-Regolamenti tal-Kuntratti Pubbliċi (S.L. 601.03).

MALTA GAMING AUTHORITY

List of direct contracts awarded by the Malta Gaming Authority during the period between 1st January, 2023, and 30th June, 2023, published in terms of Regulation 111 (2) of the Public Procurement Regulations (S.L. 601.03).

It-18 ta' Awwissu, 2023 18th August, 2023

Nru. *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/Suġġett tad-Direct Contract *Direct Contract Title/Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
1	100/2023/34	Provision of 12 month access to the Acuris Risk Intelligence system	11/01/2023	Acuris Risk Intelligence	17247.62
2	100/2023/34	Hosting of the MGA Event during ICE London	19/01/2023	Andaz London Liverpool Street	22197.53
3	100/2023/34	Twenty-four (24) months subscription to Clue software for 3 users	16/02/2023	Clue Computing Company Limited	24683.84
4	100/2023/34	Provision of Space at the ICE London 2024 Exhibition	15/03/2023	Clarion Events Ltd	33509
5	100/2023/34	Provision of legal expertise on the effects of Malta's prospective signature (and ratification) of the Macolin Convention	05/04/2023	Van Bael & Bellis	22750
6	100/2023/34	Procurement of a Microsoft based collaborative platform	25/04/2023	Exigy	39555

Nru.	Numru ta' Referenza tad-Direct Contract	Titlu tad-Direct Contract/Suġġett tad-Direct Contract	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
No.	*Direct Contract Reference Number*	*Direct Contract Title/Subject of Direct Contract*	*Award Date*	*Contractor's Name*	*Contract Value Excl. VAT*
7	100/2020/39	provision of 6 Enhanced Due Diligence Reports on potential High-Risk Individual/s	03/05/2023	Virtus Risk Group (Malta) Ltd	60000
8	100/2023/34	provision of forensic investigation and intelligence support, due diligence and open-source intelligence gathering, data analytics and strategic analysis	18/05/2023	Kroll Associates U. K. Limited	100000
9	100/2023/34	24 Month License Renewal of the Performance Management Software	23/05/2023	Leapsome GMBH	47232
10	100/2023/34	Provision of 12 months consultancy services	29/05/2023	E-Cubed Consultants Ltd	28750
11	100/2023/34	Renting of the exhibitor area at participation at the SiGMA 2023 exhibition	15/06/2023	Vikings PC Health Ltd	40000
12	MGA009223	DMS Maintenance Agreement	01/01/2023	Aqubix	9950
13	MGA009282A	ICE London 2023 - Electricity	12/01/2023	Casapinta Design Group Ltd	9840
14	MGA009188	Stand Furniture	13/01/2023	Casapinta Design Group Ltd	8500
15	MGA009363	Dakar Maintenance Fee 2023	17/01/2023	Dakar Software Sysrems	8,650.00
16	MGA009416	Printing of Merchandise – Rebranding	25/01/2023	Playcraft Malta	9335
17	MGA009282B	Rigging for ICE London 2023 Stand	09/02/2023	Casapinta Design Group Ltd	9475
32	MGA009303	Stand Designs forSiGMA 2022	13/02/2023	Redorange Image Consultants Ltd	6900
31	MGA009243	Gaming Inspectors Workshop	22/02/2023	PsyPotential Ltd	5760
18	MGA009266	3 x Professional Certificate in Strategic Policy Planning	23/02/2023	International Centre for Parliamentary Studies	7,339.00
19	MGA009242	Priviledged Access Management	24/02/2023	BeyondTrust	9,746.54
20	MGA009387	ICE London 2023 – Post inspection expenses	24/02/2023	Casapinta Design Group Ltd	9,665.00
21	MGA009340	Recruitment	06/03/2023	Archer Recruitment	9,032.60
22	MGA009421	Annual Report - Printing and Development of Material for Social Media Campaign	07/03/2023	Redorange Image Consultants Ltd	8,942.44

Nru.	Numru ta' Referenza tad-Direct Contract	Titlu tad-Direct Contract/Suġġett tad-Direct Contract	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
No.	*Direct Contract Reference Number*	*Direct Contract Title/Subject of Direct Contract*	*Award Date*	*Contractor's Name*	*Contract Value Excl. VAT*
34	MGA009297	Annual Report 2022 Artwork and Design	10/03/2023	Redorange Image Consultants Ltd	5900
23	MGA009312	All Hands Event	13/03/2023	Marriott Malta	7839
24	MGA009365	HR Automated module including system licence and support	13/03/2023	Talexio	5070
33	MGA009302	MGA Stand Designs for ICE London 2023	24/03/2023	Redorange Image Consultants Ltd	7900
25	MGA009371	Training – Microsoft Certifications	29/03/2023	IT Service Management Malta	7,000.00
26	MGA009335	Sophos Central Intercept X Advanced – 170 devices	13/04/2023	Computime Ltd	5,635.50
27	MGA009370	Online Sportsbook Management Training	19/04/2023	iGaming Academy	9,300.00
28	MGA009406	MGA Event	05/05/2023	Gianpula Village	5,900.00
29	MGA009453	Training – Handling Difficult Conversations	10/06/2023	PsyPotential Ltd	8640
30	MGA009440	Skills Report	15/06/2023	Seed Business Advisory Ltd	9700

MINISTERU GĦALL-AKKOMODAZZJONI SOĊJALI U AFFORDABBLI

Lista ta' kuntratti tal-kwotazzjonijiet u direct contracts mogħtija mill-Ministeru għall-Akkomodazzjoni Soċjali u Affordabbli matul il-perjodu bejn l-1 ta' Jannar, 2023 sat-30 ta' Ġunju, 2023, ippubblikata skont l-Artikolu 111 (2) tar-Regolamenti dwar il-Kuntratti Pubblici S.L. 601.03.

It-18 ta' Awwissu, 2023

MINISTRY FOR SOCIAL AND AFFORDABLE ACCOMMODATION

List of quotation contracts and direct contracts awarded by the Ministry for Social and Affordable Accomodation during the period between 1st January, 2023 to 30th June 2023, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03

18th August, 2023

Kwotazzjonijiet/*Quotations*

Sezzjoni: Awtorità tad-Djar
Section: Housing Authority

Nru.	Nru. ta' Ref. tal-Kwotazzjoni	Titlu tal-Kwotazzjoni/Suġġett tal-Kwotazzjoni	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
No.	*Quotation Ref. No.*	*Quotation Title/Subject of Quotation*	*Award Date*	*Contractor's Name*	*Contract Value Excl. VAT*
1	CFQ 2/2023	Call for Quotation for the Services by Draughtsperson/Surveyor/Quantity Surveyor	15/05/2023	Victoriosa Construction Co. Ltd	€9,600.00
2	CFQ 3/2023	Call for Quotation for the Supply, Delivery and Installation of Publicity Plaques for the ERDF.08.043 Project	29/05/2023	Zaffarese Signs + Display Ltd	€7,850.00

Direct Contracts

Sezzjoni: MSAA
Section: MSAA

Nru.	Numru ta' Referenza tad-Direct Contract	Titlu tad-Direct Contract/Suġġett tad-Direct Contract	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
No.	*Direct Contract Reference Number*	*Direct Contract Title/Subject of Direct Contract*	*Award Date*	*Contractor's Name*	*Contract Value Excl. VAT*
1	N/A	Revision and Planning of Structure and Systems for effective Merger of SPM Ltd and HME Ltd	11/01/2023	IDEA Advisory	€10,000.00
2	N/A	Provsion of strategy coordination services to the Office of the Minisry's Secretariat within the Ministry for Social Accomodation	27/02/2023	Pressede Briffa	€10,000.00
3	N/A	Provsion of strategy coordination services to the Office of the Minisry's Secretariat within the Ministry for Social Accomodation	13/02/2023	Tad Consultancy Ltd	€10,000.00
4	N/A	Provsion of economic development consultancy within the Office of the Minisry's Secretariat within the Ministry for Social Accomodation	10/04/2023	Nicole Falzon	€10,000.00
5	N/A	Provsion of strategy coordination services to the Office of the Minisry's Secretariat within the Ministry for Social Accomodation	14/05/2023	Tad Consultancy Ltd	€10,000.00
6	N/A	Videography and Editing to the Office of the Ministry's Secretariat	01/03/2023	Andrew Borg Carabott	€8,000.00
7	N/A	To provide services related to maintenance services	03/05/2023	Colin Galea	€5,600.00
8	N/A	To provide services related to design strategy	01/06/2023	Christian Spiteri	€8,000.00

Sezzjoni: Awtorità tad-Djar
Section: Housing Authority

1	DSE 30/2020	Expert in the Housing Authority Residential Rental Observatory responsible to publish The Annual Malta Residential Rental Study (3rd Edition)	18/01/2023	Dr Marie Briguglio	€7,200.00
2	DSE 6/2015 Vol 2	Draughtsmanship Services	27/01/2023	Keith Zerafa	€6,000.00
3	DSE 3/2022	Notary Services	06/02/2023	Notary Dr Rachael Muscat	€8,000.00
4	DSE 7(1)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Joey Reno Vella	€10,000.00
5	DSE 7(2)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Natalino Caruana De Brincat	€10,000.00

Nru.	Numru ta' Referenza tad-Direct Contract	Titlu tad-Direct Contract/Suġġett tad-Direct Contract	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
No.	*Direct Contract Reference Number*	*Direct Contract Title/Subject of Direct Contract*	*Award Date*	*Contractor's Name*	*Contract Value Excl. VAT*
6	DSE 7(3)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Julian Farrugia	€10,000.00
7	DSE 7(4)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Rodianne Sciberras	€10,000.00
8	DSE 7(5)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Matthew Paris	€10,000.00
9	DSE 7(6)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Desiree Attard	€10,000.00
10	DSE 7(7)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Thomas Barbara Sant	€10,000.00
11	DSE 7(8)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Michaela Millo	€10,000.00
12	DSE 7(9)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Stephanie Abela	€10,000.00
13	DSE 7(10)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Clarence Busuttil	€10,000.00
14	DSE 7(11)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Yanica Barbara Sant	€10,000.00
15	DSE 7(12)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Rebecca Mercieca	€10,000.00
16	DSE 7(13)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Marycien Vassallo	€10,000.00
17	DSE 7(14)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr John Bonello	€10,000.00
18	DSE 7(15)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Elian Scicluna	€10,000.00
19	DSE 7(16)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Jason Grima	€10,000.00
20	DSE 7(17)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Dianne Galea	€10,000.00
21	DSE 7(18)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr. Alex Miruzzi	€10,000.00
22	DSE 7(19)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Amadeus Cachia	€10,000.00
23	DSE 7(20)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Rachel Powell	€10,000.00
24	DSE 7(21)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Elaine Degiorgio	€10,000.00
25	DSE 7(22)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Ruth Ellul	€10,000.00
26	DSE 7(23)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr David Bonello	€10,000.00

