Nru./No. 21,109
Prezz/Price
€8.64

Gazzetta tal-Gvern ta' Malta
The Malta Government Gazette

Il-Ġimgħa, 1 ta' Settembru, 2023
Friday, 1st September, 2023

Pubblikata b'Awtorità
Published by Authority

SOMMARJU – SUMMARY

Notifikazzjonijiet tal-Gvern ..... 9929 - 9935
Government Notices ..... *9929 - 9935*

Avviżi tal-Pulizija ..... 9935 - 9936
Police Notices ..... *9935 - 9936*

Avviżi lill-Baħħara ..... 9936 - 9941
Notices to Mariners ..... *9936 - 9941*

Opportunitajiet ta' Impjieg ..... 9941 - 10,100
Employment Opportunities ..... *9941 - 10,100*

Avviżi tal-Gvern ..... 10,100 - 10,101
Notices ..... *10,100 - 10,101*

Offerti ..... 10,101 - 10,107
Tenders ..... *10,101 - 10,107*

Avviżi tal-Qorti ..... 10,107 - 10,116
Court Notices ..... *10,107 - 10,116*

NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 1203

FORZI ARMATI TA' MALTA
(FORZA REGOLARI)

IL-PRESIDENT ta' Malta għoġbu japprova t-trasferiment tal-uffiċjal hawn taħt imsemmi mill-Forza Regolari tal-Forzi Armati ta' Malta għall-Forza tar-Riżerva Individwali, meta rriżenjat, b'seħħ mid-data li tinsab ħdejn isimha.

Il-Kaptan Lindsey Pirotta 31 ta' Awwissu, 2023

L-1 ta' Settembru, 2023

Nru. 1204

ĦATRA TA' AĠENT NUTAR PRINĊIPALI TAL-GVERN

IS-SEGRETARJU Permanenti fil-Ministeru għall-Ġustizzja approva l-ħatra temporanja li ġejja:

ISEM *NAME*	POST *POST*	DIPARTIMENT *DEPARTMENT*	DATA *DATE*
In-Nutar Dott. Paul Callus	Aġent Nutar Prinċipali tal-Gvern *Acting Chief Notary to Government*	Uffiċċju tan-Nutar tal-Gvern *Office of the Notary to Government*	28.8.2023 - 6.9.2023

L-1 ta' Settembru, 2023

Nru. 1205

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 nnominat lin-Nutar Dott. Joseph Smith La Rosa De Cristoforo bħala nutar delegat u konservatur tal-atti tan-Nutar Dott. Matthew Agius u dan għall-perjodu bejn it-8 ta' Settembru, 2023 u t-22 ta' Settembru, 2023.

Illum 29 ta' Awwissu, 2023

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

GOVERNMENT NOTICES

No. 1203

ARMED FORCES OF MALTA
(REGULAR FORCE)

THE President of Malta has the pleasure to approve the transfer of the undermentioned officer from the Regular Force of the Armed Forces of Malta to the Individual Reserve Force, on resignation, with effect from the date as shown against her name.

Captain Lindsey Pirotta 31st August, 2023

1st September, 2023

No. 1204

APPOINTMENT OF ACTING CHIEF NOTARY TO GOVERNMENT

THE Permanent Secretary in the Ministry for Justice has approved the following acting appointment:

ISEM *NAME*	POST *POST*	DIPARTIMENT *DEPARTMENT*	DATA *DATE*
In-Nutar Dott. Paul Callus	Aġent Nutar Prinċipali tal-Gvern *Acting Chief Notary to Government*	Uffiċċju tan-Nutar tal-Gvern *Office of the Notary to Government*	28.8.2023 - 6.9.2023

1st September, 2023

No. 1205

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 Joseph Smith La Rosa De Cristoforo to be notary delegate and keeper of the Acts for Notary Dr Matthew Agius for the period between the 8th September, 2023 and the 22nd September, 2023.

Today the 29th August, 2023

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

Nru. 1206

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 nnominat lin-Nutar Dott. Sara Ellul bħala nutar delegat u konservatur tal-atti tan-Nutar Dott. Emma Zammit u dan għall-perjodu bejn il-11 ta' Settembru, 2023 u t-22 ta' Settembru, 2023.

Illum 29 ta' Awwissu, 2023

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

No. 1206

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 Sara Ellul to be notary delegate and keeper of the Acts for Notary Dr Emma Zammit for the period between the 11th September, 2023 and the 22nd September, 2023.

Today the 29th August, 2023

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

Nru. 1207

ID-DIRETTUR ĠENERALI (KUMMERĊ) JERĠA' LURA FUQ DMIRIJIETU

IS-SUR Godwin Warr, Direttur Ġenerali (Kummerċ) daħal lura fuq dmirijietu fid-29 ta' Awwissu, 2023, u l-arranġamenti li hemm referenza għalihom fin-Notifikazzjoni tal-Gvern Nru. 1159 tal-21 ta' Awwissu, 2023, huma b'din imħassrin.

L-1 ta' Settembru, 2023

No. 1207

RESUMPTION OF DUTIES OF DIRECTOR GENERAL (COMMERCE)

MR Godwin Warr, Director General (Commerce), resumed duties on 29th August, 2023, and the arrangements referred to in the Government Notice No. 1159 of 21st August, 2023, are hereby being cancelled.

1st September, 2023

Nru. 1208

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	Deheb Pur Gramma	Fidda Pura Gramma
Date	*Pure Gold* *Grams*	*Pure Silver* *Grams*
1.9.2023	€57.295	€0.728

L-1 ta' Settembru, 2023

No. 1208

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:

1st September, 2023

Nru. 1209

NUMRI ĠODDA TA' BIBIEN F'ĦAŻ-ŻEBBUĠ(M)

BIS-SAĦĦA tal-poteri mogħtija bl-artikolu 115 tal-Kodiċi tal-Liġijiet tal-Pulizija (Kap. 10), il-Prim Ministru għoġbu jordna illi n-numri/ismijiet ta' bibien fit-triq imsemmija f'Ħaż-Żebbuġ(M), hawn taħt elenkati u speċifikati f'din l-iskeda, għandhom jinbidlu kif jidher fl-iskeda msemmija.

No. 1209

NUMBERING OF DOORS AT ĦAŻ-ŻEBBUĠ(M)

IN exercise of the powers conferred by section 115 of the Code of Police Laws (Cap. 10), the Prime Minister has been pleased to order that the numbers/names of the doors in the undermentioned street at Ħaż-Żebbuġ(M), specified in the subjoined schedule, be altered as stated in the said schedule.

SKEDA/*SCHEDULE*

ĦAŻ-ŻEBBUĠ (M)

TRIQ TA' L-IMGĦAŻEL

In-naħa tax-xellug meta tidħol minn Triq Dun Luret Callus

Left side entering from Triq Dun Luret Callus

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
De Rohan Flats	1
Garaxx	3
Bieb bla numru (Flettijiet)	5
Auto Detailing (Garaxx)	7
Auto World (Ħanut)	9
Ħanut	11
Bieb bla numru	13
Midway Tyre Services (Ħanut)	15

In-naħa tal-lemin meta tidħol minn Triq Dun Luret Callus

Right side entering from Triq Dun Luret Callus

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Garaxx	2
Rusella Garages	4
Our Nest/Blusim (Flettijiet)	6
Garaxx	8
Garaxx	10
Du Soleil (Flettijiet)	12
PEMF Therapy Malta	14

Nru. 1210

NUMRI ĠODDA TA' BIBIEN FI FLEUR-DE-LYS, BIRKIRKARA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 791 tat-30 ta' Awwissu, 2011, taħt it-titlu 'Numri ġodda ta' bibien f'Birkirkara', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 1210

NUMBERING OF DOORS AT FLEUR-DE-LYS, BIRKIRKARA

Amendments

WITH reference to Government Notice No. 791 dated 30th August, 2011, under the title 'Renumbering of doors at Birkirkara', the following amendments in **bold** should be made.

FLEUR-DE-LYS, BIRKIRKARA

1. TRIQ NOTABILE

Meta tidħol minn Triq Tal-Indjana

Entering from Triq Tal-Indjana

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Uffiċċju	2
Garaxx	3
Casa Beatrice	4
Garaxx	5

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	6
Heryan	7

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
2 (Uffiċċju)	2
2	**3**
Garaxx	**4**
Bieb bla numru	**4A**
Garaxx	**5**
Bieb bla numru	**5A**
6 (Garaxx)	6
7, Heryan	7

L-1 ta' Settembru, 2023

1st September 2023

Nru. 1211

No. 1211

NUMRI ĠODDA TA' BIBIEN FIS-SIĠĠIEWI

NUMBERING OF DOORS AT IS-SIĠĠIEWI

Emendi

Amendments

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

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

IS-SIĠĠIEWI

44. TRIQ PATRI ĠUŻEPP DELIA

In-naħa tax-xellug meta tidħol minn Triq Lapsi

Left side entering from Triq Lapsi

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

In-naħa tal-lemin meta tidħol minn Triq Lapsi

Right side entering from Triq Lapsi

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Aquacorn	52
Sit bla bini	54-56
Garaxx	58

għandhom jinqraw
should read

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
52, Aquacorn	52
Daħla għall-garaxxijiet	**54**
Maison Nicholas	**54A**
Belvedere (Flettijiet)	**56**
56A, Mais 1	**56A**
58 (Garaxx)	58

L-1 ta' Settembru, 2023

1st September 2023

Nru. 1212

NUMRI ĠODDA TA' BIBIEN FIS-SWIEQI

Emenda

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 530 tas-16 ta' April, 2021, taħt it-titlu 'Numri ġodda ta' bibien fis-Swieqi', għandha ssir din l-emendai kif indikat b'tipi **grassi**.

No. 1212

NUMBERING OF DOORS AT IS-SWIEQI

Amendment

WITH reference to Government Notice No. 530 dated 16th April, 2021, under the title 'Numbering of doors at Is-Swieqi', the following amendment in **bold** should be made.

IS-SWIEQI

29. TRIQ IL-KARTOĊĊ

In-naħa tax-xellug meta tidħol minn Triq il-Miżura

Left side entering from Triq il-Miżura

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

In-naħa tal-lemin meta tidħol minn Triq il-Miżura

Right side entering from il-Miżura

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
8, Casa Anastasi	8
Bieb bla numru	10
Garaxx	10A

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
8, Casa Anastasi	8
Bieb bla numru	**8A**
10	10
10A (Garaxx)	10A

L-1 ta' Settembru, 2023

1st September 2023

Nru. 1213

NUMRI ĠODDA TA' BIBIEN FIS-SWIEQI

Kjarifika

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 870 tal-4 ta' Settembru, 2015, taħt it-titlu 'Numri ġodda ta' bibien fis-Swieqi', għandha ssir din il-kjarifika kif indikata b'tipi **grassi**.

No. 1213

NUMBERING OF DOORS AT IS-SWIEQI

Clarification

WITH reference to Government Notice No. 870 dated 4th September, 2015, under the title 'Renumbering of doors at Is-Swieqi', the following clarification in **bold** should be made.

IS-SWIEQI

29. TRIQ IL-KARTOĊĊ

In-naħa tax-xellug meta tidħol minn Triq il-Miżura

Left side entering from Triq il-Miżura

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Dar	61

In-naħa tal-lemin meta tidħol minn Triq il-Miżura

Right side entering from Triq il-Miżura

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

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
61, Liana Crt	61

L-1 ta' Settembru, 2023

Nru. 1214

TERMINAZZJONI TA' KIRI TA' RABA'

DIKJARAZZJONI MILL-AWTORITÀ TAL-ARTIJIET

JIEN hawnhekk niddikjara illi l-art hawn taħt imsemmija, li hija proprjetà tal-Gvern, hija meħtieġa għal skop pubbliku skont id-dispożizzjonijiet tal-Att dwar Artijiet tal-Gvern (Kap. 573) tal-Liġijiet ta' Malta.

L-1 ta' Settembru, 2023
(File No. L/478/72)

Deskrizzjoni tal-Art

L-art li ġejja f'Ħal Luqa:

Biċċa art tal-kejl ta' madwar 506 metri kwadri, li tmiss mit-Tramuntana u mil-Lvant ma' proprjetà tal-Gvern u mill-Punent ma' triq pubblika jew irjieħ verjuri u hija reġistrata fir-rekords tal-Awtorità bħala parti mit-tenement numru 051313.

L-art hawn fuq imsemmija fi Triq l-Imgieret, Ħal Luqa, qiegħda tiġi terminata b'konnessjoni mal-espansjoni tal-Marsa Industrial Estate.

L-art hawn fuq imsemmija tidher immarkata bil-kulur ikħal fuq il-pjanta P.D. 2010_1014_1, li wieħed jista' jara fuq talba fl-Awtorità tal-Artijiet, Il-Berġa tal-Baviera, Il-Belt Valletta.

(Iff.) Dott. John Vassallo, LLD
Chairperson tal-Bord tal-Gvernaturi tal-Awtorità tal-Artijiet

Id-29 ta' Awwissu, 2023

Nru. 1215

ATT DWAR L-AFFARIJIET TAL-KONSUMATUR (KAP.378)

Lista ta' Għaqdiet tal-Konsumatur Registrati

Il-KUNSILL għall-Affarijiet tal-Konsumatur jgħarraf illi għall-finijiet tal-Artikolu 33 tal-Att dwar l-Affarijiet tal-Konsumatur, l-għaqdiet tal-konsumaturi li ġejjien kienu debitament reġistrati a tenur tat-Taqsima IV tal-imsemmi Att, fil-31 ta' Diċembru , 2019:

L-'Għaqda tal-Konsumaturi - Malta' mit-22 ta' Ottubru, 1997; u

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

1st September 2023

No. 1214

TERMINATION OF AGRICULTURAL LEASE

DECLARATION BY THE LANDS AUTHORITY

I hereby declare that the under-mentioned land, which is Government property, is required for a public purpose in accordance with the provisions of the Government Lands Act (Cap. 573) of the Laws of Malta.

1st September, 2023

Description of the Land

The following land at Ħal Luqa:

A plot of land measuring about 506 square metres, bounded on the North and East by Government property and and on the West by a public road or more precise boundaries and is registered on Authority records as part of tenement number 051313.

The above-mentioned land in Triq l-Imgieret, Ħal Luqa, is being terminated in connection with the expansion of the Marsa Industrial Estate.

The above-mentioned land is shown marked with the colour blue on plan P.D. 2010_1014_1, which may be viewed on demand at the Lands Authority, Auberge de Baviere, Valletta.

(Sgd) Dr John Vassallo, LLD
Chairperson of the Board of Governors of the Lands Authority

29th August, 2023

No. 1215

CONSUMER AFFAIRS ACT (CAP. 378)

List of registered Consumer Associations

THE Consumer Affairs Council notifies that for the purpose of Article 33 of the Consumer Affairs Act, the following consumer associations were duly registered consumer associations in accordance with the requirements of Part IV of the said Act, as on 31st December, 2019.

'Consumers' Association Malta' as from 22nd October, 1997; and

L-'Assoċjazzjoni għad-Drittijiet tal-Konsumatur, Malta' mill-11 ta' Ġunju, 2012.

It-30 ta' Awwissu, 2023

AVVIŻ TAL-PULIZIJA

Nru. 175

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.

San Pawl il-Baħar

Nhar il-Ħadd, 3 ta' Settembru, 2023, mit-8.00 a.m. sal-10.00 a.m., minn Triq it-Turisti, Triq Larry Vella, Triq id-Denfil, Triq Annetto Caruana (għeluq ta' triq u trasport pubbliku se jkun affettwat).

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

L-1 ta' Settembru, 2023

AVVIŻ TAL-PULIZIJA

Nru. 176

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.

L-Isla

Nhar it-Tlieta, 5 ta' Settembru, 2023, mid-9.00 a.m. 'il quddiem, ħadd ma jista' jidħol jew jipparkja fi Triq il-Vitorja (minn parti minn Triq San Ġiljan sa Triq il-Kunċizzjoni) u Pjazza l-4 ta' Settembru.

Trasport pubbliku se jkun affettwat.

Il-Belt Valletta

Nhar l-Erbgħa, 6 ta' Settembru, 2023, minn nofsinhar sal-10.00 p.m., mill-parkeġġ tal-Bank Ċentrali.

'Association for Consumer Rights, Malta' as from 11th June, 2012

30th August, 2023

POLICE NOTICE

No. 175

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.

St Paul's Bay

On Sunday, 3rd September, 2023, from 8.00 a.m. till 10.00 a.m., through Triq it-Turisti, Triq Larry Vella, Triq id-Denfil, Triq Annetto Caruana (road closure and public transport will be affected).

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

1st September, 2023

POLICE NOTICE

No. 176

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.

Senglea

On Tuesday, 5th September, 2023, from 9.00 a.m. onwards, no entry and no parking to Triq il-Vitorja (from part of Triq San Ġiljan till Triq il-Kunċizzjoni) and Pjazza l-4 ta' Settembru.

Public transport will be affected.

Valletta

On Wednesday, 6th September, 2023, from noon till 10.00 p.m., through Central Bank parking area.

It-trasport pubbliku (Valletta Circular Bus) jista' jkun affettwat.

L-għeluq tat-toroq isir skont il-bżonn.

Iż-Żejtun

Nhar il-Ħadd, 17 ta' Settembru, 2023, mis-6.45 p.m. sal-10.30 a.m., minn ħdejn il-knisja parrokkjali, Misraħ ir-Repubblika, Triq San Girgor, Triq Santa Monika, Triq Luqa Briffa, Misraħ Karlu Diacono, Triq il-Madonna tal-Bon Kunsill u Misraħ Gregorio Bonnici.

Trasport pubbliku se jkun affettwat.

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

L-1 ta' Settembru, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 161 tal-2023

Logħob tan-Nar mix-Xatt 'il Barra mill-Fortizza Manoel – 5 ta' Settembru, 2023

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, javża lill-baħħara li se jinħaraq logħob tan-nar ta' tliet (3) minuti mix-xatt tal-Fortizza Manoel nhar it-Tlieta, 5 ta' Settembru, 2023. Il-wirja se tkun iċċentrata f'Punt A (kif jidher fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt)) fil-pożizzjoni approssimattiva li ġejja:

	Latitudni (T)	*Longitudni (L)*
A	35° 54'.223	14° 30'.469

Il-logħob tan-nar se jinħaraq għall-ħabta tal-10.30 p.m.

Fid-dawl ta' dan ta' hawn fuq, il-baħħara huma avżati biex iżommu 60 metru 'l bogħod minn punt A fid-data u l-ħin imsemmija hawn fuq.

Kwalunkwe dgħajjes irmiġġati jew ankrati fiż-żona murija fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt) għandhom jitneħħew matul id-data u l-ħin 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 tali bastiment u t-tagħmir anċillari tiegħu jitħallew fiż-żona ta' sigurtà ta' 60m, jew barra dik iż-żona ta' sigurtà, mill-punt minn fejn jinħaraq il-logħob tan-nar.

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

Public transport (Valletta Circular Bus) may be affected.

Road closure will be done as required.

Żejtun

On Sunday, 17th September, 2023, from 6.45 a.m. till 10.30 a.m., through near parish church, Misraħ ir-Repubblika, Triq San Girgor, Triq Santa Monika, Triq Luqa Briffa, Misraħ Karlu Diacono, Triq il-Madonna tal-Bon Kunsill and Misraħ Gregorio Bonnici.

Public transport will also be affected.

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

1st September, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 161 of 2023

Fireworks Display from the Foreshore off Il-Fortizza Manoel – 5th September, 2023

The Ports and Yachting Directorate, Transport Malta, notifies mariners that a 3-minute fireworks display will be let off from the foreshore of Il-Fortizza Manoel on Tuesday, 5th September, 2023. The display will be centred at Point A (as shown on the chart on Transport Malta website (www.transport.gov.mt)) in the approximate following position:

	Latitude (N)	*Longitude (E)*
A	35° 54'.223	14° 30'.469

The fireworks display will take place at about 10.30 p.m.

In view of the above, mariners are advised to keep 60 metres away from point A on the above-mentioned date and time.

Any boats berthed or anchored within the area shown on the chart found on Transport Malta website (www.transport.gov.mt) are to be removed during the above-mentioned date and time.

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 60m safety zone, or outside such safety zone, from the point from which the fireworks are let off.

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

Chart affettwata: BA 177

L-1 ta' Settembru, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 162 tal-2023

8 ta' Settembru Regatta fil-Port il-Kbir – il-Belt Valletta

Id-Direttorat tal-Portijiet u Yachting, Transport Malta, javża li r-Regatta tal-8 ta' Settembru 2023 se ssir fil-Port il-Kbir. Sinkers u bagi se jitqiegħdu kif ġej:

1. Nhar il-Ħamis, 7 ta' Settembru, 2023, 3 bagi sofor b'dwal li jteptep se jkunu mqabbda ma' sinkers li se jitpoġġew fil-pożizzjonijiet li ġejjin.

Pożizzjoni	*Latitudni (T)*	*Longitudni (L)*
B	35° 53'.584	014° 30'.965
C	35° 53'.481	014° 30'.834
D	35° 53'.410	014° 30'.756

2. Nhar il-Ġimgħa, 8 ta' Settembru, 2023, mit-8.00 a.m., linja virtwali/ħabel tal-wajer b'sufruni se tiġi stabbilita/ jitqiegħed fil-pożizzjonijiet li ġejjin:

(i) se jitqiegħed ħabel b'sufruni minn punt A fuq ix-xatt ta' Barriera Wharf sa baga B 'il barra mill-Ponta ta' Sant'Anġlu.

(ii) se jitqiegħed ħabel b'sufruni minn baga B 'il barra mill-Ponta ta' Sant'Anġlu sa punt C fit-Tramuntana tal-Ponta tal-Isla.

(iii) se jitqiegħed ħabel b'sufruni mill-baga C fit-Tramuntana tal-Ponta tal-Isla sa punt D fil-Punent tal-Ponta tal-Isla faċċata tad-daħla tal-Bastjun tal-Franċiżi.

Pożizzjoni	*Latitudni (T)*	*Longitudni (L)*
(A)	35° 53'.693	014° 30'.831

(iv) se tiġi stabbilita linja virtwali minn punt D lejn il-Punent tal-Ponta tal-Isla faċċata tad-Daħla tal-Bastjun tal-Franċiżi, sa punt E fuq Parlatorio Wharf.

(v) se jitqiegħed ħabel b'sufruni minn bollard 8 f'Ras Ħanżir 2 punt F sa bollard 26 fil-punt Deep Water Quay G, kif muri fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

3. Il-ħbula, sufruni u bagi msemmija fi 2 hawn fuq jitneħħew mat-tlestija tar-Regatta f'bejn wieħed u ieħor is-6.30 p.m. ta' nhar il-Ġimgħa, 8 ta' Settembru, 2023.

4. Is-sinkers u l-bagi msemmija f'1 hawn fuq imbagħad jitneħħew is-Sibt, 9 ta' Settembru, 2023.

Chart affected: BA 177

1st September, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 162 of 2023

8th September Regatta in the Grand Harbour – Valletta

The Ports and Yachting Directorate, Transport Malta, notifies that the 8th September 2023 Regatta will be held in the Grand Harbour. Sinkers and marker buoys will be laid as follows:

1. On Thursday, 7th September, 2023, 3 Yellow Marker buoys with flashing lights will be secured to sinkers that will be laid in the following positions.

Position	*Latitude (N)*	*Longitude (E)*
B	35° 53'.584	014° 30'.965
C	35° 53'.481	014° 30'.834
D	35° 53'.410	014° 30'.756

On Friday, 8th September, 2023 as from 8.00 a.m., virtual line/wire rope with floats will be established/laid in the following positions:

(i) a wire rope with floats will be laid from point A ashore on Barriera Wharf to buoy B off Il-Ponta ta' Sant'Anġlu.

(ii) a wire rope with floats will be laid from buoy B off Il-Ponta ta' Sant'Anġlu to point C north of Il-Ponta tal-Isla.

(iii) a wire rope with floats will be laid from buoy C north of Il-Ponta tal-Isla to point D west of Il-Ponta tal-Isla opposite the entrance to Id-Daħla tal-Franċiżi Bastion.

Position	*Latitude (N)*	*Longitude (E)*
(A)	35° 53'.693	014° 30'.831

(iv) a virtual line will be established from point D west of Il-Ponta tal-Isla opposite the entrance to Il-Daħla tal-Franċiżi, Bastion to point E on Parlatorio Wharf.

(v) a wire rope with floats will be laid from bollard 8 at Ras Ħanżir 2 point F to bollard 26 at Deep Water Quay point G, as shown on chart found on Transport Malta website (www.transport.gov.mt).

3. The wire ropes, floats and buoys mentioned in 2 above will be removed on the completion of the Regatta at approximately 6.30 p.m. on Friday, 8th September, 2023.

4. The sinkers and marker buoys mentioned in 1 above will then be removed on Saturday, 9th September, 2023.

5. Il-'port hand lateral mark' imqiegħda fil-kordinati li ġejjin taħt il-Ponta tal-Isla se titneħħa għall-avveniment.

Pożizzjoni	*Latitudni (T)*	*Longitudni (L)*
	35° 53'.468	014° 30'.808

Il-kaptana tal-bastimenti kollha huma nnotifikati li nhar il-Ġimgħa, 8 ta' Settembru, 2023, bejn it-8,00 a.m. u s-6.30 p.m., il-bastimenti li jkunu deħlin ma jitħallewx jipproċedu lejn l-ebda irmiġġ fil-Lbiċ tal-linja immaġinarja li tgħaqqad il-punt A fuq Barriera Wharf u l-Fortizza Sant'Anġlu Flagstaff. Bastimenti fiż-żona tal-baħar "Il-Marsa" mhux se jitħallew jipproċedu lil hinn mil-linja F sa G indikata fi 2(v) hawn fuq wara t-8.00 a.m. L-ebda bastiment mhu se jkun permess ħdejn il-linja tat-tmiem ħlief dawk involuti fit-tlielaq. L-ebda moviment ta' bastimenti ma jkun permess ġewwa l-Port il-Kbir, ħlief b'permess speċjali. Il-bastimenti kollha għandhom iżommu distanza minima ta' 5m 'il bogħod mil-linji u s-sufruni msemmija f'2(ii), 2(iii), 2(iv) u 2(v).

Bastimenti deħlin ma jitħallewx jipproċedu lejn l-ebda rmiġġ fil-Lbiċ tal-linja immaġinarja li hija 150m fil-Grigal tal-linja A sa B msemmija f'2(i) hawn fuq. L-ebda bastiment mhu se jitħalla joqgħod f'din iż-żona ta' 150m.

Iż-żona delimitata bil-linji immaġinarji bejn il-punti A sa B, B sa C, C sa D, D sa E (kantuniera ta' Parlatorio Wharf), F sa G u x-xatt ta' bejniethom għandha tinżamm libera nhar il-Ġimgħa, 8 ta' Settembru, 2023, bejn it-8.00 a.m. u s-6.30 p.m., mill-bastimenti kollha ħlief dawk awtorizzati mill-organizzaturi tal-attivitajiet.

Il-kaptana tal-bastimenti kollha huma mwissija wkoll li l-ħbula u s-sufruni jistgħu jikkawżaw xkiel fiżiku u konsegwentement għandhom jinnavigaw b'kawtela kbira. Għandha tingħata attenzjoni wkoll meta jkunu fil-viċinanza ta' ħbula u sufruni bħal dawn meta dawn ikunu qed jitqiegħdu jew jitneħħew.

Il-baħħara għandhom jobdu kwalunkwe struzzjonijiet maħruġa mill-Valletta Port Control (Valletta VTS) fuq VHF Channel 12 u l-persunal tal-infurzar fiż-żona.

Chart affettwata: BA 177

L-1 ta' Settembru, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 163 tal-2023

Logħob tan-Nar mix-Xatt 'il barra mill-Fortizza Manoel – 13 ta' Settembru, 2023

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, javża lill-baħħara li se jinħaraq logħob tan-nar ta' tliet (3) minuti mix-xatt tal-Fortizza Manoel nhar il-Erbgħra, 13 ta'

5. The port hand lateral mark placed at the following coordinates below Il-Ponta tal-Isla will be removed for the event.

Position	*Latitude (N)*	*Longitude (E)*
	35° 53'.468	014° 30'.808

Masters of all vessels are notified that on Friday, 8th September, 2023 from 8.00 a.m. till 6.30 p.m., incoming vessels will not be allowed to proceed to any berth south-west of the imaginary line joining point A on Barriera Wharf and Fortizza Sant'Anġlu Flagstaff. Vessels in 'Il-Marsa' sea area will not be allowed to proceed beyond the line F to G indicated in 2(v) above after 8.00 a.m. No vessel will be allowed near the finishing line except those involved in the races. No movements of vessels will be allowed inside the Grand Harbour, except by special permission. All vessels are to keep a minimum distance of 5m away from the lines and floats mentioned in 2(ii), 2(iii), 2(iv) and 2(v).

Incoming vessels will not be allowed to proceed to any berth south-west of the imaginary line which is 150m north-east of the line A to B mention in 2(i) above. No vessel will be allowed to stay within this 150m area.

The area bounded by the imaginary lines between the points A to B, B to C, C to D, D to E (corner of Parlatorio Wharf), F to G and the intermediate coastline is to be kept clear on Friday, 8th September, 2023, from 8.00 a.m. till 6.30 p.m., from all vessels except those authorised by the activity organisers.

Masters of all vessels are also warned that the wire ropes and floats may cause a physical obstruction and consequently they are to navigate with extreme caution. Caution is also to be exercised when in the vicinity of such wire ropes and floats when these are being laid or removed.

Mariners are to obey any instructions issued by Valletta Port Control (Valletta VTS) on VHF Channel 12 and enforcement personnel in the area.

Chart affected: BA 177

1st September, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 163 of 2023

Fireworks Display from the Foreshore off Il-Fortizza Manoel – 13th September, 2023

The Ports and Yachting Directorate, Transport Malta, notifies mariners that a 3-minute fireworks display will be let off from the foreshore of Il-Fortizza Manoel on Wednesday,

Settembru, 2023. Il-wirja se tkun iċċentrata f'Punt A (kif jidher fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt)) fil-pożizzjoni approssimattiva li ġejja:

	Latitudni (T)	*Longitudni (L)*
A	35° 54'.223	14° 30'.469

Il-logħob tan-nar se jinħaraq f'bejn wieħed u ieħor l-10.30 p.m.

Fid-dawl ta' dan ta' hawn fuq, il-baħħara huma avżati biex iżommu 60 metru 'l bogħod minn punt A fid-data u l-ħin imsemmija hawn fuq.

Kwalunkwe dgħajjes irmiġġati jew ankrati fiż-żona murija fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt) għandhom jitneħħew matul id-data u l-ħin 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 tali bastiment u t-tagħmir anċillari tiegħu jitħallew fiż-żona ta' sigurtà ta' 60m, jew barra dik iż-żona ta' sigurtà, mill-punt minn fejn jinħaraq il-logħob tan-nar.

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

Chart affettwata: BA 177

L-1 ta' Settembru, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 164 tal-2023

Emenda għal Avviż Lokali lill-Baħħara Nru. 186 tal-2022 dwar Xogħlijiet ta' rikostruzzjoni fuq skal fil-Qala tal-Mistra fil-Bajja ta' San Pawl

Issir referenza għall-Avviż Lokali lill-Baħħara Nru. 186 tal-2022.

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, javża lill-baħħara u lis-sidien tal-bastimenti lix-xogħlijiet ta' rikostruzzjoni fuq skal fil-Qala tal-Mistra fil-Bajja ta' San Pawl mhux se jitlesta fiż-żmien, kif ippjanat. Għaldaqstant, id-data tat-tlestija qed tiġi estiża sakemm jinħareġ avviż ieħor.

Avviż Lokali lill-Baħħara Nru. 186 tal-2022 għandu jiġi emendat skont dan.

13th September, 2023. The display will be centred at Point A (as shown on the chart found on Transport Malta website (www.transport.gov.mt)) in the approximate following position:

	Latitude (N)	*Longitude (E)*
A	35° 54'.223	14° 30'.469

The fireworks display will take place at about 10.30 p.m..

In view of the above, mariners are advised to keep 60 metres away from point A on the above-mentioned date and time.

Any boats berthed or anchored within the area shown on the chart found on Transport Malta website (www.transport.gov.mt) are to be removed during the above-mentioned date and time.

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 60m safety zone, or outside such safety zone, from the point from which the fireworks are let off.

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

Chart affected: BA 177

1st September, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 164 of 2023

Amendment to Local Notice to Mariners No. 186 of 2022 regarding reconstruction works on a slipway at Il-Qala tal-Mistra in Il-Bajja ta' San Pawl

Reference is made to Local Notice to Mariners No. 186 of 2022.

The Ports and Yachting Directorate, Transport Malta, notifies mariners and owners of vessels that the reconstruction works on a slipway at Il-Qala tal-Mistra in Il-Bajja ta' San Pawl will not be completed within the time, as planned. The completion date is therefore being extended until further notice.

Local Notice to Mariners No. 186 of 2022 is to be amended accordingly.

L-informazzjoni l-oħra kollha msemmija f'Avviż Lokali lill-Baħħara Nru. 186 tal-2022 se tibqa' valida.

Chart affettwata: BA 211

L-1 ta' Settembru, 2023

TRANSPORT MALTA

Avviż lill-Baħħara Nru. 29 tal-2023

Korrezzjoni ta' Chart – Foul area
(ankra u katina mitlufa)

B'referenza għal BA chart 2538 – Malta
BA Chart 194 – Malta u Għawdex

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf lill-baħħara li ntilfu ankra u katina fil-kantuniera tal-Lbiċ ta' Bunkering Area 3 (West Sector), fil-pożizzjoni approssimattiva li ġejja.

Latitudni (T)	*Lonġitudni (L)*
35° 52'.058	014° 44'.900

Daħħal is-simbolu (#) li jindika 'foul area' b'raġġ ta' 500m, fil-pożizzjoni.

Il-pożizzjonijiet huma b'referenza għal WGS 84 DATUM.

Chart affettwata: 2538, 194

L-1 ta' Settembru, 2023

TRANSPORT MALTA

Avviż lill-Baħħara Nru. 30 tal-2023

Taħriġ ta' sparar attiv f'Pembroke Ranges – 6 u 7 ta' Settembru, 2023 – Sigħat estiżi

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, b'dan jgħarraf illi b'żieda għal Avviż lill-Baħħara Nru. 24 tal-2021, il-Forzi Armati ta' Malta se jagħmlu taħriġ ta' sparar attiv nhar il-Erbgħa, 6 ta' Settembru, 2023, u l-Ħamis, 7 ta' Settembru, 2023, b'ħinijiet estiżi mill-4.30 p.m. sal-11.00 p.m. (ħin lokali).

Messaġġ ta' Sécurité se jinħareġ fuq VHF Channels 12, u/jew 16 minn Valletta VTS, kif meħtieġ.

Iż-żona ta' eżerċizzju (LM-D6) hija delinjata b'settur ABC.

All the other information mentioned in Local Notice to Mariners No. 186 of 2022 will remain valid.

Chart affected: BA 211

1st September, 2023

TRANSPORT MALTA

Notice to Mariners No. 29 of 2023

Chart Correction – Foul area
(lost anchor and chain)

Reference is made to BA Chart 2538 – Malta
BA Chart 194 – Malta and Gozo

The Ports and Yachting Directorate, Transport Malta, notifies Mariners that an anchor and chain were lost to the southwest corner of Bunkering Area 3 (West Sector), in the following approximate position.

Latitude (N)	*Longitude (E)*
35° 52'.058	014° 44'.900

Insert symbol (#) indicating a foul area with a 500m radius, in position.

Positions are referred to WGS 84 DATUM.

Charts affected: 2538, 194

1st September, 2023

TRANSPORT MALTA

Notice to Mariners No. 30 of 2023

Live firing practice at Pembroke Ranges – 6 and 7 September, 2023 – Extended hours

The Ports and Yachting Directorate, Transport Malta, hereby notifies that further to Notice to Mariners No. 24 of 2021, the Armed Forces of Malta will carry out live firing practice on Wednesday, 6th September, 2023, and Thursday, 7th September, 2023, with extended hours from 4.30 p.m. till 11.00 p.m. (local time).

A Sécurité message will be issued on VHF Channels 12, and/or 16 by Valletta VTS, accordingly.

The exercise area (LM-D6) is delineated by sector ABC.

Minn Pożizzjoni A

	Latitudni (T)	*Longitudni (L)*
A	35° 55'.540	014° 28'.320 (Punt ċentrali fuq l-art),

raġġ ta' 4 mili nawtiċi sal-punti

B	35° 59'.460	014° 27'.150 u
C	35° 58'.290	014° 32'.190

Limiti indikati fuq BA charts 194, 2537 u 2538.

Matul it-taħriġ ta' sparar attiv, bnadar ħomor (qies ta' madwar 2.5m x 2m) se jittajru mil-limiti tax-xatt. Wara nżul ix-xemx, minflok il-bnadar ħomor, se jkun hemm dwal ħomor u se jkun hemm żewġ bastimenti ta' sigurtà bi dwal blu fuq kull naħa, biex jindikaw il-limitu taż-żona. Il-baħħara huma avżati biex iżommu, bħala minimu, 4 mili nawtiċi 'l barra mill-kosta meta jintlemħu l-bnadar jew il-bastimenti tas-sigurtà.

Barra minn hekk, kull istruzzjoni mogħtija fuq VHF Channels 12 u/jew 16 mill-Valletta Port Control (Valletta VTS) u l-Forzi Armati ta' Malta, għandha tiġi osservata b'mod strett.