Nru.	Numru ta' Referenza tad-Direct Contract	Titlu tad-Direct Contract/Suġġett tad-Direct Contract	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
No.	*Direct Contract Reference Number*	*Direct Contract Title/Subject of Direct Contract*	*Award Date*	*Contractor's Name*	*Contract Value Excl. VAT*
27	DSE 7(24)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Josephine Farrugia Muscat	€10,000.00
28	DSE 7(25)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Sarah Pirotta Chircop Beck	€10,000.00
29	DSE 7(26)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Nicholas Formosa	€10,000.00
30	DSE 7(27)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Thea Lynn Cesare	€10,000.00
31	DSE 7(28)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Frank Cassar	€10,000.00
32	DSE 7(29)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Martina Francica	€10,000.00
33	DSE 7(30)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Christopher Chircop	€10,000.00
34	DSE 7(31)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Carina Nagiah	€10,000.00
35	DSE 7(32)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Mario Caruana	€10,000.00
36	DSE 7(33)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Ingrid Zammit Young	€10,000.00
37	DSE 7(34)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Charlene Grima	€10,000.00
38	DSE 7(35)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Luciano Busuttil	€10,000.00
39	DSE 7(36)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Rosemarie Farrugia	€10,000.00
40	DSE 7(37)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Albert Zerafa	€10,000.00
41	DSE 7(38)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Leon Camilleri	€10,000.00
42	DSE 7(39)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Mariah Mula	€10,000.00
43	DSE 7(40)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Martha Travers-Tauss	€10,000.00
44	DSE 7(41)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Sean Portelli	€10,000.00
45	DSE 7(42)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Clive Gerada	€10,000.00

Nru.	Numru ta' Referenza tad-Direct Contract	Titlu tad-Direct Contract/Suġġett tad-Direct Contract	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
No.	*Direct Contract Reference Number*	*Direct Contract Title/Subject of Direct Contract*	*Award Date*	*Contractor's Name*	*Contract Value Excl. VAT*
46	DSE 7(43)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Alexia J. Farrugia Zrinzo	€ 10,000.00
47	DSE 7(44)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Mary Gauci	€10,000.00
48	DSE 7(45)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Jean-Pie Gauci-Maistre	€10,000.00
49	DSE 7(46)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Valentina Lattughi	€10,000.00
50	DSE 7(47)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Andre Borg	€10,000.00
51	DSE 7(48)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Christopher Vella	€10,000.00
52	DSE 7(49)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Anthea Witney Turner	€10,000.00
53	DSE 7(50)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Mark Fenech Vella	€10,000.00
54	DSE 7(51)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Ryan Ellul	€10,000.00
55	DSE 7(52)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Carlos Bugeja	€10,000.00
56	DSE 7(53)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Jurgen Micallef	€10,000.00
57	DSE 7(54)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Edmond Cuschieri	€10,000.00
58	DSE 7(55)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Martin Farrugia	€10,000.00
59	DSE 7(56)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Daniela Azzopardi Bonanno	€10,000.00
60	DSE 7(57)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Marsette Portelli Xerri	€10,000.00
61	DSE 7(58)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Alicia Borg	€10,000.00
62	DSE 7(59)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Stephanie Bonnici	€10,000.00
63	DSE 7(60)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Fransina Abela	€10,000.00
64	DSE 7(61)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Francois Dalli	€10,000.00
65	DSE 7(62)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Cedric Mifsud	€10,000.00

Nru.	Numru ta' Referenza tad-Direct Contract	Titlu tad-Direct Contract/Suġġett tad-Direct Contract	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
No.	*Direct Contract Reference Number*	*Direct Contract Title/Subject of Direct Contract*	*Award Date*	*Contractor's Name*	*Contract Value Excl. VAT*
66	DSE 7(63)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Daniela Farrugia	€10,000.00
67	DSE 7(64)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Gianluca Cappitta	€10,000.00
68	DSE 7(65)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Noel Camilleri	€10,000.00
69	DSE 7(66)/2023	Lawyer for Pre-95 (2)	01/02/2023	Dr Marouska Debono	€10,000.00
70	QSE 1/2022	RFQ for Survey Data Collection for PRLU	02/03/2023	Dr Vincent Marmara	€6,000.00
71	DSE 9/2023	Services for ERDF & EU Project Implementation Consultant	14/02/2023	Mr Ray Bartolo obo T.Info Limited	€10,000.00
72	DSE 56/2014	Provision of services as System Administrator	08/02/2023	Ms Lucienne Tabone	€10,000.00
73	DSE 10/2023	Provison of Notary Services - Notary Justin Ellul Desira	23/02/2023	Notary Justin Ellul Desira	€8,000.00
74	DSE 2/2022	Notary Services	17/03/2023	Notary Dr. Sarah Bugeja	€8,000.00
75	DSE 2/2021	Provision for Notarial Services (SOL Scheme)	01/03/2023	Notary Dr Abigail Jane Camilleri	€9,900.00
76	DSE 11/2023	Service for Safe System of Works by Shield Consultants Ltd	06/04/2023	Shield Consultants Ltd	€9,800.00
77	DSE 25/2020	Professional Services as Architect to carry out preliminary inspections and reports	30/03/2023	Perit Justin Spiteri	€10,000.00
78	DSE 26/2020	Professional Services as Architect to carry out preliminary inspections and reports	30/03/2023	Perit Melanie Spiteri	€10,000.00
79	DSE 4/2020	Adjudicating Panel – Secretary to the Board Private Residential Leases Act	12/04/2023	Dr Charlene Grima	€10,000.00
80	DSE 12/2023	Service of Executive Head – Finance	12/04/2023	Mr Antoine Portelli	€10,000.00
81	DSE 8/2023	Services for Management Consultancy	01/02/2023	Mr Phelim Cavlan	€10,000.00
82	DSE 14/2023	Professional Services in relation to ICT Consultancy, Project Management and Database Support on the current Database in use by the Authority	10/05/2023	Lucienne Tabone	€10,000.00

Nru.	Numru ta' Referenza tad-Direct Contract	Titlu tad-Direct Contract/Suġġett tad-Direct Contract	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
No.	*Direct Contract Reference Number*	*Direct Contract Title/Subject of Direct Contract*	*Award Date*	*Contractor's Name*	*Contract Value Excl. VAT*
83	DSE 1/2022	Provision of Service to coordinate Emergency Dangerous Structure Support Works in HA/Government residential Premises – 2nd Contract	08/05/2023	Andrew Cassar	€6,000.00
84	DSE 13/2023	Provision of Professional Services for the responsibility of the construction of lifts shafts including finishes at sites identified by the Housing Authority	28/06/2023	Perit Anthony Gatt	€10,000.00
85	DSE 4/2021	Provision of Professional Services for the responsibility of the construction of lifts shafts including finishes at sites identified by the Housing Authority	28/06/2023	Perit Carl Grech	€10,000.00
86	DSE 13/2022	Provision of Professional Services for the responsibility of the construction of lifts shafts including finishes at sites identified by the Housing Authority	28/06/2023	Perit Christian Buhagiar	€10,000.00
87	DSE 28/2020	Occupational Therapist	30/06/2023	Valerie Brincat	€6,000.00
88	HAA 95/2014 Vol 3	Service Level Agreement for year 2023 (Ref. SE 19527)	04/04/2022	MITA	€95,388.83
89	DSE 5/2020	Provision of Negotiations with Skema Kiri Owners	04/05/2023	Dr Dianne Galea	€10,000.00
90	QSU 1/2015 Vol 12	Digitisation of an additional form on WAS Application	31/01/2023	ICT Solutions	€8,700.00
91	QWO 2/2022	Direct order for Structure and Reinforcement for Lift Base at Ent B, Binja Wejter, Triq Mannarino, B'Kara	26/04/2023	Macara Ltd	€6,793.63
92	TWO 3/2021 & CT3046 /2021	Trenching works inc. 2 manholes and their covers in the pavemnt and road re. shifting of low tension cable at Blk B, Flatrs 9-16, Għajn Kajjet, Rabat	24/02/2023	APM Ltd	€5,000.00
93	HAA 55/2018 - Lot 40	Balcony Replacement works at No. 25m Flat 4, Triq il-Punent, Valletta	10/03/2023	C. Attard Limited	€5,180.00
94	HAA 5/2023	Purchase of Vehicle for Headship Position – Housing Authority CEO	30/01/2023	Auto Sales Ltd	€42,796.61
95	HAA 95/2014 Vol 3	Purchase of 15 Standard Laptops – LOT #6	26/04/2023	MITA	€7,982.85

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U L-INTRAPRIŻA

Lista ta' kuntratti ta' kwotazzjonijiet u direct contracts mogħtija mill-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża matul il-perjodu bejn l-1 ta' Lulju, 2022 u l-31 ta' Diċembru, 2022, ippubblikata skont ir-Regolament 111(2) tar-Regolamenti dwar l-Akkwist Pubbliku, L.S. 601.03.

It-18 ta' Awwissu, 2023

MINISTRY FOR THE ENVIRONMENT, ENERGY AND ENTERPRISE

List of quotation contracts and direct contracts awarded by the Ministry for the Environment, Energy and Enterprise during the period between 1st July, 2022, and 31st December, 2022, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03

18th August, 2023

Kwotazzjonijiet/*Quotations*

Nru. *No.*	Numru ta' Referenza tal-Kwotazzjoni *Quotation Reference Number*	Titlu tal-Kwotazzjoni/Suġġett tal-Kwotazzjoni *Quotation Title/Subject of Quotation*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
1	Trip 6883	Provision of flight tickets for Delegation travelling to the United States 12-16 July 2022	30/6/2022	Bianchi Travel	€9,556.00
2	Trip 6883	Provision of flight tickets for Delegation travelling to the United States 12-21 July 2022	30/6/2022	Tristar Travel Ltd	€9,850.00
3	Q7JCXH	Provision of flight tickets for Delegation travelling to the United States 10-15 July 2022	3/7/2022	Tristar Travel Ltd	€6,430.00
4	MEEE 462/2022	Mobile office with electrical connection and Airconditioning system including transportation on site	12/7/2022	HMK Ltd	€5,780.00
5	201909023	Radio spots on Bay Radio for marine litter campaign	19/7/2022	Eden Entertainment	€5,354.25
6	MEEE_03/2022	TV Spots for marine litter campaign	20/7/2022	Media link	€7,200.00
7	403-051	TV Spots for marine litter campaign	20/7/2022	ONE Ltd	€9,000.00
8	Trip 7205	Provision of flight tickets for Delegation travelling to Belgium 8-9 September 2022	2/9/2022	Tristar Travel Ltd	€5,250.00
9	uvr/009/22	Provision of Venue and catering for climate change seminars	23/9/2022	Urban Valley Hotel Ltd	€5,694.00
10	2022/03	Educational Features on TV	28/9/2022	Owen Bonnici	€8,400.00
11	MECP 35/2021 Vol II	Pointing and plastering works at MEEE Head Office	4/10/2022	Mohamad Plastering works	€9,000.00
12	Trip 7815	Provision of flight tickets for Delegation travelling to Egypt 15-18 November 2022	6/10/2022	Tristar Travel Ltd	€9,580.00
13	Trip 7815	Provision of flight tickets for Delegation travelling to Egypt 14-19 November 2022	6/10/2022	Tristar Travel Ltd	€8,250.00
14	BEO5458	Provision of venue and catering for climate change event	20/10/2022	Eden Hospitality	€5,762.70
15	Trip 8265	Provision of flight tickets for Delegation travelling to Canada 13-21 December 2022	31/10/2022	Tristar Travel Ltd	€6,993.00