Charts affettwati: BA 2538, 2537, 194.

Pożizzjonijiet b'referenza għal WGS 84 DATUM

L-1 ta' Settembru, 2023

L-AĠENZIJA GĦALL-VITTMI TAL-KRIMINALITÀ
(VSA)

L-Aġenzija għall-Vittmi tal-Kriminalità (VSA) teħtieġ individwi motivati għall-post li ġej:

Uffiċjal Eżekuttiv
(Sostitut Każwali)
Permess ta' Jobsplus Numru 644/2023

Deskrizzjoni tax-xogħol, flimkien mar-rekwiżiti ta' eliġibbiltà u kwalifiki jistgħu jitniżżlu minn (https://victimsupportagency.com/vacancies/).

L-applikanti interessati għandhom jibagħtu ittra ta' applikazzjoni flimkien ma' ċertifikat riċenti tal-kondotta tal-Pulizija, Europass CV dettaljat u kopji tal-kwalifiki akkademiċi lill-Kap Eżekuttiv tal-VSA fuq (vsa-hr@gov.mt) sa mhux aktar tard mill-Ġimgħa, 15 ta' Settembru, 2023.

Applikazzjonijiet li jaslu tard ma jkunux ikkunsidrati.

L-1 ta' Settembru, 2023

From Position A

	Latitude (N)	*Longitude (E)*
A	35° 55'.540	014° 28'.320 (Centre point on land),

a radius of 4 nautical miles to points

B	35° 59'.460	014° 27'.150 and
C	35° 58'.290	014° 32'.190

Limits are indicated on BA charts 194, 2537 and 2538.

During the Live Firing Practice, Red Flags (approximate size 2.5m x 2m), will be flown from the shore limits. After sunset, instead of the Red Flags, there will be Red Lights and there will be two safety vessels with blue lights on each side, to indicate the limits of the area. Mariners are warned to keep, as a minimum, 4 nautical miles off the coast when the flags or safety vessels are sighted.

Moreover, any instructions given on VHF Channels 12 and/or 16 by Valletta Port Control (Valletta VTS) and by the Armed Forces of Malta, are to be strictly observed.

Charts affected: BA 2538, 2537, 194.

Positions referred to WGS 84 DATUM

1st September, 2023

VICTIM SUPPORT AGENCY
(VSA)

The Victim Support Agency (VSA) is looking for highly motivated individuals for the following post:

Executive Officer
(Casual Substitute)
Jobsplus Permit Number 644/2023

Job Description, together with the eligibility and qualification requirements can be downloaded through (https://victimsupportagency.com/vacancies/).

Interested applicants should send a letter of application together with a recent Police certificate of conduct, detailed Europass CV and copies of academic qualifications to the VSA CEO on (vsa-hr@gov.mt) by not later than Friday, 15th September, 2023.

Late applications will not be considered.

1st September, 2023

AĠENZIJA NAZZJONALI TAL-LITTERIŻMU

Sejħa għal Uffiċjal tal-Librerija full-time mal-Aġenzija Nazzjonali tal-Litteriżmu

Numru tal-Permess tal-Jobsplus: 645/2023

L-Aġenzija Nazzjonali tal-Litteriżmu qiegħda tilqa' applikazzjonijiet għal Uffiċjal tal-Librerija, full-time, b'kuntratt indefinit.

L-applikanti għandhom jissodisfaw dawn il-kriterji ta' eliġibbiltà sad-data tal-għeluq:

Ikunu kkonfermati fil-grad ta' Assistent fil-Librerija; U

Ikollhom Diploma fil-Library and Information Studies (MQF 5) jew Diploma fl-Amministrazzjoni tal-Arkivji (MQF 5) jew kwalifika rikonoxxuta komparabbli jew ogħla fl-istess oqsma; U

Ikollhom tal-anqas Livell 3 tal-MQF fil-Malti u fl-Ingliż (ĊES Gradi 1-5, jew ekwivalenti); U

Ikunu kompetenti fl-użu ta' applikazzjonijiet tat-teknoloġija tal-informazzjoni (IT), inkluż MS Office.

Tingħata kunsiderazzjoni xierqa lil applikanti li huma kompetenti fl-użu ta' software li jintuża fil-libreriji u l-kodiċi tal-katalogar MARC 21 u/jew esperjenza verifikata ta' xogħol relatat.

Deskrizzjoni dettaljata tar-rwol u informazzjoni dwar il-kundizzjonijiet tal-impjieg tinstab minn (https://educationservices.gov.mt/nla), jew permezz ta' ittra elettronika lil (nlarecruitment@ilearn.edu.mt), jew bin-numru tat-telefown 2598 3325.

Il-kandidati għandhom jibagħtu l-ittra tal-applikazzjoni flimkien mal-kwalifiki u l-esperjenzi fil-format tal-European Curriculum Vitae, kopja taċ-ċertifikati rilevanti tagħhom, ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija u l-lista tax-xogħol li għamlu tul ħajjithom mill-Jobsplus, permezz ta' ittra elettronika lil (nlarecruitment@ilearn.edu.mt) jew bil-posta reġistrata lil Aġenzija Nazzjonali tal-Litteriżmu, Iċ-Ċentru Nazzjonali tal-Kurrikulu, Triq Ġużè Abela Scolaro, Il-Ħamrun HMR 1304, sa mhux aktar tard mill-Ġimgħa, 15 ta' Settembru, 2023, f'nofsinhar.

Applikazzjonijiet bil-posta għandhom jintbagħtu rreġistrati u kmieni biżżejjed biex jaslu qabel id-data tal-għeluq. L-applikanti jiġu mgħarrfa li tkun waslet l-applikazzjoni fi żmien tlett ijiem ta' xogħol. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

L-1 ta' Settembru, 2023

NATIONAL LITERACY AGENCY

Call for full-time Library Officer within the National Literacy Agency

Jobsplus Permit Number: 645/2023

The National Literacy Agency is seeking to recruit a full-time Library Officer on an indefinite contract.

By the closing date of applications, applicants must:

Be confirmed in the grade of Library Assistant; AND

Be in possession of a Diploma in Library and Information Studies (MQF 5) or a Diploma in Archives Administration (MQF 5), or a recognised comparable or higher qualification in the same fields; AND

Have at least MQF Level 3 in Maltese and English (SEC Grades 1-5, or equivalent); AND

Be competent in the use of Information Technology applications, including MS Office.

Due consideration will be given to applicants who are competent in library management software and the MARC 21 Cataloguing Code and/or have proven relevant work experience.

A detailed job description, including conditions of employment, can be obtained from (https://educationservices.gov.mt/nla) or by email to (nlarecruitment@ilearn.edu.mt) or by telephone number 2598 3325.

Candidates should submit their letter of application, together with a summary of qualifications and experience in a European Curriculum Vitae Format, a copy of their relevant scanned certificates, a valid police conduct certificate and their Jobsplus employment history, by email to (nlarecruitment@ilearn.edu.mt) or by registered post to Recruitment, National Literacy Agency, NCC, Triq Ġużè Abela Scolaro, Ħamrun HMR 1304, by not later than Friday, 15th September, 2023, at noon.

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. Applications will be acknowledged within three working days. Late applications will not be considered.

1st September, 2023

MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGĦAŻAGĦ, IR-RIĊERKA U L-INNOVAZZJONI

Post ta' Technician/Senior Technician fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni biex iservi f'Malta

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

Il-Ministeru 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' Technician/Senior Technician, fi ħdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, biex iservi f'Malta bħala Technician tal-Iskola f'wieħed jew aktar mill-oqsma li ġejjin:

Xjenza

Informazzjoni Teknologika (IT)

Vocational Education and Training (VET)

Termini u Kundizzjonijiet

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

2.2. Is-salarju ta' Technician huwa ta' Skala ta' Salarju 15, li fis-sena 2023 huwa ta' €16,452.64 fis-sena, li jiżdied b'€298.00 fis-sena sa massimu ta' €18,240.64.

2.3. Persuna fil-grad ta' Technician tiġi promossa għall-grad ta' Senior Technician fi Skala 14 li fl-2023 huwa, (€17,672.36 x €316.83 - €19,573.34), dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti, wara seba' (7) snin servizz fil-grad, diment li f'każ li l-persuni jkunu fil-pussess ta' Higher Technician Diploma (HTD) jew kwalifika teknika ekwivalenti jew ogħla, il-perjodu ta' servizz jonqos għal ħames (5) snin.

2.4. Il-HigherTechnician Diploma hija meqjusa bħala kwalifika f'Livell 5 tal-MQF (b'minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*). Persuna li għandha fil-pussess tagħha kwalifika f'Livell 4 tal-MQF (b'minimu ta' 120 krettu ECTS/ECVET jew ekwivalenti*) xierqa, segwita

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Technician/Senior Technician in the Ministry for Education, Sport, Youth, Research and Innovation to serve in Malta

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 Continous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the post of Technician/Senior Technician within the Ministry for Education, Sport, Youth, Research and Innovation to serve in Malta as a school technician in one or more of the following areas:

Science

Information Technology (IT)

Vocational Education and Training (VET)

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 Technician is Salary Scale 15, which in the year 2023 is equivalent to, €16,452.64 per annum, rising by annual increments of €298.00 up to a maximum of €18,240.64.

2.3. A Technician will be promoted to the grade of Senior Technician in Scale 14, which in 2023 is, (€17,672.36 x €316.83 - €19,573.34), subject to satisfactory performance, on completion of seven (7) years service in the grade, provided that in the case of persons in possession of a Higher Technician Diploma (HTD) or equivalent or higher techniocal qualification, the period of service shall be reduced to five (5) years.

2.4. The Higher Technician Diploma is rated at MQF Level 5 (with a minimum of 60 ECTS/ECVET credits, or equivalent*). A person in possession of an MQF Level 4 (with a minimum 120 ECTS/ECVET or equivalent*) appropriate qualification, followed by two (2) years proven experience

b'sentejn (2) esperjenza ta' xogħol ippruvata, titqies bħala li tissodisfa r-rekwiziti f'paragrafu 2.3 hawn fuq.

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

2.5. 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. 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' Technician/Senior Technician jinkludu li:

i. Jikkordina mal-kap tad-dipartiment/għalliema inkarigati/uffiċjali tekniċi anzjani/uffiċjali tekniċi inkarigati sabiex ikunu fformulati listi ta' tagħmir li jinkludu l-ispeċifikazzjonijiet bil-għan li jinxtara tagħmir ġdid jew partijiet għat-tibdil;

ii. Jaħdem u jikkomunika mal-għalliema/STOs/TOs biex jikkompila listi ta' tagħmir u oġġetti li jistgħu jiġu kkunsmati u jintużaw għal-lezzjonijiet effettivi u xogħol ta' proġetti tal-istudenti;

iii. Jaħdem mal-għalliema/STOs/TOs rigward listi ta' tagħmir, partijiet għat-tibdil u oġġetti li jiġu kkunsmati għal skop ta' xiri;

iv. Jattendi għal laqgħat, taħriġ, seminars, u seduti għall-iżvilupp tal-istaff hekk kif meħtieġ kemm f'Malta kif ukoll barra minn Malta;

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

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

Aktar dettalji dwar id-dmirijiet marbuta mal-oqsma msemmija f'paragrafu 1.1 jistgħu jinkisbu minn (https://educationservices.gov.mt/en/vacancies/Pages/Vacancies.aspx).

shall be deemed to satisfy the requirments mentioned in paragraph 2.3 above.

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

2.5. 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.

2.6. 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 Technician/Senior Technician include:

i. Coordinating with head of department/teachers-in-charge/senior technical officers/technical Officers to compile lists of equipment complete with specifications in view of purchasing new equipment or spare parts;

ii. Liaising with Teachers/STOs/TOs so as to compile lists of equipment and consumables which may be required for effective lessons and students' project work;

iii. Liaising with Teachers/STOs/TOs on lists of equipment, spare parts and consumables in view of purchasing;

iv. Attending for meetings, training, seminars and staff development sessions as may be deemed necessary both locally and abroad;

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

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

A detailed job description of the areas mentioned in paragraph 1.1 may be obtained from (https://educationservices.gov.mt/en/vacancies/Pages/Vacancies.aspx).

Rekwiżiti tal-Eliġibbiltà

4.1. Sal-hin 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 tac-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. kapaci jikkomunikaw bil-lingwa Maltija u l-lingwa Ingliża;

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

ii. able to communicate in both the Maltese and English Languages;

iii. temmew b'suċċess kors ta' studju taħt it-Tecnician Apprenticeship Scheme (TAS) fil-Livell 3/4 tal-MQF jew kwalifika rikonoxxuta komparabbli fil-Livell 4 tal-MQF, fil-qasam rilevanti speċifikat f'paragrafu 1; JEW

iv. uffċjali pubbliċi li jkollhom kwalifika rikonoxxuta (sentejn full-time jew ekwivalenti) fil-Livell 4 tal-MQF (Ordinary Technician Diploma (OTD) b'mhux inqas minn 120 krettu ECTS/ECVET, jew ekwivalenti*, jew kwalifika rikonoxxuta komparabbli fil-Livell 4 tal-MQF, fil-qasam rilevanti specifiku kif indikat f'paragrafu 1.

Għall-fini ta' paragrafu 4.1 (iii) is-Science Laboratory Technician Trainee Course, organizzat minn MEYR huwa kkunsidrat ekwivalenti għal Technician Apprenticeship Scheme (TAS). Il-kwalifiki f'suġġett tekniku jiġu aċċettati wkoll għax-Xjenza.

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

v. 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 jew fi grad/pożizzjoni inqas. 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-rekwiziti 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 2.4 u 4.1 (iv) 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 2.4 u 4.1 (iv) jew 4.2 (i).

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista'

iii. have successfully completed a course of study under the Technician Apprenticeship Scheme (TAS) at MQF Level 3/4, or a recognised comparable qualification at MQF Level 4 in the relevant area specified in paragraph 1; OR

iv. be public officer with a recognised (two year full-time or equivalent) qualification at MQF Level 4 (Ordinary Technician Diploma (OTD)) with a minimum of 120 ECTS/ECVET credits, or equivalent*, or a recognised comparable qualification at MQF Level 4, in the relevant area specified in paragraph 1.

For the purposes of paragraph 4.1 (iii), the Science Laboratory Technician Trainee Course run by MEYR is considered as equivalent to the Technician Apprenticeship Scheme (TAS). Qualifications in a technical subject will also be accepted for Science.

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

v. 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 or in a lower grade/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 2.4 and 4.1 (iv) 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 2.4 and 4.1 (iv) or 4.2 (i).

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date

jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

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

4.3. Uffiċjali pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' decizjoni 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 jigi 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 ufficjal 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 jipproducu 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.

may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

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

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

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

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

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

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

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

4.6. Il-kandidati magħzula 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-rizultat 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-rizultat 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 rizultat 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 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 jigi 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 tal-Online 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

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 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

s-Servizz Pubbliku għandhom jipproducu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal.

Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Gimgħa, 27 ta' Diċembru, 2024. 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. Madankollu, minħabba l-esiġenzi tal-MEYR, il-proċess tal-għażla inizjalment se jikkunsidra l-applikazzjonijiet li jkunu rċevew sas-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) it-Tlieta, 19 ta' Settembru, 2023. Aktar informazzjoni tista' tinkiseb minn Edu Servizz.gov bin-numru tat-telefown 2598 0000.

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).

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

L-1 ta' Settembru, 2023

of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal.

The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 27th December, 2024. 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. However, due to the exigencies of MEYR, the selection process will initially consider, applications received by 1.30 p.m. (Central European Summer Time) of Tuesday, 19th September, 2023. Further information may be obtained from Edu Servizz.gov by telephone number 2598 0000.

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).

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

1st September, 2023

MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGĦAŻAGĦ, IR-RIĊERKA U L-INNOVAZZJONI

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 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 fil-Logistics Unit fi ħdan id-Dipartiment tal-People Management 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' 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.

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, Initial Training and Continous Professional Development of Personnel and Protection of Minors in Compulsoly 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 a Manager I in the Logistics Unit within the People Management Department within 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. 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.

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 lil-line manager fit-tmexxija tas-section billi jipprovdi informazzjoni f'waqtha u preċiża u jagħti pariri xierqa kif meħtieġ;

ii. Javża lill-line manager dwar kwalunkwe kwistjoni, problemi u rekwiżiti amministrattivi mhux sodisfatti li jeħtieġu attenzjoni u jagħti rakkomandazzjonijiet xierqa;

iii. Jgħin fil-kumpilazzjoni tal-ispeċifikazzjonijiet għall-abbozzar ta' tender, jifforma parti mill-kumitat ta'

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. 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. Assist the line manager in the management of the Unit by providing timely and accurate information and tendering appropriate advice as required;

ii. Alert the line manager to any issues, problems and unmet administrative requirements that require attention and make appropriate recommendations;

iii. Assisting in compiling specifications for tender drafting, forming part of the evaluation committee and

evalwazzjoni u jimmonitorja l-esekuzzjoni ta' tenders relatati mal-Logistics Unit;

iv. Jagħti pariri lil-line manager dwar l-implikazzjonijiet operattivi ta' regoli amministrattivi ġodda jew bidliet fir-regoli eżistenti;

v. Jgħin fit-twettiq ta' regoli inkluż l-ippjanar operattiv u jwettaq riċerka kif jista jkun mehtieġ;

vi. Kollegament mal-Fondazzjoni responsabli għall-bini ta' skejjel, biex jiġi ffaċilitat it-transferiment ta' għarfien u informazzjoni meħtieġa mill-fondazzjoni fir-rigward ta' kwistjonijiet edukattivi li jinfluwenzaw id-disinn, il-bini, l-istrutturi, u s-servizzi. Biex jitqiesu wkoll il-faċilitajiet tal-iskejjel biex jirrispondu għal bidliet fil-popolazzjoni tal-iskejjel, talbiet u xejriet edukattivi, soċjali, u regoli applikabbli;

vii. Kollegament mal-kulleġġi u faċilitajiet edukattivi rigward l-ippjanar ta' proġetti infrastrutturali u l-assistenza fl-iżvilupp ta' masterplan infrastrutturali;

viii. Joħloq rapport ta' proġetti fir-rigward ta' proġetti infrastrutturali u ġbir ta' rapporti kif ordnat mil-line manager tagħhom;

ix. Isegwi l-progress u l-implimentazzjoni tal-proġetti infrastrutturali edukattivi;

x. Iwettaq kwalunkwe ħidma oħra li l-line manager, id-Direttur Ġenerali u/jew is-Segretarju Permanenti jistgħu jiddelegaw lilhu/lilha, kif jkun mehtieġ;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

monitoring the execution of tenders related with the Logistics Unit;

iv. Advise the line manager on the operational implications of new administrative policies or changes to existing policies;

v. Assist in undertaking longer term policy including operational planning and carry out research as may be required;

vi. Liaising with the Foundation responsible for the building of schools, to facilitating the transfer of knowledge and information needed by the foundation with regards to educational matters that influence design, building, structures, and services. To also take into consideration the facilities of schools to respond to school population shifts, educational and social demands and trends, and applicable policies;

vii. Liaising with the colleges and educational facilities regarding the planning of infrastructural projects and assist in the development of an infrastructural masterplan;

viii. Drafting of project briefs with respect to infrastructural projects and compiling of report as directed by their line manager;

ix. Monitor the progress and implementation of educational infrastructural projects;

x. Undertakes any other tasks, which the line manager, Director General and/or Permanent Secretary may delegate to him/her, as may be required;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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 degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Construction Engineering jew Construction Engineering (Civil Engineering) jew Spatial Design jew Business Enterprise jew Project Management jew Management and Logistics jew Supply Chain Management jew Occupational Health and Safety.

*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.

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 Construction Engineering or Construction Engineering (Civi Engineering) or Spatial Design or Business Enterprise or Project Management or Management and Logistics or Supply Chain Management or Occupational Health and Safety.

*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 jew fi grad/pożizzjoni inqas. 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/ECVETS 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/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

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

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq

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 or in a lower grade/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/ECVETS credits or equivalent*).

*A recognised Master qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Master recognistion 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/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

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

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date

tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

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.

of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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.

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 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 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-Tlieta, 19 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;

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 Tuesday, 19th 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;

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-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

L-1 ta' Settembru, 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-Ministeru 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 fi ħdan id-Direttorat għat-Trasport 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-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.

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.

1st September, 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 Continous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR), invites applications for the post of Assistant Manager within the Directorate for Transport 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. 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, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

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

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' fi ħdan id-Direttorat għat-Trasport jinkludu:

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. 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 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.

Duties

3. The job duties for the post of Assistant Manager within the Directorate for Transport include:

i. Jippreżenta każijiet li ma jaqgħux taħt il-politika u l-proċeduri approvati tat-Taqsima tat-Trasport tal-Iskejjel, u jiġbed l-attenzjoni tal-line manager xieraq u jassisti fl-implimentazzjoni tal-azzjoni xierqa rrakkomandata;

ii. Iwettaq ix-xogħol ta' accounting u procurement meħtieġ għal din it-taqsima;

iii. Jiġbor u jħejji rotot tat-trasport tal-iskola li jiffurmaw parti mir-reġistri tar-rotot skont it-talbiet magħmula mill-kulleġġi tal-istat, skejjel mhux statali u sezzjonijiet/unitajiet u faċilitajiet tal-edukazzjoni;

iv. Jikkomunika d-dettalji tar-rotot tat-trasport lill-forniturі rispettivi, skejjel statali u mhux statali u entitajiet oħra li jibbenefikaw mis-servizzi tat-trasport fl-iskejjel;

v. Jippreżenta u jiġbor ilmenti biex jikkomunikahom lil-line manager għall-azzjoni u jsegwihom biex jiżgura li l-kwistjonijiet jiġu solvuti skont il-politika tat-Taqsima tat-Trasport tal-Iskejjel u l-ftehimiet dwar it-trasport;

vi. Isegwi bidliet fl-iskeda kif mitlub mill-kulleġġi tal-istat, skejjel mhux tal-istat, u faċilitajiet edukattivi u jgħaddihom lill-operaturi għall-azzjoni meħtieġa u jżomm rekord tan-notifiki;

vii. Jiġbor informazzjoni dwar inċidenti u japplika penali bi ftehimiet stabbiliti u jivverifika r-rapporti ta' kull xahar u jħejji r-rendikont tar-rapporti għal skopijiet ta' ħlas;

viii. Iwettaq żjarat fuq il-post fir-rigward ta' mistoqsijiet li jaffettwaw l-immaniġġjar tat-traffiku ta' rotot eżistenti tat-Taqsima tat-Trasport tal-Iskejjel;

ix. Jipparteċipa f'sessjonijiet (ta' informazzjoni u taħriġ) biex itejbu l-ħiliet;

x. Iwettaq kull kompitu ieħor li jista' jkun meħtieġ mid-dipartimenti/direttorati tal-Edukazzjoni minn żmien għal żmien relatat mal-operat tat-Trasport fl-Iskejjel;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. Lodges cases that do not fall within the approved policy and procedures of the School Transport Section, and flags them to the appropriate line manager and assists in the implementation of the recommended appropriate action;

ii. Carries out the accounting and procurement work needed for this section;

iii. Collates, compiles and prepares school transport routes which form part of the route registers according to the demands made by state colleges, non-state schools and education sections/units and facilities;

iv. Communicates details of transport routes to respective providers, state and non-state schools and other entities which benefits from the school transport services;

v. Lodges and compiles complaints to communicate them to the line manager for action and follows them to ensures that issues are resolved according to the School Transport Section policy and transport agreements;

vi. Follows up changes in schedule as requested by state colleges, non-state schools, and education facilities and forwards to operators for necessary action and keeps record of notifications;

vii. Collates information of incidents and applies penalties with established agreements and verifies the monthly reports and prepares the statement of reports for payment purposes;

viii. Performs onsite visits in relation to queries that affects the traffic management of existing School Transport Section routes;

ix. Participates in (information and training) sessions to enhance skills;

x. Any other task that may be required by the Education departments/directorates from time to time related to School Transport operation;

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

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

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

Eligibility Requirements

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

i. a. ċittadini ta' Malta ; jew

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

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

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

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

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

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

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

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

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fit-Trasport u Loġistika jew Customer Care jew Loġistika jew Ammistrazzjoni Pubblika jew Public

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;

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Transport and Logistics or Customer Care or Logistics or Public Administration or Public Management

Management jew Business jew Event Management jew Turiżmu jew Project Management jew Management Studies jew Studji Ewropej jew Business Administration jew Kreattività u Innovazzjoni jew Statistika jew Geographical Inforamtion Systems (GIS) jew Ġeografija jew Quality Assurance Management jew Marketing jew Spatial Training jew Risk Management;

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fit-Trasport u Loġistika jew Customer Care jew Loġistika jew Ammistrazzjoni Pubblika jew Public Management jew Business jew Event Management jew Turiżmu jew Project Management jew Management Studies jew Studji Ewropej jew Business Administration jew Kreattività u Innovazzjoni jew Statistika jew Geographical Inforamtion Systems (GIS) jew Ġeografija 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 għandhom jinkludu tnejn (2) minn dawn is-suġġetti: fl-Accounting jew Computing jew Economics jew Geography jew Information Technology jew Marketing jew Mathematics jew Sociology jew Environmental Science) jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed minn dawn is-suġġetti fl-Accounting jew Computing jew Economics jew Geography jew Information Technology jew Marketing jew Mathematics jew Sociology jew Environmental Science)

*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 jew fi grad/pożizzjoni inqas. 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

or Business or Event Management or Tourism or Project Management or Management Studies or European Studies or Business Adminstration or Creativity and Innovation or Statistics or Geographical Information Sytems (GIS) or Geography or Quality Assurance Management or Marketing or Spatial Training or Risk Management;

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVE credits, or equivalent*) in Transport and Logistics or Customer Care or Logistics or Public Administration or Public Management or Business or Event Management or Tourism or Project Management or Management Studies or European Studies or Business Adminstration or Creativity and Innovation or Statistics or Geographical Information Sytems (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: Accounting or Computing or Economics or Geography or Information Technology or Marketing or Mathematics or Sociology or Environmental Science) 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: Accounting or Computing or Economics or Geography or Information Technology or Marketing or Mathematics or Sociology or Environmental Science).

*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 or in a lower grade/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 possessionof three (3) subjects at Advanced Level, or a recognised comparable qualification)

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

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

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

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

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

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista'

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

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

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

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

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

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board

jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

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-

could opt to give one of the lower marks if substantiated by an available transcript.

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

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 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-Tlieta, 19 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,

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 Tuesday, 19th 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,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf).

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

L-1 ta' Settembru, 2023

MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGĦAŻAGĦ, IR-RIĊERKA U L-INNOVAZZJONI

Ingaġġ ta' Gradi tal-Edukazzjoni Rtirati biex iwettqu dmirijiet ta' għalliema fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru 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).

1.1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR), jilqa' applikazzjonijiet minn Kapijiet tal-Iskola, Assistenti Kapijiet tal-Iskola, Uffiċjali Edukattivi, Kapijiet ta' Dipartiment u Għalliema/Instructors li rtiraw, servew fi skejjel liċenzjati statali u mhux statali li joffru edukazzjoni obbligatorja biex iwettqu dmirijiet ta' tagħlim fi ħdan il-Kulleġġi Statali fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni biex iservu f'Malta u/jew Għawdex għal perjodu definit fuq bazi full-time jew part-time, kif u meta jkun meħtieġ.

1.2. L-applikanti jkunu jistgħu japplikaw għal xi wieħed mis-suġġetti/oqsma/ċiklu mgħallma f'edukazzjoni obbligatorja, billi jindikaw fis-CV is-suġġett/i/qasam/ċiklu. Il-lista ta' suġġetti/oqsma/ċiklu huma mniżżla aktar 'l isfel.

Tul tal-Assenjament u Kundizzjonijiet

2.1. Il-kandidat magħżul jiġi ngaġġat bħala Għalliem Irtirat fuq bażi definit ta' full-time jew part-time għal sena (1) skolastika jew inqas, li jista' jiġġedded għal perjodi oħra. Il-kandidat magħżul jista' wkoll jagħżel li jiġi ingaġġat fuq bażi ta' timetable bis-sigħat mnaqsa jekk se jgħallem fiċ-ċiklu tas-sekondarja.

2.2. Ġranet tal-iskola, sigħat u vaganzi jkunu dawk kif stabbiliti fil-Ftehim bejn il-Gvern ta' Malta u l-Malta Union of Teachers iffirmat fil-21 ta' Diċembru, 2017.

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.

1st September, 2023

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Engagement of Retired Education Grades to perform teaching duties 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 Continous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1.1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR), invites applications from retired Heads of School, Assistant Heads of School, Education Officers, Heads of Department and Teachers/Instructors, who served in state and non-state licensed schools offering compulsory education to perform teaching duties within the State Colleges in the Ministry for Education, Sport, Youth, Research and Innovation to serve in Malta and/or Gozo for a definite period on a full-time or part-time basis, as and when required.

1.2. Applicants may apply for any of the subjects/areas/cycle taught in compulsory education, by indicating in CV the subject/s/area/cycle. A list of subjects/areas/cycle can be found below.

Duration of Assignment and Conditions

2.1. The selected candidate will be engaged as a Retired Teacher on a definite full-time or part-time basis for one (1) scholastic year, or less which may be renewed. The selected candidate may also opt to be engaged on a reduced hour time-table basis if teaching in the secondary cycle.

2.2. School days, hours and holidays shall be as established in the Agreement between the Government of Malta and the Malta Union of Teachers signed on the 21st December, 2017.

Salarju Marbut mal-Pożizzjoni

3.1. Għalliema/instructors irtirati li ġew magħżula biex jirritornaw biex jgħallmu, se jitħallsu fuq l-Iskala tas-Salarju u tarġa bbażżat fuq meta irtiraw, inkluż l-allowances kollha rilevanti applikabbli, mal-preżentazzjoni tal-evidenza (testimonjanzi/dokumenti) għas-sodisfazzjon tal-maniġment.

3.2. Il-kapijiet tal-iskola, assistenti kapijiet ta' l-iskola, uffiċjali edukattivi, u kapijiet ta' dipartiment li ġew magħżula biex jirritornaw biex jgħallmu, għandhom jitħallsu l-massimu ta' Skala ta' Salarju 7 (li hija l-massimu ta' salarju ta' għalliem), inklużi l-allowances kollha rilevanti applikabbli.

3.3. Il-mid-day break supervision jitħallas fis-siegħa bir-rata applikabbli stabbilita kull sena skolastika.

3.4. Il-persuna magħżula tkun intitolata wkoll għall-bonus annwali u weekly income supplement kemm jekk taħdem fuq bażi full-time jew fuq bażi prorata skont in-numru ta' sigħat contact u non-contact maħduma jekk taħdem fuq bażi part-time, sakemm madankollu dawn ma jkunux diġà qed igawdu minnu taħt xi waħda mid-dispożizzjonijiet tal-Att dwar is-Sigurtà Soċjali.

Dmirijiet

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

i. Jaqdi d-dmirijiet kollha ta' Għalliem (ara: Job Description Handbook, Lulju 2007);

ii. Jaqdi d-dmirijiet tiegħu bl-aħjar mod, b'diliġenza u bl-aħjar abBiltà, u jaġixxi f'kull rispett skont l-istruzzjonijiet u/jew direttivi mogħtija lilu mid-direttorati, mill-prinċipal tal-kulleġġ/head (College Network), u mill-Kap tal-iskola;

iii. Jaddotta u jimplimenta l-pjan ta' żvilupp tal-iskola jew skejjel fejn qiegħed jagħti servizz;

iv. Iservi fi kwalunkwe Kulleġġ, skola, resource centre, jew istituzzjoni edukattiva fejn anke tinkludi li jservi f'aktar minn Kulleġġ/skola/ċentru/istituzzjoni waħda, f'Malta u/jew f'Għawdex. L-MEYR għandha d-dritt li tibgħat persuna magħżula minn Kulleġġ/skola, ċentru/istituzzjoni għal oħra skont l-esiġenzi tal-MEYR, inkluż fuq bażi shared;

v. Jgħallem u jeduka studenti skont linji gwida pprovduti fil-Qafas tal-Kurrikulu Nazzjonali, taħt il-gwida totali tal-awtorità edukattiva kompetenti;

vi. Jgħallem u jeduka studenti skont in-neċessitajiet edukattivi, l-abbilitajiet u l-potenzjal ta' akkwist tal-istudenti individwali li jkunu fdati lilu mill-kap tal-iskola;

Salary Pegged to the Position

3.1. Chosen retired teachers/instructors who return to teach, will be remunerated at the Salary Scale and step on which they retired, including all relevant applicable allowances, on presentation of evidence (testimonials/documents) to the satisfaction of management.

3.2. Chosen heads of school, assistant heads of school, education officers, and heads of department who return to teach, will be remunerated at the maximum of Salary Scale 7 (which is the maximum of a teacher's Salary), including all relevant applicable allowances.

3.3. Mid-day break supervision will be paid at an hourly applicable rate established every scholastic year.

3.4. A selected applicant will also be entitled to the annual bonus and the weekly income supplement both in full if working on a full-time basis or on a pro-rata basis according to the number of contact and non-contact hours worked if working on a part-time basis, provided however that these are not already being enjoyed by him/her under any of the provisions of the Social Security Act.

Duties

4. The job duties for the position of Retired Teacher include:

i. Performing all the duties of a teacher (see: Job Descriptions Handbook, July 2007);

ii. Carrying out their duties in utmost good faith, with due diligence and to the best of their abilities and they shall act in all respects according to the instructions and/or directives given to them by the education directorates, college principal/head (College Network), and Head of School;

iii. Adopting and work towards the implementation of the school development plan of the particular school or schools they are giving service in;

iv. Serving in any College, school, resource centre or educational institution including serving in more than one College/school/centre/institution, in Malta and/or Gozo. MEYR, reserves the right to deploy selected candidates from one College/school/centre/institution to another according to the exigencies of MEYR, including on a shared basis;

v. Teaching and educating students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority;

vi. Teaching and educating students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the head of school;

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

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

4.2 Aktar detalji dwar id-dmirijiet tal-Għalliema jinsabu fis-sit elettroniku (https://educationservices.gov.mt/en/vacancies/Pages/Vacancies.aspx).

4.3 Il-kandidat magħżul hu mistenni li jwettaq dmirijietu b'lealtà, b'diliġenza xierqa u bl-akbar ħila, u jaġixxi f'kull rispett skont l-istruzzjonijiet u/jew direttivi mogħtija lilu mid-direttorati tal-Edukazzjoni, il-prinċipal tal-kulleġġ/head (college network), u/jew il-kap tal-iskola.

4.4 Il-kandidat magħżul jista' jintbagħat iservi f'kull kulleġġ, skola, ċentru ta' riżorsi, ċentru għal għajnuna fit-tagħlim jew istituzzjoni oħra, u jista' jintbagħat isservi f'aktar minn skola/ċentru/istituzzjoni waħda, f'Malta u/jew Għawdex. L-MEYR iżomm id-dritt li jassenja applikanti magħżulin minn kulleġġ/skola/ċentru/istituzzjoni għal ieħor, skont l-esiġenzi tal-MEYR, li jinkludu fuq bażi shared.

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

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

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

4.2 A detailed job description for Teachers may be viewed from (https://educationservices.gov.mt/en/vacancies/Pages/Vacancies.aspx).

4.3 The selected candidate is expected to carry out his/her duties in utmost good faith, with due diligence and to the best of his/her abilities and he/she shall act in all respects according to the instructions and/or directives given to him/her by the Education directorates, college principal/head (college network), and/or head of school.

4.4 The selected candidate may be assigned to serve in any college, school, resource centre, learning support centre or educational institution including serving in more than one school/centre/institution, in Malta and/or Gozo. MEYR reserves the right to deploy selected candidates from one college/school/centre/institution to another according to the exigencies of the MEYR, including on a shared basis.

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

ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Rijunifikazzjoni tal-Familji; jew

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

Għandu jintalab il-parir tat-Taqsima tac-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. għalliema/instructors, kapijiet tal-iskola, assistenti kapijiet tal-iskola, uffiċjali edukattivi, u kapijiet ta' dipartiment li rtiraw u li:

(a) laħqu l-età tal-irtirar (mhux aktar minn sebgħin (70) sena); u

(b) huma fil-pusses ta' Warrant (Permanenti) ta' Għalliem; u

(c) għandhom ta' mill-inqas hames (5) snin skolastiċi esperjenza ta' tagħlim fis-suġġett/qasam/ċiklu li jkunu qed japplikaw għalih fi skola liċenzjata li toffri edukazzjoni obligatorja.

5.2. 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 jipproducu 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.

Sottomissjoni ta' Dokumentazzjoni

6.1. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew

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. retired teachers/instructors, heads of school, assistant heads of school, education officers and heads of department who:

(a) have reached retirement age (not older than seventy (70) years of age); and

(b) are in possession of a Teacher's Warrant (Permanent); and

(c) have at least five (5) scholastic years teaching experience in the subject/area/cycle applied for in a licensed school offering compulsory education.

5.2. 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.

Submission of Supporting Documents

6.1. Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials,

dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal tal-Edukazzjoni fuq (https://edurecruitment.gov.mt).

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

Proċeduri tal-Għażla

7.1. L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jigi ddeterminat min hu adattat f'każijiet biss fejn in-numru t'applikanti huwa ikbar minn numru ta' vakanzi fis-suġġett/qasam/ċiklu li applikaw għalih. F'dawn il-każijiet, il-marka massima għal dan il-proċess tal-għażla tkun 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 5.2, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1. 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 jipproducu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal.

Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 31 ta' Diċembru, 2024. Ittra elettronika ggenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

8.2. Madankollu, minħabba l-esiġenzi tal-MEYR, il-proċess tal-għażla inizjalment se jikkunsidra l-applikazzjonijiet li jkunu rċevew sas-1.30 p.m. (Ħin tas-Sajf Ċentrali Ewropew) tat-Tlieta, 19 ta' Settembru, 2023. Aktar informazzjoni tista' tinkiseb minn Edu Servizz.gov bin-numru tat-telefown 2598 0000.

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

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

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

copies of which are to be scanned and sent through the Education Recruitment Portal (https://edurecruitment.gov.mt).

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

Selection Procedures

7.1. Eligible applicants will be assessed by a selection board to determine their suitability only in cases where the number of applicants exceeds the number of vacancies in the subject/area/cycle applied for. In such cases the maximum mark for this selection process will be100% and the pass mark will be 50%.

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

Submission of Applications

8.1. 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 5.15 p.m. (Central European Time) of Tuesday, 31st December, 2024. 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. However, due to the exigencies of MEYR, the selection process will initially consider, applications received by 1.30 p.m. (Central European Summer Time) of Tuesday, 19th September, 2023. Further information may be obtained from Edu Servizz.gov by telephone number 2598 0000.

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

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

8.5. 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

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
il-proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;
eżami mediku;
aċċess għall-formola tal-applikazzjoni u dettalji relatati
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf).

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

L-1 ta' Settembru, 2023

MINISTERU GĦALL-INTERN, IS-SIGURTÀ, IR-RIFORMI U L-UGWALJANZA

Pożizzjoni ta' Reġistratur fil-Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza

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

1. Is-Segretarju Permanenti, Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza, jilqa' applikazzjonijiet għall-pożizzjoni ta' Reġistratur fl-Akkademja tal-Forzi Dixxiplinati, fil-Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Il-persuna magħżula tinħatar fil-pożizzjoni ta' Reġistratur fil-Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza.

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

2.3 L-aċċettazzjoni ta' ħatra f'din il-pożizzjoni definita tfisser li kwalunkwe applikazzjoni pendenti għal pożizzjonijiet

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:

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).

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

1st September, 2023

MINISTRY FOR HOME AFFAIRS, SECURITY, REFORMS AND EQUALITY

Position of Registrar in the Ministry for Home Affairs, Security, Reforms and Equality

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Home Affairs, Security, Reforms and Equality invites applications for the position of Registrar in the Academy for Disciplined Forces in the Ministry for Home Affairs, Security, Reforms and Equality.

Duration of Assignment and Conditions

2.1 A selected candidate will be appointed in the position of Registrar in the Ministry for Home Affairs, Security, Reforms and Equality.

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

2.3 Accepting appointment in this definite position signifies that any pending applications for definite positions

definita fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC/ADAC.

Salarju Marbut mal-Pożizzjoni

3. Is-salarju Marbut mal-Pożizzjoni ta' Reġistratur huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 7 (ekwivalenti għal €30,353.38 fl-2023), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

Dmirijiet

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

i. Jissorvelja u jevalwa lill-impjegati li jieħdu ħsieb ir-Rekords u r-Reġistrazzjoni;

ii. Jorganizza u jamministra r-rekords, il-funzjonijiet tar-reġistrazzjoni u l-gradwazzjoni, inkluż l-evalwazzjoni tal-traskrizzjonijiet, il-proċess ta' ċertifikazzjoni biex jiġi provdut l-aqwa servizz lill-istudenti filwaqt li jassigura li jkun hemm proċess effiċjenti u effettiv;

iii. Jorganizza u jżomm skeda tal-lekċers u tat-taħriġ, inkluż l-għażla, ir-reġistrazzjoni u l-evalwazzjoni tal-parteċipanti;

iv. Jikkalkula l-medja tal-punti mogħtija, ir-rank tal-klassi u jipprepara l-iskritturi tal-gradwazzjoni;

v. Jissorvelja l-kordinazzjoni, l-evalwazzjoni kif ukoll iċ-ċertifikazzjoni tal-applikazzjonijiet kollha għall-gradwazzjoni, filwaqt li jissorvelja l-proċess sħiħ tal-gradwazzjoni li jinkludi l-elementi kollha tal-prova u taċ-ċerimonja;

vi. Ikun responsabbli biex jiġbor, jirrekordja u jżomm ir-rapporti tal-istudenti, eżempju l-marki, l-informazzjoni dwar ir-reġistrazzjoni, it-traskrizzjonijiet, il-verifikazzjoni ta' nofs it-terminu, l-eliġibbiltà atletika u awditjar ieħor assoċjat;

vii. Jipprovdi tmexxija u jiżviluppa rakkommandazzjonijiet dwar l-implimentazzjoni tal-applikazzjoni teknoloġika relatata biex jissapportja s-servizzi offruti mir-Reġistrazzjoni u r-Rekords;

viii. Isolvi problemi marbuta mar-riċerka, l-analiżi u s-soluzzjoni għat-tilwim tal-istudenti skont kif jirrelataw mar-rekords u r-reġistrazzjoni;

ix. Jikkollabora mal-amministraturi u l-counsellors biex jiffaċilita u jtejjeb is-servizzi lill-istudenti, inkluż mistoqsijiet dwar il-politika tal-katalogar u r-reġistrazzjoni/iż-żamma tar-rekords;

within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions.

Salary Pegged to the Position

3. The Salary attached to the position of Registrar is equivalent to the maximum of Salary Scale 7 less an increment (equivalent to €30,353.38 in 2023), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the latter.

Duties

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

i. Supervise and evaluate the Records and Registration staff;

ii. Organise and administer the records, registration and graduation functions, including transcript evaluations, certification process in order to provide maximum service to students while ensuring efficient and effective workflow;

iii. Organise and maintain lecture and training schedules, including participant selection, registration and assessment;

iv. Calculate grade point averages, class rank, and prepare honour rolls;

v. Supervise the coordination, evaluation and certification of all graduation applications, while overseeing the complete graduation process to include all elements of the rehearsal and ceremony;

vi. Responsible for collecting, recording, maintaining and reporting of student, e.g., grades, registration data, transcripts, mid-term verification, athletic eligibility and other associated audits;

vii. Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through Registration and Records;

viii. Problem solve the research, analysis and resolution of student disputes as they relate to records and registration.

ix. Collaborate with administrators and counsellors to facilitate and improve services to students, including catalogue and registration/records policy questions.

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

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

xii. 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-Rijunifikazzjoni tal-Familji; jew

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

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

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

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

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

Eligibility Requirements

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.

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

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża;

iii. ikollhom Master degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fl-Amministrazzjoni jew Management jew Student Services jew Amministrazzjoni Edukattiva, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti;

*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.

JEW

iv. ikollhom degree ta' Baċċellerat rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-Amministrazzjoni jew Management jew Student Services jew Amministrazzjoni Edukattiva, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti.

*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 jew fi grad/pożizzjoni inqas. 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 minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1, 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.

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

ii. must be proficient in the Maltese and English languages;

iii. in possession of a recognised Master degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVETcredits, or equivalent*), in Administration or Management or Student Services or Educationa Administration, plus one (1) year relevant work experience;

*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/ECVE credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

OR

iv. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVETcredits, or equivalent*), in Administration or Management or Student Services or Educationa Administration, plus three (3) years relevant work experience.

*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 or in a lower grade/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 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 5.1.

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

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

5.3 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-

(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 5.1

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

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

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

5.5 Applicants are obliged to immediately inform the selection board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status 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

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.

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 tar-Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza, 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 it-Tnejn 18 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.

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.

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 Human Resources Section, Ministry for Home Affairs, Security, Reforms and Equality 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. hrs (Central European Summer Time) of Monday, 18th 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.

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
il-proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;
eżami mediku;
aċċess għall-formola tal-applikazzjoni u dettalji relatati
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mit-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza, 201, Triq id-Dejqa, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tal-Ministeru huma (www.homeaffairs.gov.mt) u (recruitment.mhsr@gov.mt).

L-1 ta' Settembru, 2023

MINISTERU GĦAX-XOGĦLIJIET PUBBLIĊI U L-IPPJANAR

Post ta' Tradesperson/Senior Tradesperson (Tile Layer) 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' Tradesperson/Senior Tradesperson (Tile Layer) 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' Tradesperson (Tile Layer) huwa ta' Skala ta' Salarju 16, li fis-sena 2023 huwa ta' €15,372.57 fis-sena, li jiżdied b'€263 fis-sena sa massimu ta' €16,950.57.

Other General Provisions

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

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

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from Human Resource Section, Ministry for Home Affairs, Security, Reforms and Equality, 201, Triq id-Dejqa, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Ministry are (www.homeaffairs.gov.mt) and (recruitment.mhsr@gov.mt).

1st September, 2023

MINISTRY FOR PUBLIC WORKS AND PLANNING

Post of Tradesperson/Senior Tradesperson (Tile Layer) 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 Tradesperson/Senior Tradesperson (Tile Layer) 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 Tradesperson/Senior Tradesperson (Tile Layer) is Salary Scale 16, which in the year 2023 is equivalent to, €15,372.57 per annum, rising by annual increments of €263 up to a maximum of €16,950.57.

2.3 Persuna fil-grad ta' Tradesperson titla' fi Skala ta' Salarju 15 (€16,452.64 x €298 - €18,240.64 fis-sena 2023) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Tradesperson tiġi promossa għall-grad ta' Senior Tradesperson fi Skala 14 (€17,672.36 x €316.83 - €19,573.34 fis-sena 2023) wara għaxar (10) snin servizz fil-grad ta' Tradesperson jew ħames (5) snin jekk tkun fil-pussess tal-Higher Technician Diploma, jew kwalifika rikonoxxuta, 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 applikabli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

2.6 Il-persuna nnominata tkun intitolata għal benefiċċji oħra u suġġetta għal kundizzjonijiet u obbliġi 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' Tradesperson/Senior Tradesperson (Tile Layer) jinkludu li:

i. Ineħħi kull ostaklu li jkun qed jgħatti l-artijiet jew il-ħitan eżistenti li fuqhom se jitqiegħed il-madum;

ii. Jieħu l-qisien tal-artijiet jew tal-ħitan fejn se jitqiegħed il-madum biex jistma kemm hemm bżonn materjal;

2.3 A Tradesperson will progress to Scale 15 (€16,452.64 x €298 - €18,240.64 in the year 2023) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 A Tradesperson will be promoted to the grade of Senior Tradesperson in Scale 14 (€17,672.36 x €316.83 - €19,573.34 in the year 2023) on completion of ten (10) years service in the grade of Tradesperson, or five (5) years if in possession of a Higher Technician Diploma (HTD) or an appropriate, recognised, comparable or a higher technical qualification, subject to satisfactory performance.

2.5 The Higher Technician Diploma is rated at MQF Level 5 with the Malta Qualifications Framework (subject to a minimum of 60 ECTS/ECVET credits or equivalent*). A person in possession of an MQF Level 4 appropriate recognised qualification (subject to a minimum of 120 ECTS/ECVET credits or equivalent*), followed by two (2) years proven experience, shall be deemed to satisfy the clause Higher Technician Diploma or equivalent qualification.

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

2.6 The appointee will be entitled to such other benefits and subject to 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 Tradesperson/Senior Tradesperson (Tile Layer) include:

i. Removes all obstacles covering existing floors/walls to be tiled;

ii. Measures areas of floors or walls to be tiled in order to estimate the material required;

iii. Ilesti wċuħ nodfa u livellati għat-tqegħid tal-madum billi jferrex ramel/żrar, jiknes, jixkatla, iħalleb jew jobrox skont il-bżonn;

iv. Ifassal ix-xogħol ta' pavimentar, jistabbilixxi l-livelli fuq il-lant tax-xogħol skont kif meħtieġ, inkluż livelli għall-qlib tal-ilma fi spazji fuq barra;

v. Iqiegħed kull tip ta' madum fi spazji kemm fuq ġewwa kif ukoll fuq barra, inkluż madum taċ-ċeramika tal-ħajt u tal-art, u madum terrazzo; iqiegħed materjali naturali bħal tal-qawwi, porfidu, granit, irħam, eċċ.; u jqiegħed blokki tal-pavimentar tal-konkos, ċangaturi tal-konkos u ċangaturi tal-franka;

vi. Jimxi ma' linji gwida, iqiegħed il-madum f'linja dritta u jagħmel xogħol li joħroġ miċ-ċentru, waqt li jaqta' biċċiet ta' madum għat-truf biex jassigura li x-xogħol jagħlaq sewwa;

vii. Japplika l-grout;

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

ix. 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-

iii. Prepares clean, levelled surfaces for covering by spreading sand/gravel, sweeping, sanding, grouting or scraping as required;

iv. Sets out paving works, establishes levels on site as may be required, including falls for drainage of rainwater in external areas;

v. Lays all types of tiles on internal and external areas including ceramic wall and floor tiles, and terrazzo tiles; lays natural paving materials such as hard stone slabs (tal-qawwi), porfido, granite, marble, etc.; and lays concrete paving blocks, concrete flagstones and franka slabs;

vi. Follows guidelines, lays straight courses of tiles and work out from the centre, cuts edge pieces as required for tight fit of works in hand;

vii. Applies grout;

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

ix. Performs 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

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

'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-Malti u bl-Ingliż ;

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

iii. persuni li għandhom Ċertifikat ta' Journeyman fis-sengħa ta' Tile Layer 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

iii. in possession of a Journeyman's Certificate in the trade of Tile Laying 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. Uffiċjali pubbliċi li l-kompetenza fis-sengħa ta' Tile Layer tkun ġiet iċċertifikata minn Bord għall-Ittestjar tas-Snajja' mwaqqaf taħt l-Att dwar is-Servizz tal-Impjieg u Taħriġ, jew programm rilevanti komparabbli fl-istess qasam f'Livell 2 tal-MQF.

iv. Public officers whose competence in Tile Laying 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.

Liċenzja uffiċjali maħruġa mill-awtorità kompetenti nazzjonali fis-sengħa li saret l-applikazzjoni tiġi aċċettata li tissodisfa 4.1 (iii) jew (iv) hawn fuq.

An official license issued by the competent national authority in the trade applied for will be accepted as having satisfied 4.1 (iii) or (iv) above.

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 jew fi grad/pożizzjoni inqas. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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 or in a lower grade/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.

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

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli

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

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

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

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

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/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.

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 4.1 (iii), (iv) 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 (iii) or (iv).

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

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

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

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

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

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 kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni 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 it-Tnejn, 18 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;

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 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 Monday, 18th 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 mid-Direttorat tal-People Management, Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar, Blokk H, 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).

L-1 ta' Settembru, 2023

MINISTERU GĦALL-ANZJANITÀ ATTIVA

Post ta' Allied Health Pofessional (Physiotherapy) fuq bażi full-time/part-time fil-Ministeru għall-Anzjanità Attiva

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

1. Is-Segretarju Permanenti, Ministeru għall-Anzjanità Attiva, jilqa' applikazzjonijiet għall-post ta' Allied Health Professional (Physiotherapy) fuq bażi full-time/part-time fil-Ministeru għall-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Allied Health Professional bid-Degree f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu tal-ECTS/ECVET jew ekwivalenti) huwa ta' Skala ta' Salarju 10, li fis-sena 2023 huwa ta' €23,029.57 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €25,475.59.

Persuna fil-grad ta' Allied Health Professional li minbarra r-rekwiżit stipulat f'paragrafu 2.2 għandha wkoll fil- pussess tagħha Master Degree f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, jinħatru mad-dħul bħala Senior Allied Health Professional fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23).

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, Block H, Triq Antonio Maurizio Valperga, Floriana FRN 1710. These genera 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).

1st September, 2023

MINISTRY FOR ACTIVE AGEING

Post of Allied Health Professional (Physiotherapy) on a full-time/part-time basis in the Ministry for Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Active Ageing, invites applications for the post of Allied Health Professional (Physiotherapy) on a full-time/part-time basis in the.Ministry for Active Ageing.

Terms and Conditions

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

2.2 The salary for the post of Allied Health Professional with Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) is Salary Scale 10, which in the year 2023 is equivalent to €23,029.57 per annum, rising by annual increments of €407.67 up to a maximum of €25,475.59.

An Allied Health Professional who in addition to the requirement stipulated in paragraph 2.2 is also in possession of a relevant and recognised Postgraduate Master Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD at MQF Level 8, shall on entry be immediately appointed as Senior Allied Health Professional in Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23).

2.3 Persuna fil-grad ta' Allied Health Professional titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77) wara sentejn (2) servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Allied Health Professional tiġi promossa għall-grad ta' Senior Allied Health Professional fi Skala 8 (€26,048.25 x €486.83 - €28,969.23) wara tlett (3) snin servizz sodisfaċenti fil-grad ta' Allied Health Professional fi Skala ta' Salarju 9.

Persuna fil-ħatra ta' Allied Health Professional li fil-kors tad-dmirijiet tagħha tikseb Postgraduate Master f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu tal-ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxut, għandha titla' minnufih għal Skala ta' Salarju 8 bħala Senior Allied Health Professional.

2.5 Persuna fil-ħatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) b'mill-inqas ħames (5) snin servizz sodisfaċenti fil-grad ta' Senior Allied Health Professional fi Skala ta' Salarju 8 u ċertifikat ta' tlestija b'suċċess tal-Competency Programme and Evaluation Framework (CAF) tiġi promossa għall-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55) kemm mid-data tal-otteniment tas-snin tas-servizz stipulat kif ukoll it-tlestija b'suċċess tas-CAF.

Persuna fil-ħatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) fil-pussess ta' Postgraduate Master f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu tal-ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, b'mill-inqas sentejn (2) servizz sodisfaċenti bħala Senior Allied Health Professional u ċertifikat ta' tlestija b'suċċess tal-Competency Programme and Evaluation Framework (CAF), għandhom jiġu promossi fil-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55). Fil-każ ta' Uffiċjal li ma jkollux iċ-ċertifikat ta' tlestija b'suċċess tal-Competency Programme and Evaluation Framework mat-tlestija ta' sentejn (2) servizz sodisfaċenti fil-grad, għandu jiġi promoss għal Allied Health Practitioner bil-kundizzjoni li jikseb din iċ-ċertifikazzjoni fi żmien sena (1) mill-ħatra ta' Allied Health Practitioner fi Skala ta' Salarju 7. Uffiċjali li jonqsu milli jippreżentaw tali ċertifikazzjoni fil-qafas ta' żmien stipulat għandhom jerġgħu lura awtomatikament għal Senior Allied Health Professional fi Skala ta' Salarju 8.

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

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-

2.3 An Allied Health Professional will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77) on completion of two (2) years service in the grade, subject to satisfactory performance .

2.4 An Allied Health Professional will be promoted to the grade of Senior Allied Health Professional in Scale 8 (€26,048.25 x €486.83 - €28,969.23) on completion of three (3) years satisfactory service in the grade of Allied Health Professional in Salary Scale 9.

An Allied Health Professional who in the course of his duties obtains a relevant and recognised Postgraduate Master Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PHD MQF Level 8 shall immediately progress to Salary Scale 8 as Senior Allied Health Professional.

2.5 A Senior Allied Health Professional (Salary Scale 8) with at least five (5) years satisfactory service as Senior Allied Health Professional in Salary Scale 8 and certificate of successful completion of the Competency Programme and Evaluation Framework (CAF), shall be promoted to the grade of Allied Health Practitioner in Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55) as from the date of satisfaction of both the stipulated years of service and the successful certification to the CAF.

A Senior Allied Health Professional (Salary Scale 8), in possession of a recognised and relevant Postgraduate Master Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD a MQF Level 8 with at least two (2) years satisfactory service as Senior Allied Health Professional and certificate of successful completion of the Competency Programme and Evaluation Framework (CAF), shall be promoted to the grade of Allied Health Practitioner in Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55). In the case of Officers who are not in possession of the certificate of successful completion of the Competency Programme and Evaluation Framework on the completion of two (2) years satisfactory service in the grade, shall be promoted to Allied Health Practitioner on condition that he obtains this certification within one (1) year from appointment of Allied Health Practitioner in Salary Scale 7. Officers who fail to present such certification within the stipulated timeframe shall automatically revert to Senior Allied Health Professional in Salary Scale 8.

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

2.7 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy

post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

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

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

i. Jippjana, iwettaq u jevalwa servizz speċifiku tal-Allied Health;

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

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

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

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

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

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

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

Aktar dettalji dwar id-dmirijiet marbuta ma' dan il-post jistgħu jinkisbu mit-Taqsima Riżorsi Umani, Ministeru għall-Anzjanità Attiva, Palazzo Spinola, 46 Triq San Kristofru, Il-Belt Valletta, li tista' tiġi kkuntattjata wkoll permezz ta' ittra elettronika lil (hr.mfaa@gov.mt).

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

3.3 Allied Health Professinals ingaġġati fuq bażi part-time jkunu meħtieġa li jaħdmu minimu ta' 20 siegħa fil-

is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

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

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

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

ii. Presents clear, accurate and timely documentation;

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

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

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

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

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

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

Further details fo the job description of the post may be obtained from the Human Resources Section, Ministry for Active Ageing, Palazzo Spinola, 46, Triq San Kristofru, Valletta, which may be contacted by email to (hr.mfaa@gov.mt).

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

3.3 Allied Health Professionals engaged on part-time basis will be required to work on a minimum of 20 hours per

ġimgħa u allokati f'rosters u sezzjonijiet skont l-esiġenzi tas-servizz.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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.

week and deployed on a roster and section according to the exigencies of the service.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. 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. (a) Ikunu profiċjenti fil-lingwa Maltija. Madankollu, kandidati li mhumiex profiċjenti fil-lingwa Maltija xorta se jiġu kkunsidrati imma għandhom jipprovdu evidenza ta' profiċjenza bażika fil-lingwa Maltija qabel il-konferma fil-ħatra li hi fi żmien sena (1) mill-ingaġġ., billi jgħaddu b'suċċess mill-eżami fil-Basic Medical Maltese for the Healthcare Profession Part 1 tal-Università ta' Malta. Il-Kors li uffiċjalment iwassal għal dan l-eżami huwa l-Course in Basic Medical Maltese for the Healthcare Profession Part 1 immexxi mid-Dipartiment tal-Malti tal-Università ta' Malta. Kwalunkwe ħlas relatat mal-kors jew assessjar tiegħu jridu jiġu mħallsa mill-kandidati prospettivi magħżula. Madankollu, tali spejjeż jistgħu jitħallsu lura permezz tal-tal-Continuous Professional Development Scheme (CPD);

U

(b) ikunu profiċjenti fil-lingwa Ingliża;

Billi:

jipprovdu, sad-data tal-intervista, evidenza li l-kwalifika primarja fl-Allied Health Profession ġiet segwita bil-lingwa Ingliża;

JEW

jipprovdu sad-data tal-intervista, ċertifikat validu tal-IELTS (International English Language Testing System) ta' band score medju ta' 6 jew ogħla f'dominji ta' komprensjoni, qari, kitba u lingwa mitkellma. Kwalifika ċċertifikata ekwivalenti għal IELTS Livell 6 (band score medju ta' 6) eż. GCSE/Cambridge Grad Ċ, TOEFL (IBT): 60-80, CEFR: B2 ikunu aċċettati;

JEW

jipprovdi dokumentazzjoni li turi tal-inqas sitt (6) xhur esperjenza ta' xogħol iċċertifikata full-time bħala Allied Health Professional irreġistrata fir-Renju Unit jew fl-Irlanda jew kwalunkwe pajjiż ieħor li jitkellmu l-Ingliż fejn l-Ingliż huwa l-lingwa primarja u/jew uffiċjali;

U

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

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

ii. (a) Be proficient in the Maltese language. However, candidates who do not possess proficiency in the Maltese language will still be considered but have to provide evidence of basic proficiency in the Maltese language before confirmation of appointment, which is within one (1) year of engagement by being successful in the examination in Basic Medical Maltese for the Healthcare Profession Part 1 of the University of Malta. The course officially leading to this examination is the couse in Basic Medical Maltese for the Healthcare Profession Part 1 run by the Department of Maltese of the University of Malta. Any related course and assessment fees are to be paid by prospective selected candidates. However, such expenses may be claimed through the Continuous Professional Development Scheme (CPD);

AND

(b) be proficient in the English language;

Either:

providing proof by the interview date, that the primary Allied Health Professional qualification was undertaken in the English language;

OR

providing by the interview date, a valid certificate of IELTS (International English Language Testing System) or average band score of 6 or above in the listening, reading, writing and speaking domains. A certified equivalent qualification to IELTS (overall band score 6) e.g. GCSE/Cambridge: Grade C, TOEFL (IBT): 60 - 80, CEFT: B2 will also be accepted;

OR

providing documentation showing at least six (6) months full-time equivalent certified work experience as registered Allied Health Professional in the United Kingdom, Ireland, or any other English speaking country where English is the primary and/or official language;

AND

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

*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.

iv. 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 jew fi grad/pożizzjoni inqas. 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.

*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-Univeristà 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) 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 (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 (iii) jew 4.2 (i).

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli

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

iv. 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 or in a lower grade/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 compromise a minimum of 90 ECTS/ECVET credits.

*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.

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 4.1 (iii) 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(iii) or 4.2 (i).

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

4.3. 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.

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-

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

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

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

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

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

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

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

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

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 tas-Segretarju Permanenti, Ministeru għall- Anzjanità Attiva 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 it-Tnejn, 18 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.

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 Permanent Secretary, Ministry for Active Ageing 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 Monday, 18th 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 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;

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mit-Taqsima Riżorsi Umani, Ministeru għall-Anzjanità Attiva, Palazzo Spinola, 46, Triq San Kristofru, 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-Dipartiment huma (mfaa.gov.mt) u (hr.mfaa@gov.mt).

L-1 ta' Settembru, 2023

MINISTERU GĦALL-ANZJANITÀ ATTIVA

Post ta' Allied Health Pofessional (Occupational Therapy) fuq bażi full-time/part-time fil-Ministeru għall-Anzjanità Attiva

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

1. Is-Segretarju Permanenti, Ministeru għall-Anzjanità Attiva, jilqa' applikazzjonijiet għall-post ta' Allied Health Professional (Occupational Therapy) fuq bażi full-time/part-time fil-Ministeru għall-Anzjanità Attiva.

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 Human Resources Section, Ministry for Active Ageing, Palazzo Spinola, 46, Triq San Kristofru, 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 Department are (mfaa.gov.mt) and (hr.mfaa@gov.mt).

1st September, 2023

MINISTRY FOR ACTIVE AGEING

Post of Allied Health Professional (Occupational Therapy) on a full-time/part-time basis in the Ministry for Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Active Ageing, invites applications for the post of Allied Health Professional (Occupational Therapy) on a full-time/part-time basis in the Ministry for Active Ageing.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Allied Health Professional bid-Degree f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti) 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.

Persuna fil-grad ta' Allied Health Professional li minbarra r-rekwiżit stipulat f'paragrafu 2.2 għandha wkoll fil-pussess tagħha Master Degree f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, jinħatru mad-dħul bħala Senior Allied Health Professional fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23).

2.3 Persuna fil-grad ta' Allied Health Professional titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77) wara sentejn (2) servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Allied Health Professional tiġi promossa għall-grad ta' Senior Allied Health Professional fi Skala 8 (€26,048.25 x €486.83 - €28,969.23) wara tlett (3) snin servizz sodisfaċenti fil-grad ta' Allied Health Professional fi Skala ta' Salarju 9.

Persuna fil-ħatra ta' Allied Health Professional li fil-kors tad-dmirijiet tagħha tikseb Postgraduate Master f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxut, għandha titla' minnufih għal Skala ta' Salarju 8 bħala Senior Allied Health Professional.

2.5 Persuna fil-ħatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) b'mill-inqas ħames (5) snin servizz sodisfaċenti fil-grad ta' Senior Allied Health Professional fi Skala ta' Salarju 8 u ċertifikat ta' tlestija b'suċċess tal-Competency Programme and Evaluation Framework (CAF) tiġi promossa għall-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55) kemm mid-data tal-otteniment tas-snin tas-servizz stipulat kif ukoll it-tlestija b'suċċess tal-CAF.

Persuna fil-ħatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) fil-pussess ta' Postgraduate Master f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQ rilevanti u rikonoxxuti, b'mill-inqas sentejn (2) servizz sodisfaċenti bħala Senior Allied Health Professional u ċertifikat ta' tlestija b'suċċess tal-Competency Programme

Terms and Conditions

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

2.2 The salary for the post of Allied Health Professional with Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) is Salary Scale 10, which in the year 2023 is equivalent to €23,029.57 per annum, rising by annual increments of €407.67 up to a maximum of €25,475.59.

An Allied Health Professional who in addition to the requirement stipulated in paragraph 2.2 is also in possession of a relevant and recognised Postgraduate Master Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD at MQF Level 8, shall on entry be immediately appointed as Senior Allied Health Professional in Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23).

2.3 An Allied Health Professional will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 An Allied Health Professional will be promoted to the grade of Senior Allied Health Professional in Scale 8 (€26,048.25 x €486.83 - €28,969.23) on completion of three (3) years satisfactory service in the grade of Allied Health Professional in Salary Scale 9.

An Allied Health Professional who in the course of his duties obtains a relevant and recognised Postgraduate Master Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PHD MQF Level 8 shall immediately progress to Salary Scale 8 as Senior Allied Health Professional.

2.5 A Senior Allied Health Professional (Salary Scale 8) with at least five (5) years satisfactory service as Senior Allied Health Professional in Salary Scale 8 and certificate of successful completion of the Competency Programme and Evaluation Framework (CAF), shall be promoted to the grade of Allied Health Practitioner in Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55) as from the date of satisfaction of both the stipulated years of service and the successful certification to the CAF.

A Senior Allied Health Professional (Salary Scale 8), in possession of a recognised and relevant Postgraduate Master Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD a MQF Level 8 with at least two (2) years satisfactory service as Senior Allied Health Professional and certificate of successful completion of the Competency Programme and Evaluation

and Evaluation Framework (CAF), għandhom jiġu promossi fil-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55). Fil-każ ta' Uffiċjal li ma jkollux iċ-ċertifikat ta' tlestija b'suċċess tal-Competency Programme and Evaluation Framework mat-tlestija ta' sentejn (2) servizz sodisfaċenti fil-grad, għandu jiġi promoss għal Allied Health Practitioner bil-kundizzjoni li jikseb din iċ-ċertifikazzjoni fi żmien sena (1) mill-ħatra ta' Allied Health Practitioner fi Skala ta' Salarju 7. Uffiċjali li jonqsu milli jippreżentaw tali ċertifikazzjoni fil-qafas ta' żmien stipulat għandhom jerġgħu lura awtomatikament għal Senior Allied Health Professional fi Skala ta' Salarju 8.

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

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

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

i. Jippjana, iwettaq u jevalwa servizz speċifiku tal-Allied Health;

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

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

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

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

Framework (CAF), shall be promoted to the grade of Allied Health Practitioner in Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55). In the case of Officers who are not in possession of the certificate of successful completion of the Competency Programme and Evaluation Framework on the completion of two (2) years satisfactory service in the grade, shall be promoted to Allied Health Practitioner on condition that he obtains this certification within one (1) year from appointment of Allied Health Practitioner in Salary Scale 7. Officers who fail to present such certification within the stipulated timeframe shall automatically revert to Senior Allied Health Professional in Salary Scale 8.

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

2.7 Lateral applications by public officers who already hold an appointment in the same grade 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

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

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

ii. Presents clear, accurate and timely documentation;

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

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

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

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

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

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

Aktar dettalji dwar id-dmirijiet marbuta ma' dan il-post jistgħu jinkisbu mit-Taqsima Riżorsi Umani, Ministeru għall-Anzjanità Attiva, Palazzo Spinola, 46, Triq San Kristofru, Il-Belt Valletta, li tista' tiġi kkuntattjata wkoll permezz ta' ittra elettronika lil (hr.mfaa@gov.mt).

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

3.3 Allied Health Professinals ingaġġati fuq bażi part-time ikunu meħtieġa li jaħdmu minimu ta' 20 siegħa fil-ġimgħa u allokati f'rosters u sezzjonijiet skont l-esiġenzi tas-servizz.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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-

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

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

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

Further details fo the job description of the post may be obtained from the Human Resources Section, Ministry for Active Ageing, Palazzo Spinola, 46, Triq San Kristofru, Valletta, which may be contacted by email to (hr.mfaa@gov.mt).

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

3.3 Allied Health Professionals engaged on part-time basis will be required to work on a minimum of 20 hours per week and deployed on a roster and section according to the exigencies of the service.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. 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

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. (a) Ikunu profiċjenti fil-lingwa Maltija. Għaldaqstant, kandidati li m'humiex profiċjenti fil-lingwa Maltija xorta ser jiġu kkunsidrati imma għandhom jipprovdu evidenza ta' profiċjenza bażika fil-lingwa Maltija qabel il-konferma fil-ħatra li hi fi żmien sena (1) mill-ingaġġ, billi jgħaddu b'suċċess mill-eżami fil-Basic Medical Maltese for the Healthcare Profession Part 1 tal-Università ta' Malta. Il-Kors li uffiċjalment iwassal għal dan l-eżami huwa l-Course in Basic Medical Maltese for the Healthcare Profession Part 1 immexxi mid-Dipartiment tal-Malti tal-Università ta' Malta. Kwalunkwe ħlas relatat mal-kors jew assessjar tiegħu iridu jiġu mħallsa mill-kandidati prospettivi magħżula. Madankollu, tali spejjeż jistgħu jiġu applikati biex jitħallsu lura permezz tal-tal-Continuous Professional Development Scheme (CPD);

U

(b) ikunu profiċjenti fil-lingwa Ingliża;

Billi:

jipprovdu, sad-data tal-intervista, evidenza li l-kwalifika primarja fl-Allied Health Profession ġiet segwita bil-lingwa Ingliża

JEW

jipprovdu sad-data tal-intervista, ċertifikat validu tal-IELTS (International English Language Testing System) ta' band score medju ta' 6 jew ogħla f'dominji ta' komprensjoni, qari, kitba u lingwa mitkellma. Kwalifika ċċertifikata ekwivalenti għal IELTS Livell 6 (band score medju ta' 6) eż. GCSE/Cambridge Grad Ċ, TOEFL (IBT): 60-80, CEFR: B2 ikunu aċċettati;

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. (a) Be proficient in the Maltese language. However, candidates who do not possess proficiency in the Maltese language will still be considered but have to provide evidence of basic proficiency in the Maltese language before confirmation of appointment, which is within one (1) year of engagement by being successful in the examination in Basic Medical Maltese for the Healthcare Profession Part 1 of the University of Malta. The course officially leading to this examination is the couse in Basic Medical Maltese for the Healthcare Profession Part 1 run by the Department of Maltese of the University of Malta. Any related course and assessment fees are to be paid by prospective selected candidates. However, such expenses may be claimed through the Continuous Professional Development Scheme (CPD);

AND

(b) be proficient in the English language;

Either:

providing proof by the interview date, that the primary Allied Health Professional qualification was undertaken in the English language;

OR

providing by the interview date, a valid certificate of IELTS (International English Language Testing System) or average band score of 6 or above in the listening, reading, writing and speaking domains. A certified equivalent qualification to IELTS (overall band score 6) e.g. GCSE/Cambridge: Grade C, TOEFL (IBT): 60-80, CEFT: B2 will also be accepted;

JEW

jipprovdi dokumentazzjoni li turi tal-inqas sitt (6) xhur esperjenza ta' xogħol iċċertifikata full-time bħala Allied Health Professional irreġistrata fir-Renju Unit jew fl-Irlanda jew kwalunkwe pajjiż ieħor li jitkellmu l-Ingliż fejn l-Ingliż huwa l-lingwa primarja u/jew uffiċjali;

U

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

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

iv. 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 jew fi grad/pożizzjoni inqas. 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.

*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-Univeristà ta' Malta (mogħtija qabel l-2009) b'inmqas 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) 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 (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.

OR

providing documentation showing at least six (6) months full-time equivalent certified work experience as registered Allied Health Professional in the United Kingdom, Ireland, or any other English speaking country where English is the primary and/or official language;

AND

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

*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.

iv. 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 or in a lower grade/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 compromise a minimum of 90 ECTS/ECVET credits.

*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) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 4.1 (iii) 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) 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 (i).

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli

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

(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(iii) or 4.2 (i).

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

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

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

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

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

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

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

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

4.5 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.

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

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

Proċeduri tal-Għażla

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

Selection Procedures

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Segretarju Permanenti, Ministeru għall-Anzjanità Attiva, 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 it-Tnejn, 18 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;

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mit-Taqsima Riżorsi Umani, Ministeru għall-

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 Active Ageing, 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 Monday, 18th 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 Human Resources Section, Ministry for

Anzjanità Attiva, Palazzo Spinola, 46, Triq San Kristofru, 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-Dipartiment huma mfaa.gov.mt u (hr.mfaa@gov.mt).

L-1 ta' Settembru, 2023

MINISTERU GĦALL-ANZJANITÀ ATTIVA

Post ta' Konsulent Ġerjatrija fil-Ministeru għall-Anzjanità Attiva

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

1. Is-segretarju Permanenti, Ministeru għall-Anzjanità Attiva, tilqa' applikazzjonijiet għall-post ta' Konsulent Ġerjatrija fil-Ministeru għall-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Konsultent huwa ta' Skala ta' Salarju 4, li fis-sena 2023 huwa €38,980.22 fis-sena.