Nru. *No.*	Numru ta' Referenza tal-Kwotazzjoni *Quotation Reference Number*	Titlu tal-Kwotazzjoni/Suġġett tal-Kwotazzjoni *Quotation Title/Subject of Quotation*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
16	Trip 8142	Provision of flight tickets for Delegation travelling to Washingthon and Boston (27th November-7th December 2022)	10/11/2022	Tristar Travel Ltd	€15,240.00
17	452	Marketing deliverables for Christmas in the Park event, including advertising, voiceovers, videography, printing of banners, photography, filming and editing	17/11/2022	Clinton Attard (Yuva Art and design)	€8,400.00
18	483	Animators for Christmas in the Park event	17/11/2022	Mushroom and Mushroom	€9,894.00
19	4076843	Supply of wooden gazebos for Christmas in the Park event	17/11/2022	TEC Ltd	€5,746.00
20	023	Onsite management for Christmas in the Park event	17/11/2022	Christian Schembri	€8,000.00
21	2022/0176	Production and coordination during the Christmas in the Park event	17/11/2022	Tiziana Calleja (Center stage Malta)	€7,000.00
22	MEEE 42/2022/1	Designs and Artworks for the Christmas in the Park event	21/11/2022	Studio White	€7,125.00
23	24/2022	Animators with costumes for the Christmas in the Park event	21/11/2022	TEN08	€9,991.00
24	678	General decorations and kids activities for the Christmas in the Park event	23/11/2022	Erika Dingli	€6,000.00
25	000254	General lighting, supply, set-up and sound for the Christmas in the Park event	1/12/2022	Alan Desira (Twighlight)	€35,000.00
26	QU0115	Christmas light decorations for the Christmas in the Park event	1/12/2022	SD Concept	€34,900.00
27	22-36	Performance during the Christmas in the Park event	1/12/2022	The Travellers	€5,300.00
28	M324A	TV Spots for climate change campaign	6/12/2022	Medialink	€6,355.93
29	1092	TV Spots for climate change campaign	6/12/2022	Fliving	€7,475.00
30	21699	TV Spots for climate change campaign	6/12/2022	ONE Ltd	€6,355.93
31	M324A/9Dec22B	TV Spots for marine litter campaign	7/12/2022	Medialink	€6,355.93
32	1091	TV Spots for marine litter campaign	7/12/2022	Fliving	€7,475.00
33	21708	TV Spots for marine litter campaign	7/12/2022	ONE Ltd	€6,355.93

Direct Contracts

Nru. *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/ Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
1	MESD-PROC 224/22	Provision of Cleaning Services	20/7/2022	Floorpul	€9,695.94

Nru. *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/ Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
2	MESDC/257/2018	Provision of Advice and Support on Environmental-Related Pledges and Projects	12/8/2022	Prof. Alan Deidun	€13,700.00
3	MESDC/127/2017	Provision of Civil Engineering Services	28/8/2022	Arch Robert C. Vella	€6,900.00
4	MEEE/226/2022	Provision of Legal Service	1/9/2022	Legis Services	€9,750.00
5	CDS 13/2022	Cable Works for 10 Fast Charging Pillars	4/11/2022	Enemalta	€35,212.50
6	46421	The Provision for the Management, Operation And Maintenance of Electric Vehicles Infrastructure for a Six (6) Month Period	30/11/2022	Solar Solutions	€33,937.34

KUNSILL LOKALI L-MOSTA

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali l-Mosta jgħarraf li nhar il-Ġimgħa, l-1 ta' Settembru, 2023, mit-3.00 p.m. sa nofsillejl, se ssir attività fil-pjazza fi Triq il-Midbaħ (Triq id-Dura kantuniera ma' Triq l-Għadajjar) ħdejn il-kappella Santa Margerita.

It-18 ta' Awwissu, 2023

MOSTA LOCAL COUNCIL

Suspension of Traffic and Parking

The Mosta Local Council notifies that on Friday, 1st September, 2023, from 3.00 p.m. till midnight, an activity will be held in the square in Triq il-Midbaħ (Triq id-Dura corner with Triq l-Għadajjar) near Santa Margerita Chapel.

18th August, 2023

KUNSILL LOKALI BIRŻEBBUĠA

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Birżebbuġa jgħarraf li nhar is-Sibt, 19 ta' Awwissu, 2023, mis-7.00 p.m. sad-9.30 p.m, minn Dawret il-Qalb Imqaddsa sa Misraħ is-Summit it-triq se tkun magħluqa għat-traffiku.

Mill-Ġimgħa, 18 ta' Awwissu, 2023, mit-8.00 a.m., sat-8.00 p.m tas-Sibt, 19 ta' Awwissu, 2023, f'Dawret il-Qalb Imqaddsa, il-Monument ta' Bush u Gorbechev, u nhar is-Sibt, 19 ta' Awwissu, 2023, minn nofsinhar sa nofsillejl, f'parti mill-Bajja s-Sabiħa (iż-żewġ naħat) ħadd ma jista' jipparkja.

It-18 ta' Awwissu, 2023

BIRŻEBBUĠA LOCAL COUNCIL

Traffic and Parking Suspension

The Birżebbuġa Local Council notifies that on Saturday, 19th August, 2023, from 7.00 p.m. till 9.30 p.m., all access from Dawret il-Qalb Imqaddsa to Misraħ is-Summit will be closed for all traffic.

From 8.00 a.m. on Friday, 18th August, 2023 till 8.00 p.m. on Saturday, 19th August, 2023, in Dawret il-Qalb Imqaddsa, near the Gorbechev and Bush Monument, and on Saturday, 19th August, 2023, from noon till midnight, part of Il-Bajja s-Sabiħa (on both sides) parking of vehicles is not permitted during these times.

18th August, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Id-Direttur Maniġerjali (Sourcing and Supplies Management) għas-Central Procurement u Supplies Unit fil-Ministeru għas-Saħħa, jgħarraf illi s-sottomissjonijiet tal-ERU Competitive Calls għandhom jintlaqgħu sal-10.00 a.m. tat-Tnejn, 21 ta' Awwissu, 2023.

ERU Ref. ERU1108U23A
ERU Ref. ERU1108U23 – Devices

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (Sourcing and Supplies Management) for the Central Procurement and Supplies Unit within the Ministry for Health, notifies that submissions for the ERU Competitive Calls will be received up to 10.00 a.m. of Monday, 21st August, 2023

ERU Ref. ERU1108U23A
ERU Ref. ERU1108U23 – Devices

ERU Ref. ERU1108U23 – Medicinals
ERU Ref. ERU1408U23A
ERU Ref. ERU1408U23B
ERU Ref. ERU1408U23C
ERU Ref. ERU1408U23D
ERU Ref. ERU1408U23E
ERU Ref. ERU1408U23F
ERU Ref. ERU1408U23 – Medicinals

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejħa għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

It-18 ta' Awwissu, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Id-Direttur Maniġerjali (Sourcing and Supplies Management) għas-Central Procurement u Supplies Unit fil-Ministeru għas-Saħħa, jgħarraf illi s-sottomissjonijiet tal-ERU Competitive Calls għandhom jintlaqgħu sal-10.00 a.m. tat-Tlieta, 22 ta' Awwissu, 2023.

ERU Ref. ERU1408U23 – Devices
ERU Ref. ERU1608U23 – Medicinals
ERU Ref. ERU1608U23A

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejħa għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

It-18 ta' Awwissu, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Id-Direttur Maniġerjali (Procurement and Supplies), Ministeru għas-Saħħa, jgħarraf illi:

Jintlaqgħu offerti elettroniċi rigward l-avviżi li ġejjin sad-9.30 a.m. tal-Ġimgħa, l-1 ta' Settembru, 2023. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għall-:

CFT 020-4008/23. Provvista ta' 'transparent dressings with a perforated island foam dressing'
CFT 020-4009/23. Provvista ta' 'antimicrobial foam fenestrated discs impregnated with disinfectant'
CFT 020-4010/23. Provvista ta' 'surgical adhesive drapes Sz 150cm x 100cm'
CFT 020-4011/23. Provvista ta' 'dressing pads 20 cm x 30cm'

ERU Ref. ERU1108U23 – Medicinals
ERU Ref. ERU1408U23A
ERU Ref. ERU1408U23B
ERU Ref. ERU1408U23C
ERU Ref. ERU1408U23D
ERU Ref. ERU1408U23E
ERU Ref. ERU1408U23F
ERU Ref. ERU1408U23 – Medicinals

Emergency Response Unit (ERU) Competitive Calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be submitted as per instructions given in the dossier.

18th August, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (Sourcing and Supplies Management) for the Central Procurement and Supplies Unit within the Ministry for Health, notifies that submissions for the below listed ERU Competitive Calls will be received up to 10.00 a.m. on Tuesday, 22nd August, 2023.

ERU Ref. ERU1408U23 – Devices
ERU Ref. ERU1608U23 – Medicinals
ERU Ref. ERU1608U23A

Emergency Response Unit (ERU) Competitive Calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be submitted as per instructions given in the dossier.

18th August, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (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, 1st September, 2023. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 020-4008/23. Supply of transparent dressings with a perforated island foam dressing
CFT 020-4009/23. Supply of antimicrobial foam fenestrated discs impregnated with disinfectant
CFT 020-4010/23. Supply of surgical adhesive drapes Sz 150cm x 100cm
CFT 020-4011/23. Supply of dressing pads 20 cm x 30cm

CFT 021-4012/23. Provvista ta' 'Cabergoline 0.5mg tablets'

CFT 009-4013/23. Provision of 'clinical audiometer units for freefield applications' b'impatt ambjentali ridott

CFT 020-4014/23. Provvista ta' 'Taurolidine and heparin based lock solution for CVC lines'

CFT 020-4015/23. Provvista ta' 'sharps adhesive disposal pads'

CFT 020-4016/23. Provvista ta' 'introducer needle sets'

CFT 021-4017/23. Provvista ta' 'Milrinone 1mg/ml injections'

CFT 020-4018/23. Provvista ta' 'Vancomycin resistance test kits with EOL'

CFT 020-4019/23. Provvista ta' 'adult resuscitation bags'

CFT 021-4020/23. Provvista ta' 'Tolvaptan 15mg u 45mg tablets'

CFT 021-4021/23. Provvista ta' 'Simvastatin 20mg tablets'

CFT 021-4022/23. Provvista ta' 'Pyrazinamide 500 mg'

CFT 021-4023/23. Provvista ta' 'Ciprofloxacin 250 mg tablets'

CFT 021-4024/23. Provvista ta' 'Fluconazole 50 mg tablets/capsules'

CFT 021-4025/23. Provvista ta' 'Mepacrine Hydrochloride 100 mg tablets'

CFT 021-4026/23. Provvista ta' 'Isoniazid 100 mg tablets'

CFT 021-4027/23. Provvista ta' 'Rifampicin 300 mg capsules'

CFT 021-4028/23. Provvista ta' 'Phenoxymethylpenicillin oral solution'

CFT 020-4029/23. Provvista ta' 'Bandages for light pressure and support stumps'

CFT 021-4030/23. Provvista ta' 'Hyoscine Butylbromide 10mg tablets'

CFT 021-4031/23. Provvista ta' 'Tacrolimus capsules' (proċedura aċċellerata)

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.