2.3 Persuna fil-ħatra ta' Konsulent tirrapporta direttament liċ-Chairperson Kliniku tal-Ġerjatrija.

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

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Konsulent Ġerjatrija jinkludu li:

i. Ikun jifforma parti mid-Dipartiment u jkun direttament responsabbli lejn il-Clinical Chairperson tal-Ġerjatrija;

Active Ageing, Palazzo Spinola, 46, Triq San Kristofru, 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 Department are mfaa.gov.mt and (hr.mfaa@gov.mt).

1st September, 2023

MINISTRY FOR ACTIVE AGEING

Post of Consultant Geriatrician in the Ministry for Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Active Ageing, invites applications for the post of Consultant Geriatrician in the Ministry for Active Ageing.

Terms and Conditions

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

2.2 The salary for the post of Consultant is Salary Scale 4, which in the year 2023 is equivalent to, €38,980.22 per annum.

2.3 The Consultant shall report to the Clinical Chairperson Geriatrics.

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

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

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

Duties

3. The job duties for the post of Consultant Geriatrician include:

i. Forming part of the Department and be directly accountable to the Clinical Chairperson Geriatrics;

ii. Jipprovdi l-kura klinika kollha fil-qasam tal-ispeċjaltà skont l-istandards ta' kwalità tal-professjoni;

iii. Jieħu sehem fl-attivitajiet tad-Dipartiment tal-Ġerjatrija u tal-Ministeru għall-Anzjanità Attiva, jipparteċipa fil-programmi ta' tagħlim u riċerka, jattendi regolarment għal-laqgħat kliniċi u jieħu sehem fil-proċess ta' assigurazzjoni ta' kwalità u verifika;

iv. Jipprovdi servizzi speċjalizzati fl-entitajiet kollha li jaqgħu taħt il-Ministeru għall-Anzjanità Attiva skont programmi approvati, u jista' wkoll ikun meħtieġ li jagħti servizz fi kwalunkwe estensjoni futura ta' servizzi tas-saħħa hekk kif provdut taħt Skema Nazzjonali tas-Saħħa komprensiva;

v. Iżomm ruħu aġġornat mal-iżviluppi kurrenti fil-qasam tal-Ġerjatrija u jieħu sehem f'laqgħat ta' wara l-gradwazzjoni kemm lokalment, kif ukoll barra. Il-persuna maħtura tkun meħtieġa li tinvolvi ruħha fl-edukazzjoni kontinwa ta' kollegi kliniċi fil-livelli kollha rigward l-użu xieraq tal-faċilitajiet kollha rilevanti;

vi. Jipparteċipa fil-ħidma tad-Dipartiment tal-Ġerjatrija hekk kif assenjat mill-Kap Eżekuttiv u mill-Clinical Chairperson tad-Dipartiment tal-Ġerjatrija inkluż responsabbiltajiet tas-sala, outpatient/day hospital clinics, dmirijiet tal-on call u servizz ta' konsulenza;

vii. Jikkollabora u jagħti pariri lil membri oħra tal-istaff mediku, speċjalment mal-Konsulenti l-oħra tal-Ġerjatrija, u impjegati tal-kirurġija u allied health dwar materji li jappartjenu għall-ispeċjaltà msemmija;

viii. Ikun involut fis-superviżjoni ta' junior staff, flimkien ma' persunal ieħor lokali jew barrani fuq żjara u jaċċerta t-twettiq ta' programm kontinwu ta' taħriġ u edukazzjoni fir-rispett tagħhom;

ix. Jieħu sehem fit-tagħlim u taħriġ ta' qabel u ta' wara l-gradwazzjoni kif meħtieġ u jkun involut fi programmi kontinwi ta' riċerka;

x. Iwaqqaf mekkaniżmi xierqa biex jiżgura kwalità tas-servizzi u ta' verifika medika;

xi. Ikun meħtieġ li jattendi għall-ħtiġiet tal-pazjenti skont l-esiġenzi tas-servizz meta jkun on call;

xii. Jaqsam ir-riżorsi ma' Konsulenti u firms eżistenti. Il-persuna maħtura għandha tkun responsabbli li taċċerta li d-dixxiplina u l-prattika (inkluż l-aspetti tal-iġjene) li jaffettwaw lill-pazjenti taħt il-kura tagħha huma tal-ogħla livell possibbli;

xiii. Ikopri għas-sessjonijiet ta' filgħodu, waranofsinhar jew filgħaxija fuq bażi ta' roster;

ii. Providing all clinical care within the remit of the specialty in accordance with quality standards of the profession;

iii. Taking part in the activities of the Department of Geriatrics and of the Ministry for Active Ageing, participating in teaching and research programmes, attending regularly at clinical meetings and partaking in the process of quality assurance and audit;

iv. Providing specialised services in all areas at the Ministry for Active Ageing including PPS in accordance with approved programmes, and may also be required to provide service in any future extension of health services as provided under a comprehensive National Health Scheme;

v. Keeping abreast with the current developments in the field of Geriatrics and participating in postgraduate meetings locally and abroad. He/she will be required to involve himself/herself in the going education of clinical colleagues at all levels with regard to the appropriate use of all relevant facilities;

vi. Participating in the work assigned by the Chief Executive Officer and the Clinical Chairperson of the Department of Geriatrics including ward responsibilities, outpatient/day hospital clinics, on call duties and consultation service;

vii. Liaising with and advising other members of the medical colleagues especially other Consultant Geriatricians, surgical and allied health staff on matters pertaining to the specialty;

viii. Being involved in the supervision of junior staff, together with any other local or foreign visiting personnel, and ensuring the implementation of a continuous training and education programme in their respect;

ix. Participating in udergraduate and postgraduate teaching and training as required and being involved in ongoing research programmes;

x. Establishing appropriate mechanisms to ensure quality of services and medical audit;

xi. Being required to attend to the needs of patients according to the exigencies of the service when on call;

xii. Sharing resources with existing Consultants and firms. The appointee shall be responsible to ensure that discipline and practice (including aspects of hygiene) affecting patients under his/her care are of the highest possible level;

xiii. May be required to provide cover for morning, afternoon or evening sessions;

xiv. Jista' jkun meħtieġ li jattendi għall-ħtiġiet tal-pazjenti skont l-esiġenzi tas-servizz meta l-persuna maħtura tkun il-Konsulent on call;

xv. Ikun involut fl-iżvilupp jew aktar żvilupp ta' kull subspeċjaltà bi qbil mal-Ministeru għall-Anzjanità Attiva;

xvi. Jipprovdi pjanijiet ta' kura u reviżjoni regolari tar-residenti;

xvii. Jipprovdi servizz ġerjatriku komunitarju fil-komunità kif meħtieġ;

xviii. Jifforma parti minn tim multidixxiplinarju fl-espansjoni tas-servizzi komunitarji bl-introduzzjoni ta' diversi inizjattivi bħat-telemedicine;

xix. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għall-Anzjanità Attiva;

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

xxi. 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-

xiv. When the appointee is the Consultant on call, he/she may be required to attend to the needs of patients according to the exigencies of the service;

xv. Being involed in the development or in further development of any subspecialty in agreement with the Ministry for Active Ageing;

xvi. Providing care plans and regular review of residents;

xvii. Providing community geriatric service in the community as required;

xviii. Forming part of multidisciplinary team in expanding community services with the introduction of various initiatives such as telemedicine;

xix. Making use of the Information Technology systems which may be in operation within the Ministry for Active Ageing;

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

xxi. 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

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

'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. profiċjenti fil-lingwa Maltija u l-lingwa Ingliża;

ii. proficient in the Maltese and English languages;

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 jew fi grad/pożizzjoni inqas. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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 or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Talbiet għal estensjonijiet lil hinn minn dan il-perjodu għandhom jiġu sottomessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

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

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

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

4.8 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/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.

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

4.10 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku 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.

receiving the applications, indicating clearly the reasons for the delay. Requests for an extension beyond this period are to be submitted for the consideration of the Public Service Commission.

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

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

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

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

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

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

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

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

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

4.12 L-applikanti huma obbligati li jinfurmaw immedjatament lill-bord tal-għażla (jekk ir-riżultat għadu ma ġiex 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/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 4.7, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Segretarju Permanenti, Ministeru għall-Anzjanità Attiva, 46, Livel 5, Palazzo Spinola, Triq San Kristofru, Il-Belt Valletta VLT 1464, 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

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

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

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates/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 4.7, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Active Ageing, 46, Level 5, Palazzo Spinola, Triq San Kristofru, Valletta VLT 1464, through the Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application,

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, 18 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;

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mis-Segretarju Permanenti, Ministeru għall-Anzjanità Attiva, 46, Livel 5, Palazzo Spinola, Triq San Kristofru, Il-Belt Valletta VLT 1464. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tal-Ministeru għall-Anzjanità Attiva huma (activeageing.gov.mt) u (hr.mfaa@gov.mt).

L-1 ta' Settembru, 2023

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, 18th 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 Active Ageing, 46, Palazzo Spinola, Level 5, Triq San Kristofru, Valletta VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

The website address of the Ministry for Active Ageing is (activeageing.gov.mt) and the email address is (hr.mfaa@gov.mt).

1st September, 2023

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

Pożizzjoni ta' Technical Attaché (Sigurtà Interna) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, jilqa' applikazzjonijiet għall-pożizzjoni ta' Technical Attaché (Sigurtà Interna) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Technical Attaché fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea fi Brussell (il-Belġju).

2.2 Il-pożizzjoni ta' Technical Attaché hija suġġetta għal perjodu ta' prova ta' sena (1).

2.3 Peress li din hi pożizzjoni ta' Technical Attaché li hi waħda ta' fiduċja, din tikkostitwixxi raġuni oġġettiva li taqa' taħt Regolament 7(4) (b) (ii) tal-Liġi Sussidjarja 452.81 intitolat '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 Nuqqas ta' sehem sodisfaċenti mogħti mit-Technical Attaché matul kull waqt tal-ingaġġ iwassal għat-terminazzjoni ta' dan il-ftehim.

2.7 Il-kandidat magħżul ikun marbut bit-termini u l-kundizzjonijiet stipulati fil-Ftehim ta' Technical Attaché.

2.8 a. L-ingaġġ bħala Technical Attaché huwa fuq bażi full-time u l-kandidat magħżul se jkun stazzjonat fi Brussell (il-Belġju).

b. Il-persuna magħżula hija mistennija li tkun imxiet lejn Brussell fi żmien xahar (1) minn meta tkun infurmata li tkun għaddiet b'suċċess mill-proċess tal-applikazzjoni.

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

Position of Technical Attaché (Internal Security) in the Ministry for Foreign and European Affairs and Trade

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade, invites applications for the position of Technical Attaché (Internal Security) in the Ministry for Foreign and European Affairs and Trade.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Technical Attaché in the Permanent Representation of Malta to the EU in Brussels (Belgium).

2.2 The position of Technical Attaché is subject to a probationary period of one (1) year.

2.3 Since this is a position of trust, the position of Technical Attaché constitutes an objective reason which falls under Regulation 7(4) (b) (ii) 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 Unsatisfactory performance as Technical Attaché during any time of this assignment period will lead to termination of the agreement.

2.7 The selected candidate will be bound by the terms and conditions stipulated in the Agreement of Technical Attaché.

2.8 a. The engagement as Technical Attaché is on a full-time basis and the selected candidate will be stationed in Brussels (Belgium).

b. The selected candidate must be able to move to Brussels within one (1) month of being informed that she/he has been successful in the application process.

2.9 Impjegati li jkunu jaħdmu mas-Settur Pubbliku u jkunu magħżula għall-pożizzjoni ta' Technical Attaché jridu jagħmlu l-arranġamenti tagħhom mal-entità li timpjegahom biex jiġu rilaxxati fil-perjodu li huma jkunu se jservu bħala Technical Attaché. Dan l-arranġament irid isir qabel jiġi ffirmat il-Ftehim ta' Technical Attaché.

2.10 Fil-każ li l-persuna magħżula tkun ġejja minn entità fis-Settur Pubbliku u li tkun rilaxxata mill-entità konċernata biex tokkupa l-pożizzjoni ta' Technical Attaché, il-persuna magħżula terġa' tibda taħdem ma' dik l-entità fil-mument li hija ma tibqax tokkupa l-pożizzjoni ta' Technical Attaché.

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju ta' Malta u l-Allowances ta' Post Aġġustament marbut mal-pożizzjoni ta' Technical Attaché huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 7 (ekwivalenti għal €30,353.38 fl-2023), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar. Barra minn hekk, it-Technical Attaché se jirċievi l-benefiċċji u l-allowances kif spjegati fil-'Conditions of Service for Officers Serving Overseas'.

3.2 F'każijiet fejn il-persuna magħżula tkun diġà qed isservi fil-pożizzjoni ta' Technical Attaché b'salarju, benefiċċji u allowances li huma ogħla minn dawk stabbiliti f'paragrafu 3.1 hawn fuq, il-kumpens applikabbli f' dawn il-każijiet eċċezzjonali ta' ħatra mill-ġdid għandu jkun tal-ogħla skala ta' salarju, benefiċċji u allowances.

3.3 Għat-tul tal-Ftehim, it-Technical Attaché jkun marbut mal-'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; CONDSER Ġunju 2015 V1.1) li jistgħu jiġu aġġornati minn żmien għal żmien.

Dmirijiet

4. It-Technical Attaché jkun l-espert tekniku fuq il-politika tal-Unjoni Ewropea dwar il-Politika tal-UE relatata mas-sigurtà interna u b'mod partikolari l-koperazzjoni fl-infurzar tal-liġi. It-Technical Attaché jirrapporta direttament lir-Rappreżentant Permanenti ta' Malta għall-Unjoni Ewropea. It-Technical Attaché hu responsabbli li jipprovdi pariri lir-Rappreżentant Permanenti u lill-entitajiet oħra governattivi u li jikkordina kull ħidma u jsegwi kwalunkwe kwistjoni teknika fuq is-suġġetti diversi tal-politika tal-UE dwar Politika tal-UE relatata mas-sigurtà interna u b'mod partikolari l-koperazzjoni fl-infurzar tal-liġi fi ħdan ir-Rappreżentanza Permanenti. It-Technical Attaché huwa wkoll responsabbli li jżomm aġġornat lir-Rappreżentant Permanenti fi kwalunkwe kwistjoni rilevanti fil-qasam li tiegħu huwa responsabbli. Il-kandidat

2.9 Public Sector employees selected for the position of Technical Attaché must make their own arrangements with their employing entity with regards to their release for the period during which they are to serve as Technical Attaché before signing their Agreement as Technical Attaché.

2.10 In the case of a selected candidate emanating from a public sector entity and who is granted release by the entity in order to take up the position of Technical Attaché, the selected candidate will resume his/her employment with such entity once he/she no longer holds the position of Technical Attaché.

Salary Pegged to the Position

3.1 The Malta Salary and the Post Adjustment Allowances attached to the position of a Technical Attaché is equivalent to the maximum step of Salary Scale 7 less an increment (equivalent to €30,353.38 in 2023), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one (1) year service, whichever is the latter. In addition, the Technical Attaché will be granted the financial allowances and benefits provided for in the Conditions of Service for Officers Serving Overseas.

3.2 In cases where the selected candidate is already currently serving in the position of Technical Attaché at a salary scale, benefits and allowances that are higher than those established at section 3.1 above, the applicable compensation upon re-appointment in such exceptional cases shall be the higher applicable salary scale, benefits and allowances.

3.3 For the duration of the Agreement, the Technical Attaché shall abide by the 'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; CONDSER June 2015 V1.1) and which may be updated from time t time.

Duties

4. The Technical Attaché is the technical expert on EU Policy relating to internal security and in particular law enforcement cooperation. The Technical Attaché reports directly to the Permanent Representative of Malta to the European Union. The Technical Attaché is responsible for providing advice to the Permanent Representative and to other relevant entities within the Government, as well as coordinating any tasks and following any issues on the various topics of EU policy relating to internal security and law enforcement cooperation within the Permanent Representation. The Technical Attaché is also responsible for keeping the Permanent Representative abreast of any relevant issues in the area of responsibility. The candidate must have the necessary background that enables him

irid ikollu l-isfond meħtieġ biex jifhem il-kumplessitajiet u jagħti rispons lura dwar kwistjonijiet diversi marbuta mal-acquis relatat mal-qasam li għalih huwa responsabbli, kif ukoll biex iressaq il-pożizzjoni ta' Malta bil-ħsieb li din titqies b'mod adegwat mill-istituzzjonijiet, il-korpi u l-aġenziji tal-UE fil-kontribuzzjonijiet rilevanti tagħhom, inkluż fil-proposti leġiżlattivi.

Din id-Deskrizzjoni tal-Pożizzjoni hija indikattiva tal-kompiti u r-responsabbiltajiet.

Qasam Estern

i. Jirrappreżenta lil Malta fil-laqgħat tal-korpi preparatorji tal-Kunsill kif mitlub, fil-laqgħat tal-Gruppi ta' Ħidma tal-Kummissjoni u fil-Kumitati tal-Komitoloġija kif mitlub, kif ukoll f'fora oħra tal-UE kif meħtieġ; li jressaq il-pożizzjoni ta' Malta f'dawn il-laqgħat u li jipparteċipa f'diskussjonijiet hekk kif ikun iddettaljat fin-Noti ta' Istruzzjoni li għalihom it-Technical Attaché jrid ikun jista' jikkontribwixxi wkoll;

ii. Jikteb u jibgħat ir-rapporti ta' dawn il-laqgħat immedjatament wara li jintemmu l-laqgħat u dan f'konformità mal-Lista ta' Distribuzzjoni approvata, kif ukoll li jiġbed l-attenzjoni, bit-telefown jew messaġġ, dwar kwistjonijiet ta' importanza immedjata, lill-Ministeru kkonċernat, lid-Dipartiment ta' Kordinazzjoni tal-UE u lill-Kabinett tar-Rappreżentant Permanenti;

iii. Isegwi/shadowing (skont il-każ) il-laqgħat ta' Gruppi ta' Ħidma u Kumitati tal-Kunsill kif dettaljat, kif ukoll laqgħat tal-Gruppi ta' Ħidma tal-Kummissjoni u tal-Kumitati tal-Komitoloġija li huma rilevanti għall-qasam ta' responsabbiltà ta' din il-pożizzjoni, u li għalihom jattendu uffiċjali minn Malta;

iv. Isegwi, u jirrapporta lura, dwar il-ħidma u l-iżviluppi fid-diversi istituzzjonijiet, korpi u aġenziji tal-UE kif ukoll fi Stati Membri fil-qasam li tiegħu jkun responsabbli u jinvolvi ruħu b'mod attiv ma' rappreżentanti ta' Stati Membri oħra, is-Segretarjat tal-Kunsill, kif ukoll il-Kummissjoni, il-Parlament Ewropew u istituzzjonijiet, korpi u aġenziji oħra, biex iressaq 'il quddiem il-pożizzjoni ta' Malta, kif meħtieġ;

v. Jikkordina s-segwitu ta' kull kwistjoni li tista' tinqala' fil-laqgħat hawn fuq imsemmija/rapporti/jew proposti kif meħtieġ, kemm mat-taqsimiet l-oħra tar-Rappreżentanza Permanenti kif ukoll mal-istrutturi kkonċernati tal-Gvern f'Malta;

vi. Jipparteċipa fil-Kunsill u f'laqgħat oħra ministerjali relatati mal-UE, fil-laqgħat tal-COREPER kif ukoll f'kull laqgħa li ssir fil-marġini kif meħtieġ u dan għal dawk il-kwistjonijiet/suġġetti relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;

to understand the complexities and give feedback on the different issues stemming from the EU acquis related to the area of responsibility, as well as to put forward Malta's position with a view to having it adequately taken into account by EU institutions, bodies and agencies in their relevant contributions, including in legislative proposals.

This Position Description is indicative of the tasks and responsibilities.

External

i. Representing Malta in meetings of the Council preparatory bodies as detailed, Commission Working Group and Comitology Committee meetings as detailed as well as in other EU fora as required; putting forward Malta's position in such meetings and participating in discussions in accordance with the Instruction Notes to which the Technical Attaché must also be able to contribute;

ii. Compiling and sending reports of such meetings immediately after the completion of the meeting in line with the approved Distribution List as well as alerting, by telephone/message, the Ministry concerned, the EU Coordination Department and the Permanent Representative in the event of immediate issues;

iii. Shadowing/following (as the case may be) Council Working Party and Committee meetings as detailed, as well as Commission Working Group and Comitology Committee meetings that are relevant to this position's area of responsibility, which are attended by officers from Malta;

iv. Following up and reporting on the work and developments related to the relevant policy area in the various EU institutions, bodies and agencies and in other Member States, as well as engaging actively with representatives of other Member States, the Council Secretariat as well as the Commission, European Parliament and other EU institutions, bodies and agencies to put forward Malta's position as required;

v. Coordinating the follow-up of any issues arising at the above-mentioned meetings/reports/proposals as required, both with the other units of the Permanent Representation as well as with the appropriate Government structures in Malta;

vi. Participating in the Council and other EU-related ministerial meetings, COREPER meetings as well as any meetings held in the margins as required for those items related to this position's area of responsibility;

vii. Jikkompila u jibgħat rapporti f'waqthom ta' laqgħat imsemmija f'(vi) immedjatament wara li tintemm id-diskussjoni fuq tali suġġett skont il-proċeduri stabbiliti;

viii. Jieħu l-inizjattiva biex jiġu organizzati laqgħat b'mod regolari ma' kontropartijiet jew ma' rappreżentanti oħra mill-Istati Membri l-oħra, mill-Kunsill, mill-Kummissjoni, mill-Parlament Ewropew u minn istituzzjonijiet, korpi u aġenziji tal-UE oħra sabiex jissaħħu l-kuntatti ta' Malta u jiġu żviluppati kuntatti produttivi li jħallu l-frott, ma' Stati Membri oħra u mal-istituzzjonijiet, l-korpi u l-aġenziji l-oħra kollha tal-UE bil-ħsieb li jiġi żgurat li l-pożizzjoni ta' Malta tkun mifhuma, apprezzata u meqjusa;

ix. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti;

Qasam Intern

i. Isegwi, kuljum, dawk l-oqsma li jaqgħu taħt il-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni, partikolarment dawk li huma ta' ħassib partikolari għal Malta u jirrapporta dwar dawn;

ii. Isegwi u jżomm rekord tal-iskadenzi interni u barranin relatati mal-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni u jżomm kuntatt mat-taqsimiet rilevanti fir-Rappreżentanza Permanenti kif ukoll mal-istrutturi tal-Gvern xierqa f'Malta, sabiex jiġi assigurat li dawn l-iskadenzi jintlaħqu b'mod f'waqtu u b'mod effiċjenti;

iii. Iżomm rekord tal-iżviluppi relatati mal-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni, jiġbor u jiskrutinja dokumentazzjoni rilevanti maħruġa mill-Istituzzjonijiet tal-UE u fora oħra tal-UE, kif ukoll rapporti tal-midja u jibgħat kwalunkwe dokumentazzjoni, informazzjoni u pariri meħtieġa lir-Rappreżentant Permanenti u uffiċjali oħra (fi Brussell jew ibbażati f'Malta) kif xieraq;

iv. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni ta' kull eżerċizzju ta' ġbir ta' informazzjoni;

v. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni tad-dossiers u notamenti meħtieġa għal-laqgħat tal-COREPER II, COREPER I u PSC, kif ukoll kwalunkwe laqgħa oħra tar-Rappreżentant Permanenti;

vi. Jipprovdi kontribut lill-ministeru konċernat għall-kumpilazzjoni tad-dossiers u notamenti meħtieġa għall-Kunsill u għal-laqgħat ministerjali oħra relatati mal-UE;

vii. Tħejjija ta' briefing u background notes kif ukoll instruction notes u speaking notes relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni kif u meta jkun meħtieġ;

vii. Compiling and sending timely reports of the meetings referred to in (vi) immediately after the completion of the meeting according to established procedures;

viii. Taking the initiative to set up and hold regular meetings with counterparts from, or representatives of the other Member States, the Council, Commission, European Parliament and other EU institutions, bodies and agencies in order to strengthen Malta's contacts and develop fruitful and productive networks with other Member States and all the other EU institutions, bodies and agencies with a view to ensuring that Malta's position is understood, appreciated and taken on board;

ix. Any other task assigned by the Permanent Representative.

Internal

i. Following, on a daily basis, items falling under this position's area/s of responsibility, particularly those which are of particular concern to Malta and reporting on these;

ii. Following up and keeping track of internal and external deadlines related to this position's area/s of responsibility and liaising with the relevant Units within the Permanent Representation as well as with the appropriate Government structures in Malta, in order to ensure that these deadlines are met in a timely and efficient manner;

iii. Keeping track of developments related to this position's area/s of responsibility, collating and scrutinising relevant documentation issued by the EU institutions and other EU fora as well as media reports and forwarding any necessary documentation, information and advice to the Permanent Representative and other officers (Brussels or Malta-based) as appropriate;

iv. Providing input, as required, to the Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of any data collation exercise;

v. Providing input to the Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of the necessary dossiers and briefs, COREPER II, COREPER I and PSC meetings, as well as any other meetings of the Permanent Representative;

vi. Providing input to the ministry concerned for the compilation of the necessary dossiers and briefs for Council and other EU-related ministerial meetings;

vii. Drawing up briefing and background notes as well as instruction notes and speaking notes related to this position's area of responsibility as and when required;

viii. Jiġi assigurat illi l-proċeduri rilevanti jiġu segwiti skont il-linji gwida stabbiliti/manwali speċifiċi tas-Servizz Pubbliku Malti u tar-Rappreżentanza Permanenti;

ix. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti.

Rekwiżiti tal-Eliġibbiltà

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

i. ikunu ċittadini ta' Malta;

ii. ikunu proficjenti fil-lingwa Maltija u fil-lingwa Ingliża; għarfien fil-lingwa Franċiża jkun meqjus bħala vantaġġ;

iii. ikollhom kwalifika ta' Master rikonoxxuta f'Livell 7 tal-MQF (suġġett għall-minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti)* f'qasam li jwassalhom biex jaqdu dmirijiethom b' mod effettiv fil-qasam li jkunu applikaw għalih, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti;

JEW

fil-pussess ta' kwalifika ta' Baċellerat rikonoxxut fil-Livell 6 ta' MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti)* f'qasam li jwassalhom biex jaqdu dmirijiethom b'mod effettiv fil-qasam li jkunu applikaw għalih, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti.

*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.

iv. Uffiċjali pubbliċi li japplikaw għal din il-pożizzjoni iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita jew fi grad/pożizzjoni inqas. 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 minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika

viii. Ensuring relevant procedures are followed as per standard/specific manual/s guidelines of the Maltese Public Service and the Permanent Representation;

ix. Any other task assigned by the Permanent Representative.

Eligibility Requirements

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

i. citizens of Malta;

ii. proficient in the Maltese and English languages; knowledge of French is considered an asset;

iii. in possession of a recognised Master qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area plus one (1) year relevant work experience;

OR

in possession of a recognised Bachelor qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area, plus three (3) years relevant work experience.

*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.

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 or in a lower grade/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 iii will

rikjesta hekk kif speċifikata fil-paragrafu 5.1 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.

(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 5.1 iii.

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

(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 meħtiega tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data 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-GP47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħrog 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

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 5.1 iii.

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level then that required 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 GP47 is to be requested by HR Unit of the ministry/department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a certificate of conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

5.5 Applicants are obliged to immediately inform the selection board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status

ġie 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 ohra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

5.7 Applikazzjonijiet minn persuna li tkun diġà qed tokkupa l-pożizzjoni ta' Technical Attaché fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea fi Brussell tkun biss ikkunsidrata jekk hija tkun serviet sad-data tal-għeluq ta' din it-talba għall-applikazzjonijiet minn tal-inqas sentejn fil-pożizzjoni kurrenti ta' Technical Attaché.

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.

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 200 u l-marka li persuna trid iġġib biex tgħaddi hija 100.

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-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk

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).

5.7 Applications from a serving Technical Attaché at the Permanent Representation of Malta to the European Union in Brussels will only be considered if he/she has served by the closing date of this call for applications a minimum of two (2) years in the current Technical Attaché position.

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.

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 200 and the pass mark is 100.

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 for Corporate Services, Ministry for Foreign and European Affairs and Trade, 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

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 Ċentrali Ewropew) ta' nhar it-Tnejn, 18 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 jissottomettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
il-proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;
eżami mediku;
aċċess għall-formola tal-applikazzjoni u dettalji relatati
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma (www.foreign.gov.mt), (+356) 2204 3030, u (recruitment.mfet@gov.mt).

L-1 ta' Settembru, 2023

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 Time) of Monday, 18th 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;
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 Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, Triq San Pawl, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Department are (www.foreign.gov.mt), (+356) 2204 3030 and (recruitment.mfet@gov.mt).

1st September, 2023

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

Pożizzjoni ta' Technical Attaché (Legali – Kwistjonijiet Orizzontali) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, jilqa' applikazzjonijiet għall-pożizzjoni ta' Technical Attaché (Legali – Kwistjonijiet Oriżżontali) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Technical Attaché fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea fi Brussell (il-Belġju).

2.2 Il-pożizzjoni ta' Technical Attaché hija suġġetta għal perjodu ta' prova ta' sena (1).

2.3 Peress li din hi pożizzjoni ta' Technical Attaché li hi waħda ta' fiduċja, din tikkostitwixxi raġuni oġġettiva li taqa' taħt Regolament 7(4) (b) (ii) tal-Liġi Sussidjarja 452.81 intitolat '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 Nuqqas ta' sehem sodisfaċenti mogħti mit-Technical Attaché matul kull waqt tal-ingaġġ iwassal għat-terminazzjoni ta' dan il-ftehim.

2.7 Il-kandidat magħżul ikun marbut bit-termini u l-kundizzjonijiet stipulati fil-Ftehim ta' Technical Attaché.

2.8 a. L-ingaġġ bħala Technical Attaché huwa fuq bażi full-time u l-kandidat magħżul ser ikun stazzjonat fi Brussell (il-Belġju).

b. Il-persuna magħżula hija mistennija li tkun imxiet lejn Brussell fi żmien xahar (1) minn meta tkun infurmata li tkun għaddiet b'suċċess mill-proċess tal-applikazzjoni.

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

Position of Technical Attaché (Legal – Horizontal Issues) in the Ministry for Foreign and European Affairs and Trade

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade, invites applications for the position of Technical Attaché (Legal – Horizontal Issues) in the Ministry for Foreign and European Affairs and Trade.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Technical Attaché in the Permanent Representation of Malta to the EU in Brussels (Belgium).

2.2 The position of Technical Attaché is subject to a probationary period of one (1) year.

2.3 Since this is a position of trust, the position of Technical Attaché constitutes an objective reason which falls under Regulation 7(4) (b) (ii) 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 Unsatisfactory performance as Technical Attaché during any time of this assignment period will lead to termination of the Agreement.

2.7 The selected candidate will be bound by the terms and conditions stipulated in the Agreement of Technical Attaché.

2.8 a. The engagement as Technical Attaché is on a full-time basis and the selected candidate will be stationed in Brussels (Belgium).

b. The selected candidate must be able to move to Brussels within one (1) month of being informed that she/he has been successful in the application process.

2.9 Impjegati li jkunu jaħdmu mas-Settur Pubbliku u jkunu magħżula għall-Pożizzjoni ta' Technical Attaché jridu jagħmlu l-arranġamenti tagħhom mal-entita' li timpjegahom biex jiġu rilaxxati fil-perjodu li huma jkunu se jservu bħala Technical Attaché. Dan l-arranġament irid isir qabel jiġi ffirmat il-Ftehim ta' Technical Attaché.

2.10 Fil-każ li l-persuna magħżula tkun ġejja minn entita' fis-Settur Pubbliku u li tkun rilaxxata mill-entità konċernata biex tokkupa l-pożizzjoni ta' Technical Attaché, il-persuna magħżula terġa' tibda taħdem ma' dik l-entità fil-mument li hija ma tibqax tokkupa l-pożizzjoni ta' Technical Attaché.

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju ta' Malta u l-Allowances ta' Post Aġġustament marbut mal-pożizzjoni ta' Technical Attaché huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 7 (ekwivalenti għal €30,353.38 fl-2023), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar. Barra minn hekk, it-Technical Attaché se jirċievi l-benefiċċji u l-allowances kif spjegati fil-'Conditions of Service for Officers Serving Overseas'.

3.2 F'każijiet fejn il-persuna magħżula tkun diġà qed isservi fil-pożizzjoni ta' Technical Attaché b'salarju, benefiċċji u allowances li huma ogħla minn dawk stabbiliti f'paragrafu 3.1 hawn fuq, il-kumpens applikabbli f' dawn il-każijiet eċċezzjonali ta' ħatra mill-ġdid għandu jkun tal-ogħla skala ta' salarju, benefiċċji u allowances.

3.3 Għat-tul tal-Ftehim, it-Technical Attaché ikun marbut mal-'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; CONDSER Gunju 2015 V1.1) li jistgħu jiġu aġġornati minn żmien għal żmien.

Dmirijiet

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

It-Technical Attaché jkun l-espert tekniku fuq l-implimentazzjoni tal-liġi tal-Unjoni Ewropea fi ħdan ir-Rappreżentanza Permanenti, inkluż dak relatat mal-acquis li jirregola (i) r-relazzjonijiet tal-UE mar-Renju Unit (ii) il-Politika Kummerċjali Komuni u (iii) ir-relazzjonijiet interistituzzjonali. It-Technical Attaché jkun jirrapporta direttament lir-Rappreżentant Permanenti ta' Malta għall-Unjoni Ewropea. It-Technical Attaché jkun responsabbli li jipprovdi pariri legali lir-Rappreżentant Permanenti u lill-entitajiet oħra governattivi u li jikkordina kull ħidma u jsegwi kwalunkwe kwistjoni teknika relatata mal-oqsma

2.9 Public Sector employees selected for the position of Technical Attaché must make their own arrangements with their employing entity with regards to their release for the period during which they are to serve as Technical Attaché before signing their Agreement as Technical Attaché.

2.10 In the case of a selected candidate emanating from a public sector entity and who is granted release by the entity in order to take up the position of Technical Attaché, the selected candidate will resume his/her employment with such entity once he/she no longer holds the position of Technical Attaché.

Salary Pegged to the Position

3.1 The Malta Salary and the Post Adjustment Allowances attached to the position of a Technical Attaché is equivalent to the maximum step of Salary Scale 7 less an increment (equivalent to €30,353.38 in 2023), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one (1) year service, whichever is the latter. In addition, the Technical Attaché will be granted the financial allowances and benefits provided for in the Conditions of Service for Officers Serving Overseas.

3.2 In cases where the selected candidate is already currently serving in the position of Technical Attaché at a salary scale, benefits and allowances that are higher than those established at section 3.1 above, the applicable compensation upon re-appointment in such exceptional cases shall be the higher applicable salary scale, benefits and allowances.

3.3 For the duration of the Agreement, the Technical Attaché shall abide by the 'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; CONDSER June 2015 V1.1) and which may be updated from time t time.

Duties

4. The job duties for the position of Technical Attaché include:

The Technical Attaché is the technical expert on the implementation of EU law within the Permanent Representation, including that related to the acquis governing (i) the EU's relations with the United Kingdom, (ii) the Common Commercial Policy and (iii) interinstitutional relations. The Technical Attaché reports directly to the Permanent Representative of Malta to the European Union. The Technical Attaché is responsible for providing legal advice to the Permanent Representative and to other relevant entities within the Government, as well as coordinating any tasks and following any issues relating to the area/s of

li għalihom hu responsabbli. It-Technical Attaché huwa wkoll responsabbli li jżomm aġġornat lir-Rappreżentant Permanenti fi kwalunkwe kwistjoni rilevanti fil-qasam li tiegħu jkun responsabbli. Il-kandidat irid ikollu l-isfond legali meħtieġ biex jifhem il-kumplessitajiet u jagħti rispons lura dwar kwistjonijiet diversi marbuta mal-acquis relatat mal-oqsma li għalihom huwa responsabbli, kif ukoll biex iressaq il-pożizzjoni ta' Malta bil-ħsieb li din titqies b'mod adegwat mill-istituzzjonijiet, il-korpi u l-aġenziji tal-UE fil-kontribuzzjonijiet rilevanti tagħhom, inkluż fil-proposti leġiżlattivi. It-Technical Attaché jista' wkoll jintalab jaħdem fuq kwistjonijiet usa' relatati mal-implimentazzjoni tal-liġi tal-UE f'Malta, inkluż il-ksur.

Din id-Deskrizzjoni tal-Pożizzjoni hija indikattiva tal-kompiti u r-responsabbiltajiet.