It-18 ta' Awwissu, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Id-Direttur Maniġerjali (Procurement u Supplies), Ministeru għas-Saħħa, jgħarraf illi:

CFT 021-4012/23. Supply of Cabergoline 0.5mg tablets

CFT 009-4013/23. Provision of clinical audiometer units for freefield applications with reduced environmental impact

CFT 020-4014/23. Supply of Taurolidine and heparin based lock solution for CVC lines

CFT 020-4015/23. Supply of sharps adhesive disposal pads

CFT 020-4016/23. Supply of introducer needle sets

CFT 021-4017/23. Supply of Milrinone 1mg/ml injections

CFT 020-4018/23. Supply of Vancomycin resistance test kits with EOL

CFT 020-4019/23. Supply of adult resuscitation bags

CFT 021-4020/23. Supply of Tolvaptan 15mg and 45mg tablets

CFT 021-4021/23. Supply of Simvastatin 20mg tablets

CFT 021-4022/23. Supply of Pyrazinamide 500 mg

CFT 021-4023/23. Supply of Ciprofloxacin 250 mg tablets

CFT 021-4024/23. Supply of Fluconazole 50 mg tablets/capsules

CFT 021-4025/23. Supply of Mepacrine Hydrochloride 100 mg tablets

CFT 021-4026/23. Supply of Isoniazid 100 mg tablets

CFT 021-4027/23. Supply of Rifampicin 300 mg capsules

CFT 021-4028/23. Supply of Phenoxymethylpenicillin oral solution

CFT 020-4029/23. Supply of bandages for light pressure and support stumps

CFT 021-4030/23. Supply of Hyoscine Butylbromide 10mg tablets

CFT 021-4031/23. Supply of Tacrolimus capsules (accelerated process)

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.

18th August, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (Procurement and Supplies), Ministry for Health, notifies that:

CFT 021-4001/23. Provvista ta' 'Mesalazine 1g rectal foam/enema', ippubblikat fil-Gazzetta tal-Gvern tal-11 ta' Awwissu, 2023, ġie mħassar.

It-18 ta' Awwissu, 2023

DIPARTIMENT TAD-DWANA

Avviż ta' posponiment għall-wiri u l-bejgħ b'offerta għal bastiment wieħed:

Motor tanker MBM Xlokk

Il-Kummissarju għat-Taxxi u Dwana jgħarraf il-posponiment, sakemm joħroġ avviż ieħor, għall-wiri u lqugħ ta' offerti ssiġillati ta' xiri u tneħħija tale quale ta' MBM Xlokk, kif ippubblikata fil-Gazzetta tal-Gvern numru 21,000 tal-14 ta' Awwissu, 2023

It-18 ta' Awwissu, 2023

KUNSILL LOKALI Ż-ŻEJTUN

Il-Kunsill Lokali ż-Żejtun jgħarraf illi:

Sad-9.30 a.m. ta' nhar il-Ħamis, 14 ta' Settembru, 2023, fil-Kunsill Lokali ż-Żejtun jintlaqgħu offerti permezz tal-ePPS għal:

Avviż Nru. 03/23. Xogħlijiet – provvista u installazzjoni ta' 'wet pour in-situ safety flooring' u tagħmir tal-logħob fi Ġnien Brejgu.

Id-dokumenti tal-offerta 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.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

It-18 ta' Awwissu, 2023

KUNSILL LOKALI L-MUNXAR

Il-Kunsill Lokali l-Munxar jgħarraf li:

Sad-9.30 a.m. ta' nhar it-Tnejn, 18 ta' Settembru, 2023, jintlaqgħu offerti fil-Kunsill Lokali l-Munxar permezz tal-ePPS, għal:

Avviż Nru. MXR/04/2023. Xogħlijiet – rinnovar ta' entratura prinċipali fi Triq Santa Dminka b'mod li jitħares 'l ambjent

CFT 021-4001/23. Supply of Mesalazine 1g rectal foam/enema, published on the Government Gazette of 11th August, 2023, has been cancelled.

18th August, 2023

DEPARTMENT OF CUSTOMS

Notice of the postponement of the viewing and sale by offer of one vessel:

Motor Tanker MBM Xlokk

The Commissioner for Tax and Customs notifies the postponement until further notice of the viewing and the receipt of sealed offers for the tale quale purchase and removal of MBM Xlokk, as published in Government Gazzette No. 21,000 of 14th August, 2023.

18th August, 2023

ŻEJTUN LOCAL COUNCIL

The Żejtun Local Council notifies that:

Tenders will be received at the Żejtun Local Council through ePPS, up to 9.30 a.m. of Thursday, 14th September, 2023, for:

Advt No. 03/23. Works – supply and installation of wet pour in-situ safety flooring and play equipment at Ġnien Brejgu.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

18th August, 2023

MUNXAR LOCAL COUNCIL

The Munxar Local Council notifies that:

Tenders will be received at the Munxar Local Council through ePPS up to 9.30 a.m. on Monday, 18th September, 2023, for:

Advt No. MXR/04/2023. Works – upgrade of Munxar main entrance in Triq Santa Dminka in an environmentally friendly manner.

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS mis-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fis-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jirriserva d-dritt li jirrifjuta kull offerta, anke l-aħħar waħda vantaġġjuża.

It-18 ta' Awwissu, 2023

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

18th August, 2023

AVVIŻI TAL-QORTI – *COURT NOTICES*

1629

B'digriet tat-Tribunal għal Talbiet Żgħar, tad-19 ta' April, 2023, ġiet ordnata l-pubblikazzjoni tal-estratt li jidher hawn taħt għall-finijiet ta' notifika skont l-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12) fil-konfront ta' Raymond Azzopardi.

George Camilleri (KI 0429646M) ta' 88, Golden Vale, Triq Ġużè Galea, Ħal Qormi, ippreżenta Talba, fit-13 ta' April, 2023, fejn talab lit-Tribunal sabiex jikkundanna lil Raymond Azzopardi (KI 327177M) ta' 59, Redentur, Triq Kola Xara, Ir-Rabat (Malta), sabiex iħallas lill-attur is-somma ta' €4,325 jew somma verjuri, liema ammont huwa dovut lill-attur.

Bl-ispejjeż u bl-imgħaxijiet

Il-kawża (Avviż numru 140/2022CL) hija differita għas-27 ta' Settembru, 2023, fis-1.00 p.m.

Reġistru tal-Qorti tal-Maġistrati (Malta), illum 11 ta' Awwissu, 2023

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By a decree of the Small Claims Tribunal of the 19th April, 2023, the publication of the following extract was ordered for the purpose of service on the respondent Raymond Azzopardi in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

George Camilleri (ID 0429646M) of 88, Golden Vale, Triq Ġużè Galea, Ħal Qormi, filed a Claim on the 13th April, 2023, whereby he asked the Tribunal to condemn Raymond Azzopardi (ID 327177M) of 59, Redentur, Triq Kola Xara, Rabat (Malta), to pay the plaintiff the sum of €4,325 or any other amount, which amount is due to the plaintiff.

With costs and interests

The case (Claim number 140/2023CL) is deferred on the 27th September, 2023, at 1.00p.m.

Registry of the Courts of Magistrates (Malta), today 11th August, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1630

B'digriet tat-Tribunal għal Talbiet Żgħar, tat-23 ta' Mejju, 2023, ġiet ordnata l-pubblikazzjoni tal-estratt li jidher hawn taħt għall-finijiet ta' notifika skont l-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12) fil-konfront ta' Fiorentina Darmenia Jochimsen.

Complex Co. Ltd (C61722) bħala Amministratur ta' 183, Rudolph Street Owners Association (Numru 0025), 11, St Francis, Triq Ta' Gawdieri, San Ġwann, ippreżentat Talba, fil-5 ta' Mejju, 2023, fejn talbet lit-Tribunal sabiex jikkundanna lil Fiorentina Darmenia Jochimsen ta' Flat 2, 183, Triq Rudolph, Tas-Sliema, sabiex tħallas lis-soċjetà

By a decree of the Small Claims Tribunal of the 23rd May, 2023, the publication of the following extract was ordered for the purpose of service on the respondent Fiorentina Darmenia Jochimsen in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

Complex Co. Ltd (C61722) as Administrator of 183, Rudolph Street Owners Association (Number 0025) of 11, St Francis, Triq Ta' Gawdieri, San Ġwann, filed a Claim on the 5th May, 2023, whereby they asked the Tribunal to condemn Fiorentina Darmenia Jochimsen of Flat 2, 183, Triq Rudolph, Tas-Sliema, to pay the plaintiff company

attriċi s-somma ta' €1404.21, liema ammont huwa dovut lis-soċjetà attriċi.

Bl-ispejjeż u bl-imgħaxijiet legali

Il-kawża (Avviż numru 161/2023CL) hija differita għas-27 ta' Settembru, 2023, fis-1.00 p.m.

Reġistru tal-Qorti tal-Maġistrati (Malta), illum 11 ta' Awwissu, 2023

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

the sum of €1404.21, which amount is due to the plaintiff company.

With costs and interests

The case (Claim number 161/2023CL) is deferred on the 27th September, 2023, at 1.00 p.m.

Registry of the Courts of Magistrates (Malta), today 11th August, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1631

Bandu għall-Kuraturi

Repubblika ta' Malta

Lill-Marixxall tal-Qrati

B'digriet mogħti minn din il-Qorti fid-19 ta' Lulju, 2023 fuq talba ta' Stuart Blackburn (KI 437854M) bħala stralċjarju għan-nom u in rappreżentanza ta' Metalfond Ltd (D3778), soċjetà reġistrata f'Malta b'numru ta' referenza C5802, ġie ordnat biex jintgħażlu kuraturi deputati biex jirrappreżentaw lil Enterprise Nationale de Fonderie fl-atti taċ-ċedola numru 1471/2023 fl-ismijiet Stuart Blackburn et noe vs Kuraturi Deputati u fl-atti l-oħra relattivi u sussegwenti.

Permezz ta' ċedola ta' depożitu numru 1471/2023 ta' Stuart Blackburn (KI 437854M) bħala stralċjarju għan-nom u in rappreżentanza ta' Metalfond Ltd (D3778) soċjetà reġistrata f'Malta b'numru ta' referenza C5802 vs Kuraturi Deputati sabiex jirrappreżentaw lill-assenti Enterprise Nationale de Fonderie, soċjetà reġistrata fl-Alġerija, ippreżentata fil-Qorti (Sezzjoni Kummerċ) fis-17 ta' Lulju, 2023, fejn Stuart Blackburn (KI 437854M) bħala stralċjarju għan-nom u inrappreżentanza ta' Metalfond Ltd (D3778) soċjetà reġistrata f'Malta b'numru ta' referenza C5802 espona bir-rispett:

Illi l-esponent Stuart Blackburn kien ġie appuntat likwidatur ta' Metalfond Ltd (D3778) (C5802) (Metalfond) wara li nhar is-7 ta' Lulju, 1994, kienet ittieħdet deċiżjoni mill-azzjonisti sabiex l-istess Metalfond tiġi xolta.

L-esponent Stuart Blackburn wasal issa fl-istadju fejn qiegħed jikkonkludi l-istralċ tal-istess Metalfond. Qabel ma' jkun jista' jagħmel dan, huwa neċessarju illi l-likwidatur jiddistribwixxi l-attiv tal-kumpannija lura lill-azzjonisti tagħha, liema azzjonisti, sa fejn huwa informat l-esponent, jinkludu lill-intimata Entreprise Nationale de Fonderie, soċjetà reġistrata fl-Algerija, kif ukoll lil Malta Government

Banns for Curators

Republic of Malta

To the Marshall of the Court

By means of a decree given by this Court on the 19th July, 2023, following a request by Stuart Blackburn in his capacity as liquidator for and on behalf of Metalfond Ltd (D3778) a company registered in Malta with reference number C5802, it was ordered that deputy curators be chosen to represent the absentee Entreprise Nationale de Fonderie in the acts of the schedule of deposit number 1471/2023 in the names Stuart Blackburn et noe vs Deputy Curators and in the other relative and subsequent acts.