Qasam Estern

i. Jirrappreżenta lil Malta fil-laqgħat tal-korpi preparatorji tal-Kunsill kif mitlub, fil-laqgħat tal-Gruppi ta' Ħidma tal-Kummissjoni u fil-Kumitati tal-Komitoloġija kif mitlub, kif ukoll f'fora oħra tal-UE kif meħtieġ; li jressaq il-pożizzjoni ta' Malta f'dawn il-laqgħat u li jipparteċipa f'diskussjonijiet hekk kif ikun iddettaljat fin-Noti ta' Istruzzjoni li għalihom it-Technical Attaché jrid ikun jista' jikkontribwixxi wkoll;

ii. Jikteb u jibgħat ir-rapporti ta' dawn il-laqgħat immedjatament wara li jintemmu l-laqgħat u dan f'konformità mal-Lista ta' Distribuzzjoni approvata, kif ukoll li jiġbed l-attenzjoni, bit-telefown jew messaġġ, dwar kwistjonijiet ta' importanza immedjata, lill-ministeru kkonċernat, lid-Dipartiment ta' Kordinazzjoni tal-UE u lill-Kabinett tar-Rappreżentant Permanenti;

iii. Isegwi/shadowing (skont il-każ) il-laqgħat ta' Gruppi ta' Ħidma u Kumitati tal-Kunsill kif dettaljat, kif ukoll laqgħat tal-Gruppi ta' Ħidma tal-Kummissjoni u tal-Kumitati tal-Komitoloġija li huma rilevanti għall-qasam ta' responsabbiltà ta' din il-pożizzjoni, u li għalihom jattendu uffiċjali minn Malta;

iv. Isegwi, u jirrapporta lura, dwar il-ħidma u l-iżviluppi fid-diversi istituzzjonijiet, korpi u aġenziji tal-UE kif ukoll fi Stati Membri fil-qasam li tiegħu jkun responsabbli u jinvolvi ruħu b'mod attiv ma' rappreżentanti ta' Stati Membri oħra, is-Segretarjat tal-Kunsill, kif ukoll il-Kummissjoni, il-Parlament Ewropew u istituzzjonijiet, korpi u aġenziji oħra, biex iressaq 'il quddiemil-pożizzjoni ta' Malta, kif meħtieġ;

v. Jikkordina s-segwitu ta' kull kwistjoni li tista' tinqala' fil-laqgħat hawn fuq imsemmija/rapporti/jew proposti kif meħtieġ, kemm mat-taqsimiet l-oħra tar-Rappreżentanza Permanenti kif ukoll mal-istrutturi kkonċernati tal-Gvern f'Malta;

responsibility. The Technical Attaché is also responsible for keeping the Permanent Representative abreast of any relevant issues in the area/s of responsibility. The candidate must have the necessary legal background that enables him to understand the complexities and give feedback on the different issues stemming from the EU acquis related to the area of responsibility, as well as to put forward Malta's position with a view to having it adequately taken into account by EU institutions, bodies and agencies in their relevant contributions, including in legislative proposals. The Technical Attaché could also be required to work on broader issues related to the implementation of EU law in Malta, including infringements.

This Position Description is indicative of the tasks and responsibilities.

External

i. Representing Malta in meetings of the Council preparatory bodies as detailed, Commission Working Group and Comitology Committee meetings as detailed as well as in other EU fora as required; putting forward Malta's position in such meetings and participating in discussions in accordance with the Instruction Notes to which the Technical Attaché must also be able to contribute;

ii. Compiling and sending reports of such meetings immediately after the completion of the meeting in line with the approved Distribution List as well as alerting, by telephone/message, the ministry concerned, the EU Coordination Department and the Permanent Representative in the event of immediate issues;

iii. Shadowing/following (as the case may be) Council Working Party and Committee meetings as detailed, as well as Commission Working Group and Comitology Committee meetings that are relevant to this position's area of responsibility, which are attended by officers from Malta;

iv. Following up and reporting on the work and developments related to the relevant policy area in the various EU institutions, bodies and agencies and in other Member States, as well as engaging actively with representatives of other Member States, the Council Secretariat as well as the Commission, European Parliament and other EU institutions, bodies and agencies to put forward Malta's position as required;

v. Coordinating the follow-up of any issues arising at the above-mentioned meetings/reports/proposals as required, both with the other units of the Permanent Representation as well as with the appropriate Government structures in Malta;

vi. Jipparteċipa fil-Kunsill u f'laqgħat oħra ministerjali relatati mal-UE, fil-laqgħat tal-COREPER kif ukoll f'kull laqgħa li ssir fil-marġini kif meħtieġ u dan għal dawk il-kwistjonijiet/suġġetti relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;

vii. Jikkompila u jibgħat rapporti f'waqthom ta' laqgħat imsemmija f'(vi) immedjatament wara li tintemm id-diskussjoni fuq tali suġġett skont il-proċeduri stabbiliti;

viii. Jiħu l-inizjattiva biex jiġu organizzati laqgħat b'mod regolari ma' kontropartijiet jew ma' rappreżentanti oħra mill-Istati Membri l-oħra, mill-Kunsill, mill-Kummissjoni, mill-Parlament Ewropew u minn istituzzjonijiet, korpi u aġenziji tal-UE oħra sabiex jissaħħu l-kuntatti ta' Malta u jiġu żviluppati kuntatti produttivi li jħallu l-frott, ma' Stati Membri oħra u mal-Istituzzjonijiet, l-Korpi u l-Aġenziji l-oħra kollha tal-UE bil-ħsieb li jiġi żgurat li l-pożizzjoni ta' Malta tkun mifhuma, apprezzata u meqjusa;

ix. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti;

Qasam Intern

i. Isegwi, kuljum, dawk l-oqsma li jaqgħu taħt il-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni, partikolarment dawk li huma ta' ħassib partikolari għal Malta u jirrapporta dwar dawn;

ii. Isegwi u jżomm rekord tal-iskadenzi interni u barranin relatati mal-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni u jżomm kuntatt mat-taqsimiet rilevanti fir-Rappreżentanza Permanenti kif ukoll mal-istrutturi tal-Gvern xierqa f'Malta, sabiex jiġi assigurat li dawn l-iskadenzi jintlaħqu b'mod f'waqtu u b'mod effiċjenti;

iii. Iżomm rekord tal-iżviluppi relatati mal-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni, jiġbor u jiskrutinja dokumentazzjoni rilevanti maħruġa mill-istituzzjonijiet tal-UE u fora oħra tal-UE, kif ukoll rapporti tal-midja u jibgħat kwalunkwe dokumentazzjoni, informazzjoni u pariri meħtieġa lir-Rappreżentant Permanenti u uffiċjali oħra (fi Brussell jew ibbażati f'Malta) kif xieraq;

iv. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni ta' kull eżerċizzju ta' ġbir ta' informazzjoni;

v. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni tad-dossiers u notamenti meħtieġa għal-laqgħat tal-COREPER II, COREPER I u PSC, kif ukoll kwalunkwe laqgħa oħra tar-Rappreżentant Permanenti;

vi. Participating in the Council and other EU-related ministerial meetings, COREPER meetings as well as any meetings held in the margins as required for those items related to this position's area of responsibility;

vii. Compiling and sending timely reports of the meetings referred to in (vi) immediately after the completion of the meeting according to established procedures;

viii. Taking the initiative to set up and hold regular meetings with counterparts from, or representatives of the other Member States, the Council, Commission, European Parliament and other EU institutions, bodies and agencies in order to strengthen Malta's contacts and develop fruitful and productive networks with other Member States and all the other EU institutions, bodies and agencies with a view to ensuring that Malta's position is understood, appreciated and taken on board;

ix. Any other task assigned by the Permanent Representative.

Internal

i. Following, on a daily basis, items falling under this position's area/s of responsibility, particularly those which are of particular concern to Malta and reporting on these;

ii. Following up and keeping track of internal and external deadlines related to this position's area/s of responsibility and liaising with the relevant units within the Permanent Representation as well as with the appropriate Government structures in Malta, in order to ensure that these deadlines are met in a timely and efficient manner;

iii. Keeping track of developments related to this position's area/s of responsibility, collating and scrutinising relevant documentation issued by the EU institutions and other EU fora as well as media reports and forwarding any necessary documentation, information and advice to the Permanent Representative and other officers (Brussels or Malta-based) as appropriate;

iv. Providing input, as required, to the Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of any data collation exercise;

v. Providing input to the Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of the necessary dossiers and briefs, COREPER II, COREPER I and PSC meetings, as well as any other meetings of the Permanent Representative;

vi. Jipprovdi kontribut lill-ministeru konċernat għall-kumpilazzjoni tad-dossiers u notamenti meħtieġa għall-Kunsill u għal-laqgħat ministerjali oħra relatati mal-UE;

vii. Tħejjija ta' briefing u background notes kif ukoll instruction notes u speaking notes relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni kif u meta jkun meħtieġ;

viii. Jiġi assigurat illi l-proċeduri rilevanti jiġu segwiti skont il-linji gwida stabbiliti/manwali speċifiċi tas-Servizz Pubbliku Malti u tar-Rappreżentanza Permanenti;

ix. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti.

Rekwiżiti tal-Eliġibbiltà

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

i. ikunu ċittadini ta' Malta;

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża; għarfien fil-lingwa Franċiza jkun meqjus bħala vantaġġ;

iii. ikollhom kwalifika ta' Master rikonoxxuta f'Livell 7 tal-MQF (suġġett għall-minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti)* f'qasam li jwassalhom biex jaqdu dmirijiethom b' mod effettiv fil-qasam li jkunu applikaw għalih, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti;

JEW

fil-pussess ta' kwalifika ta' Baċellerat rikonoxxut fil-Livell 6 ta' MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti)* f'qasam li jwassalhom biex jaqdu dmirijiethom b'mod effettiv fil-qasam li jkunu applikaw għalih, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti.

*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.

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

vi. Providing input to the ministry concerned for the compilation of the necessary dossiers and briefs for Council and other EU-related ministerial meetings;

vii. Drawing up briefing and background notes as well as instruction notes and speaking notes related to this position's area of responsibility as and when required;

viii. Ensuring relevant procedures are followed as per standard/specific manual/s guidelines of the Maltese Public Service and the Permanent Representation;

ix. Any other task assigned by the Permanent Representative.

Eligibility Requirements

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

i. citizens of Malta;

ii. proficient in the Maltese and English languages; knowledge of French is considered an asset;

iii. in possession of a recognised Master qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area plus one (1) year relevant work experience;

OR

in possession of a recognised Bachelor qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area, plus three (3) years relevant work experience.

*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.

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 or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

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 speċifikata fil-paragrafu 5.1 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.

(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 5.1 iii.

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

(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 meħtiega tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-Livell tal-MQF meħtieġ, sal-ħin u d-data 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-GP47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħrog 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 magħzula 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

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 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 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 5.1 iii.

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level then that required 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 GP47 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

ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarget 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).

5.7 Applikazzjonijiet minn persuna li tkun diġà qed tokkupa l-pożizzjoni ta' Technical Attaché fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea fi Brussell tkun biss ikkunsidrata jekk hija tkun serviet sad-data tal-għeluq ta' din it-talba għall-applikazzjonijiet minn tal-inqas sentejn fil-pożizzjoni kurrenti ta' Technical Attaché.

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.

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 200 u l-marka li persuna trid iġġib biex tgħaddi hija 100.

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-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae

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).

5.7 Applications from a serving Technical Attaché at the Permanent Representation of Malta to the European Union in Brussels will only be considered if he/she has served by the closing date of this call for applications a minimum of two (2) years in the current Technical Attaché position.

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.

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 200 and the pass mark is 100.

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 for Corporate Services, Ministry for Foreign and European Affairs and Trade, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a 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 Ċentrali Ewropew) ta' nhar it-Tnejn, 18 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 jissottomettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
il-proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;
eżami mediku;
aċċess għall-formola tal-applikazzjoni u dettalji relatati
żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma (www.foreign.gov.mt), (+356) 2204 3030 u (recruitment.mfet@gov.mt).

L-1 ta' Settembru, 2023

(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 Time) of Monday, 18th 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;
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 Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, Triq San Pawl, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Department are (www.foreign.gov.mt), (+356) 2204 3030 and (recruitment.mfet@gov.mt).

1st September, 2023

MINISTERU GĦAS-SAĦĦA

Post ta' Manager I (Compliance) fil-Ministeru għas-Saħħa

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa, tilqa' applikazzjonijiet għall-Post ta' Manager I biex iwettaq dmirijiet ta' Compliance and Inspections fid-Dipartiment tal-Compliance and Inspections fi ħdan il-Ministeru għas-Saħħa.

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 hlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni centrali li jkunu fis-sehh 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 HEALTH

Post of Manager I (Compliance) in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health, invites applications for the Post of Manager I to carry out Compliance and Inspection duties at the Compliance and Inspection department within the Ministry for Health.

Terms and Conditions

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

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

2.3 The salary for the post of 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' specjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jehtieg kwalifika speċifika relatata bħala rekwizit ta' eliġibbiltà, li l-applikant irid jissodisfa.

a. L-applikanti maħtura fil-flussi Manigerjali/ta' Ufficjal/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-ohra kollha għandhom jiġu kkonfermati fil-ħatra, u jekk jinhatru 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-ispecjalizzazjoni, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

3. Il-Maniġer I (Compliance and Inspections) se jassisti lis-Senior Manager (Compliance and Inspections) u l-Assistent Direttur (Compliance and Inspections) lejn il-kisba tal-għanijiet tad-Direttorat tal-Compliance and Inspections. Id-Dmirijiet u r-responsabbiltajiet tal-Maniġer I jinkludu:

i. Jgħin lill-awdituri interni waqt impenji fuq il-post;

ii. Jipparteċipa fi spezzjonijiet ta' segwitu relatati mal-implimentazzjoni tar-rakkomandazzjonijiet tal-awditjar;

iii. L-ispezzjonijiet jistgħu jsiru wara l-ħinijiet tal-uffiċċju;

iv. Jiġbed rapporti dettaljati dwar l-ispezzjonijiet imwettqa;

v. Jattendi laqgħat li jirrappreżenta lid-Direttorat, kif meħtieġ;

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 specialisation, 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 Manager I (Compliance and Inspections) will assist the Senior Manager (Compliance and Inspections) and the Assistant Director (Compliance and Inspections) towards the achievement of the goals of the Compliance and Inspections Directorate. The Duties and responsibilities of the Manager I include:

i. Assist internal auditors during on-site engagements;

ii. Participates in follow-up inspections related to implementation of audit recommendations;

iii. Inspections may be carried out after office hours;

iv. Draws detailed reports on inspections carried out;

v. Attends meetings representing the Directorate, as required;

vi. Jappoġġja l-ġestjoni tad-Direttorat billi twettaq xogħol ta' uffiċċju, riċerka fuq l-iskrivanija u manutenzjoni ta' databases u records;

vii. Jipparteċipa f'laqgħat ta' sensibilizzazzjoni ma' entitajiet fi ħdan l-MFH u partijiet interessati rilevanti oħra, fir-rigward tar-rwol tad-Direttorat fit-tisħiħ tal-governanza, il-ġestjoni tar-riskju, u l-konformità fil-Ministeru;

viii. Għajnuna fl-ippjanar u l-implimentazzjoni ta' inizjattivi;

ix. Jipparteċipa fi spezzjonijiet ta' konformità fi ħdan l-MFH kif ordnat mill-Kap tat-Taqsima jew id-delegat tagħhom;

x. Jattendi taħriġ relatat mal-funzjonijiet tad-Direttorat, kif meħtieġ;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

vi. Support the Directorate's management by conducting office work, desk research and maintenance of data bases and records;

vii. Participates in outreach meetings to entities within MFH and other relevant stakeholders, in relation to the role of the Directorate in strengthening governance, risk-management, and compliance in the Ministry;

viii. Assisting in the planning and implementation of initiatives;

ix. Participates in compliance inspections within MFH as directed by Head of Section or their delegate;

x. Attend training related to the functions of the Directorate, as required;

xi. Undertakes any other tasks as directed by their superiors, as may be required; and

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taht 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-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi hdan 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 tehtieg il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw fil-lingwi tal-Malti u l-Ingliż;

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 Business Administration jew Compliance jew Management jew Public 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 jew fi grad/pożizzjoni inqas. Riverzjoni għal ħatra precedenti mhux ikkonfermata mhijiex possibbli.

Uffiċjali pubbliċi jistgħu japplikaw għal grad inqas anke jekk mhux ikkonfermati fil-ħatra attwali tagħhom.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiziti tas-suġġett speċifikat. Kwalifika ta' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVETS jew ekwivalenti*.

*Kwalifika ta' Master rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li

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 Project Management or Business Administration or Compliance or Management or Public 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 or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

Public officers may apply for a lower grade even if not confirmed in their current appointment.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVETS credits or equivalent*.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC

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/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF mehtieg, sal-ħin u d-datatal-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.

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħzel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

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 johrog 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-

formal Master recognistion 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/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

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

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

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 ohra, kif applikabbli (ara l-holqa 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 originali 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-process 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 tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Valletta,

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta, VLT 1171,

VLT 1171, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta 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, 18 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 jhallux 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 jigux 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 rregistrati b'dizabbiltà;

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

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

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

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

L-1 ta' Settembru, 2023

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 Monday, 18th 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 People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171. These general provisions are to be regarded as an integral part of this call for applications.

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

1st September, 2023

MINISTERU GĦAS-SAĦĦA

Post ta' Senior Dental Officer fid-Dipartiment tad-Dentistrija, fl-Isptar Mater Dei u fl-Isptar Ġenerali ta' Għawdex fil-Ministeru għas-Saħħa

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa tilqa' applikazzjonijiet għall-post ta' Senior Dental Officer fid-Dipartiment tad-Dentistrija, fl-Isptar Mater Dei u fl-Isptar Ġenerali ta' Għawdex, fil-Ministeru għas-Saħħa.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Senior Dental Officer huwa ta' Skala ta' Salarju 6, li fis-sena 2023 huwa ta' €29,446.19 fis-sena, li jiżdied b'€596.33 fis-sena sa massimu ta' €33,024.17.

2.3 Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

2.4 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

3.1 Id-dmirijiet għal dan il-post ta' Senior Dental Officer jinkludu li:

i. Jagħmel dijanjosi ta' kwalunkwe kundizzjoni tal-kavità tal-ħalq u l-ġestjoni u r-referenza tal-pazjenti kif xieraq;

ii. Jipprovdi direzzjoni u jippreskrivi x-xogħol li jkollhom jagħmlu l-General Professional Trainees (Dentistrija) u ħaddiema professjonisti oħra fid-Dipartiment tad-Dentistrija;

iii. Jirrispondi lis-superjuri immedjati tiegħu fid-Dipartiment tad-Dentistrija dwar it-twettiq tal-kura neċessarja għal dak li jkun intitolat kull pazjent partikolari inkluż reviżjonijiet regolari;

iv. Jinvolvi ruħu f'edukazzjoni professjonali kontinwa;

v. Iżomm log book tal-pazjenti taħt il-kura personali tiegħu;

MINISTRY FOR HEALTH

Post of Senior Dental Officer in the Department of Dentistry at Mater Dei Hospital and Gozo General Hospital in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health invites applications for the post of Senior Dental Officer in the.Department of Dentistry at Mater Dei Hospital and Gozo General Hospital in the Ministry for Health.

Terms and Conditions

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

2.2 The salary for the post of Senior Dental Officer is Salary Scale 6, which in the year 2023 is equivalent to, €29,446.19 per annum, rising by annual increments of €596.33 up to a maximum of €33,024.17.

2.3 Lateral applications in the same grade from public officers are not allowed.

2.4 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

3.1 The job duties for the post of Senior Dental Officer include:

i. Diagnoses any condition of the oral cavity and the management and referral of patients as appropriate;

ii. Provides direction and prescribes work carried out by General Professional Trainee (Dentistry) and by other professional staff within the Dental Department;

iii. Being accountable to his/her immediate superior in the Dental Department for carrying out the necessary care within the entitlement of each particular patient including regular reviews;

iv. Involves himself/herself in continuous professional education;

v. Maintains a log book of patients under his/her personal care;

vi. Jista' ikun meħtieġ jipparteċipa fi proviżjoni ta' servizz ta' għassa;

vii. Jipparteċipa f' attivitajiet akkademiċi organizzati fid-Dipartiment tad-Dentistrija;

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

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

vi. May be required to participate in an 'on call cover';

vii. Participates in academic activities organized within the Department of Dentistry;

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

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

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

3.2 An appointee may be required to perform duties in any of the Health Care Services in Malta and Gozo General Hospital at the discretion of the Management.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

f. 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-ħrug ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtiega skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtiega dwar din il-materja.

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

iii. (a) ikun fil-pussess ta' minimu ta' ħames (5) snin esperjenza bħala kirurgu dentali kkwalifikat; u

(b) fil-pussess ta' kwalifika ta' wara l-gradwazzjoni rilevanti fil-Livell 7 tal-MQF; u

(c) ikun irreġistrat bi sħiħ mal-Kunsill Mediku ta' Malta.

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 jew fi grad/pożizzjoni inqas. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti jridu jkunu elenkati fil-lista prinċipali tar-Reġistru Dentali miżmum mill-Kunsill Mediku ta' Malta.

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

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

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

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

ii. must be proficient in the Maltese and English languages;

iii. (a) in possession of a minimum of five (5) years experience as a qualified Dental Surgeon; and

(b) in possession of a relevant post-graduate qualification at MQF level 7; and

(c) be fully registered with the Medical Council of Malta.

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 or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

4.2 By closing time and date of this call for applications, applicants must be listed on the principal list of the Dental Register kept by the Medical Council of Malta.

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

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 meħtieg 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 rekwizit 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 inħarget 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/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.

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.

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.

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 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 it-Tnejn 18 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;

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 People Management Division, Ministry for Health, 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 Monday 18th 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;

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

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

Is-sit elettroniku huwa (https://deputyprimeminister.gov.mt) (https://deputyprimeminister.gov.mt), in-numru tal-fax huwa +356 22992604 u l-indirizz elettroniku huwa (recruitment.health@gov.mt).

L-1 ta' Settembru, 2023

MINISTERU GĦAS-SAĦĦA

Ingaġġ mill-Ġdid ta' Uffiċjali Pubbliċi Rtirati/li se Jirtiraw fil-gradi tan-Nursing jew Midwifery u Ingaġġ ta' Impjegati tan-Nursing jew Midwifery Rtirati/li se Jirtiraw biex iwettqu dmirijiet fuq bażi full-time/part-time fis-Servizz Pubbliku ta' Malta

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-feminil

Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa, tilqa' applikazzjonijiet mingħand Nurses jew Midwives li laħqu l-età tal-irtirar (mhux aktar minn 70 sena) jew li se jilħqu l-età tal-irtirar sal-31 ta' Diċembru, 2023 U li kienu uffiċjali pubbliċi jew irtirati/li se jiritiraw, jew individwi rtirati/li se jirtiraw li qabel ma kinux uffiċjali pubbliċi, biex iwettqu dmirijiet fuq bażi full-time/part-time fis-Servizz Pubbliku ta' Malta.

Il-kandidati jrid ikollhom l-istess rekwiżiti li s-soltu jkunu meħtieġa għal gradi bħal dawn fis-Servizz Pubbliku ta' Malta inkluż ir-reġistrazzjoni mal-Kunsill għall-Infermiera u Qwiebel Malta u profiċjenza fil-lingwa Maltija u fil-lingwa Ingliża.

Persuna magħżula tkun impjegata fuq bażi kuntrattwali ta' sena li jista' jiġi mġedded imma li fl-ebda każ ma jista' jiġi estiż aktar minn perjodu ta' tnejn u erbgħin (42) xahar jew minn meta l-impjegat jilħaq l-età ta' sebgħin (70) sena, skont liema tiġi l-ewwel.

Persuna magħżula titħallas skont ir-regoli u r-regolamenti applikabbli kif stabbiliti mis-Servizz Pubbliku ta' Malta, u li jirriflettu l-ftehim Settorali tal-Klassi tan-Nursing/Midwives. Persuna magħżula fil-grad ta' Nurse jew Midwife irtirat/li se tirtira li tirritorna fis-Servizz Pubbliku biex

access to application forms and related details; retention of documents,

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

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

1st September, 2023

MINISTRY FOR HEALTH

Re-Engagement of Retired/Retiring Public Officers within the Nursing/Midwifery Grades and Engagement of Retired/Retiring External Nursing/Midwifery Employees to perform duties on a full-time/part-time basis within the Malta Public Service

Nomenclatures importing the male gender include also the female gender.

The Director General (People Management), Ministry for Health, invites applications from Nurses and Midwives who have reached retirement age (not more than 70 years of age) or are expected to reach retirement age by the 31st December, 2023, AND who were either retired/retiring public officers, or retired/retiring individuals not having previously been public officers to perform duties on a full-time/part-time basis within the Malta Public Service.

Candidates must possess the same requisites as is usually required for such grades within the Public Service of Malta including registration with the Council for Nurses and Midwives Maltaand proficiency in the Maltese and English languages.

A selected person will be employed on an annual renewable contract basis which shall in no case be extended beyond a period of forty-two (42) months or beyond the employee's age of seventy (70), whichever is the earlier.

A selected person will be paid in accordance with applicable rules and regulations as established by the Malta Public Service, which reflects the respective Sectoral Agreement of the Nursing and Midwifery Class. The chosen persons in the grade of retired/retiring Nurses or Midwives

twettaq dmirijiet fis-Servizz Pubbliku ta' Malta titħallas skont is-salarju u l-iskala li fiha kienet irtirat/li se tirtira. Nurses jew Midwives li kellhom kariga maniġerjali qabel l-irtirar tagħhom għandhom jitqiegħdu fil-grad ta' Senior Staff Nurse jew Senior Midwife (kif inhu applikabbli) fuq l-iskala massima 7.

Il-persuna magħżula tkun suġġetta għal eżami mediku biex tiġi żgurata l-kapaċità li twettaq dmirijiet ta' infermiera/ qabla li għandhom jiġu ripetuti kull sena. Barra minn hekk, il-kandidati magħżula jkunu obbligati li jsegwu korsijiet ta' 'Lura għan-Nurses/Midwives', kif organizzati minn żmien għal żmien mid-Direttorat tas-Servizzi tal-Infermiera.

Il-kwalifiki u l-esperjenza li wieħed jgħid li jkollu, għandhom ikunu msaħħa b'ċertifikati u/jew dokumenti, li kopji tagħhom għandhom ikunu mehmuża mal-applikazzjoni flimkien ma' Curriculum Vitae, bl-oriġinali li għandhom jiġu ppreżentati għall-verifika meta jintalbu.

L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li jkunu għadhom 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 rtiraw jew 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 Pubbliku mal-Gvern, u jagħtu d-dettalji.

L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min huadatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%. Qed jiġi ċċarat li jekk l-applikant li qed japplika għal din is-sejħa ta' applikazzjoni li kien impjegat tas-Servizz Pubbliku fil-Klassi tal-Infermiera u jkun irtira fi żmien ħdax (11) ġimgħat mid-data tal-għeluq, dawn ma jkollhomx għalfejn joqogħdu għal intervista hekk kif parti mill-proċess tal-għażla.

Id-dmrijiet ta' Staff Nurse jinkludu li:

i. Jipprovdi kura sana, effettiva u effiċjenti lil grupp speċifiku ta' pazjenti u jieħu sehem fl-edukazzjoni ta' junior staff/persunal li jkunu fuq żjara, kif ukoll ta' studenti;

ii. Jagħti informazzjoni liċ-Charge Nurse u lil membri oħra tal-persunal biex jassigura l-użu effiċjenti u effettiv ta' impjegati u riżorsi;

iii. Jgħallem u jissorvelja junior staff u studenti skont il-livell personali tal-kompetenza/esperjenza tiegħu/tagħha;

who return to the Public Service to perform duties within the Malta Public Service will be renumerated at the Salary Scale and step on which they retired/are to retire. Nurses or Midwives who held a management post prior to their retirement shall be placed in the grade of Senior Staff Nurse or Senior Midwives (as applicable) on the maximum scale 7.

The selected person will be subject to a medical examination to ensure fitness to perform nursing/midwifery duties which shall be repeated every year. Furthermore, selected candidates shall be obliged to follow 'Back to Nursing/Midwifery' courses, as organized from time to time by the Nursing Services Directorate.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application together with a Curriculum Vitae, with originals to be produced for verification upon request.

Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are still 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 HRwhere applicants are serving, while those who have retired or are 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 Public Service, giving details.

Eligible applicants will be assessed by a selection board to determine their suitability for thepost. The maximum mark for this selection process is 100% and the pass mark is 50%. It is being clarified that if the applicant who is applying for such a call was an employee of the Public Service in the Nursing/Midwifery Class and has retired within eleven (11) weeks of the closing date, these will not need to sit for an interview as part of the selection process.

The duties of Staff Nurse include:

i. provides safe, effective and efficient care to a specified group of patients and participates in the education of junior/ visiting staff and students;

ii. Gives information to the Charge Nurse and other members of staff to ensure the efficient and effective use of personnel and resources;

iii. Teaches and supervises junior staff and students according to own level of competence/experience;

iv. Jagħmel użu mis-Sistemi tat-Teknologija tal-Informatika li jkunu qed jintużaw fil-Ministeru fejn wieħed ikun assenjat;

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

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

L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-People Management Division, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, 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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nharil-Ġimgħa, 15 ta' Diċembru, 2023. Ittra elettronika ġġenerata millkompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu filprovedimenti ġenerali msemmija hawn isfel. Se jsiru tliet (3) proċessi tal-għażla.

Il-proċess tal-għażla jikkunsidra applikazzjonijiet li jaslu sa' dawn id-dati hawn imsemmija hawn taħt:

Sas-1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 18 ta' Settembru, 2023

Sal-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa 13 ta' Ottubru, 2023

Sal-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa 15 ta' Diċembru, 2023

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

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

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 mimlijakif suppost jew nieqsa.

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

L-1 ta' Settembru, 2023

iv. Makes use of the Information Technology systems which may be in operation within the Ministry where one is assigned duties;

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

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

Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through theRecruitment 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 date of application, in PDF format, which areto be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday 15th December, 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. There will be three (3) selection processes.

The selection process will consider applications received by the following dates:

By 1.30 p.m. (Central European Time) of Monday, 18th September, 2023

By 5.15 p.m. (Central European Time) of Friday, 13th October, 2023

By 5.15 p.m. (Central European Time) of Friday 15th December, 2023

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

Applications which are received after closing date and time (i.e. late applications) are notallowed.

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.

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

1st September, 2023

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Post ta' Quantity Surveyor 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' Quantity Surveyor 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 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 sodisfaċenti fil-grad.

2.4 Persuna fil-grad ta' Quantity Surveyor titla' fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) 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 Peruna magħżula tista' tkun intitolata għal-disturbance allowance sa 15% tas-salarju bażiku għal xogħol li jsir regolarment wara il-ħinijiet tal-uffiċċju. Din l-allowance tista' tiżdied sa 25% f'ċirkostanzi eċċezjonali.

2.6 Il-persuna nominata tkun intitolata għall-benefiċċji l-oħra u suġġetta għall-kundizzjonijiet u obbligi li jkunu mniżżlin fi kwalunkwe ftehim bejn il-Gvern ta' Malta 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.

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Post of Quantity Surveyor 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 Quantity Surveyor 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 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 Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23 in 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 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 entitiled to a disturbance allowance of up to 15% of his/her basicy salary of work perfrormed regulary after office hours, which may be 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.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Quantity Surveyor jinkludu li:

i. Jassisti fil-ġbir ta' stimi dwar il-baġit, 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;

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 millkuntratturi 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;

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;

xii. Jidentifika, fejn hu possibli, setturi fejn jista' jiġi mtejjeb il-cost management;

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;

Duties

3. The job duties for the post of Quantity Surveyor include:

i. Assists in the drawing up of budgetary estimates, prepares e-tendering documents including conditions of contract and bills of quantities of work, supply and services required;

ii. Assists in evaluating tenders and in the drafting of technical reports;

iii. Measures on site of executed projects and operates work measurement software;

iv. Prepares monthly evaluations for payments;

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 and meetings with local and foreign firms;

ix. Provides support in preparing briefs for legal counsel and gives evidence, as required, in Law Courts in cases of dispute and litigation;

x. Manages and supervisors the work of Quantity Surveyor Assistants assigned under his/her direct responsibility;

xi. Ensures the availability, accessibilty 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 charge;

xii. Identifies where possible, areas of improvement as regards to cost management;

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. 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-Rijunifikazzjoni tal-Familji; jew

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

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

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

xv. Performs any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

iii. ikollhom degree ta' Baċellerat rikonoxxuta fil-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 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 jew fi grad/pożizzjoni inqas. 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

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 4.1 jew 4.2.

c) Marki għal kwalifiki rilevanti addizjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

(iii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew

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

ii. 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 or in a lower grade/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 by the 31st December, 2023. If the stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualifications referred to in clauses 4.1 or 4.2.

c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-datatal-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.

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/

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 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

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 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 il-persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1sa 4.6, 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 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 it-Tnejn, 18 ta' Settembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala

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 suitabilty 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 4.6, 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 Portalonly (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 Monday, 18th September, 2023. A computer-generated email will be sent as an acknowledgement of the application. Further details

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;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
petizzjonijiet dwar ir-riżultat finali;
eżami mediku
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 li qed jimla l-vakanzi huma (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

L-1 ta' Settembru, 2023

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Post ta' Manager I (Research) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittjiet 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

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:

the applicable benefits, conditions and rules/regulations;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
petitions on the final result;
medical examination;
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 recieving Directorate are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt).

1st September, 2023

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Post of Manager I (Research) 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

għall-post ta' Manager I (Research) 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' 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 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.

post of Manager I (Research) 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 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 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. 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. Jipparteċipa fl-analiżi li tkun għaddejja fi ħdan il-Ministeru għall-Agrikoltura, Sajd, u Drittijiet tal-Annimali f'oqsma ta' riċerka identifikati mill-amministrazzjoni f'termini ta' żmien stabilit;

ii. Jassigura li d-Direttur rispettiv, is-Segretarju Permanenti jew kwalunkwe uffiċċju delegat ieħor, jinżamm aġġornat b'riċerka u data li tkun disponibbli;

iii. Jissorvelja u jsegwi r-riċerka kompluta biex jipprovdi analiżi tar-riżultati u l-kontribuzzjoni tiegħu lejn is-servizzi;

iv. Jipprepara rapporti, impact assessments u memoranda flimkien ma' abbozzi ta' politika kif gwidat mid-Direttur rispettiv;

v. Jaġixxi bħala punt ta' kuntatt mid-dipartimenti tal-Gvern/ministeri biex jiġbor id-data meħtieġa u jassisti fil-produzzjoni, l-evalwazzjoni u t-tqassim ta' rapporti ta' riċerka u/jew stħarriġ, kif meħtieġ;

vi. Jassisti fil-kumpilazzjoni tad-data pprovduta lill-istuzzjonijiet internazzjonali u jifli regolamenti u direttivi tal-EU li jaqgħu taħt il-mandat tad-Dipartiment;

vii. Jiżgura ġbir ta' journals u pubblikazzjonijiet rilevanti, u jqassar l-għażla ta' artikli għall-użu intern tad-

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

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

2.10 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in the area of 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. Participates in the ongoing analysis within the Ministry for Agriculture, Fisheries, and Animal Rights in areas of research identified by the management within the set timeframes;

ii. Ensures that the respective Director, Permanent Secretary or any other delegate office, is kept updated with the most up-to-date research and data available;

iii. Monitors and follows up on completed research to provide analysis of the outcomes and its contribution towards the services;

iv. Prepares reports, impact assessments and memoranda together with drafts policies as guided by the respective Director;

v. Acts as liaison with Government departments/ministries to collate required data and assist in the production, evaluation and dissemination of reports and/or surveys as necessary;

vi. Assists in the compilation of data provided by international institutions and scrutinises EU regulations and directives which fall under the remit of the Department;

vii. Ensures the collection of relevant journals and publications and prepares summeries of selected articles for

Dipartiment rispettiv jew kwalunkwe uffiċċju delegat ieħor kif meħtieġ;

viii. Jkun involut fil-ħidma tad-Dipartiment rispettiv jew kwalunkwe uffiċċju delegat ieħor, u jkollu rwol attiv bħala membru tat-tim;

ix. Jipparteċipa fil-fora rilevanti ta' konsultazzjoni u informazzjoni u jikkordina ix-xogħol ta' riċerka biex jidentifika opportunitajiet ta' finanzjamemt mill-EU għall-proġetti korporattivi;

x. Jattendi u jirrappreżenta d-dipartiment/ministeru rispettiv f'konferenzi, laqgħat u seminars kif ikun meħtieġ kemm f'Malta u kif ukoll barra minn Malta. Jipprepara kwalunkwe rapporti/komunikazzjonijiet u/jew noti ta' istruzzjonijiet u komunikazzjoni ta' segwitu kif meħtieġ, taħt l-istruzzjonijiet tal-maniġer superjuri;

xi. Jagħmel aċċessibbli b'mod elettroniku u/jew f'format tal-karta kull pubblikazzjoni ta' letteratura/dokumenti fuq Politika/Direttivi tal-Unjoni Ewropea jew dokumenti, eċċ., kemm lokali jew internazzjonali li jolqtu l-oqsma ta' interess tal-Ministeru;

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

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

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

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

internal use within the respective Department or any other delegated office as required;

viii. To be involved in the work of the respective Department or any other delegated office, and plays an active role as a team member;

ix. Participates in the relevant consultation and information fora and coordinates research work to identify EU funding opportunities for corporate projects;

x. Attends and represents the respective department/ministry in conferences, meetings and seminars as may be required both in Malta and abroad. Prepares any required reports/communications and/or instruction notes and follow-up communication accordingly, under the instruction of the respective senior manager;

xi. Makes accessible electronically and/or in a paper format, relevant locally and internationally published literature/policy paper/EU Directives/documents etc. pertaining to the areas of interest in the Ministry;

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

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

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

Eligibility Requirements

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

i. a. 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-lingwa Maltija u dik 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 jew Diplomatic Studies.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija ċaċetta 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 jew fi grad/pożizzjoni inqas. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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 Statistics or Economics or European Studies or Sociology or Law or Public Policy or Diplomatic Studies.