By means of a schedule of deposit number 1471/2023 in the names of Stuart Blackburn in his capacity as liquidator for and on behalf of Metalfond Ltd (D3778) a company registered in Malta with reference number C5802 vs Deputy Curators to represent the absentee Enterprise Nationale de Fonderie a company registered in Algeria filed in the Civil Court (Commercial Section) on the 17th July, 2023, the applicant Stuart Blackburn in his capacity as liquidator for and on behalf of Metalfond Ltd (D3778) a company registered in Malta with reference number C5802 respectfully submitted:

That the interpellant Stuart Blackburn had been appointed liquidator of Metalfond Ltd (D3778) (C5802) (Metalfond) once on the 7th July, 1994, a decision had been taken by the shareholders so that the same Metalfond be dissolved.

The interpellant Stuart Blackburn is now at the stage where he is concluding the liquidation of the same Metalfond. Before he can do so, it is necessary that the liquidator distributes the company's assets back to its shareholders, which shareholders, as far as the interpellant is informed, include the respondent Entreprise Nationale de Fonderie, a company registered in Algeria, as well as Malta Government

Investments Limited (Malta Government Investments) soċjetà reġistrata f'Malta b'numru ta' reġistrazzjoni C10175 u dan f'somom pro rata skont il-porzjonijiet ta' ishma li huma jżommu f'Metalfond ċjoè ta' 33% u 66% rispettivament.

Filwaqt illi ma kien hemm l-ebda diffikultà li ssir id-distribuzzjoni deskritta fil-paragrafu preċedenti favur is-soċjetà azzjonista Malta Government Investments, il-likwidatur qiegħed f'diffikultà jaffettwa dik id-distribuzzjoni favur l-intimata Entreprise Nationale de Fonderie u dan sforz in-nuqqas ta' informazzjoni illi l-likwidatur għandu dwar l-istess. Dan qiegħed jippreveni lil-likwidatur milli jikkonkludi l-istralċ ta' Metalfond.

Għalhekk, l-esponent jixtieq jiddepożita s-somma ta' €57,000 taħt l-awtorità ta' din l-Onorabbli Qorti, liema somma tirrappreżenta d-distribuzzjoni dovuta lil Entreprise National de Fonderie fil-kuntest tal-likwidazzjoni u stralċ ta' Metalfond, sabiex din tiġi żbankata minn min għandu dritt għaliha skont il-liġi u biex b'hekk huwa jkun f'qagħda jikkonkludi l-likwidazzjoni tal-istess.

Għaldaqstant, l-esponenti bħala likwidatur ta' Metalfond, qiegħed jadixxi lil din l-Onorabbli Qorti u taħt l-awtorità tagħha qiegħed permezz ta' din iċ-ċedola jiddepożita s-somma ta' €57,000 u dan sabiex din is-somma tiġi liberament żbankata minn min għandu dritt għaliha skont il-liġi.

Notifiki: Kuraturi deputati
Direttur tar-Reġistru Pubbliku, Onda Building, Triq Aldo Moro, Il-Marsa MRS 9065

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 ijiem 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 tagħzel 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 Anthony Ellul, LLD, Duttur tal-Liġi.

Illum 19 ta' Lulju, 2023

Reġistru tal-Qrati Superjuri, illum 11 ta' Awwissu, 2023

ALEXANDRADEBATTISTA
Għar-Reġistratur, Qrati u Tribunali

Investments Limited (Malta Government Investments) a company registered in Malta with is registration number C10175 and this in proportion to the portions of shares which they hold in Metalfond i.e. 33% and 66% respectively.

Whilst there was no difficulty in making the distribution described in the previous paragraph in favour of the holding company Malta Government Investments, the liquidator has encountered difficulty in executing the distribution in favour of the respondent Entreprise Nationale de Fonderie and this due to the lack of information that the liquidator has about the same. This is preventing the liquidator from concluding the liquidation of Metalfond.

Thus, the applicant wishes to deposit the sum of €57,000 under the authority of this Honourable Court, which sum represents the distribution due to Entreprise National de Fonderie in the context of the liquidation and dissolution of Metalfond, so that it be withdrawn by whoever has a right to it according to law and thus he would be in a position to conclude the liquidation of the same.

Thus, the applicant as liquidator of Metalfond, is calling upon this Honourable Court and under its authority is depositing by means of this schedule of deposit the sum of €57,000 and this so that this sum be freely withdrawn by whoever has a right to it according to law.

Notification: Deputy curators
Director Public Registry, Onda Building, Triq Aldo Moro, Marsa MRS 9065

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 banns, you are to inform forthwith this Court.

Given by the Civil Court First Hall, above mentioned, with the witness of the Hon. Mr Justice Anthony Ellul, LLD, Doctor of Laws.

Today 19th July, 2023

Registry of the Superior Courts, today 11th August, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1632

Bandu għall-Kuraturi

Repubblika ta' Malta

Lill-Marixxall tal-Qrati

B'digriet mogħti minn din il-Qorti fil-21 ta' Ġunju, 2023, fuq talba tal-Kummissarju tat-Taxxi ġie ordnat biex jintgħażlu kuraturi deputati biex jirrappreżentaw lill-assenti Oberdan Chimenti et noe fl-atti tal-ittra uffiċjali numru 2584/2023 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 fil-15 ta' Ġunju, 2023 tal-Kummissarju tat-Taxxi ta' Block 5, Triq Vincenzo Dimech, Il-Furjana, kontra kuraturi deputati sabiex jirrappreżentaw lill-assenti Oberdan Chimenti (passaport Taljan numru YA8828664) u Alberto Brigaglia (passaport Taljan numru AA5408857) f'isimhom personali kif ukoll bħala diretturi għan-nom u in rappreżentanza tas-soċjetà Maori Yacht World Limited (Reġ. numru C73359) fejn permezz tal-preżenti l-Kummissarju tat-Taxxi jinterpellakom, ai termini tal-artikolu 59 tal-Att XXIII tal-1998, sabiex fi zmien jumejn mid-data tan-notifika ta' dan l-att tħallsu l-ammonti segwenti rispetivament:

i. Inkwantu għal Oberdan Chimenti (passaport Taljan numru YA8828664) f'ismu personali kif ukoll bħala direttur għan-nom u inrappreżentanza tas-soċjetà Maori Yacht World Limited (Reġ. numru C73359) l-ammont ta' €46,059.75;

ii. Inkwantu għal Alberto Brigaglia (Passaport Taljan Numru AA5408857) f'ismu personali kif ukoll bħala direttur għan-nom u inrappreżentanza tas-soċjetà Maori Yacht World Limited (Reġ. numru C73359) l-ammont ta' €474,216.23;

iii. Inkwantu għal Maori Yacht World Limited (Reġ. numru C73359) l-ammont ta' €578,848.69 rappreżentanti l-ammonti rispettivi dovuti minnkom, 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 esegwibbli t-titolu eżekuttiv li għandu l-istess Kummisarju tat-Taxxi kontra tagħkom permezz tal-avviż li ntbagħat lilkom.

Fin-nuqqas, il-mittenti javżakom li se jgħaddi sabiex jesegwixxi l-imsemmi t-titolu eżekuttv li għandu fil-konfront tagħkom permezz tal-mandati opportuni.

Banns for Curators

Republic of Malta

To the Marshall of the Court

By means of a decree given by this Court on the 21st June, 2023, following a request by Commissioner for Revenue it was ordered that deputy curators be chosen to represent the absent Oberdan Chimenti et noe in the acts of the judicial letter number 2584/2023 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 15th June 2023 by The Commissioner for Revenue of Block 5, Triq Vincenzo Dimech, Floriana against deputy curators to represent the absent Oberdan Chimenti (Italian Passport number YA8828664) and Alberto Brigaglia (Italian Passport AA5408857) in their own name and as directors for and on behalf of the company Maori Yacht World Limited (Reg. number C73359), 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 folowing amounts respectively:

i. As for Oberdan Chimenti (Italian passport number YA8828664) in his own name and also as director for and on behalf of the company Maori Yacht World Limited (Reg. number C73359) the amount of €46,059.75;

ii. As for Alberto Brigaglia (Italian Passport Number AA5408857) in his own name and alos as director for and on behalf of the company Maori Yacht World Limited (Reg. number C73359) the amount of €474,216.23;

iii. As for Maori Yact World Limited (Reg. number C73359) the amount of €578,848.69 representing the respective amounts due by you 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 that 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 by means of the opportune warrants.

Tant sabiex tirregolaw 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 ijiem 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 Ian Spiteri Bailey, LLD, Duttur tal-Liġi.

Illum 21 ta' Ġunju, 2023

Reġistru tal-Qrati Superjuri, illum 11 ta' Awwissu, 2023

ALEXANDRADEBATTISTA
Għar-Reġistratur, Qrati u Tribunali

So much so that you may know how to regulate yourselves 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 banns, you are to inform forthwith this Court.

Given by the Civil Court First Hall, above mentioned, with the witness of the Hon. Mr Justice Ian Spiteri Bailey, LLD, Doctor of Laws.

Today 21st June, 2023

Registry of the Superior Courts, today 11th August, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1633

Bandu għall-Kuraturi

Repubblika ta' Malta

Lill-Marixxall tal-Qrati

B'digriet mogħti minn din il-Qorti fit-2 ta' Settembru, 2022, fuq talba ta' Kevin Farrugia ġie ordnat biex jintgħażlu kuraturi deputati sabiex jirrappreżentaw lis-suċċessuri fit-titolu tad-direttarja originali u tas-subdirettarju mhux magħrufa fl-atti taċ-ċedola numru 1652/2022 fl-ismijiet Kevin Farrugia vs Kuraturi Deputati u fl-atti l-oħra relattivi u sussegwenti.

Permezz ta' ċedola ta' depożitu u kontestwali fidi ta' ċens u subċens numru 1652/2022 ta' Kevin Farrugia, iben Paul Farrugia u Maria née Caruana, imwieled Tal-Pietà fis-27 ta' Awwissu, 1977, u residenti l-Qrendi (KI 416377M) vs Kuraturi Deputati sabiex jirrappreżentaw is-suċċessuri fit-titolu tas-soċjetà Alexander Limited (C989), kif ukoll sabiex jirrappreżentaw l-interessi ta' direttarji mhux magħrufa

Banns for Curators

Republic of Malta

To the Marshall of the Court

By means of a decree given by this Court on the 2nd September, 2022, following a request by Kevin Farrugia it was ordered that deputy curators be chosen to represent the unknown successors in title of the original direct owner and the sub direct owner in the acts of the schedule of deposit number 1652/2022 in the names Kevin Farrugia vs Deputy Curators and in the other relative and subsequent acts.

By means of a schedule of deposit and redemption of ground rent and subgroundrent number 1652/2022 in the names of Kevin Farrugia, son of Paul Farrugia and Maria Caruana, born in Tal-Pietà on the 27th August, 1977, and residing in Qrendi (ID 416377M) vs Deputy Curators to represent the successors in title of the company Alexander Limited (C-989) and also to represent the interest of the

preżentata fil-Prim'Awla tal-Qorti fil-1 ta' Settembru, 2022, fejn Kevin Farrugia espona bir-rispett:

Illi l-esponenti jippossiedi l-appartament internament immarkat numru 12 formanti parti minn blokk ta' appartamenti bin-numru uffiċjali 33, bl-isem Saliba Flats, fi Triq il-Qalb Imqaddsa f'San Ġiljan, flimkien ma' wieħed minn tnax (1/12) sehem indiviż tal-partijiet komuni tal-istess blokka u dan kif aħjar deskritt fl-att tal-akkwist in atti tan-Nutar Andre Farrugia tal-4 ta' Frar, 2015 (Dok. A annessa).