*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 or in a lower grade/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. Kwalifika ta' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVETS 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/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-datatal-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 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 jew 4.2.

(c) Marki għal kwalifiki rilevanti addizjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

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/ECVETS credits or equivalent*.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Master recognistion 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/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 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 and 4.2.

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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.

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-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 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 Ċentrali Ewropew) ta' nhar it-Tnejn, 18 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)

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 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 Time) of Monday 18th 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 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

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-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

L-1 ta' Settembru, 2023

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Post ta' Junior Legal Officer 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' Junior Legal Officer 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 Is-salarju ta' Junior Legal Officer 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' Junior Legal Officer tiġi promossa għall-grad ta' Legal Officer fi Skala 8 (€26,048.25 x €486.83 - €28,969.23) wara sentjen (2) servizz fil-grad, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti u wkoll jekk il-persuna ilha tipprattika minn ta' linqas tliet (3) snin wara li tkun ġabet il-warrant ta' avukat.

2.4 Persuna fil-grad ta' Legal Officer fi Skala 8 titla' għal-grad ta' Legal Officer fi Skala 7 (€27,697.53 x €531.17 - €30,884.55) wara sitt (6) snin servizz fil-grad ta' Legal Officer fi Skala 8, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 L-applikanti huma intitolati għall kull benefiċċju ieħor u suġġetti għall-kundizzjonijiet l-oħra skont kif stipulat fil-ftehim pertinenti bejn il-Gvern ta' Malta u l-Unions kompetenti.

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).

1st September, 2023

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Post of Junior Legal Officer 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 Junior Legal Officer 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 The salary for the post of Junior Legal Officer 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 Junior Legal Officer will be promoted to the grade of Legal Officer in Scale 8 (€26,048.25 x €486.83 - €28,969.23) on completion of two (2) years service in the grade of Junior Legal Officer, subject to satisfactory performance and provided that the person has been practising for at least three (3) proven years after obtaining the warrant of lawyer.

2.4 A Legal Officer in Scale 8 will progress to the grade of Legal Officer in Scale 7 (€27,697.53 x €531.17 - €30,884.55) on completion of six (6) years service in the grade of Legal Officer in Salary Scale 8, subject to satisfactory performance.

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

2.6 L-applikant irid jiżgura li jopera skont il-Kodiċi tal-Etika u sessjoni 6.2.3 tal-Public Management Code u li ma jistax jagħmel l-ebda forma ta' xogħol barra dak marbut mal-Gvern u li jista jkollu xi kunflitt ta' interess mal-Gvern u/jew li jista jwassal għall-kunflitt ta' interess jew jfixkel l-obbligi uffiċjali tiegħu mal-Gvern. Xogħol fis-settur privat għandu bżonn il-permess tas-Segretarju Permanenti.

2.7 Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Junior Legal Officer jinkludu li:

i. Iwettaq xogħol legali skont l-istandards tal-professjoni inkluż li jirrappreżenta lid-Dipartiment u lill-Kap tad-Dipartiment quddiem il-Qrati/Tribunali, skont il-ħtieġa;

ii. Jipprepara u jiffajlja każijiet u jattendi seduti tal-Qorti, kif ukoll spezzjonijiet;

iii. Jipprovdi pariri u assistenza legali lid-Dipartiment fuq kwistijonijiet li jirrikjedu interpretazzjoni/intervent legali;

iv. Jifforma risposti għal ittri legali, ifassal formoli skedati jew avviżi relatati mar-rwol u funzjoni tad-Dipartiment, twissijiet, kwereli u/jew dokumenti oħra legali;

v. Jabbozza liġijiet u regolamenti, inkluż emendi lil-leġiżlazzjoni eżistenti, kif ukoll kuntratti u termini ta' ftehim;

vi. Jassisti fil-formolazzjoni tal-politika u funzjonijiet oħra tad-Dipartiment relatati ma' leġiżlazzjoni, politika u dokumenti oħra sew lokali, tal-EU u internazzjonali;

vii. Iwettaq riċerka legali, analiżi u rapporti fuq materja relatata mal-qasam tad-Dipartiment;

viii. Jikkordina mal-Uffiċċju tal-Avukat Ġenerali/Avukat tal-Istat u dipartimenti oħra kif meħtieġ fuq materja li għandha x'taqsam mad-Dipartiment;

ix. Jattendi laqgħat, konferenzi u seminars f'Malta u barra minn Malta, Jirrappreżenta lil Kap tad-Dipartiment u/jew rappreżentanti tiegħu/tagħha;

2.6 The appointee must ensure that s/he operates within the framework of the Code of Ethics and of section 6.2.3 of the Public Management Code, and will not carry any form of work outside the Government employement which maybe against the interest of the Government and/or which may be in conflict of interest or interfere with the performance of his/her official duties with the Government. Private work invariably neccessiates the permission of the Permanent Secretary.

2.7 Lateral applications in the same grade from public officers are not allowed.

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

Duties

3. The job duties for the post of Junior Legal Officer include:

i. Performs legal work in accordance with the standards of the profession, including representing the Department and Head of Department before the Courts/Tribunals as necessary

ii. Prepares and files cases, attends court sittings as well as inspections;

iii. Provides legal advice and assistance to the Department on various issues that necessitate legal interpretations/intervention;

iv. Formulates responses to legal letters, drafts official scheduled forms or notices related to the Department's role and function, warning letters, querela and/or other legal documents;

v. Drafts laws and regulations, including amendments to existing legislation as well as Contracts and Agreements;

vi. Assists in policy formulation and other functions of the Department relating to local, EU and international legislations, policies and other documents;

vii. Carries out legal research, analysis and reports on issues relating to the Department's portfolio;

viii. Liaises with the Office of the Attorney General/State Advocate and other departments as necessary in matters related to the Department;

ix. Attends meetings, conferences and seminars in Malta and abroad, representing the Head of Department or his/her representative;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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. ikunu profiċjenti fil-lingwa Maltija u dik Ingliża;

U

iii. fil-pussess ta' Warrant biex jipprattika il-professjoni ta' Avukat f'Malta.

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 jew fi grad/pożizzjoni inqas. 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.

(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.

(c) Marki għal kwalifiki rilevanti addizjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskizzjoni disponibbli.

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

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

ii. must be proficient in the Maltese and English languages;

AND

iii. in possession of the Warrant to practise the profession of advocate in Malta.

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 or in a lower grade/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) 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.

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

4.3. 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.

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-

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

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

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

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

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

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

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

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

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 għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija s-1.30 p.m.(Ħin tas-Sajf Ċentrali Ewropew) ta' nhar il-Tnejn, 18 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.

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 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 Monday, 18th 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 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;

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).

L-1 ta' Settembru, 2023

UFFIĊĊJU TAL-KUMMISSJONI DWAR IS-SERVIZZ PUBBLIKU

Post ta' Manager I (Accounting and Finance) fl-Uffiċċju tal-Kummissjoni dwar is-Servizz Pubbliku

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

1. Is-Segretarju Eżekuttiv tal-Kummissjoni dwar is-Servizz Pubbliku tilqa' applikazzjonijiet għall-post ta'

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).

1st September, 2023

OFFICE OF THE PUBLIC SERVICE COMMISSION

Post of Manager I (Accounting and Finance) in the Office of the Public Service Commission

Nomenclatures denoting the male gender include also the female gender.

1. The Executive Secretary, Public Service Commission invites applications for the post of Manager

Manager I (Accounting and Finance) fl-Uffiċċju tal-Kummissjoni dwar is-Servizz Pubbliku.

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.

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.

I (Accounting and Finance) in the Office of the Public Service Commission.

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 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. 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 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'

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 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

wara kif ukoll fuq bażi ta' Business and Financial plan ta' tliet snin, u l-monitoraġġ kontinwu tagħhom matul is-sena;

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

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

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

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

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

xiii. Jaqdi dmirijiet oħra kif mitlub mis-Segretarju Eżekutiv, PSC u;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta 'impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (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'

following year and on the basis of a three-year Business and Financial plan, and their continuous monitoring during the course of the year;

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

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

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

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

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

xiii. Carry out any other tasks as directed by the Executive Secretary (PSC); and

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals)

Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

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

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

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

U

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża. Madankollu, il-kandidati li ma jissodisfawx l-abbilta` 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/ECVETS, 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.

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 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/ECVETS 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.

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 jew fi grad/pożizzjoni inqas. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

Uffiċjali pubbliċi jistgħu japplikaw għal grad inqas anke jekk mhux ikkonfermati fil-ħatra attwali tagħhom.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat. Kwalifika ta' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVETS 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/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-datatal-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.

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 or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

Public officers may apply for a lower grade even if not confirmed in their current appointment.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVETS 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/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

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

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

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.

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

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

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

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

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates/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-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, 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 it-Tnejn, 18 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 People Management Section, Finance and Administration Directorate, 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 Monday, 18th 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;

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 mis-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Bel Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tas-Sezzjoni huma ((http://www.opm.gov.mt)) u ((human-resources.opm@gov.mt)).

L-1 ta' Settembru, 2023

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

Post ta' Manager I (Riżorsi Umani) 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 (Riżorsi Umani) fid-Diviżjoni għall-Gvern Lokali, 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 (Riżorsi Umani) 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) fl-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)

access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the People Management Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are ((http://www.opm.gov.mt)) and ((human-resources.opm@gov.mt)).

1st September, 2023

MINISTRY FOR THE NATIONAL HERITAGE,
THE ARTS AND LOCAL GOVERNMENT

Post of Manager I (Human Resources) 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 Manager I (Human Resources) in the Local Government Division 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 (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

fl-2023 wara ħames (5) snin servizz bħala Manager I fi Skala ta' Salarju 9, jekk tkun qdiet dmirha b'mod sodisfaċenti. 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) fl-2023 wara tliet (3) snin servizz bħala Manager I fi Skala ta' Salarju 8, jekk tkun qdiet dmirha b'mod sodisfaċenti.(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.

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-Riżorsi Umani, skont il-postijiet vakanti stabbiliti.

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

completion of five (5) years service as Manager I in Salary Scale 9, subject to satisfactory performace.

2.6 A Manager I in Salary Scale 8 will progress to Salary Scale 7(€24,494.53 x €447.33 - €27,178.55 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 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.

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;

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;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

b. 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/ikunu profiċjenti fil-Malti u l-Ingliż;

U

iii. ikollhom kwalifika 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 jew Public Management jew Corporate Governance and Leadership jew Leasership and Organisational Behaviour jew Management and Leadership jew Strategy, Leadership and Change Management jew Industrial Relations jew Workplace Learning jew Business Administration jew Evidence Based Management.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija ċaċetta 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 jew fi grad/pożizzjoni inqas. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

Uffiċjali pubbliċi jistgħu japplikaw għal grad inqas anke jekk mhux ikkonfermati fil-ħatra attwali tagħhom.

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat. Kwalifika ta' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVETS 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.

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/must be proficient 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 Work and Human Resources Management or Training and Development or Public Administration or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or Business Administration or Evidence Based Management.

*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 or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

Public officers may apply for a lower grade even if not confirmed in their current appointment.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVETS credits or equivalent*.

*A recognised Master qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Master recognistion 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) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-datatal-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.

(c) (c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli.

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/

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

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

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

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 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 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, 18 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.

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/trancripts 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 General, Local Government Division, through the Online Government Recruitment Portal only on(https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 1.30 p.m.(Central European Summer Time) of Monday, 18th 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 mit-Taqsima għar-Riżorsi Umani li tinsab 26, Triq l-Arċisqof, Il-Belt Valletta. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment huma (localgovernment.gov.mt) u (hr.dlg@gov.mt).

L-1 ta' Settembru, 2023

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Senior Legal Officer fid-Dipartiment tar-Relazzjonijiet Industrijali u tal-Impjieg fi ħdan l-Uffiċċju tal-Prim Ministru

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

1. Id-Direttur (Finanzi u Amministrazzjoni), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Senior Legal Officer fid-Dipartiment tar-Relazzjonijiet Industrijali u tal-Impjieg fi ħdan l-Uffiċċju tal-Prim Ministru.

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 HR 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 and email address of the receiving Department are (localgovernment.gov.mt) and (hr.dlg@gov.mt).

1st September, 2023

OFFICE OF THE PRIME MINISTER

Post of Senior Legal Officer in the Department for Industrial and Employment Relations within the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Finance and Administration), Office of the Prime Minister, invites applications for the post of Senior Legal Officer in the Department for Industrial and Employment Relations within the Office of the Prime Minister.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Senior Legal Officer huwa ta' Skala ta' Salarju 6, li fis-sena 2023 huwa ta' €29,446.19 fis-sena, li jiżdied b' €596.33 fis-sena sa massimu ta' €33,024.17.

2.3 Minħabba n-natura tax-xogħol involut, 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, u/jew xogħol ta' natura straordinarja, li jsir wara l-ħin tax-xogħol, kif jkun meħtieġ mil-Management u suġġett għall-approvazzjoni tad-Direttur Ġenerali fid-Dipartiment tar-Relazzjonijiet Industrijali u tal-Impjieg. Din l-allowance tista' tiżdied sa 25% f'ċirkustanzi eċċezzjonali u bl-approvazzjoni ta' awtorita' ogħla u f'konformita' mal-Ftehim Settorjali. Id-Disturbance Allowance mhijiex allowance awtomatika u tiġi mħallsa fuq bażi ta' xahar b'xahar suġġetta għallapprovazzjoni kif indikata hawn fuq.

2.4 Il-persuna nnominata tkun intitolata għall-benefiċċji oħra u suġġetta għal kundizzjonijiet oħra stipulati fi kwalunkwe ftehim pertinenti bejn il-Gvern ta' Malta u l-union kompetenti.

2.5 Il-persuna magħżula trid tassigura li topera fil-qafas tal-Kodiċi tal-Etika u tal-paragrafu 6.2.3 tal-Public Service Management Code u ma tista' tagħmel l-ebda xogħol barra mill-ħin tax-xogħol mal-Gvern li jista' jwassal għal kunflitt ta' interess jew ixekkel l-operat mad-dmirijiet uffiċċjali tiegħu/tagħha mal-Gvern Xogħol privat jista' jsir biss bil-permess tas-Segretarju Permanenti.

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' Senior Legal Officer jinkludu li:

i. Jipprovdi pariri legali lid-Dipartiment u jassisti uffiċjali tal-compliance fit-tħejjija tal-każijiet għall-Qorti;

ii. Iwettaq xogħol legali skont l-istandards tal-professjoni inkluż jabbozza u jiffajlja atti ġudizzjarji;

Terms and Conditions

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

2.2 The salary for the post of Senior Legal Officer is Salary Scale 6, which in the year 2023 is equivalent to, €29,446.19 per annum, rising by annual increments of €596.33 up to a maximum of €33,024.17.

2.3 In view of the special nature of the duties involved, a selected candidate may also be entitled to a disturbance allowance of up to 15% of the basic salary for work performed regularly after office hours, and/or duties of an extraordinary nature undertaken beyond office hours, as may be required by Management and subject to the approval of the Director General for Industrial and Employment Relations. The allowance may be increased up to 25% in exceptional circumstances and on the approval of higher authority and in line with the Sectoral Agreement. The disturbance allowance is not an automatic allowance and is payable on a month to month basis subject to approval as indicated above.

2.4 The appointee will be entitled to such other benefits and subject to such other conditions as may be stipulated in any pertinent agreement with the Government of Malta and the competent union.

2.5 The appointee must ensure that s/he operates within the framework of the Code of Ethics and of Section 6.2.3 of the Public Service Management Code, and will not carry any form of outside work outside the Government employment which may lead to a conflict with thier official duties with the Government. Private work invariably necessitates the permission of the Permanent Secretary.

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 Senior Legal Officer include:

i. Provides legal advice to the Department and assist compliance officers in the preparation of court cases;

ii. Performs legal work in accordance with the standards of the profession including the preparation and filing of judicial acts;

iii. Jagħti pariri u jirrappreżenta lid-Dipartiment u lill-Kap tad-Dipartiment quddiem il-qrati/tribunali f'Malta/Għawdex skont kif meħtieġ;

iv. Jattendi u jipparteċipa f'taħriġ, laqgħat, konferenzi u seminars kemm f'Malta u barra;

v. Jagħmel riċerka legali, analiżi, rapporti, u memos tal-kabinet skont kif meħtieġ;

vi. Jikkordina mall-Uffiċċju tal-Avukat Ġenerali, l-Avukat tal-Istat, u Dipartimenti oħra tal-Gvern f'oqsma relatati mad-Dipartiment, skont il-ħtieġa;

vii. Ifassal u/jew jagħti pariri fit-tfassil ta' formoli jew avviżi uffiċjali skedati relatati mal-irwol u l-funzjoni tad-Dipartiment;

viii. Jassisti fil-formolazzjoni tal-policy, traspożizzjonijiet ta' leġiżlazzjoni tal-UE u funzjonijiet oħra tad-Dipartiment billi jipprepara briefs fir-rigward ta' oqsma li jaqgħu taħt il-kompetenza tad-Dipartiment;

ix. Jabbozza liġijiet u regolamenti, inkluż emendi ta' leġiżlazzjoni eżistenti, kif ukoll kuntratti u strumenti oħra miktuba, u jaqraw b'attenzjoni dokumenti abbozzati minn oħrajn;

x. Jagħti attenzjoni lid-dettalji ta' informazzjoni miksuba waqt l-ipproċessar, l-analiżi u l-evalwazzjoni ta' każi sabiex tkun tista' tittieħed azzjoni neċessarja;

xi. Isostni u jikkomunika attitudni pożittiva u professjonali waqt il-komunikazzjoni mall-awtoritajiet kompetenti;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

iii. Advices and represent the Department and the Head of Department before the courts/tribunals in Malta/Gozo as necessary;

iv. Attends and participate in training, meetings, conferences and seminars in Malta and abroad;

v. Carry out legal research, perform analysis, draw up reports and cabinet memos as may be required;

vi. Liaises with the Office of the Attorney General, State Advocate and other Government Departments as necessary in matters related to the Department;

vii. Draw and/or advise in the drawing up of official scheduled forms or notices related to the Department's role and function;

viii. Assists in the policy formulation, transposition of EU legislation and other functions of the Department by the preparation of briefs in relation to areas falling within the remit of the Department;

ix. Drafts laws and regulations, including amendments to existing legislation, as well contracts and other written instruments and to peruse documents drafted by others;

x. Pays attention to details and information gathered through the processing, analyses and evaluation of cases, to be able to take the necessary action;

xi. Maintains and communicate a positive and professional attitude during communication with competent authorities;

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

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

ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

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

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

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

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

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

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża;

U

iii. ikollhom warrant biex jipprattikaw bħala avukat f'Malta;

U

iv. ikollhom ħames (5) snin esperjenza bħala avukat wara li kien miksub il-Warrant;

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 jew fi grad/pożizzjoni inqas. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

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

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

ii. must be proficient in the Maltese and English languages;

AND

iii. have a warrant to practice as an advocate in Malta;

AND

iv. must have five (5) years experience as an Advocate after obtaining the Warrant;

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 or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

Uffiċjali pubbliċi jistgħu japplikaw għal grad inqas anke jekk mhux ikkonfermati fil-ħatra attwali tagħhom.

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

(ii) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1, 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.

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli

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

Public officers may apply for a lower grade even if not confirmed in their current appointment.

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

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 4.1 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.

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

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

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

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

4.4 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 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, 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 it-Tnejn, 18 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:

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 People Management Section, Finance and Administration Directorate, Office of the Prime Minister, 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 Monday, 18th 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 mis-Sezzjoni tal-People Management, Direttorat tal-Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, 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 (http://www.opm.gov.mt) u (human-resources.opm@gov.mt).

L-1 ta' Settembru, 2023

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Systems Analyst fid-Document Management Unit fi ħdan l-Uffiċċju tal-Prim Ministru

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

1. Id-Direttur (Finanzi u Amministrazzjoni), fl-Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Systems Analyst fid-Document Management Unit fid-Diviżjoni tal-Kordinazzjoni u l-Implimentazzjoni, fi ħdan l-Uffiċċju tal-Prim Ministru.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Systems Analyst huwa ta' Skala ta' Salarju 8, li fis-sena 2023 huwa ta' €26,048.25 fis-sena, li jiżdied b'€486.83 fis-sena sa massimu ta' €28,969.23.

2.3 Persuna fil-grad ta' Systems Analyst titla' fi Skala 7 (€27,697.53 x €531,17 - €30,884.55) wara tlett (3) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti u suġġett li jitlesta kors speċifiku ta' ICT Toolkit relatat ma dan il-grad kif stabbilit minn żmien għal żmien mill-Amministrazzjoni Ċentrali.

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 People Management Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://www.opm.gov.mt) and (human-resources.opm@gov.mt).

1st September, 2023

OFFICE OF THE PRIME MINISTER

Post of Systems Analyst in the Document Management Unit within the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Finance and Administration), Office of the Prime Minister, invites applications for the post of Systems Analyst in the Document Management Unit in the Coordination and Implementation Division within the Office of the Prime Minister.

Terms and Conditions

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

2.2 The salary for the post of Systems Analyst is Salary Scale 8, which in the year 2023 is equivalent to, €26,048.25 per annum, rising by annual increments of €486.83 up to a maximum of €28,969.23.

2.3 A Systems Analyst will progress to Scale 7 (€27,697.53 x €531.17 - €30,884.55) on completion of three (3) years service in the grade, subject to satisfactory performance and to the completion of a specific ICT Toolkit course related to this grade as established from time to time by the Central Administration.

2.4. Persuna fil-grad ta' Systems Analyst, tkun intitolata għall-Performance Bonus sa massimu ta' 10% tassalarju bażiku fis-sena. L-ammont pagabbli jiġi ddeteminat miċ-Chief Information Officer wara li tiġi kkunsidrata lprestazzjoni tal-Uffiċjal u, fejn japplika kwalunkwe rakkomandazzjoni li titressaq mis-superjur immedjat tal-Uffiċjal. Il-ħlas tal-bonus huwa suġġett ukoll għall-policies tal-Amministrazzjoni Ċentrali skont kif ikunu fis-seħħ min żmien għal żmien.

a. Il-persuna maħtura tkun intitolata għal dawk il-benefiċċji l-oħra u soġġetta għal dawk il-kundizzjonijiet u obbligi l-oħra li jistgħu jkunu stipulati fi kwalunkwe ftehim pertinenti bejn il-Gvern u l-union 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' Systems Analyst jinkludu li:

i. Jippjana u jimmaniġġja sezzjonijiet effettivi bil-fomm, li jinkludu taħriġ lill-utenti, kif ukoll tipprovdi sapport u tagħti pariri lill-utenti;

ii. Jipproduċi dokumenti ta' kwalità għolja u rapporti bil-miktub li jqisu l-istandards, il-metodi u l-għodod applikabbli biex jiġġeneraw manwali tal-utenti u materjal ta' taħriġ;

iii. Jiġbor u jipproduċi rapport informattivi dwar l-immaniġġjar;

iv. Jamministra u jieħu ħsieb is-siti elettroniċi u l-intranet;

v. Jeżamina s-sistemi preżenti, jiddefenixxi problemi ta' applikazzjoni billi jikkonsulta mal-utenti, jevalwa l-proċeduri u l-proċessi u jiżviluppa soluzzjoni billi jipprepara u jqis soluzzjonijiet alternattivi;

vi. Jidentifika għażliet għal soluzzjonijiet potenzjali u jagħmel evalwazzjoni tagħhom biex jara jekk humiex adattati kemm mil-lat tekniku, kif ukoll mil-lat tan-negozju;

vii. Iwettaq analiżi tar-rekwiżiti, jikkordina mal-impjegati tekniċi oħra u jħejji proposti speċifiċi għal modifiki jew sostituzzjonijiet tas-sistema;

2.4 A Systems Analyst will also be entitled to an annual Performance Bonus of up to a maximum of 10% of his/her basic salary. The amount payable shall be determined by the Chief Information Officer after consideration of the Officer's performance and any recommendations forwarded by the Officer's immediate superior, where applicable. Payment of Bonus is also subject to Central Administration's policies in force from time to time.

a. 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 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 Systems Analyst include:

i. Plans and manages effective communication sessions including training to users, as well as providing support and advice to users;

ii. Produces high quality documents and written reports taking into account applicable standards, methods and tools to generate user manuals and training materials;

iii. Compiles and generates Management Information Reports;

iv. Administering and maintaining the websites and intranet;

v. Examines current systems, defines application problems by conferring with users; evaluating procedures and processes and developing a solution by preparing and evaluating alternative solutions;

vi. Identifies options for potential solutions and assessing them for both technical and business suitability;

vii. Conducts requirements analysis, liaising with other technical staff and preparing specific proposals for system modifications or replacements.

viii. Ifassal, jissorvelja u jiddokumenta l-iskedi tal-ittestjar għal sistemi kompleti biex jiżgura li s-sistemi jaħdmu kif mistenni;

ix. Jipproponi speċifikazzjonijiet għal modifiki jew sistemi ġodda, bbażati fuq riċerka tas-suq, inkluż hardware adattat li jissapportja speċifikazzjonijiet bħal dawn;

x. Jassisti fil-kordinazzjoni, s-superviżjoni u l-ġestjoni ta'proġetti u programmi speċifiċi relatati mal-IT;

xi. Jirrappreżenta lid-Dipartiment f'laqgħat, seminars jew gruppi ta' ħidma kemm lokalment kif ukoll/jew internazzjonalment. Iħejji follow-up reports, jagħti feedback u jwettaq reviżjonijiet tad-dokumentazzjoni teknika;

xii. Jibqa' aġġornat ma' żviluppi u tendenzi tekniċi u strateġiċi fi ħdan l-industrija tal-ICT u oqsma tan-negozju speċifiċi;

xiii. Iwettaq dmirijiet oħra kif ordnat mil-Head – Document Management, jew ir-rapprezentanti tiegħu; u

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (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

viii. Draws up, supervising and documenting testing schedules for complete systems to ensure that the systems work as expected.

ix. Proposes specifications for modifications or new systems, based on market research, including suitable hardware to support such specifications.

x. Assists in the coordination, supervision and management of specific IT related projects and programmes.

xi. Represents the Department at meetings, seminars or workgroups both locally and/or internationally. While preparing follow-up reports, feedback and reviewing of technical documentation.

xii. Keeps abreast with technical and strategic developments and trends within the ICT industry and specific business area/s.

xiii. Carries out any other duties as directed by the Head – Document Management or his representatives; and

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence

Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

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

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

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

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża;

U

iii. ikollhom kwalifika rikonoxxuta fil-Livell 6 tal-MQF (b' minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) jew kwalifika rikonoxxuta professjonali kumparabbli f'Livell 6 tal-MQF fil-Kompjuter u/jew ICT flimkien ma' sena (1) esperjenza ta' xogħol rilevanti f'ambjent formali u matur tal-ICT;

*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.

JEW

iv. kwalifika rikonoxxuta fil-Livell 5 tal-MQF (b' minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) jew kwalifika rikonoxxuta professjonali kumparabbli f'Livell 5 tal-MQF fil-Kompjuter u/jew ICT flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti f'ambjent formali u matur tal-ICT;

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

JEW

permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

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

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

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

ii. must be proficient in the Maltese and English languages;

AND

iii. In possession of recognised qualification at MQF Level 6 (with a minimum of 180 ECTS/ECVET or equivalent*) or a recognised comparable professional qualification at MQF Level 6 in Computing and/or ICT plus one (1) year relevant work experience in a formal and mature ICT environment;

*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.

OR

iv. In possession of a recognised qualification at MQF Level 5 (with a minimum of 60 ECTS/ECVET or equivalent*) or a recognised comparable professional qualification at MQF level 5 in Computing and/or ICT plus three (3) years relevant work experience in a formal and mature ICT environment;

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

OR

v. Fi Skala mhux inqas minn Skala ta' Salarju 11, u li l-ħatra tagħhom f'din l-skala ġiet ikkonfermata, flimkien ma sitt (6) snin esperjenza ta' xogħol rilevanti f' ambjent formali u matur tal-ICT.

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 jew fi grad/pożizzjoni inqas. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

Uffiċjali pubbliċi jistgħu japplikaw għal grad inqas anke jekk mhux ikkonfermati fil-ħatra attwali tagħhom.

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

(ii) 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 4.1 (iv), 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 4.1(iv).

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħżel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli

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

v. In a Salary Scale not below Scale 11, and whose appointment in such Scale has been confirmed, with six (6) years relavant work experience in a formal and mature ICT environment.

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 or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

Public officers may apply for a lower grade even if not confirmed in their current appointment.

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

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 4.1(iii) or else as indicated in paragraph 4.1 (iv) 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 (iii) or 4.1 (iv).

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

4.3 Public officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher

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.

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

grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

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

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

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

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

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

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

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

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 tas-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, 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 it-Tnejn, 18 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.

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 People Management Section, Finance and Administration Directorate, Office of the Prime Minister, 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 Monday, 18th 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 mis-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, 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 (http://www.opm.gov.mt) u (human-resources.opm@gov.mt).

L-1 ta' Settembru, 2023

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U L-INTRAPRIŻA

Post ta' Warden (Environment) 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 l-Intrapriża, jilqa' applikazzjonijiet għall-post ta' Warden (Environment) fil-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża.

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 People Management Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://www.opm.gov.mt) and (human-resources.opm@gov.mt).

1st September, 2023

MINISTRY FOR THE ENVIRONMENT, ENERGY AND ENTERPRISE

Post of Warden (Environment) 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 and Enterprise, invites applications for the post of Warden (Environment) in the Ministry for the Environment, Energy and Enterprise.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Warden (Environment) huwa ta' Skala ta' Salarju 16, li fis-sena 2023 huwa ta' €15,372.57 fis-sena, li jiżdied b'€263 fis-sena sa massimu ta' €16,950.57.

2.3 Persuna fil-grad ta' Warden (Environment) titla' fi Skala ta' Salarju 15 (€16,452.64 x €298 - €18,240.64 fis-sena 2023) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Warden (Environment) tkompli tipprogressa aktar għall-grad ta' Warden (Environment) fi Skala 14 (€17,672.36 x €316.83 - €19,573.34 fis-sena 2023) wara għaxar (10) snin servizz fil-grad, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 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 rekwizit ta' eliġibbiltà, li l-applikant irid jissodisfa.

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' Warden (Environment) jinkludu li:

i. Jippromwovi l-għarfien tal-biodiversita' tas-sit taħt superviżjoni, kif ukoll il-patrimonju naturali u kulturali taż-żona;

ii. Jikkordina u jorganizza laqgħat u sezzjonijiet ta' informazzjoni għall-pubbliku;

iii. Jiddisinja u jimplimenta programmi edukattivi u rikreazzjonali, inkluż visti fuq is-sit u żjarat gwidati għall-pubbliku ġenerali, tfal tal-iskola u gruppi oħrajn, fuq is-sit taħt superviżżjoni;

iv. Jipprepara, jikkummisjona, jipproduċi u jiddistribwixxi materjal informattiv rilevanti;

v. Jiddistribwixxi biljetti lill-viżitaturi;

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 Warden (Environment) is Salary Scale 16, which in the year 2023 is equivalent to, €15,372.57 per annum, rising by annual increments of €263 up to a maximum of €16,950.57.

2.3 A Warden (Environment) will progress to Scale 15 (€16,452.64 x 298 - €18,240.64 in the year 2023) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 A Warden (Environment) will further progress to Scale 14 (€17,672.36 x €316.83 - €19,573.34 in the year 2023) on completion of ten (10) years, subject to satisfactory performance.

2.5 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.

2.6 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 Warden (Environment) include:

i. Promotes awareness and knowledge of the biodiversity at site under supervision as well as the area's natural and cultural heritage;

ii. Co-ordinates and organises public information events and meetings;

iii. Designs and implements educational and recreational programmes, including site visits and guided tours at site under supervision, for the general public, school children and other interest groups;

iv. Prepares, commissions, produces and distributes relevant information materials;

v. Distributes tickets to visitors;

vi. Jimmaniġġja bejgħ, ipproċessar ta' pagamenti u żamma ta' rekords ta' dħul u nfiq;

vii. Jikkontrolla l-folla;

viii. Iżomm kalendarju ta' avvenimenti, djarji u rapporti fuq il-postijiet taħt il-kustodja;

ix. Jorganizza rondi ta' sorveljanza tas-sigurtà tas-sit taħt superviżjoni;

x. Jattendi workshops/korsijiet xierqa għall-iskop ta' taħriġ kontinwu;

xi. Jattendi laqgħat għall-iskop ta' tqassim u/jew ġbir u ta' informazzjoni bżonjuża biex jitwettaq ix-xogħol;

xii. Kwalunkwe dover ieħor relatat max-xogħol skont l-istruzzjonijiet tas-superjur rispettiv;

xiii. Jiftiehem mas-superjur rispettiv biex tiġi assigurata aktar responsabbiltà;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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'

vi. Manages sales, processes payments and keeps records of income and expenses;

vii. Controls crowds;

viii. Keeps calendars of events, diaries and reports of places under custody;

ix. Organises and carries out security surveillance patrols at site under supervision;

x. Attends appropriate workshops/courses for the purpose of ongoing training;

xi. Attends meetings for the purpose of conveying and/or gathering information required to perform functions;

xii. Any other job-related duties as instructed by the respective superior;

xiii. Liaises with the respective superior to ensure more accountability;

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

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

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

Eligibility Requirements

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 teħtieg 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 kif ukoll bil-lingwa Ingliża;

iii. ikollhom fil-pussess tagħhom ħames (5) passes fil-Livell Ordinarju, fil-Livell 3 tal-MQF, inkluż il-Malti, l-Ingliż u żewġ (2) suġġetti tax-Xjenza.

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 jew fi grad/pożizzjoni inqas. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

Uffiċjali pubbliċi jistgħu japplikaw għal grad inqas anke jekk mhux ikkonfermati fil-ħatra attwali tagħhom.

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

(ii) 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

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

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

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

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

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

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

iii. in possession of five (5) Ordinary level passes at MQF Level 3 including Maltese, English and two (2) Science Subjects.

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 or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

Public officers may apply for a lower grade even if not confirmed in their current appointment.

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

(ii) 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

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).

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' jingħata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħċel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli

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

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).

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

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

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

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

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

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

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

Kwalunke rekwizit 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 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-

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, 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

marka massima għal dan il-proċess tal-għażla hija mija fil-mija (100%) u l-marka li persuna trid iġġib biex tgħaddi hija ħamsin fil-mija (50%).

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali għall-Operat, Ministeru 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 mahruġ 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, 18 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;

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

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

maximum mark for this selection process is one hundred per cent (100%) and the pass mark is 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 Monday, 18th 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,

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 (sustainability.gov.mt) u (humanresources.meee@gov.mt).

L-1 ta' Settembru, 2023

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 (sustainability.gov.mt) and (humanresources.meee@gov.mt).

1st September, 2023

UFFIĊĊJU NAZZJONALI TAL-ISTATISTIKA

Post ta' Uffiċjal Amministrattiv 4

Permess tal-Jobsplus 109/2023|Jobsplus Vacancy (391494)

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil

1.0 Iċ-Chairman tal-Awtorità tal-Istatistika ta' Malta (MSA) jilqa' applikazzjonijiet għal xogħol ta' Uffiċjal Amministrattiv 4 bi speċjalizzazzjoni fl-intervistar għall-istħarriġ mal-Uffiċċju Nazzjonali tal-Istatistika. L-impjegat prospettiv se jkun primarjament stazzjonat fis-sezzjoni tal-Uffiċċju ġewwa l-Ajruport Internazzjonali ta' Malta, dejjem skont l-esiġenzi tal-Uffiċċju.

1.1 Din is-sejħa hija opportunità eċċezzjonali għal kandidati li għandhom kapaċità u ħila fit-teknika tal-intervistar, speċifikament sabiex jiġbru informazzjoni permezz ta' intervisti wiċċ imb wiċċ, għall-istħarriġ Tourstat, is-sors ewlieni ta' informazzjoni turistika fil-pajjiż.

1.2 Minbarra livell eċċellenti fil-ħila tal-komunikazzjoni u interpersonalità, il-kandidat magħżul għandu jkun loġiku, metodiku, u prudenti mal-intervistati.

Pakkett tax-Xogħol

2.0 Skont it-termini tal-Ftehim Kollettiv li jorbot lill-impjegati kollha tal-MSA, il-grad ta' Uffiċjal Amministrattiv 4 jaqa' fl-iskala tas-salarju ħamsa (5) li jibda minn €23,372, b'żidiet annwali li huma suġġetti għal prestazzjoni tajba ta' xogħol.

2.1 L-Uffiċċju joffri kemm ambjent tax-xogħol attraenti, assigurazzjoni tas-saħħa, inċentivi għal studju kontinwu kif ukoll miżuri għall-bilanċ bejn ix-xogħol u l-familja.

NATIONAL STATISTICS OFFICE

Post of Administration Officer 4

Jobsplus Permit 109/2023|Jobsplus Vacancy – (391494)

Nomenclatures denoting the male gender include also the female gender

1.0 The Chairman of the Malta Statistics Authority (MSA) invites applications for the post of Administration Officer 4 with specialisation in survey interviewing within the National Statistics Office (NSO). The prospective employee will be deployed and stationed primarily at the Malta International Airport, subject to the exigencies of the institution.

1.1 The post is a great career opportunity for prospective candidates who have an aptitude for and skill in interviewing techniques, specifically for collecting data through face-to-face interviews for the Tourstat survey, the main source of information on tourism data in the country.