Illi l-imsemmi fond huwa suġġett għal subċens annwu u perpetwu ta' €45.42 kif ukoll għal ċens annwu u perpetwu ta' €1.16, altrimenti libera franka, bid-drittijiet u l-pertinenzi kollha tiegħu, kif muri fuq is-site plan hawn annessa u mmarkata Dok. B.

Illi jingħad li s-subċens kien jitħallas lis-soċjetà Alexander Limited, liema llum m'għadhiex teżisti u l-esponent m'għandux ħjiel min huma s-suċċessuri fit-titolu tal-istess, filwaqt li l-esponent ma jafx min huma s-suċċessuri fit-titolu tad-direttarji oriġinali fir-rigward taċ-ċens u għalhekk huwa qed jipprosegwi wkoll fil-konfront ta' kuraturi deputati;

Illi l-esponenti jixtieq jipprevalixxi ruħu mill-fakultaà mogħtija lilhom bl-artikolu 1501 tal-Kodiċi Ċivili u jifdi l-imsemmija ċens u subċens u illi għalhekk jammonta għal total komplessiv ta' €931.60;

Għaldaqstant, l-esponenti qiegħed umilment jadixxi lil din l-Onorabbli Qorti u taħt l-Awtorità tal-istess jgħaddi sabiex jddepożita s-somma ta' €931.60, li minnhom l-ammont ta' €23.20 jirrappreżenta l-prezz tal-fidi taċ-ċens oriġinali gravanti l-immobbli fuq imsemmi u l-ammont ta' €908.40 jirrappreżenta l-prezz ta' fidi tas-subċens gravanti l-immobbli fuq imsemmi biex jiġi mogħti liberament lil min għandu jedd għalih, wara li titħalla d-debita riċevuta.

Esponent: 33, Saliba Flats, Flat 12, Triq il-Qalb Imqaddsa, San Ġiljan

Notifiki: Direttur tar-Reġistru Pubbliku, 34, Triq l-Arċisqof, Il-Belt Valletta
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 ijiem 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 tagħzel kuraturi tal-uffiċċju.

unknown direct owners, filed in the First Hall of the Civil Court on the 1st September, 2022, the applicant Kevin Farrugia respectfully submitted:

That the applicant owns the appartmetn internally marked with number 12 forming part of the block with official number 33, with the name Saliba Flats, in Triq il-Qalb Imqaddsa in St Julian's, together with one twelfth (1/12) undivided share of the common parts of the same block and this as better described in the contract of acquisition in the records of Notary Andre Farrugia of the 4th February, 2015, (Doc. A attached).

That the said premises is subject to the annual and perpetual subgroundrent of €45.42 and also for the annual and perpetual groundrent of €1.16 otherwise free and unencumbered with all its rights and pertenances as shown on the site plan here attached and marked as Doc. B.

That it is stated that the subgroundrent was paid to the company Alexander Limited, which today no longers existes and the applicant has no clue who are the successors in title of the same, whilst the applicant does not know who are the successors in title of the original direct owners regarding the groundrent and thus he is proceeding also against deputy curators;

That the applicant wishes to avail himself of the option given to him in terms of Article 1501 of the Civil Code and redeem the said groundrent and subgroundrent and thus it amounts to the total amount of €931.60;

That the applicant is humbly calling upon this Honourable Court and under its authority is depositing the total amount of €931.60, from which the amount of €23.20 represents the price of the redempiton of the original groundrent of the immovable above mentioned and the amount of €908.40 representing the price of redempition of the subgroundrent regarding the immovable above mentioned so that it will be freely withdrawn by who has the right to it after leaving the relative receipt.

Applicant; 33, Saliba Flats, Flat 12, Triq il-Qalb Imqaddsa, St Julian's

Notifications: Director Public Registry – 34, Triq l-Arċisqof, Valletta
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.

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 Grazio Mercieca, LLD, Duttur tal-Liġi.

Illum 2 ta' Settembru, 2022

Reġistru tal-Qrati Superjuri, illum 11 ta' Awwissu, 2023

ALEXANDRADEBATTISTA
Għar-Reġistratur, Qrati u Tribunali

And after so acting or if you should encounter any difficulty in the execution of these banns, you are to inform forthwith this Court.

Given by the Civil Court First Hall, above mentioned, with the witness of the Hon. Mr Grazio Mercieca, LLD, Doctor of Laws.

Today 2nd September, 2022

Registry of the Superior Courts, today 11th August, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1634

Permezz ta' digriet mogħti fit-28 ta' Marzu, 2023, mill-Qorti (Sezzjoni tal-Familja) fl-atti tar-rikors ġuramentat fl-ismijiet Angelique Debono vs Noel Debono, Rikors Ġuramentat numru 5/2023AGV, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Noel Debono a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors ġuramentat numru 5/2023AGV fl-ismijiet Angelique Debono (KI 307883M) vs Noel Debono (KI 49180M), ippreżentat fil-Qorti (Sezzjoni tal-Familja), fit-12 ta' Jannar, 2023, ir-rikorrenti Angelique Debono (KI 307883M) talbet lil din l-Onorabbli Qorti:

1. Tiddikjara u tippronunzja s-separazzjoni personali bejn il-kontendenti għar-raġunijiet indikati fir-rikors odjern jew liema minnhom u li a bażi tagħhom qiegħda tintalab il-firda personali bejn il-kontendenti;

2. Tafda l-kura u kustodja tal-minuri esklussivament f'idejn l-esponenti omm b'dan illi l-minuri jirrisjedi magħha li tkun tista' tieħu d-deċiżjonijiet kollha li jirrigwardaw lill-minuri kemm dawk ta' natura ordinarja kif ukoll dak ta' natura straordinarja u ċjoè dawk li jirrelataw mal-edukazzjoni, saħħa, attivitajiet, ekstrakurrikulari u deċiżjonijiet dwar il-ħruġ tal-passaport esklussivament u mingħajr il-ħtieġa tal-firma tal-intimat;

3. Tillikwida u tiffissa manteniment għall-minuri u dan sakemm l-istess jagħlaq l-età ta' tmintax-il sena jekk jiddeċiedi li jieqaf mill-istudju tiegħu u jibda jaħdem fuq bażi full-time jew sa tlieta u għoxrin sena jekk jiddeċiedi li jkompli bl-istudju tiegħu fuq bażi full-time u konsegwentment tordna lill-intimat sabiex iħallas il-manteniment hekk kif likwidat; b'dawk il-modalitajiet kollha tal-pagamenti inkluż provediment għaż-żieda perjodika biex tagħmel tajjeb għall-għoli tal-ħajja u dan flimkien ma' nofs l-ispejjeż ta' saħħa, edukazzjoni u attivitajiet ekstrakurrikulari għall-istess minuri;

By means of a decree of the 28th March, 2023, of the Civil Court (Family Section), in the records of the Application in the names Angelique Debono vs Noel Debono, Application number 5/2023AGV, the following publication was ordered for the purpose of effecting service on the respondent Noel Debono in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of a sworn application number 5/2023 AGV in the names Angelique Debono (ID 307883M) vs Noel Debono (ID 49180M)), filed in the Civil Court (Family Section), on the 12th January, 2023, the applicant Angelique Debono (ID 307883M) requested this Honourable Court to:

1. Declare and pronounce the personal separation between the parties for the reasons indicated in the present application or any of them and on the basis of which the personal separation between the parties is being demanded;

2. Entrust the care and custody of the minor exclusively to the applicant mother so that the minor resides with her and that she can take all the decisions regarding the minor both those of an ordinary nature and those of an extraordinary nature and namely those relating to education, health, activities, extra-curricular and decisions regarding the issue of the passport exclusively and without the necessity of the signature of the respondent;

3. Liquidate and fix maintenance for the minor and this until the same reaches the age of eighteen if he decides to stop his studies and start working on a full-time basis or up to twenty-three years if he decides to continue his studies on a full-time basis and consequently orders the respondent to pay maintenance as liquidated; with all those payment modalities including provision for the periodic increase to cover the cost of living plus half of the costs of health, education and extra-curricular activities for the same minor;

4. Tiffissa manteniment għall-esponenti skont il-bżonnijiet tagħha, b'dawk il-modalitajiet kollha tal-pagament inkluż provediment għaż-żieda perjodika biex tagħmel tajjeb għall-għoli tal-ħajja filwaqt li tiddikjara li bl-aġir tal-konvenut, huwa iddekada minn kull dritt li jitlob manteniment mingħand l-esponenti;

5. Tordna illi kwalunkwe manteniment li se jiġi likwidat minn din l-Onorabbli Qorti għandu jiġi mnaqqas direttament mis-salarju u/jew qligħ tal-intimat, mill-impjieg jew xogħol li huwa għandu jew jista' jkollu jew minn kwalsijasi benefiċċju soċjali li huwa jista' jkun qiegħed jirċievi minn żmien għal żmien;

6. Tiddikjara u tiddeċiedi illi kwalunkwe assistenza statali mħallsa versu l-ħtiġiet tal-minuri jkunu pperċepiti mir-rikorrenti ad esklużjoni tal-intimat;

7. Okkorendo, tiffissa modalità ta' aċċess favur l-intimat, għall-minuri u dan dejjem tenut kont taċ-ċirkustanzi, filwaqt illi tiddikjara u tiddeċiedi illi tali aċċess għandu f'kull każ, jiġi eżerċitat b'dik il-modalità u ġewwa lok u f'ċirkustanzi idonei għall-benessere morali u fiżiku tal-minuri;

8. Ixxolji u tittermina l-komunjoni tal-akkwisti eżistenti bejn il-partijiet u tillikwida l-istess b'mod li jiġu stabbiliti porzjonijiet in diviżjoni u assenjati lill-artijiet li ma jkunux neċessarjament l-istess, u billi wkoll tiġi stabbilita data minn meta l-konvenut jitqies li ddekada minn kull akkwist magħmul bix-xogħol u bil-ħila tar-rikorrenti u dan kollu okkorrendo bl-operat ta' periti nominandi u bin-nomina ta' nutar sabiex jippubblika l-atti opportuni u ta' kuraturi biex jirrappreżenta lill-konvenut fl-eventwali kontumaċja fuq kwalsijasi konvenju u att sussegwenti għall-istess xoljiment;

9. Tassenja lir-rikorrenti d-dar matrimonjali fl-indirizz Pinto Court, Flat 3, Triq Mons. Gerald Frendo, Ħal Qormi, u f'każ li din l-Onorabbli Qorti ma tilqax din it-talba, tawtorizza lir-rikorrenti sabiex tgħix esklussivament fil-fond matrimonjali vita durante, ad esklużjoni tal-konvenut;

10. Tiddeċiedi u tiddikjara illi l-fond Pinto Court, Flat 3, Triq Mons. Gerald Frendo, Ħal Qormi, m'għandux aktar jitqies bħala d-dar matriminonjali tal-partijiet;

11. Tiddividi l-ġid ieħor komuni tal-kontendenti mhux formanti parti mill-komunjoni tal-akkwisti;

12. Tordna lill-konvenut sabiex jirrestitwixxi lir-rikorrenti l-beni u l-krediti parafernali u dotali tagħha li se jirriżulta waqt il-mori tal-kawża kif ukoll l-ispejjeż li saru daparti tal-istess rikorrenti qabel iż-żwieġ u dan fi żmien qasir u perentorju li għandu jiġi lilu prefiss minn din il-Qorti

4. Fix maintenance for the applicant according to its néeds, with all those modalities of payment including provision for the periodic increase to make good for the cost of living whilst declaring that by the action of the defendant, he forfeited all right to demand maintenance from the applicant;

5. Order that any maintenance which shall be liquidated by this Honourable Court shall be deducted directly from the salary and/or earnings of the respondent, from the employment or work he has or may have or from any social benefit he may be receiving from time to time;

6. Declare and decide that any state assistance paid towards the néeds of the minor be permitted by the applicant to the exclusion of the respondent;

7. If necessary, fix the modality of access in favour of the respondent, for the minor and this always taking into account the circumstances, whilst declaring and deciding that such access should in all cases, be exercised with that modality and within a place and in circumstances fit for the moral and physical well-being of the minor;

8. Dissolve and terminate the existing Community of acquests between the parties and liquidate the same in such a manner that divided portions are established and assigned to the lands which are not necessarily the same, and by also establishing a date from when the defendant is deemed to have forfeited any acquisition made by the work and skill of the applicant and all this if necessary by the operation of appointed architects and by the appointment of a notary to publish the opportune acts and of curators to represent the defendant in the eventual dispute on any preliminary agreement and act subsequent to the same dissolution;

9. Assign to the applicant the matrimonial home at the address Pinto Court, Flat 3, Triq Mons. Gerald Frendo, Ħal Qormi and in case this Honourable Court does not uphold this demand, authorise the applicant to live exclusively in the matrimonial premises vita Durante, to the exclusion of the defendant;

10. Decide and declare that the premises Pinto Court, Flat 3, Triq Mons. Gerald Frendo, Ħal Qormi, should no longer be considered as the matrimonial home of the parties;

11. Divide the other common reason of the parties not forming part of the Community of acquests;

12. Order the defendant to refund to the applicant the paraphernal and dotal property and credits which shall result during the proceedings as well as the expenses incurred on the part of the same applicant before the marriage and this within a short and peremptory time to be fixed by this Court

u fin-nuqqas li l-konvenut jagħmel dan, tikkundannah iħallas lill-esponenti dik is-somma li għandha tiġi hekk likwidata, okkorendo bl-opera ta' periti nominandi rappreżentanti l-valur tal-beni parafernali;

13. Tapplika in toto jew in parte l-effetti tal-artikoli 48 sa 53 tal-Kodiċi , Kap. 16 tal-Liġijiet ta' Malta, sa fejn applikabbli inkluż l-kominjazzjoni li tilef kull dritt li jiret lill-esponenti;

Bl-ispejjeż, inkluż dawk tal-medjazzjoni kontra l-intimat illi huwa minn issa inġunt in subizzjoni.

Rikorrenti: Pinto Court, Flat 3, Triq Mons. Gerald Frendo, Ħal Qormi

Intimat: 71, Blk B, 6, Alsil, Triq Gregorio Carafa, L-Imtarfa, u/jew Pinto Court, Flat 3, Triq Mons. Gerald Frendo, Ħal Qormi

Ir-Rikors fl-ismijiet Angelique Debono vs Noel Debono, Rikors numru 5/2023AGV, jinsab differit għat-28 ta' Settembru, 2023, fid-9.00 a.m.

Reġistru tal-Qrati (Sezzjoni Familja), illum 11 ta' Awwissu, 2023

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

and in default of the defendant to do so, condemn him to pay the applicant that sum which shall be so liquidated, if necessary by the appointment of referees representing the value of the paraphernal property;

13. Apply in full or in part the effects of Articles 48 to 53 of the Civil Code, Cap. 16 of the Laws of Malta, to the extent applicable including the compensation that lost every right to inherit the applicant;

With costs, including those of mediation against the respondent who is from now summoned so that a reference to his evidence be made.

Applicant: Pinto Court, Flat 3, Triq Mons. Gerald Frendo, Ħal Qormi

Respondent: 71, Blk B, 6, Alsil, Triq Gregorio Carafa, Mtarfa, and/or, Pinto Court, Flat 3, Triq Mons. Gerald Frendo, Ħal Qormi

The Application in the names Angelique Debono vs Noel Debono, Application number 5/2023AGV, has been postponed for hearing to the 28th September, 2023, at 9.00 a.m.

Registry of the Civil Courts (Family Section), today 11th August 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1635

Ikun jaf kulħadd illi b'rikors ippreżentat fil-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja fl-4 ta' Awwissu, 2023 (Rikors numru 86/2023) minn Coronata sive Nota Muscat et, intalbet l-apertura tas-suċċessjoni ta' Carmela Muscat, xebba, bint il-mejtin Giuseppe Muscat u Paola sive Pawla Muscat née Borg, imwielda n-Nadur, Għawdex, u mietet in-Nadur, Għawdex, fl-24 ta' Marzu, 2019 (KI 29435G), liema apertura ta' suċċessjoni għandha ssir a favur ta' ħutha Coronata sive Nota Muscat (KI 66038G), Anglu sive Angelo Muscat u Albert sive Bertu Muscat fi kwota ta' kwint (1/5) indiviż kull wieħed u waħda, a favur ta' Paula Grima, bint ħuha l-mejjet Nenu fi kwota ta' kwint (1/5) indiviż u favur ta' Jennifer Falzon u Joe Muscat, ulied ħuha l-mejjet Pietru fi kwota ta' wieħed minn għaxra (1/10) partijiet indiviżi kull wieħed u waħda, ġie ordnat il-ħruġ ta' dan il-bandu biex jiġi mgħarraf kull min jista' jkollu x'jaqsam fih.

Għaldaqstant, kull min jidhirlu li għandu interess huwa b'dan imsejjaħ biex jidher quddiem il-Qorti fuq imsemmija sabiex b'nota jmur kontra dik it-talba fi żmien ħmistax-il ġurnata li jibda jgħaddi minn dak il-jum li fih jiġi mwaħħal il-bandu.

It is hereby notified that by means of an application filed in the Court of Magistrates (Gozo), Voluntary Jurisdiction, on the 4th of August, 2023 (Application number 86/2023) by Coronata sive Nota Muscat et, the opening of the succession was requested of Carmela Muscat, spinster, daughter of the late Giuseppe Muscat and Paola sive Pawla Muscat née Borg, born in Nadur, Gozo, and died in Nadur, Gozo, on 24th of March, 2019 (ID 29435G), which opening of succession should be made in favor of her siblings Coronata sive Nota Muscat (ID 66038G), Anglu sive Angelo Muscat and Albert sive Bertu Muscat in a quota of one fifth (1/5) undivided each, in favor of Paula Grima, daughter of her late brother Nenu in a quota of one fifth (1/5) undivided and in favor of Jennifer Falzon and Joe Muscat, children of her late brother Pietru in a quota of one tenth (1/10) undivided parts each, the issue of these bands was ordered to let know everyone who may have an interest therein.

Therefore, anyone who might have an interest is hereby summoned to appear before the aforementioned Court in order to oppose that request by means of a note within fifteen days which start running from the day of the posting of the banns.

Mogħti mill-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja, bix-xhieda ta' Dott. Brigitte Sultana, Duttur tal-Liġi, Maġistrat tal-Qorti hawn fuq imsemmija.

Issued by the Court of Magistrates (Gozo), Voluntary Jurisdiction, with the testimony of Dr Brigitte Sultana, Doctor of Law, Magistrate of the aforementioned Court.

Reġistru tal-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja

Registry of the Court of Magistrates (Gozo), Voluntary Jurisdiction

Illum 11 ta' Awwissu, 2023

Today the 11th of August, 2023

DANIEL SACCO
Deputat Reġistratur, għar-Reġistratur, Qrati u Tribunali (Għawdex)

DANIEL SACCO
Deputy Registrar, for the Registrar, Courts and Tribunals (Gozo)

1636

Ikun jaf kulħadd illi b'rikors ippreżentat fil-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja, fit-28 ta' Lulju, 2023 (Rikors numru 84/2023) minn Rita Buttigieg, intalbet l-apertura tas-suċċessjoni ta' Michael Buttigieg, bin il-mejtin John Buttigieg u Josephine Buttigieg née Mizzi, imwieled in-Nadur, Għawdex, u miet Altona, North Victoria, l-Awstralja, fit-23 ta' Marzu, 2006, liema apertura ta' suċċessjoni għandha ssir a favur ta' martu Rita Buttigieg u dan permezz ta' testment magħmul f'Altona l-Awstralja datat is-26 ta' Mejju, 1972, ġie ordnat il-ħruġ ta' dan il-bandu biex jiġi mgħarraf kull min jista' jkollu x'jaqsam fih.

It is hereby notified that by means of an application filed in the Court of Magistrates (Gozo), Voluntary Jurisdiction, on the 28th of July, 2023 (Application number 84/2023) by Rita Buttigieg, the opening of the succession was requested of Michael Buttigeig, son of the late John Buttigieg and Josephine Buttigieg née Mizzi, born in Nadur, Gozo, and died in Altona, North Victoria, Australia, on the 23rd of March, 2006, which opening of succession should be made in favor of his wife Rita Buttigieg and this through a will made in Altona Australia dated 26th of May, 1972, the issue of this band was ordered to let know everyone who may have an interest therein.

Għaldaqstant, kull min jidhirlu li għandu interess huwa b'dan imsejjaħ biex jidher quddiem il-Qorti fuq imsemmija sabiex b'nota jmur kontra dik it-talba fi żmien ħmistax-il ġurnata li jibda jgħaddi minn dak il-jum li fih jiġi mwaħħal il-bandu.

Therefore, anyone who might have an interest is hereby summoned to appear before the aforementioned Court in order to oppose that request by means of a note within fifteen days which start running from the day of the posting of the banns.

Mogħti mill-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja, bix-xhieda ta' Dott. Brigitte Sultana, Duttur tal-Liġi, Maġistrat tal-Qorti hawn fuq imsemmija.

Issued by the Court of Magistrates (Gozo), Voluntary Jurisdiction, with the testimony of Dr Brigitte Sultana, Doctor of Law, Magistrate of the aforementioned Court.

Reġistru tal-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja

Registry of the Court of Magistrates (Gozo),Voluntary Jurisdiction

Illum11 ta' Awwissu, 2023

Today the 11th of August, 2023

DANIEL SACCO
Deputat Reġistratur, għar-Reġistratur, Qrati u Tribunali (Għawdex)

DANIEL SACCO
Deputy Registrar, for the Registrar, Courts and Tribunals (Gozo)

1637

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fis-27 ta' Ġunju, 2023, fl-atti tar-Rikors Ġuramentat numru 245/2023JVC, li ġie ppreżentat fl-10 ta' Marzu, 2023, fl-ismijiet: Duzenko Anastasiia vs Cardona Michela Angele, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu

By decree issued by the Civil Court, First Hall, on the 27th June, 2023, in the acts of Sworn Application number 245/2023JVC, which was presented on the 10th March, 2023, in the names: Duzenko Anastasiia vs Cardona Michela Angele, the following publication was ordered, pursuant to

187(3) et sequitur tal-Kap. 12 biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tawtorizza lill-attriċi sabiex fin-nuqqas li l-konvenuta taderixxi ruħha inottermporanza mal-ordni mogħtija lilha li tagħmel ix-xogħlijiet meħtieġa fiż-żmien mogħti lilha, l-attriċi tesegwixxi hija stess ix-xogħol, tramite l-gwida tal-istess perit nominat a spejjeż tal-konvenuta. Bl-ispejjeż kollha u bl-imgħaxijiet kontra l-konvenut li huwa inġunt għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-5 ta' Ottubru, 2023, fid-9.10 a.m.