1.2 Besides having an excellent level of interpersonal and communication skills, the successful candidate must be logical, methodical, and extremely discreet in dealing with respondents.

Work Package

2.0 In terms of the Collective Agreement binding all MSA employees, the post of Administration Officer 4 falls within Salary Scale five (5) with a salary commencing at €23,372, rising by annual increments subject to a positive employee performance review.

2.1 The Office also offers a friendly working environment, a health insurance policy, policies to support further study and family-friendly measures such as flexible working arrangements.

Termini u Kundizzjonijiet

3.0 Din il-ħatra hija bbażata fuq kuntratt indefinit li huwa suġġett għal perjodu ta' prova ta' sitt xhur (6).

3.1 Uffiċjali Amministrattivi 4 se jkunu primarjament stazzjonati fl-Ajruport Internazzjonali ta' Malta (ġewwa s-sala tat-tluq) u jaħdmu fuq bażi ta' xift ta' tnax-il (12) siegħa (jum-lejl-mistrieħ-mhux xogħol).

3.2 Skont id-diskrezzjoni tal-maniġment, Uffiċjali Amministrattivi 4 jistgħu jintalbu jaħdmu matul il-ħinijiet tal-uffiċċju fuq bażi ta' ħamest ijiem f'ġimgħa.

3.3 Diment li ma ssirx talba mill-maniġment minħabba l-esiġenzi tal-Uffiċċju, mhux possibbli li jintalab trasferiment intern qabel ma jgħaddu sentejn (2) mill-bidu tal-impjieg.

3.4 Il-kandidat magħżul huwa meħtieġ illi jiffirma kuntratt li jiddikjara lilu nnifsu responsabbli għall-impenji li huwa magħżul għalihom.

3.5 Ir-riżultat jibqa' validu għal sena (1) mid-data ta' pubblikazzjoni.

Dmirijiet

4.0 Id-dmirijiet ta' Uffiċjal Amministrattiv 4 jinkludu:

a. Kordinazzjoni, superviżjoni u l-monitoraġġ ta' proġetti u proċessi ta' ġbir ta' informazzjoni;

b. Jaġixxi bħala intervistatur anzjan tal-istħarriġ, għal stħarriġ dwar it-turiżmu u proġetti oħra, f'konformità ma' metodoloġiji stabbiliti, permezz ta' intervistar personali jew bit-telefown;

c. Għajnuna fi stħarriġ u proġetti oħra kif meqjus meħtieġ mill-Kap tal-Unità, inkluż id-dħul elettroniku tal-informazzjoni, il-kodifikazzjoni, u l-aġġornament tar-reġistri;

d. Għajnuna lill-maniġment superjuri f'kompiti amministrattivi bħall-iskedar;

e. Rappurtar lid-Data Management Unit dwar proċeduri ta' ġbir tal-informazzjoni li jsiru f'postijiet bħall-Ajruport (Stħarriġ Tourstat).

Rekwiżiti

5.0 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għal dan ir-rwol għandhom ikunu fil-pussess tar-rekwiżit obbligatorju ta':

Terms and Conditions

3.0 This appointment is on an indefinite contractual basis. The first six (6) months are subject to a probationary period.

3.1 Administration Officers 4 shall primarily be stationed at the Malta International Airport (departures lounge) and work on a twelve (12)-hourly shift basis (day-night-rest-off).

3.2 At the discretion of the management, Administration Officers 4 may be requested to work during office hours on a five-day week.

3.3 It will not be possible to request an internal transfer before a two (2) year period from date of appointment as long as such request does not come from senior management due to work exigencies of the Office.

3.4 The selected candidate will be required to sign an undertaking signifying their commitment to the assignment for which they are selected.

3.5 The interview result will be valid for a period of one (1) year from the date of publication.

Duties:

4.0 The duties of an Administration Officer 4 include:

a. Coordinating, supervising and monitoring data collection projects and processes;

b. Acting as a senior survey interviewer for tourism surveys and other projects, in line with set methodologies, by personal or telephone interviewing;

c. Administrative support in surveys and other projects as deemed necessary by the Head of Unit, including data entry, coding, and updating of registers;

d. Assisting the senior management in administrative tasks such as scheduling;

e. Reporting to the Data Management Unit on data collection procedures executed at points of data collection such as the Airport (Tourstat Survey).

Eligibility Requirements

5.0 By the closing time and date of this call for applications, applicants must be in possession of the mandatory requirement of:

a. Ċertifikat rikonoxxut fil-Livell 4 tal-MQF f'qasam ta' suġġett rilevanti;

JEW

b. Ikunu kwalifikati f'żewġ (2) suġġetti ta' Livell Avvanzat f'qasam ta' suġġett rilevanti, flimkien ma' għaxar (10) snin jew ekwivalenti, ta' esperjenza ta' xogħol rilevanti.

5.1 L-applikanti għandhom jinnutaw li l-proċedura tal-kunsiderazzjoni tal-kandidati għall-intervista se tiġi determinata fuq il-bażi tar-relevanza tal-kwalifiki għall-qasam tax-xogħol.

Rekwiżiti oħra illi l-kandidati magħżula jeħtieġ li jkollhom jinkludu:

a. Livell eċċellenti ta' ħiliet interpersonali;

b. Għarfien tajjeb tal-applikazzjonijiet tal-Microsoft Office (preferibbilment ikunu kwalifikati b' Liċenzja Ewropea tal-kwalifika ECDL);

c. Ħiliet numeriċi u tal-Informatika tajbin;

d. Ħiliet sodi ta' komunikazzjoni bil-miktub u verbali fil-lingwa Ingliża u kwalunkwe lingwa uffiċjali oħra Ewropea, preferibbilment il-Malti;

e. Ħila li jaħdmu f'tim u proġetti individwali;

f. Ħila ta' pjanar u tmexxija ta' proġetti varji fi skadenzi stipulati.

5.2 Applikanti prospettivi huma mitluba jippreżentaw dikjarazzjonijiet tal-MQRIC fejn jidħlu kwalifiki tal-MQRIC jew awtoritajiet oħra skont il-kundizzjonijiet stipulati minn din is-sejħa.

5.3 Kunsiderazzjoni xierqa tingħata lil dawk l-applikanti li, minbarra li jkollhom ir-rekwiżiti skont artiklu 5.0, juru li għandhom esperjenza relatata tax-xogħol. Għaldaqstant, l-applikanti għandhom jippreżentaw kopja tar-rendikont tal-impjiegi tagħhom mingħand Jobsplus, bħala testimonjanza biex jiġġustifikaw l-esperjenza mitluba.

5.4 Barra minn hekk, sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

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

a. A recognised Certificate at MQF Level 4 in a relevant subject area;

OR

b. Two (2) Advanced Level subject qualifications relevant to the post, together with ten (10) years, or equivalent, of relevant experience.

5.1 Applicants should note that the shortlisting procedure will be determined on the basis of the relevance of qualifications to the field of work.

Candidates are also required to have:

a. Excellent level of interpersonal skills;

b. Good knowledge of Microsoft Office applications (preferably qualified with a European Computer Driving License, ECDL);

c. Good numerical and IT skills;

d. Sound written and verbal communication skills in English language and any other official European language, preferably Maltese;

e. The ability to work in a team and individual projects;

f. The ability to plan and manage multiple projects within stipulated deadlines.

5.2 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.

5.3 Due consideration will be given to applicants who, besides the requisites indicated in article 5.0, have proven relevant work experience. In this regard, applicants should note the requirement to present a copy of their Jobsplus employment history as a testimonial to justify claimed experience.

5.4 Moreover, by the closing time and date of this call for applications, applicants must be:

a. citizens of Malta; or

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

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-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' 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 parir mit-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.

Sottomissjoni ta' Dokumenti Mitluba

6.0 Applikanti għandhom jibagħtu ittra ta'applikazzjoni, curriculum vitae (CV), kopji taċ-ċertifikati u traskrizzjoni tar-riżultati, kopja tal-kondotta tal-Pulizija nadifa (maħruġa fl-aħħar sitt (6) xhur) u l-formola tal-kunsens għall-protezzjoni tad-data lill-Kap tar-Riżorsi Umani u l-Iżvilupp tal-Istaff sa nofsinhar (Ħin Ċentrali Ewropew) tat-Tlieta, 3 ta' Ottubru, 2023.

6.1 L-applikazzjonijiet għandhom jintbagħtu b'mod elettroniku fl-indirizz (careers.nso@gov.mt) bit-titlu 'Post vakanti ta' Uffiċjal Amministrattiv 4'.

6.2 Il-formola għall-kunsens tal-protezzjoni tad-data tista' titniżżel mis-sit tal-NSO (https://nso.gov.mt/wp-

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.

Submission of Supporting Documentation

6.0 Applicants are to send a letter of application, curriculum vitae (cv), copies of qualification certificates and transcript of results, a copy of their clean police conduct (issued in the last six (6) months) and a data protection consent form to the Head of Human Resources and Staff Development by noon Central European Time, of Tuesday, 3rd October, 2023.

6.1 Applications are to be sent electronically to (careers.nso@gov.mt) with the subject caption 'Vacancy for the post of Administration Officer 4'.

6.2 A data protection consent can be downloaded from the NSO website (https://nso.gov.mt/wp-content/uploads/

content/uploads/Consent-Form.pdf) u tiġi sottomessa mad-dokumentazzjoni mitluba f'artiklu 6.0.

6.3 Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

6.4 Ċertifikati oriġinali u/jew referenzi għandhom jiġu ppreżentati waqt l-intervista.

6.5 L-applikazzjonijiet milqugħa jiġu rikonoxxuti.

6.6 Hija r-responsabbiltà tal-applikant li jivverifika li l-applikazzjoni tiegħu tkun waslet fil-ħin sabiex tkun iproċessata mill-bord tal-għażla.

Proċedura tal-Għażla

7.0 Dawk eliġibbli jiġu evalwati mill-bord tal-għażla sabiex jiddeterminaw humiex xierqa għal dan ix-xogħol.

7.1 L-ogħla marka fil-proċess tal-għażla hi 100% u sabiex wieħed jgħaddi jrid iġib mill-inqas marka ta' 50%.

Noti Oħra

8.0 L-MSA toffri opportunitajiet ta' xogħol indaqs, li jfisser li l-Awtorità hi impenjata li toffri kundizzjonijiet ugwali fil-qasam tax-xogħol.

8.1 Dan il-post vakanti jimtela fuq il-bażi tar-riżultat tas-sejħa interna u, meta tiġi eżawrita, permezz ta' Espressjoni ta' Interess u/jew permezz tal-proċeduri ta' Jobsplus, kif applikabbli.

L-1 ta' Settembru, 2023

TEATRU MANOEL

Sejħa għal applikazzjonijiet għal Senior Manager (Finanzi) fit-Teatru Manoel (Ref: HR/TM/03/2023)

Numru tal-Permess tal-Jobsplus: 652/2023

Is-Senior Manager (Finanzi) jirrapporta lill-Uffiċjali Kap Eżekuttiv u huwa responsabbli mill-aspetti finanzjarji kollha tat-Teatru Manoel, minn tranżazzjonijiet sal-ibbaġitjar. B'ħidma mas-CEO, is-Senior Manager (Finanzi) ikun responsabbli li jipprovdi informazzjoni finanzjarja preċiża u fil-ħin kemm fi ħdan it-Teatru Manoel u esternament, filwaqt li jagħti wkoll kontribut ewlieni fil-proċess tad-deċiżjonijiet finanzjarji u l-istrateġija. Is-Senior Manager (Finanzi) ikun responsabbli għal proċessi u sistemi finanzjarji robusti u effiċjenti biex iwassal l-ogħla livelli ta' servizz.

Applikanti interessati għandhom iżuru s-sit elettroniku (www.teatrumanoel.mt) għad-deskrizzjoni tal-pożizzjoni, il-kwalifiki mitluba u l-istruzzjonijiet fuq kif japplikaw.

Consent-Form.pdf) and submitted with other supporting documentation as outlined in article 6.0.

6.3 Late applications will not be considered.

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

6.5 All applications received will be acknowledged.

6.6 It is the responsibility of the applicant to verify that his application was received on time for processing by the selection board.

Selection Procedure

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

7.1 The maximum mark for this selection process is 100% and the pass mark is 50%.

Other

8.0 The MSA is an equal opportunities employer, which means that it is committed to providing equality of opportunity in employment.

8.1 This available vacancy is filled on the basis of the internal call result and, when exhausted, through the Expression of Interest and/or through Jobsplus procedures, as applicable.

1st September, 2023

MANOEL THEATRE

Call for Applications for Senior Manager (Finance) at Teatru Manoel (Ref: HR/TM/03/2023)

Jobsplus Permit Number: 652/2023

The Senior Manager (Finance) reports to the Chief Executive Officer (CEO) and is responsible for all aspects of finance at Teatru Manoel, from transaction processing to budgeting. Working with the CEO, the Senior Manager (Finance) will be responsible for the provision of timely and accurate financial information within Teatru Manoel and externally, as well as providing key input into financial decision-making and strategy. The Senior Manager (Finance) will be responsible for robust and efficient financial processes and systems to deliver the highest standards of service.

Interested applicants are to visit the website (www.teatrumanoel.mt) for the full job description, required qualifications and instructions on how to apply.

L-applikazzjonijiet tas-sejħiet kollha jagħlqu nhar il-Ġimgħa, 22 ta' Settembru, 2023, f'nofsinhar.

L-1 ta' Settembru, 2023

AWTORITÀ TAL-IPPJANAR

Aġġornament tal-Mappa Bażi 2018

L-Awtorità tal-Ippjanar tgħarraf li qiegħda twettaq aġġornament tal-mappa bażi. Għaldaqstant se jsir stħarriġ permezz ta' droni f'din il-lokalità kif indikat:

Il-Qrendi: mill-4 sat-30 ta' Settembru, 2023

Aktar tagħrif jista' jinkiseb permezz ta' ittra elettronika lil (geomatics@pa.org.mt).

L-1 ta' Settembru, 2023

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar il-Ġimgħa, l-1 ta' Settembru, 2023, u t-Tnejn, 4 ta' Settembru, 2023, mid-9.30 a.m. sal-5.00 p.m., Triq Fidiel Zarb (Triq Kromb il-Baħar) se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'din il-ġurnata matul dan il-ħin.

L-1 ta' Settembru, 2023

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar is-Sibt, 2 ta' Settembru, 2023 sat-Tnejn, 2 ta' Ottubru, 2023, mid-9.30 a.m. sal-5.00 p.m., Triq il-Ġnien se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'dawn il-ġranet matul dawn il-ħinijiet.

L-1 ta' Settembru, 2023

KUNSILL LOKALI L-GĦARB

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali l-Għarb jgħarraf li:

Nhar il-Ħadd, 3 ta' Settembru, 2023, Triq il-Knisja mill-parti ta' ħdejn Triq il-Viżitazzjoni sa Pjazza Żjara tal-Madonna ser tkun magħluqa mit-8.00 a.m. sal-5.00 p.m.; se jkun hemm devjazzjoni għal Triq il-Viżitazzjoni, Triq Felic Grech, Triq Dun Alwiġ Mizzi għal wara il-knisja. Triq Dun Alwig Mizzi

Application deadline is Friday, 22nd September, 2023, at noon.

1st September, 2023

PLANNING AUTHORITY

Update to the 2018 Basemap

The Planning Authority notifies the general public that it is undertaking an update to the 2018 Basemap. To this extent it will be carrying out surveys by means of drones in the following locality on the respective dates:

Qrendi: 4th till 30th September, 2023

Any queries should be sent by email to (geomatics@pa.org.mt).

1st September, 2023

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Friday, 1st September, 2023, and on Monday, 4th September, 2023, from 9.30 a.m. till 5.00 p.m., Triq Fidiel Zarb (Triq Kromb il-Baħar) will be closed to traffic. Parking of vehicles is not permitted during this day and times.

1st September, 2023

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Saturday, 2nd September, 2023 till Monday, 2nd October, 2023, from 9.30 a.m. till 5.00 p.m., Triq il-Ġnien will be closed to traffic. Parking of vehicles is not permitted during these day and times.

1st September, 2023

GĦARB LOCAL COUNCIL

Suspension of Traffic and Parking

The Għarb Local Council notifies that:

On Sunday 3rd September, 2023, Triq il-Knisja from Triq il-Viżitazzjoni up to Pjazza taż-Żjara tal-Madonna will be closed from 8.00 a.m. till 5.00 p.m. Diversion through Triq il-Viżitazzjoni, Triq Felic Grech, Triq Dun Alwiġ Mizzi for areas behind the church. Triq Dun Alwiġ Mizzi will be one

se tkun one way; traffiku ħiereġ direzzjoni lejn ir-Rabat minn wara il-knisja se jkun iddevjat lejn Triq Tas-Sdieri.

L-1 ta' Settembru, 2023

KUNSILL LOKALI L-FGURA

Sospensjoni tat-Traffiku u Parkeġġ

Il-Kunsill Lokali l-Fgura jgħarraf li bis-setgħat mogħtija bl-Avviz Legali 119 tal-2002, nhar il-Ħadd, 17 ta' Settembru, 2023, Triq Hompesch (min Triq is-Sur sa Triq Sant' Antnin) u Wesgħa Kunsill tal-Ewropa se jkunu magħluqa għat-traffiku mis-6.30 a.m. sas-1.30 p.m.

Fl-istess ħinijiet mhux se jitħallew karozzi pparkjati f'Wesgħa Kunsill tal-Ewropa kif ukoll fi Triq Hompesch (bejn Triq is-Sur u Triq il-Karmnu fuq iż-żewġ naħat tat-triq). Karozzi li jitħallew ipparkjati jistgħu jiġu rmunkati a spejjeż tas-sid.

L-1 ta' Settembru, 2023

L-AĠENZIJA TAT-TEKNOLOĠIJA
TAL-INFORMATIKA TA' MALTA

Il-Malta Information Technology Agency (MITA) tinforma l-offerenti prospettivi li se tkun qed toħroġ Kuntratt Speċifiku għall-akkwist ta' servizzi ta' żvilupp ta' software relatati mal-portal online tan-National Cybersecurity Coordination Centre (NCC) fi ħdan il-MITA, b'valur stmat ta' €152,500 mingħajr VAT. Huwa stmat illi l-istedina għall-offerti se tkun qed tinħareġ għal madwar Ottubru 2023.

Dan il-kuntratt speċifiku se jkun iffinanzjat minn fondi Ewropej permezz tad-Digital Europe Programme u fondi nazzjonali

Aktar informazzjoni dwar il-kuntratt speċifiku tista' tinkiseb minn (https://procurement.mita.gov.mt/).

L-operaturi ekonomiċi biss li kienu ammessi (sad-data tal-istedina) fid-Dynamic Purchasing System – Procurement of Software Development Services (DPS 060/20) se jkunu mistiedna biex jibagħtu l-offerta tagħhom.

Offerenti prospettivi jistgħu japplikaw biex jiġu ammessi f'din id-DPS biex ikunu jistgħu jitfgħu offerti għal dan kif ukoll kuntratti speċifiċi oħrajn li jiġu maħruġa taħt dan id-DPS. Iktar informazzjoni tista' tinkiseb minn:

(https://procurement.mita.gov.mt/resources/dps/dps-software-development-services/).

L-1 ta' Settembru, 2023

way; traffic going out direction to Victoria from behind the church will be diverted from Triq Tas-Sdieri.

1st September, 2023

FGURA LOCAL COUNCIL

Suspension of Traffic and Parking

The Fgura Local Council hereby notifies that in terms of Legal Notice 119 of 2002, on Sunday 17th September, 2023, Hompesch Street (from Triq is-Sur to Triq Sant' Antnin) and Wesgħa Kunsill tal-Ewropa will be closed for traffic from 6.30 a.m. till 1.30 p.m.

During the same times, parking will not be permitted in Wesgħa Kunsill tal-Ewropa and in Triq Hompesch (between Triq is-Sur and Triq il-Karmnu on both sides of the street. ars Parked cars can be towed at the vehicle owner's cost.

1st September, 2023

MALTA INFORMATION
TECHNOLOGY AGENCY

The Malta Information Technology Agency (MITA) informs prospective tenderers that it intends to issue a Specific Contract for the procurement of software development services in relation to the online portal of the National Cybersecurity Coordination Centre (NCC) within MITA, at an estimated value of €152,500 excluding VAT. The estimated dispatch of the invitation to tender is October 2023.

This specific contract shall be funded from the European Union funds through the Digital Europe Programme and national funds.

More information on this specific contract is available from (https://procurement.mita.gov.mt/).

Only those economic operators which have been admitted (by the date of dispatch of the invitation) to the Dynamic Purchasing System – Procurement of Software Development Services (DPS 060/20) will be invited to tender.

Prospective tenderers may apply to join this DPS in order to be able to tender for this and other specific contracts issued under this DPS. More information is available from:

(https://procurement.mita.gov.mt/resources/dps/dps-software-development-services/).

1st September, 2023

DIPARTIMENT TAD-DWANA

Offerti ssiġillati għal xiri tali kwali, ġarr u tneħħija ta' bastiment għal ġarr u ħażna ta' fuel,

Motor tanker MBM XLOKK,

jintlaqgħu mill-Kummissarju għat-Taxxi u d-Dwana, fl-Auctions Section tad-Dwana, Newport Bonded Stores, Il-Marsa, bejn it-Tnejn 4 ta' Settembru u l-Ħamis, 7 ta' Settembru, 2023, mit-8.00 a.m. sa nofsinhar.

Il-wiri tal-bastiment, ġbir tal-formoli tal-offerti, u aktar informazzjoni fejn meħtieġ, jistgħu isiru mill-Auctions Section, Newport Bonded Stores, Il-Marsa, jew permezz tan-numri tat-telefown 23783353/23783354 matul l-istess ġranet u ħinijiet imsemmija hawn fuq.

L-1 ta' Settembru, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

B'referenza għall-offerta elettronika CFT 021-4050/23. 'Supply of human recombinant PTH 50mcg powder and solvent for solution for injection', ippubblikata fil-Gazzetta tal-Gvern tal-25 ta' Awwissu, 2023, id-data tal-għeluq ġiet estiża għat-12 ta' Settembru, 2023.

L-1 ta' Settembru, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

B'referenza għall-offerta elettronika CFT 021-4080/23. Provvista ta' 'Colestyramine 4g Powder for oral suspension, CFT 021-4081/23. Provvista ta' Metolazone 5mg tablets, CFT 021-4082/23. Provvista ta' Procyclidine Hydrochloride 10mg injections, ippubblikata fil-Gazzetta tal-Gvern tad-29 ta' Awwissu, 2023, id-data tal-għeluq ġiet estiża għat-22 ta' September, 2023.

L-1 ta' Settembru, 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, 4 ta' Settembru, 2023.

ERU2808U23 – Medicinal
ERU2808U23 – Devices
ERU2808U23A
ERU2808U23B
ERU2808U23C
ERU2808U23D

DEPARTMENT OF CUSTOMS

Sealed offers for the tale quale purchase, and removal, of one vessel,

Motor tanker MBM XLOKK,

will be received by the Commissioner for Tax and Customs, at the Customs Auctions Section, Newport Bonded Stores, Marsa, from Monday, 4th September until Thursday, 7th September, 2023, from 8.00 a.m. till noon.

Viewing of vessel, collection and submission of offer forms and further information if required, can be obtained from Auctions Section, Newport Bonded Stores, Marsa, or by telephone numbers 23783353/23783354 during same dates and times as indicated above.

1st September, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

With reference to the electronic tender CFT 021-4050/23. Supply of human recombinant PTH 50mcg powder and solvent for solution for injection, published in the Government Gazette dated 25th August, 2023, the closing date will be extended till 12th September, 2023.

1st September, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

With reference to the electronic tender CFT 021-4080/23. Supply of Colestyramine 4g Powder for oral suspension, CFT 021-4081/23. Supply of Metolazone 5mg tablets, CFT 021-4082/23. Supply of Procyclidine Hydrochloride 10mg injections, published in the Government Gazette dated 29th August, 2023, the closing date will be extended till 22nd September, 2023.

1st September, 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 ERU Competitive Calls will be received up to 10.00 a.m. of Monday, 4th September, 2023.

ERU2808U23 – Medicinal
ERU2808U23 – Devices
ERU2808U23A
ERU2808U23B
ERU2808U23C
ERU2808U23D

ERU2808U23E
ERU2808U23F
ERU2808U23R
ERU2908U23 – Medicinal
ERU2908U23 – Devices
ERU2908U23A
ERU2908U23B
ERU2908U23C
ERU2908U23D
ERU2908U23E
ERU2908U23R

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.

L-1 ta' Settembru, 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, 5 ta' Settembru, 2023.

ERU Ref. ERU3008U23 – Medicinal
ERU3008U23A
ERU3008U23R

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.

L-1 ta' Settembru, 2023

CENTRAL PROCUREMENT u 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, 22 ta' Settembru, 2023. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għal:

CFT 021-4085/23. Provvista ta' Acitretin 25mg Capsules/Tablets
CFT 021-4086/23. Provvista ta' Olanzapine 5 and 10 mg tablets/capsules

ERU2808U23E
ERU2808U23F
ERU2808U23R
ERU2908U23 – Medicinal
ERU2908U23 – Devices
ERU2908U23A
ERU2908U23B
ERU2908U23C
ERU2908U23D
ERU2908U23E
ERU2908U23R

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.

1st September, 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, 5th September, 2023.

ERU Ref. ERU3008U23 – Medicinal
ERU3008U23A
ERU3008U23R

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.

1st September, 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, 22nd September, 2023. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 021-4085/23. Supply of Acitretin 25mg Capsules/Tablets
CFT 021-4086/23. Supply of Olanzapine 5 and 10 mg tablets/capsules

CFT 020-4087/23. Provvista ta' Simcoe cannula 23g for ophthalmic surgery

CFT 020-4088/23. Provvista ta' Perfluoro-N-Octane

CFT 021-4089/23. Provvista ta' Fibrinogen concentrate

CFT 021-4090/23. Provvista ta' Nitazoxanide 500mg tablets

CFT 020-4091/23. Provvista ta' Preserflo Micro shunts for glaucoma treatment

CFT 021-4092/23. Provvista ta' Tetrabenazine 25mg Tablets

CFT 021-4093/23. Provvista ta' Venlafaxine 75mg Modified Release Capsules/Tablets

CFT 020-4094/23. Provvista ta' Two-Piece Convexity Base Plates & Drainable Pouch

CFT 021-4096/23. Provvista ta' Zinc Based Barrier Cream/Ointment

CFT 021-4097/23. Provvista ta' Voriconazole 200mg tablets

CFT 021-4098/23. Provvista ta' Mesalazine 1g Rectal Foam/Enema

CFT 009-4099/23. Provvista ta' Hand Hygiene Training System

CFT 021-4100/23. Provvista ta' Aztreonam injections

CFT 021-4101/23. Provvista ta' Spironolactone 100mg tablets

Id-dokumenti tal-offerta huma mingħajr ħlas.

Jintlaqgħu offerti elettroniċi rigward l-avviż li ġej sad-9.30 a.m. tat-Tlieta, 29 ta' Settembru, 2023. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għal:

CFT 009-4095/23. Diversi xogħlijiet fuq boundary walls perikoluż eżistenti, gate piers, roof slabs fiċ-ċimiterji taż-Żebbuġ u tal-Imġarr.

Id-dokumenti tal-offerta huma mingħajr ħlas.

Id-dokumenti tal-offerti jinkisbu biss mill-Electronic Public Procurement System (www.etenders.gov.mt). Ir-reġistrazzjoni hija meħtieġa sabiex ikun jista' jintuża s-sit elettroniku. Operaturi ekonomiċi Maltin għandu jkollhom l-eID tal-organizzazzjoni tagħhom sabiex ikunu jistgħu jidħlu f'dan is-sit elettroniku. Aktar tagħrif jinkiseb mis-sezzjoni tal-FAQ tal-istess sit.

Il-pubbliku jista' jattendi waqt il-ftuħ u l-iskedar tal-offerti fil-ħinijiet u d-dati msemmija hawn fuq.

L-1 ta' Settembru, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Id-Direttur Maniġerjali (Sourcing u Supplies Chain Management) għas-Central Procurement and Supplies Unit fil-Ministeru għas-Saħħa, jgħarraf illi:

CFT 020-4087/23. Supply of Simcoe cannula 23g for ophthalmic surgery

CFT 020-4088/23. Supply of Perfluoro-N-Octane

CFT 021-4089/23. Supply of Fibrinogen concentrate

CFT 021-4090/23. Supply of Nitazoxanide 500mg tablets

CFT 020-4091/23. Supply of Preserflo Micro shunts for glaucoma treatment

CFT 021-4092/23. Supply of Tetrabenazine 25mg Tablets

CFT 021-4093/23. Supply of Venlafaxine 75mg Modified Release Capsules/Tablets

CFT 020-4094/23. Supply of Two-Piece Convexity Base Plates and Drainable Pouch

CFT 021-4096/23. Supply of Zinc Based Barrier Cream/Ointment

CFT 021-4097/23. Supply of Voriconazole 200mg tablets

CFT 021-4098/23. Supply of Mesalazine 1g Rectal Foam/Enema

CFT 009-4099/23. Provision of Hand Hygiene Training System

CFT 021-4100/23. Supply of Aztreonam injections

CFT 021-4101/23. Supply of Spironolactone 100mg tablets

These tender documents are free of charge.

Electronic tenders in respect of the following notice will be received till 9.30 a.m. of Friday, 29th September, 2023. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 009-4095/23. Various works on existing dangerous boundary walls, gate piers and roof slabs at Mġarr and Żebbuġ cemeteries.

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.

1st September, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (Sourcing and Supplies Chain Management) for the Central Procurement and Supplies Unit within the Ministry for Health notifies that:

Jintlaqgħu sottomissjonijiet elettroniċi għal Preliminary Market Consultation (PMC) rigward l-avviż li ġej sal-10.30 a.m. tal-Ħamis, 28 ta' Settembru, 2023.

PMC Ref. Nru. PMC 009-6505/23 (CPSU 1064/23). Preliminary Market Consultation għall-installazzjoni ta' diversi colonoscopies u gastroscopes għad-Dipartiment tal-Endoskopija fl-Isptar Mater Dei.

Dokumenti tal-Preliminary Market Consultation jinkisbu mingħajr ħlas u l-informazzjoni għanda tintbagħat BISS online fuq (www.etenders.gov.mt).

L-1 ta' Settembru, 2023

KUNSILL LOKALI TAS-SLIEMA

Il-Kunsill Lokali Tas-Sliema jgħarraf illi:

Sejħiet għall-offerti għandhom jintlaqgħu mill-Kunsill Lokali Tas-Sliema permezz tal-ePPS, sad-9.30 a.m. ta' nhar it-Tnejn, 9 ta' Ottubru, 2023, għal:

Avviż Nru. SLC59-StrCl/01/2023. Servizzi ta' knis tat-toroq għall-Kunsill Lokali Tas-Sliema b'mod li jitħares 'l-ambjent.

Id-dokumenti tal-offerti huma bla ħlas u jiġu miksuba, imniżżla u milqugħa BISS mis-sit elettroniku tal-etenders (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull kwotazzjoni, anke l-aktar waħda vantaġġjuża.

L-1 ta' Settembru, 2023

KUNSILL LOKALI SAN LAWRENZ

Il-Kunsill Lokali San Lawrenz jgħarraf li:

Sal-11.00 a.m. ta' nhar il-Ġimgħa, 22 ta' Settembru, 2023, offerti permezz tal-ePPS jintlaqgħu mill-Kunsill Lokali San Lawrenz għal:

Avviż Nru. SLLC/06/2023. Provvista u konsenja ta' vettura tal-elettriku N1 (vann/trakk) għall-Kunsill Lokali San Lawrenz.

Id-dokumenti tal-kwotazzjoni/offerta huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-etenders (www.etenders.gov.mt).

Electronic submission of information for Preliminary Market Consultation (PMC) in respect of the following notice will be received up to 10.30 a.m. of Thursday, 28th September, 2023.

PMC Ref. No. PMC 009-6505/23 (CPSU 1064/23). Preliminary Market Consultation for the Installation of various Colonoscopes and Gastroscopes for the Day Care Endoscopy Department at Mater Dei Hospital.

Preliminary Market Consultation documents are available free of charge and information is to be submitted ONLY online on (www.etenders.gov.mt).

1st September, 2023

TAS-SLIEMA LOCAL COUNCIL

The Tas-Sliema Local Council notifies that:

Tenders will be received on behalf of the Tas-Sliema Local Council, through ePPS, up to 9.00 a.m. on Monday, 9th October, 2023, for:

Advt No. SLC59-StrCl/01/2023. Street cleaning services for the Tas-Sliema Local Council in an environmentally friendly manner.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website on (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 quotation, even the most advantageous.

1st September, 2023

SAN LAWRENZ LOCAL COUNCIL

The San Lawrenz Local Council notifies that:

Tenders will be received at the San Lawrenz Local Council, through ePPS, up to 11.00 a.m. on Friday, 22nd September, 2023, for:

Advt No. SLLC/06/2023. Supply and delivery of an N1 electric vehicle (van/truck) for the San Lawrenz Local Council.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-kwotazzjoni jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

L-1 ta' Settembru, 2023

KUNSILL LOKALI SAN LAWRENZ

Il-Kunsill Lokali San Lawrenz jgħarraf li:

Sal-11.00 a.m. ta' nhar il-Ġimgħa, 22 ta' Settembru, 2023, offerti permezz tal-ePPS jintlaqgħu mill-Kunsill Lokali San Lawrenz għal:

Avviż Nru. SLLC/05/2023. Xogħlijiet – kisi mill-ġdid ta' passaġġ fi Triq tal-Wileġ, San Lawrenz, Għawdex, b'konkrit b'mod effiċjenti fir-riżorsi.

Id-dokumenti tal-kwotazzjoni/offerta huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-etenders (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-kwotazzjoni jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

L-1 ta' Settembru, 2023

Any clarifications or addenda to the quotation 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.

1st September, 2023

SAN LAWRENZ LOCAL COUNCIL

The San Lawrenz Local Council notifies that:

Tenders will be received at the San Lawrenz Local Council, through ePPS, up to 11.00 a.m. on Friday, 22nd September, 2023, for:

Advt No. SLLC/05/2023. Works – resurfacing of passage in Triq tal-Wileġ, San Lawrenz, Gozo, with concrete in a resource efficient manner.

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 quotation 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.

1st September, 2023

Fond Agrikolu Ewropew għall-Iżvilupp Rurali (FAEŻR):
L-Ewropa tinvesti f'żoni rurali
The European Agricultural Fund for Rural Development:
Europe investing in rural areas

KUNSILL LOKALI SAN LAWRENZ

Il-Kunsill Lokali San Lawrenz jgħarraf li:

Sal-11.00 a.m. ta' nhar il-Ġimgħa, 22 ta' Settembru, 2023, offerti permezz tal-ePPS jintlaqgħu mill-Kunsill Lokali San Lawrenz għal:

Avviż Nru. SLLC/07/2023. Provvisti – rinnovar taċ-Ċentru Parrokkjali Lokali ta' San Lawrenz (ħruġ mill-ġdid).

Id-dokumenti tal-kwotazzjoni/offerta huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-etenders (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-kwotazzjoni jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

SAN LAWRENZ LOCAL COUNCIL

The San Lawrenz Local Council notifies that:

Tenders will be received at the San Lawrenz Local Council, through ePPS, up to 11.00 a.m. on Friday, 22nd September, 2023, for:

Advt No. SLLC/07/2023. Supplies – refurbishment of the San Lawrenz Local Parish Centre (re-issue).

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 quotation document will be uploaded and available to view and download from this same website.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

L-1 ta' Settembru, 2023

The Local Council reserves the right to refuse any offer, even the most advantageous.

1st September, 2023



Fond Agrikolu Ewropew għall-Iżvilupp Rurali (FAEŻR):
L-Ewropa tinvesti f'żoni rurali
The European Agricultural Fund for Rural Development:
Europe investing in rural areas

KUNSILL LOKALI L-GĦARB

Il-Kunsill Lokali l-Għarb jgħarraf illi:

Sejħiet għall-offerti jintlaqgħu mill-Kunsill Lokali l-Għarb sal-10.00 a.m. ta' nhar it-Tnejn, 18 ta' Settembru, 2023, għal:

Avviż Nru. GRB/10/23. Provvisti – provvista ta' 'digital interactive centre' għall-Kunsill Lokali l-Għarb relatat mal-Interreg V-A Italia-Malta AMPPA Project.

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba, imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-etenders (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

L-1 ta' Settembru, 2023

GĦARB LOCAL COUNCIL

The Għarb Local Council notifies that:

Tenders will be received at the Għarb Local Council up to 10.00 a.m. on Monday 18th September, 2023, for:

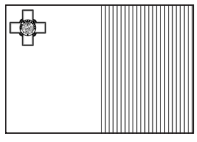
Advt No. GRB/10/23. Supplies – Supply of a digital interactive centre for the Għarb Local Council in relation with Interreg V-A Italia-Malta AMPPA Project.

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.

1st September, 2023



Programm INTERREG V-A Italja-Malta
Programm parzjalment iffinanzjat mill-Unjoni Ewropea
Fond Ewropew għall-Iżvilupp Reġjonali (FEŻR)
Rata ta' kofinanzjament: 85% Fondi Ewropej; 15% Fondi Nazzjonali



INTERREG V-A Italy-Malta Programme
Programme part-financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds

AVVIŻI TAL-QORTI – *COURT NOTICES*

1713

Bandu għall-Kuraturi

Repubblika ta' Malta

Lill-Marixxall tal-Qrati

B'digriet mogħti minn din il-Qorti fit-23 ta' Awwissu, 2022, fuq talba ta' Eileen Debattista ġie ordnat biex jintgħażlu

Banns for Curators

Republic of Malta

To the Marshall of the Court

By means of a decree given by this Court on the 23rd August, 2022, following a request by Eileen Debattista

kuraturi deputati biex jirrappreżentaw lill-intimati kollha fl-atti taċ-ċedola numru 1537/2022 fl-ismijiet Eileen Debattista vs Kuraturi Deputati u fl-atti l-oħra relattivi u sussegwenti.

Permezz ta' ċedola ta' depożitu u kontestwali fidi ta' ċens numru 1537/2022 ta' Eileen Debattista, mara tad-dar, armla minn Alfred, bint Henry Bonnici u Emma Bonnici née Cachia, imwielda l-Ħamrun fit-3 ta' Settembru, 1949, u residenti numru 11, Triq iż-Żagħfran, Ħ'Attard (KI 708349M) vs Kuraturi Deputati sabiex jirrappreżentaw lis-suċċessuri fit-titolu ta' Rene Buttigieg, bin il-mejtin Dott. Filippo Nicolo Buttigieg u Erminia née Farrugia, imwieled Ħal Balzan u residenti l-Belt Valletta; is-suċċessuri fit-titolu ta' Joseph Lanzon, bin il-mejtin Lorenzo Lanzon u Lariana née Ellul imwieled il-Belt Valletta u residenti Tas-Sliema u sidien mhux magħrufa għan-nom tad-direttarju oriġinali, ippreżentata fil-Prim'Awla tal-Qorti fis-17 ta' Awwissu, 2022, fejn Eileen Debattista esponiet bir-rispett:

Illi l-esponenti tippossiedi l-porzjon diviż ta' art tal-kejl superfiċjali ta' ċirka 119.57 metru kwadru, aċċessibbli minn Triq il-Ħafur, Ħ'Attard, konfinanti min-Nofisinhar ma' Triq il-Ħafur, mit-Tramuntana ma' beni tal-esponenti jew is-suċċessuri fit-titolu libera u franka bid-drittijiet u l-pertinenzi kollha tagħha, inkluż l-arja sovrastanti u inkluż is-sottoswol, kif suġġetta għas-subċens annwu u perpetwu ta' €31.89/Lm13.65 altrimenti libera u franka, bid-drittijiet u l-pertinenzi kollha tagħha, immarkata fuq is-site plan li qed tiġi hawn annessa u mmarkata bħala Dok. A.

Illi oriġinarjament l-art kienet ġiet akkwistata minn Grazio Debattista mingħand il-Perit Rene Buttigieg b'att tan-Nutar Paul Pullicino tat-13 ta' Ġunju, 1973, Dok. B;

Illi ai fini ta' provenjenza ulterjuri l-art imsemmija tifforma parti minn art akbar li kienet ġiet konċessa b'titolu ta' subenfitewsi b'att tan-Nutar Antonio Carbonaro tal-14 ta' Diċembru, 1959, minn Joseph Lanzon favur Dott. Joseph Alexander Herrera, Dott. Frederick Fenech, il-Perit Rene Buttigieg u Gaston Buttigieg, Dok. C;

Illi l-esponenti tixtieq tipprevalixxi ruħha mill-fakultà mogħtija lilha ai termini tal-artikolu 1501 tal-Kodiċi u tifdi dan l-istess ċens u illi għalhekk jammonta għal €636.

Għaldaqstant, l-esponenti qiegħda umilment tadixxi lil din l-Onorabbli Qorti u taħt l-awtorità tagħha tgħaddi sabiex tiddepożita s-somma komplessiva ta' €795 rappreżentanti €159 arretrati ta' ħames (5) snin subċens u €636 prezz tal-fidi ta' dan is-subċens annwu u perpetwu gravanti l-immobbli fuq imsemmija biex jiġi mogħti liberament lis-sidien, wara li titħalla d-debita riċevuta.

Esponenti:11, Triq iż-Żagħfran, Ħ'Attard

it was ordered that deputy curators be chosen to represent the all the respondents in the acts of the schedule of deposit number 1537/2022 in the names Eileen Debattista vs Deputy Curators and in the other relative and subsequent acts.

By means of a schedule of deposit and redemption of ground rent number 1537/2022 in the names of Eileen Debattista, housewife, widow of Alfred, daughter of Henry Bonnici and Emma Bonnici née Cachia, born in Hamrun on the 3rd September 1949 and residing at 11, Triq iż-Żagħfran, Ħ'Attard (ID 70849M) vs Deputy Curators to represent the successors in title of Rene Buttigieg, son of the late Doctor Filippo Nicolo Buttigieg and Erminia née Farrugia, born in Ħal Balzan and residing in Valletta; the successors in title of Joseph Lanzon, son of the late Lorenzo Lanzon and Lariana née Ellul, born in Valletta and residing in Tas-Sliema and of the unknown original direct owners, filed in the First Hall of the Civil Court on the 17th August, 2022, the applicant Eileen Debattista respectfully submitted:

That the applicant possesses the divided portion of land of the superficial area of about 119.57 square metres, accessible from Triq il-Ħafur, Ħ'Attard, bounded on the south by Triq il-Ħafur, on the north by property of the applicant or the successors in title free and unencumbered with all its rights and appurtenances, including the overlying airspace and including the subsoil, as subject to the annual and perpetual subgroundrent of €31.89/Lm13.65 otherwise free and unencumbered, with all its rights and appurtenances, marked on the site plan which is here attached and marked as Doc. A.

That originally the land was acquired by Grazio Debattista from Architect Rene Buttigieg by deed of Notary Paul Pullicino of the 13th June, 1973, Doc. B;

That for the purpose of further provenance the land mentioned forms part of a larger land which was granted by title of sub-emphyteusis by deed of Notary Antonio Carbonaro of the 14th December, 1959, by Joseph Lanzon in favour of Dr Joseph Alexander Herrera, Dr Frederick Fenech, Architect Rene Buttigieg and Gaston Buttigieg, Doc. C;

That the applicant wishes to avail herself of the faculty given to her in terms of Article 1501 of the Civil Code and redeem this same groundrent which thus amounts to €636.

Thus, the applicant is humbly calling upon this Honourable Court and under its authority is depositing the total sum of €795 representing €159 arrears of five (5) years sub-groundrent and €636 price of redemption of this annual and perpetual subgroundrent regarding the immovable above mentioned to be freely given to the owners, after leaving the due receipt.

Applicant, 11, Triq iż-Żagħfran, Ħ'Attard

Notifiki: Direttur tar-Reġistru Pubbliku, 197, Triq il-Merkanti, 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 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 Giannino Caruana Demajo, LLD, Duttur tal-Liġi.

Illum 23 ta' Awwissu, 2022

Reġistru tal-Qrati Superjuri, illum 25 ta' Awwissu, 2023

ALEXANDRADEBATTISTA
Għar-Registratur, Qrati u Tribunali

Notification: Director Public Reġistru, Triq il-Merkanti, 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.

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 Giannino Caruana Demajo, LLD, Doctor of Laws.

Today 23rd August, 2022

Registry of the Superior Courts, today 25th August, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1714

ARB/C025/2020 – VARJAZZJONI TAL-IFFRIŻAR TAL-ASSI

IKUN JAF KULĦADD illi b'digriet mogħti fit-23 ta' Awwissu, 2023, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Donatella Frendo Dimech, LLD). Kumpilazzjoni numru 394/2020, fil-kawża fl-ismijiet:

Il-Pulizija
(l-Ispettur Lianne Bonello)

Kontra

ALDO CUTAJAR, uffiċjal pubbliku, ta' 59 sena, iben il-mejjet John u Maria Carmela xebba Cremona, imwieled Ħ'Attard, Malta, fit-28 ta' Mejju, 1964, residenti ġewwa 345, Yintai, Triq San Pawl, In-Naxxar, u detentur ta' karta tal-identità Maltija bin-numru 297364M.

ISABEL CUTAJAR;

U

GEMINI DESIGNS STUDIOS LIMITED.

ARB/C025/2020 – VARIATION OF A FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 23rd August, 2023, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Donatella Frendo Dimech, LLD). Compilation number 394/2020 in the case:

The Police
(Inspector Lianne Bonello)

Versus

ALDO CUTAJAR, public officer, 59 years, son of the late John and Maria Carmela née Cremona, born in Ħ'Attard, Malta, on the 28th May, 1964, residing at 345, Yintai, Triq San Pawl, Naxxar, and holder of Maltese identity card bearing number 297364M.

ISABEL CUTAJAR;

AND

GEMINI DESIGNS STUDIOS LIMITED.

Il-Qorti AWTORIZZAT lill-imputat ALDO CUTAJAR sabiex jesegwixxi pagamenti għat-tiġdid tal-poloz tal-assigurazzjoni u tal-liċenzji tat-triq taż-żewġ vetturi miżmuma f'isem l-imputat, hekk kif imniżżel fid-digriet tal-Qorti iddatat 23 ta' Awwissu, 2023. Illi dawn il-pagamenti għandhom jiġu esegwiti mill-kont tal-bank intestat f'isem l-imputat li jispiċċa -4322 u li huwa miżmum mal-Bank of Valletta plc.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 5 (3) tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta, wara digriet ta' ordni tal-iffriżar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Josette Demicoli, LLD), fis-16 ta' Awwissu, 2020, li ġiet ippubblikata fil-Gazzetta tal-Gvern fil-21 ta' Awwissu, 2020, u wara digriet bl-estenzjoni tal-ordni tal-iffriżar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Donatella Frendo Dimech, LLD), fl-24 ta' Awwissu, 2020, li ġiet ippubblikata fil-Gazzetta tal-Gvern fis-27 ta' Awwissu, 2020, fejn il-Qorti ordnat is-sekwestru f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' ALDO CUTAJAR, Isabel Cutajar u Gemini Designs Studios Limited.

Illum 29 ta' Awwissu, 2023

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

The Court AUTHORISED the accused ALDO CUTAJAR to carry out payments for the renewal of the insurance policies and road licenses for the two vehicles registered in his name, as mentioned in the Court decree dated 23rd August, 2023. That these payments are to be carried out from the bank account listed in the name of the accused ending in -4322 and which is held at the Bank of Valletta plc.

This variation is being published in terms of Section 5 (3) of the Prevention of Money Laundering Act, Cap. 373 of the Laws of Malta, following a freezing order which decree was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Josette Demicoli, LLD), on the 16th August, 2020, which was published in the Government Gazette on the 21st August, 2020, and following the extension of the freezing order which decree was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Donatella Frendo Dimech, LLD), on the 24th August, 2020, which was published in the Government Gazette on the 27th August, 2020, where the court ordered the attachment in the hands of third parties in general of all moneys and other movable or immovable property due or pertaining or belonging to ALDO CUTAJAR, Isabel Cutajar and Gemini Designs Studios Limited.

Today 29th August, 2023

MR ANTON SEVASTA
Director, Asset Recovery Bureau

1715

ARB/C070/2021 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fl-14 ta' Lulju, 2023, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Natasha Galea Sciberras, LLD). Kumpilazzjoni Numru 592/2021, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

JOSEPHINE BALDACCHINO, segretarja eżekuttiva, ta' 50 sena, bint John Baldacchino u Emily Baldacchino xebba Galea, imwielda Ħ'Attard, Malta, fit-22 ta' April, 1973, residenti ġewwa 52, Triq il-Midbaħ, Il-Mosta, u detentriċi ta' karta tal-identità Maltija bin-numru 201673M.

Il-Qorti AWTORIZZAT lill-imputata JOSEPHINE BALDACCHINO sabiex tiddepożita s-salarju tagħha fl-intier tiegħu fil-kont tal-bank intestat f'isimha li jispiċċa -6707 u li huwa miżmum mal-Bank of Valletta plc. Illi dawn id-depożiti tas-salarju għandhom jibqgħu suġġett għall-ordni

ARB/C070/2021 – VARIATION OF SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 14th July, 2023 given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Natasha Galea Sciberras, LLD). Compilation Number 592/2021, in the case:

The Republic of Malta

Versus

JOSEPHINE BALDACCHINO, executive secretary, 50 years, daughter of John Baldacchino and Emily Baldacchino née Galea, born in Ħ'Attard, Malta, on the 22nd April, 1973, residing at 52, Triq il-Midbaħ, Mosta, and holder of Maltese identity card bearing number 201673M.

The Court AUTHORISED the accused JOSEPHINE BALDACCHINO to deposit her salary in its entirety into the bank account listed in her name ending in -6707 and which is held at the Bank of Valletta plc. That these salary deposits are to remain subject to the seizing and freezing

ta' qbid u ffriżar, b'dan illi l-ammonti irtirati mill-imputata m'għandhomx jeċċedu l-ammont massimu permessibbli mil-liġi.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 5 (3) tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta, u tal-Artikolu 36 (4) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta, wara digriet ta' ordni ta' qbid u ffriżar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Lara Lanfranco, LLD) fl-14 ta' Settembru, 2021, li ġiet ippubblikata fil-Gazzetta tal-Gvern fit-28 ta' Settembru, 2021, fejn il-Qorti ordnat iż-żamma u s-sekwestru f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' JOSEPHINE BALDACCHINO.

Illum 30 ta' Awwissu, 2023

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

order, whereby the amounts withdrawn by the accused shall not exceed the maximum amount permitted by law.

This variation is being published in terms of Article 5 (3) of the Prevention of Money Laundering Act, Cap. 373 of the Laws of Malta, and Article 36 (4) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta, following a seizing and freezing order which decree was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Lara Lanfranco, LLD) on the 14th September, 2021, which was published in the Government Gazette on the 28th September, 2021, where the court ordered the attachment in the hands of third parties in general of all moneys and other movable or immovable property due or pertaining or belonging to JOSEPHINE BALDACCHINO.

Today 30th August, 2023

MR ANTON SEVASTA
Director, Asset Recovery Bureau

1716

ARB/C035/2023 – ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fit-28 ta' Awwissu, 2023, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Leonard Caruana, LLD). Kumpilazzjoni Numru 684/2023, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

ANTHONY GRECH, impjegat, ta' 49 sena, iben John u Rita xebba Agius, imwieled Tal-Pietà, Malta, fit-13 ta' Novembru, 1973, u residenti ġewwa 2B, Madliena Ridge, Triq il-Madliena, il-Madliena, Is-Swieqi u detentur ta' karta tal-identità Maltija bin-numru 522173M.

ORDNAT iż-żamma u s-sekwestru f'idejn partijiet terzi b'mod ġenerali l-flus u kull proprjetà mobbli oħra dovuta jew li tappartjeni jew li hija ta' ANTHONY GRECH u tipprojbixxi lill-imputat milli jittrasferixxi, jagħti b'rahan, iwiegħed, jipoteka jew jibdel jew xort'oħra jiddisponi minn kwalunkwe proprjetà immobbli jew mobbli li tkun proprjetà ta' jew inkella miżmuma minnu, u dan ai termini tal-Artikolu 5 tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta kif reż applikabbli bl-Artikolu 23A(2) tal-Kodiċi Kriminali, Kap. 9 tal-Liġijiet ta' Malta, u tal-Artikolu 36 tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta.

Il-Qorti AWTORIZZAT lill-imputat li jirċievi l-ammont ta' tlettax-il elf disa' mija u sitta u sebgħin ewro u erbgħa u

ARB/C035/2023 – SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 28th August, 2023, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Leonard Caruana, LLD). Compilation Number 684/2023, in the case:

The Republic of Malta

Versus

ANTHONY GRECH, employee, 49 years, son of John and Rita née Agius, born in Tal-Pietà, Malta, on the 13th November, 1973, and residing at 2B, Madliena Ridge, Triq il-Madliena, Madliena, Swieqi, and holder of Maltese identity card bearing number 522173M.

ORDERED the attachment in the hands of third parties in general of all moneys and other movable property due to or pertaining or belonging to ANTHONY GRECH and prohibits the accused from transferring, pledging, hypothecating or otherwise changing or disposing of any immovable or movable property owned or otherwise held by him, and this in terms of Article 5 of the Prevention of Money Laundering Act, Cap. 373 of the Laws of Malta as made applicable by Article 23A(2) of the Criminal Code, Cap. 9 of the Laws of Malta, and Article 36 of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta.

The Court AUTHORISED the said accused to receive the amount of thirteen thousand, nine hundred and seventy-

għoxrin ċenteżmu (€13,976.24) fis-sena (jew sitt mitt ewro (€600) kull ħmistax-il (15) ġurnata), minn fejn għandhom jiġu speċifikati liema flejjes jistgħu jitħallsu jew jiġu rċevuti mill-imputat matul is-sussistenza ta' din l-ordni, ossija s-sors, il-mod u l-modalitajiet l-oħra tal-ħlas inklużi salarju, paga, pensjoni u/jew benefiċċji tas-sigurtà soċjali. B'dan illi kull entità finanzjarja hija ordnata li b'nota tinforma l-Qorti f'liema kont jew minn liema kont ikunu qed jiġu rċevuti l-istess flejjes.

six euro and twenty-four cents (€13,976.24) per year (or the amount of six hundred euro (€600) every fifteen (15) days), from which it shall be specified what moneys may be paid or received by the accused during the existence of this order, including the source, method and other modalities of payments including salary, wages, pension and/or social security benefits. Provided that every financial entity is ordered to present a note by which it informs the Court in which account or from which account these moneys are taken.

Kull persuna li tagħmel xi ħaġa bi ksur tal-ordni tal-Qorti msemmi fl-Artikolu 5 u fl-Artikolu 36 tkun ħatja ta' reat u teħel meta tinstab ħatja multa ta' mhux iżjed minn tnax il-elf ewro (€12,000), jew priġunerija għal żmien ta' mhux iżjed minn tnax-il (12) xahar, jew dik il-multa u priġunerija flimkien.

Any person who acts in contravention of the court order mentioned in Article 5 and Article 36 referred to above shall be guilty of an offence and shall on conviction be liable to a fine (multa) not exceeding twelve thousand euro (€12,000), or to imprisonment for a period not exceeding twelve (12) months, or to both such fine and imprisonment.

Kull trasferiment ieħor jew tneħħija oħra ta' proprjetà li jsiru bi ksur ta' dik l-ordni tal-Qorti jkunu nulli u ma jkollhom ebda effett fil-liġi.

Any transfer or other disposal of any property made in contravention of the said Court order shall be null and without effect at law.

Illum 30 ta' Awwissu, 2023

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

Today 30th August, 2023

MR ANTON SEVASTA
Director, Asset Recovery Bureau

1717

Permezz ta' digriet mogħti fil-Prim'Awla tal-Qorti fil-25 ta' Awwissu, 2023, fl-atti tal-ittra uffiċjali numru 3027/2023, fl-ismijiet Bank of Valletta plc vs Raymonda sive Rienée Micallef noe et, ordnat is-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimati a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12.

By means of a decree of the 25th August, 2023, in the First Hall of the Civil Courts in the records of the judicial letter number 3027/2023 in the names Bank of Valletta plc vs Raymonda sive Rienée Micallef noe et, the following publication was ordered for the purpose of effecting service on the respondents in terms of Article 187(3) et sequitur of Cap. 12.

Fil-Prim'Awla tal-Qorti Ċivili

In the First Hall of the Civil Court

Illum 14 ta' Lulju, 2023

Today 14th July, 2023

Lil:

To:

1. Raimonda sive Rienée Micallef (KI 766053M), f'isimha proprju u bħala eredi ta Dominic Micallef (KI 0524957M);

1. Raimonda sive Rienée Micallef (ID 766053M), in her own name and as heir of Dominic Micallef (ID 0524957 M);

2. Raimonda sive Rienée Micallef (KI 766053M) bħala debitriċi solidali fil-kontijiet konġunti bejnha u bejn żewġha Dominic Micallef (KI 0524957M) li llum ġie nieqes, mal-mittenti, kif ukoll bħala eredi tal-istess Dominic Micallef (KI 0524957M);

2. Raimonda sive Rienée Micallef (ID 766053M) as joint debtor in the joint accounts between her and her husband Dominic Micallef (ID 0524957 M) who today died, with the interpellant, as well as heirs of the same Dominic Micallef (ID 0524957 M);

3. Guaranteed Limited (C29473) u Raimonda sive Rienée Micallef (KI 766053M), f'isimha proprju u qua eredi

3. Guaranteed Limited (C29473) and Raimonda sive Rienée Micallef (ID 766053M), in her own name and as heir

ta' Dominic Micallef (KI 0524957M) bħala Garanti solidali tal-bilanż dovuti lill-Bank mill-istess soċjetà;

4. Dominic Micallef (KI 0140181M) u Raimonda sive Rienée Micallef (KI 766053M), f'isimha proprju u qua eredi ta' Dominic Micallef (KI 0524957M) bħala Garanti solidali tal-bilanċi dovuti lill-Bank mill-istess Dominic Micallef (KI 0140181M);

Permezz tal-preżenti soċjetà Bank of Valletta plc (C2833),

a) Tirreferi għall-pagamenti illi saru lilkom mill-mittenti fit-18 ta' Novembru, 2021, u ċjoè:

(i) is-somma ta' mija u tnejn u tmenin elf, ħames mija u wieħed u disgħin ewro u sittin ċenteżmu (€182,591.60) lill-intimata Raimonda sive Rienée Micallef (KI 766053M) f'isimha proprju u bħala eredi ta' Dominic Micallef (KI 0524957M)

(ii) is-somma ta' ħames mija u ħamsin elf, u sitt mija u erbgħa u tletin ewro u dsatax-il ċenteżmu (€550,634.19) lill-intimata Raimonda sive Rienée Micallef (KI 766053M) bħala debitriċi solidali fil-kontijiet konġunti bejnha u bejn żewġha Dominic Micallef (KI 0524957M), mal-mittenti, kif ukoll bħala eredi ta' Dominic Micallef (KI 0524957M) fl-istess kontijiet konġunti bejnha u bejn żewġha Dominic Micallef (KI 0524957M)

(iii) is-somma ta' mitejn u wieħed u tmenin elf, disa' mija u tlieta u disgħin ewro u tnejn u disgħin ċenteżmu (€281,993.92) lill-intimata soċjetà Guaranteed Limited; u Raimonda sive Rienée Micallef (KI 766053M), f'isimha proprju u qua eredi ta' Dominic Micallef (KI 0524957M) bħala garanti solidali tal-bilanċ dovuti lill-Bank mill-istess soċjetà, kif ukoll

(iv) is-somma ta' mija u għaxart elef, ħames mija u tmienja u erbgħin ewro u sebgħa u għoxrin ċenteżmu (€110,548.27) lil Dominic Micallef (KI 0140181M) u Raimonda sive Rienée Micallef (KI 766053M, f'isimha proprju u qua eredi ta' Dominic Micallef (KI 0524957M) bħala garanti solidali tal-bilanċ dovuti lill-Bank mill-istess Dominic Micallef (KI 0140181M)

Liema pagamenti saru fil-kontijiet tagħkom mas-soċjetà bankarja mittenti u li jlaħħqu globalment is-somma ta' miljun, mija u ħamsa u għoxrin elf, seba' mija u sebgħa u sittin ewro u tmienja u disgħin ċenteżmu (€1,125,767.98).

b) Tirribadixxi u tafferma illi dawk il-pagamenti li saru lilkom saru bi żball u indebitament, liema pagamenti

of Dominic Micallef (ID 0524957M) as joint and several guarantor of the balance due to the Bank by the same company;

4. Dominic Micallef (ID 0140181 M) and Raimonda sive Rienée Micallef (ID 766053M), in her own name and as heir of Dominic Micallef (ID 0524957M) as surety in solidum of the balances due to the Bank by the same Dominic Micallef (ID 0140181 M);

By the present company Bank of Valletta plc (C2833),

a) Refers to the payments made to you by the interpellant on the 18th November, 2021, and namely:

(i) the sum of: One hundred and eighty two thousand, five hundred and ninety one euro and sixty cents (€182,591.60) to the respondent Raimonda sive Rienée Micallef (ID 766053M) in her own name and as heir of Dominic Micallef (ID 0524957 M)

(ii) the sum of five hundred and fifty thousand, and six hundred and thirty four euro and nineteen cents (€550,634.19) to the respondent Raimonda sive Rienée Micallef (ID 766053M) as joint debtor in the joint accounts between her and her husband Dominic Micallef (ID 0524957 M), with the interpellant, as well as heir of Dominic Micallef (ID 0524957M)) in the same joint accounts between her and between her husband Dominic Micallef (ID 0524957M)

(iii) the sum of two hundred eighty one thousand, nine hundred ninety three euro and ninety two cents (€281,993.92) to the respondent company Guaranteed Limited; and Raimonda sive Rienée Micallef (ID 766053M), in her own name and as heir of Dominic Micallef (ID 0524957M) as a joint and several guarantor of the balance due to the Bank by the same company, and

(iv) the sum of one hundred and ten thousand, five hundred and forty eight euro and twenty seven cents (€110,548.27) to Dominic Micallef (ID 0140181 M) and Raimonda sive Rienée Micallef (ID 766053M, in her own name and as heir of Dominic Micallef (ID 0524957M) as surety in solidum of the balance due to the Bank by the same Dominic Micallef (ID 0140181 M)

which were made in your accounts with the interpellant Banking company and which total the sum of one million, one hundred and twenty five thousand, seven hundred and sixty seven euro and ninety eight cents (€1,125,767.98).

b) Reiterates and affirms that those payments made to you were made by mistake and unduly, which payments unduly

effetwati indebitament mill-Bank mittenti ġew minnkom riċevuti indebitament, meta intom kontu pienament konsapevoli li intom ma kontux legalment intitolati għall-imsemmija pagamenti,

c) Tirrilevalkom u tfakkarkom illi dawn il-pagamenti ġejjin minn poloz ta' assikurazzjoni mas-soċjetà MAPFRE MSV LIFE plc, liema pagamenti ma kinux ikopru d-debiti tagħkom, u ċjoè, id-debiti ta' Dominic Micallef li kellu l-karta tal-identità numru (0524957M) li llum ġie nieqes, imma dawk tal-intimat Dominic Micallef (iben l-imsemmi deċedut Dominic Micallef) u ċjoè l-intimat Dominic Micallef detentur tal-karta' tal-identità numru (0140181M) u pagabbli biss mill-istess soċjetà assikuratriċi meta u jekk tiġri ġrajjiet li għadhom ma seħħux u għalhekk mhux dovuti, u

d) Ghaldaqstant tinterpellawkom sabiex, fi żmien jumejn (2), tirrestitwixxu u tħallsu lura lis-soċjetà mittenti l-erba' somom ta' flus fuq imsemmja, fil-paragrafu a) li jammontaw globalment għal miljun, mija u ħamsa u għoxrin elf, seba' mija u sebgħa u sittin ewro u tmienja u disgħin ċenteżmu (€1,125,767.98) bl-imgħax mid-data tal-istess ħlas indebitu tat-18 ta' Novembru, 2021, li għamel il-Bank, u intom indebitament u xjentement irċevejtu mingħand il-Bank mittent.

Kunu minn issa imwissija illi, jekk intom tonqsu milli tirrestitwixxu l-erba' somom ta' flus fuq imsemmija fil-paragrafu (a) fi żmien lilkom mogħti , il-Bank se jkun kostrett jirrifondi minn flus l-istess Bank mittent lil MAPFRE (MSV LIFE) plc is-somma indebitament imħallsa mill-istess soċjetà assikuratriċi ta' miljun, mija u ħamsa u għoxrin elf, seba' mija u sebgħa u sittin ewro u tmienja u disgħin ċenteżmu (€1,125,767.98) u jipproċedi kontra tagħkom immedjatament skont il-liġi biex jirkupra l-erba' somom ta' flus fuq imsemmija fil-paragrafu (a) bl-imgħax mit-18 ta' Novembru, 2021, sal-jum tal-effettiv pagament

Daqstant, sabiex intom tagħrfu tidderiġu ruħkom

Bl-ispejjeż

Soċjetà mittenti: Bank of Valletta plc (C2833), 1/5, Misraħ San Ġorġ, Il-Belt Valletta VLT 1190

Intimati:

(i) Raimonda sive Rienée Micallef (KI 766053M), f'isimha proprju u bħala eredi ta Dominic Micallef (KI 0524957M),

'Sandringham', Triq Sir Ugo Mifsud, Ta' Xbiex

effected by the interpellant Bank were unduly received by you, when you were fully aware that you were not legally entitled to the said payments,

c) Submits and reminds you that these payments come from insurance policies with the company MAPFRE MSV LIFE p.l.c. which payments did not cover your debts, and namely, the debts of Dominic Micallef who had identity card number (0524957M) who today passed away, but those of the respondent Dominic Micallef (son of the said deceased Dominic Micallef) and namely the respondent Dominic Micallef holder of identity card number (0140181M) and payable only by the same insurance company when and if certain events occur, which events have not yet occurred and are therefore not due, and

d) Therefore you are solicited so that, within two (2) days, you refund and pay back to the interpellant company the four tranches of money above mentioned, in paragraph a) which amount overall to one million, one hundred and twenty five thousand, seven hundred and sixty seven euro and ninety eight cents (€1,125,767.98) with interest from the date of the same undue payment of the 18th November, 2021, made by the Bank, and which you unduly and knowingly received from the interpellant Bank.

You are from now warned that, if you do fail to refund the four tranches of money above mentioned in paragraph a) within the time given to you, the Bank shall be constrained to pay MAPFRE (MSV LIFE) p.l.c., from its own money, the sum unduly paid by the same insurance company of one million, one hundred and twenty-five thousand, seven hundred and sixty-seven euro and ninety-eight cents (€1,125,767.98) and consequently proceed against you immediately according to law to recover the four trances above mentioned in paragraph (a) with interest from the 18th November, 2021, till the day of effective payment.

So much for your own guidance

With costs

Interpellant company: Bank of Valletta plc (C2833), 1/5, Misraħ San Ġorġ, Valletta VLT 1190

Respondents:

(i) Raimonda sive Rienée Micallef (ID 766053M), in her own name and as heir of Dominic Micallef (ID 0524957M)

'Sandringham', Triq Sir Ugo Mifsud, Ta' Xbiex

(ii) Raimonda sive Rienée Micallef (KI 766053M) bħala debitriċi solidali fil-kontijiet konġunti bejnha u bejn żewġha Dominic Micallef(KI 0524957M) kif ukoll bħala eredi ta' Dominic Micallef (KI 0524957M) fl-istess kontijiet kongunti,

'Sandringham', Triq Sir Ugo Mifsud, Ta' Xbiex

(iii) Guaranteed Limited (C29473) u Raimonda sive Rienée Micallef (KI 766053M), f'isimha proprju u qua eredi ta' Dominic Micallef (KI 0524957M) bħala garanti solidali tal-bilanċ dovuti lill-Bank mittent mill-istess soċjetà,

'Sandringham', Triq Sir Ugo Mifsud, Ta' Xbiex

(iv) Dominic Micallef (KI 0140181M) u Raimonda sive Rienée Micallef (KI 766053M), f'isimha proprju u qua eredi ta' Dominic Micallef (KI 0524957M) bħala garanti solidali tal-bilanċ dovuti lill-Bank mill-istess Dominic Micallef (KI 0140181M)

'Sandringham' Triq Sir Ugo Mifsud, Ta' Xbiex

Reġistru tal-Qrati Superjuri, illum 30 ta' Awwissu, 2023

ALEXANDRA DEBATTISTA
Għar-Reġistratur tal-Qrati Ċivili u Tribunali

(ii) Raimonda sive Rienée Micallef (ID 766053M) as joint debtor in the joint accounts between her and her husband Dominic Micallef (ID 0524957 M) as well as heirs of Dominic Micallef (ID 0524957 M) in the same joint accounts

'Sandringham', Triq Sir Ugo Mifsud, Ta' Xbiex

(iii) guaranteed Limited (C29473) and Raimonda sive Rienée Micallef (ID 766053M), in her own name and as heir of Dominic Micallef (ID 0524957M) as surety in solidum of the balance due to the interpellant Bank by the same company

'Sandringham', Triq Sir Ugo Mifsud, Ta' Xbiex

(iv) Dominic Micallef (ID 0140181 M) and Raimonda sive Rienée Micallef (ID 766053M), in her own name and as heir of Dominic Micallef (ID 0524957M) as surety in solidum of the balance due to the Bank by the same Dominic Micallef (ID 0140181 M)

'Sandringham' Sir Ugo Mifsud Street, Ta 'Xbiex

Registry of the Superior Courts, today 30th August, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1718

Permezz ta' digriet mogħti fid-9 ta' Marzu, 2023, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Michelle Ellul vs Anthony Albanese, Rikors numru 860/2022JM, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Anthony Albanese a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' Rikors nurmu 860/2022JM fl-ismijiet Michelle Ellul (KI 427788M) vs Anthony Albanese (KI 616041M) ippreżentat fil-Bord li Jirregola l-Kera, fit-2 ta' Novembru, 2022, ir-rikorrenti Michelle Ellul talbet lil dan il-Bord sabiex:

1. F'każ illi l-intimata tgħaddi mit-test tal-mezzi, jiffissa l-kera abbażi tal-kriterji tal-Artiklu 4A tal-Kap. 69 u dan b'effett mid-data tas-sentenza jew data oħra li jogħġbu jiffissa dan il-Bord;

2. Alternattivament u fil-każ li l-intimata ma tgħaddix mit-test tal-mezzi, jordna l-iżgumbrament tiegħu mill-

By means of a decree of the 9th March, 2023 of the Rent Regulation Board, in the records of the Application in the names Michelle Ellul vs Anthony Albanese Application number 860/2022JM, the following publication was ordered for the purpose of effecting service on the respondent Anthony Albanese in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of an Application number 860/2022JM in the names Michelle Ellul (ID 427788M) vs Anthony Albanese (ID 616041M) filed before the Rent Regulation Board, on the 2nd November, 2022, the applicant Michelle Ellul requested with respect so that this Board:

1. Fix the rent on the basis of the criteria of Article 4A of Cap. 69 and this with effect from the date of the eventual judgement or any other date that this Board may fix;

2. Alternatively, in case the respondent does not meet the criteria of the means test order the eviction from the premises

fond 6, Triq George Borg Olivier, San Ġiljan, a tenur tal-Artikolu 4A(4) Kap. 69 fi żmien sentejn u jiffissa l-kumpens għall-okkupazjoni li għandha titħallas lill-esponenti għall-okkupazzjoni sad-data tal-iżgumbrament.

Bl-ispejjeż

Attriċi: 25, Flat 6, Vincenti Buildings, Triq id-Dejqa, Il-Belt Valletta

Intimat: Anthony Albanese, 6, Triq George Borg Olivier, San Ġiljan

L-Awtorità tad-Djar

Ir-rikors fl-ismijiet Michelle Ellul vs Anthony Albanese, Rikors numru 860/2022JM, jinsab differit għall-15 ta' Novembru, 2023, fid-9.00 a.m.

Reġistru tal-Qrati Superjuri, illum 25 ta' Awwissu, 2023

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

6, Triq George Borg Olivier, St Julian's, in terms of Article 4A(4) Cap. 69 within two years and fix a compensation for the occupation and that has to be paid to the applicant for the occupation till the date of eviction.

With costs

Applicant: 25, Flat 6, Vincenti Buildings, Triq id-Dejqa, Valletta

Respondent: Anthony Albanese, 6, Triq George Borg Olivier, St Julian's

Housing Authority

The application in the names Michelle Ellul vs Anthony Albanese Application Number 860/2022JM has been postponed for hearing to the 15th November, 2023, at 9.00 a.m.

Registry of the Superior Courts, today 25th August, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1719

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fil-11 ta' Lulju, 2023, fl-atti tar-Rikors Ġuramentat numru 540/2023AJD, li ġie ppreżentat fil-25 ta' Mejju, 2023, fl-ismijiet: Seasport Ltd vs Micallef Dominic et, 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: Tikkundanna u tordna lill-istess intimati sabiex solidalment jew mod ieħor bejniethom iħallsu d-danni hekk likwidati. Bl-ispejjeż kollha kontra l-intimati, inġunt għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-5 ta' Ottubru, 2023, fl-10.20 a.m.

Notifika Intimat: Micallef Dominic, 106F, Triq l-Ifran, Il-Belt Valletta

SEG MBO Ltd, SEG Holding Ltd, SEG Concessions Ltd, 16B, Main Street, Ħ'Attard

Reġistru tal-Qrati Superjuri, illum 21 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 11th July, 2023, in the acts of the Sworn Application number 540/2023AJD, which was presented on the 25th May, 2023, in the names: Seasport Ltd vs Micallef Dominic et, 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: Condemn and order the same respondents to jointly or otherwise pay the damages thus liquidated. With all costs against the respondents, who are now summoned so that a reference to their evidence be made.

The Sworn Application in the names mentioned above is postponed to 5th October, 2023, at 10.20 a.m.

Notification Respondent: Micallef Dominic, 106F, Triq l-Ifran, Valletta

SEG MBO Ltd, SEG Holding Ltd, SEG Concessions Ltd, 16B, Main Street, Ħ'Attard

Registry of the Superior Courts, today 21st August, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

Ippubblikat mid-Dipartiment tal-Informazzjoni (doi.gov.mt) — Valletta — *Published by the Department of Information (doi.gov.mt) — Valletta*
Mitbugħ fl-Istamperija tal-Gvern fuq karta FSC® — *Printed at the Government Printing Press on FSC® certified paper*