Notifika Intimat: Cardona Michela Angele. 220, Flat 4, Triq il-Kunċizzjoni, Msida.

Reġistru tal-Qrati Superjuri, illum 7 ta' Awwissu, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

Article 187(3) et sequitur of Cap. 12 to serve as a notification against the respondent. The applicant asked this Honorable Court to, among others: It authorizes the plaintiff so that in the absence of the defendant promptly complying with the order given to her to do the necessary works, the plaintiff will execute the work herself, through the guidance of the same architect at the expense of the defendant. With all costs and interest against the defendant who is now summoned so that a reference to her evidence be made.

The Sworn Application in the names mentioned above is postponed to 5th October, 2023, at 9.10 a.m.

Notification Respondent: Cardona Michela Angele. 220, Flat 4, Triq il-Kunċizzjoni, Msida.

Registry of the Superior Courts, today 7th August, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

1638

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fit-23 ta' Marzu, 2023, fl-atti tar-Rikors Ġuramentat numru 1117/22GM, li ġie ppreżentat fit-23 ta' Novembru, 2022, fl-ismijiet: Gauci Helen vs Gauci Mary sive Marianne, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12 biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Prevja kull dikjarazzjoni opportuna u neċessarja, tordna li Albert Gauci (KI186445M) jindifen fil-qabar bin-numru għaxra (10) li jinsab fiċ-ċimiterju tan-Naxxar. Bl-ispejjeż kontra l-intimata inġunta għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għad-19 ta' Ottubru, 2023, fid-9.30 a.m.

Notifika Intimat: Gauci Mary sive Marianne, Flat 5, Attard Flats, Triq Gort, Paceville

Reġistru tal-Qrati Superjuri, illum 7 ta' Awwissu, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MEL
Għar-Reġistratur, Qrati Ċivili u Tribunali

By decree issued by the Civil Court, First Hall, on the 23rd March, 2023, in the acts of Sworn Application number 1117/22GM, which was presented on the 23rd November, 2022, in the names: Gauci Helen vs Gauci Mary sive Marianne, the following publication was ordered, pursuant to Article 187(3) et sequitur of Cap. 12 to serve as a notification against the respondent. The applicant asked this Honorable Court to, among others: It orders that Albert Gauci (ID 186445M) be buried in grave number ten (10) located in the Naxxar cemetery. With costs against respondent who is now summoned so that a reference to her evidence be made.

The Sworn Application in the names mentioned above is postponed to 19th October, 2023, at 9.30 a.m.

Notification Respondent: Gauci Mary sive Marianne, Flat 5, Attard Flats, Triq Gort, Paceville

Registry of the Superior Courts, today 7th August, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MEL
For the Registrar, Civil Courts and Tribunals

1639

B'digriet tat-8 ta' Awwissu, 2023, mogħti mill-Prim'Awla tal-Qorti Ċivili, din il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifiki skont l-artiklu 187 (3) tal-Kodiċi tal-Proċedura u Organizzazzjoni Ċivili (Kap. 12).

By a decree given on the 8th August, 2023, by the Civil Court First Hall, the Court ordered that the extract hereunder mentioned be published for the purpose of service according to Article 187(3) of the Code of Organisation and Civil Procedure (Cap. 12).

B'rikors preżentat fil-Qorti Ċivili, Prim'Awla, fis-17 ta' April, 2023, minn CoseCasa Limited (C15933), Subbasta bin-numru 15/23 fl-ismijiet CosaCasa Limited (C15933) vs John Falzon (KI 227071M) qed jintalab il-bejgħ bl-irkant ta':

Kwint (1/5) indiviż tal-fond bin-numru uffiċjali sitta (6) bl-isem 'Duluri', bil-garaxx anness miegħu u sottopost għal parti minnu l-fond bin-numru uffiċjali erbgħa (4) u mingħajr isem, fi Triq Turu Lentini, qabel Triq id-Duluri, kantuniera ma' Triq Alexander, il-Ħamrun, bid-drittijiet u l-pertinenzi tiegħu kollha eskluż l-arja mit-tnejn u għoxrin filata sat-tlieta u tletin filata mill-qatran it-tnejn inklużi.

L-imsemmi kwint (1/5) indiviż huwa proprjetà ta' John Falzon (KI 227071M).

Reġistru tal-Qrati Superjuri, illum il-Ħamis, 17 ta' Awwissu, 2023

GAETANA AQUILINA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By the application filed in the Civil Court, First Hall, on the 17th April, 2023, by CosaCasa Limited (C15933), Judicial Sale number 15/23 in the names CosaCasa Limited (C15933) Vs John Falzon (ID 227071M) is being asked that the Court orders the sale by auction of the:

One fifth (1/5) undivided share of the tenement with official number six (6) named 'Duluri', with the garage attached to it, and underlying in part the tenement with official number four (4) and without name, in Triq Turu Lentini, previously Triq id-Duluri, corner with Triq Alexander, Ħamrun, with all its rights and appurtenances, excluding the airspace from the twenty second course level up to the thirty three course level from waterproofing, both included.

The said one fifth (1/5) undivided share is the property of John Falzon (ID 227071M).

Registry of the Superior Courts, this Thursday, 17th August, 2023

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

1640

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, Sede Kostituzzjonali, fl-10 ta' Lulju, 2023, fl-atti tar-Rikors Kostituzzjonali numru 248/2023DC, li ġie ppreżentat fl-10 ta' Mejju, 2023, fl-ismijiet: Barbara Kelsey et vs l-Avukat tal-Istat et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187(3) et sequirur tal-Kap. 12 biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lill-intimati iħallsu l-istess kumpens u danni pekunjarji u nonpekunjarji likwidati, oltre l-imgħax legali, ai termini tal-liġi. Bl-ispejjeż u bl-inġunzzjoni tal-intimati għas-subizzjoni.

Ir-Rikors Kostituzzjonali fl-ismijiet imsemmija hawn fuq huwa differit għad-19 ta' Ottubru, 2023, fid-9.00 a.m.

Notifika Intimat: Laferla Alexander, Flat 1, Tony's Flats, Triq Santa Monica, Tal-Pietà

Reġistru tal-Qrati Superjuri, illum 7 ta' Awwissu, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By decree issued by the Civil Court, First Hall, Constitutional Jurisdiction, on the 10th July, 2023, in the acts of Constitutional Application number 248/2023DC, which was presented on the 10th May, 2023, in the names: Barbara Kelsey et vs State Advocate et, the following publication was ordered, pursuant to Article 187(3) et sequirur of Cap. 12 to serve as a notification against the respondent. The applicant asked this Honorable Court to, among others: Condemn the respondents to pay the same compensation and liquidated pecuniary and non-pecuniary damages, in addition to the legal interest, and in terms of that stipulated by law. With costs against the respondents who are now summoned so that a reference to their evidence be made.

The Constitutional Application in the names mentioned above is postponed to 19th October, 2023, at 9.00 a.m.

Notification Respondent: Laferla Alexander, Flat 1, Tony's Flats, Triq Santa Monica, Tal-Pietà

Register of the Superior Courts, today 7th August 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

1641

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fl-1 ta' Ġunju 2023, fl-atti tar-Rikors Ġuramentat numru 334/2023AD, li ġie ppreżentat fis-27 ta' Marzu, 2023, fl-ismijiet: Dala Holdings Ltd et vs Mifsud David et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187(3) et sequirur tal-Kap. 12 biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lill-konvenut sabiex iħallas dawk id-danni hekk likwidati. Bl-ispejjeż kollha kontra l-konvenut li huwa inġunt għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għas-17 ta' Ottubru, 2023, fl-9.50 a.m.

Notifika Intimat: Mifsud David u Mifsud Dorothy, 93, Gardwell, Flat 1, Triq ix-Xitwa, San Pawl il-Baħar

Reġistru tal-Qrati Superjuri, illum 7 ta' Awwissu, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By decree issued by the Civil Court, First Hall, on the 1st June 2023, in the acts of Sworn Application number 334/2023AD, which was presented on the 27th March, 2023, in the names: Dala Holdings Ltd et vs Mifsud David et, the following publication was ordered, pursuant to Article 187(3) et sequirur of Cap. 12 to serve as a notification against the respondent. The applicant asked this Honorable Court to, among others: Condemn the defendants to pay those damages thus liquidated. With all costs against the respondent, who is now summoned so that a reference to his evidence be made.

The Sworn Application in the names mentioned above is adjourned to 17th October, 2023, at 9.50 a.m.

Notification Respondent: Mifsud David u Mifsud Dorothy, 93, Gardwell, Flat 1, Triq ix-Xitwa, St Paul's Bay

Registry of the Superior Courts, today 7th August, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

1642

AVVIŻ MIR-REĠISTRU TAL-PRIM'AWLA TAL-QORTI ĊIVILI

Billi Marcelle Caiola Garzia sive Marcelle Caiola Garcia et (KI 353568M) ippreżentaw rikors ġuramentat (numru 790/2023JVC) fejn giet mitluba l-korrezzjoni tal-Att tat-Twelid u tal-Att taż-Żwieġ numru 3535/1968 u 2271/2003 rispettivament fir-Reġistru Pubbliku.

Kull min jidhirlu li għandu interess u jrid jopponi dik it-talba, b'dan l-avviż huwa msejjaħ sabiex ifisser il-fehma tiegħu, b'nota li għandha tiġi ppeżentata fir-Reġistru ta' dawn il-Qrati fi żmien ħmistax-il ġurnata mill-ħruġ ta' dan l-avviż fil-Gazzetta tal-Gvern.

Dawk illi, fiż-żmien fuq imsemmi, ikunu ppreżentaw dik in-nota, għandhom jiġu notifikati b'kopja tar-rikors ġuramentat hawn fuq imsemmi bil-ġurnata li tingħata għas-smigħ tal-kawża.

B'ordni tal-Qorti

Reġistru tal-Qorti Superjuri

Illum 17 ta' Awwissu, 2023

CORA CATANIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

NOTICE, REGISTRY OF THE CIVIL COURT, FIRST HALL

Whereas Marcelle Caiola Garzia sive Marcelle Caiola Garcia et (ID 353568M) filed an application under oath (number 790/2023JVC) demanding the correction of the Act of Birth and the Act of Marriage number 3535/1968 and 2271/2003 respectively in the Public Registry.

Whosoever may have an interest therein, and wishes to oppose that demand, is hereby called upon to do so, by means of a note to be filed in the Registry of these Courts, within fifteen days from the day of the publication of this present notice in the Government Gazette.

Those who, within the aforesaid time, shall have filed such note, shall be notified by the service of a copy of the said application under oath, of the day which will be appointed for the hearing of the case.

By order of the Court

Registry of the Superior Court

Today 17th of August, 2023

CORA CATANIA
For Registrar, Civil Courts and Tribunals

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