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NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 1537

IL-PRESIDENT TA' MALTA JERĠA' LURA FUQ DMIRIJIETU

NGĦARRFU għall-informazzjoni ta' kulħadd illi l-President ta' Malta reġa' daħal għall-qadi tad-dmirijiet tal-kariga tiegħu ta' President nhar il-Ħamis, 9 ta' Novembru, 2023.

Il-Prof. Frank Bezzina ma baqax jaqdi l-funzjonijiet ta' President.

L-10 ta' Novembru, 2023

Nru. 1538

PUBBLIKAZZJONI TA' ABBOZZ TA' LIĠI FIS-SUPPLIMENT

HUWA avżat għall-informazzjoni ġenerali illi l-Abbozz ta' Liġi li ġej huwa ppubblikat fis-Suppliment li jinsab ma' din il-Gazzetta:

Abbozz ta' Liġi Nru 73 imsejjaħ l-Att tal-2023 li jemenda l-Att dwar il-Governanza Sportiva u l-Integrità fl-Isport.

L-10 ta' Novembru, 2023

Nru. 1539

ATT DWAR L-AWTORITÀ TAL-BINI U L-KOSTRUZZJONI (KAP. 623)

Kunsill Konsultattiv dwar il-Bini u l-Kostruzzjoni

BIS-SAĦĦA tal-Artikolu 49 tal-Att dwar l-Awtorità tal-Bini u l-Kostruzzjoni, u s-subregolament 3(1)(b) tar-Regolamenti tal-2023 dwar il-Kunsill Konsultattiv tal-Bini u l-Kostruzzjoni, il-Ministru responsabbli għall-kostruzzjoni qed jelenka l-korpi kostitwiti nazzjonali li għandhom ikunu rappreżentati fuq il-Kunsill Konsultattiv dwar il-Bini u Kostruzzjoni hekk kif ġej:

1. Kamra tal-Periti;
2. Chamber of Engineers;
3. Malta Chamber of SMEs;
4. Malta Chamber of Construction Management;
5. Malta Chamber;
6. Fakultà tal-Ambjent Mibni, Università ta' Malta;
7. The Malta College of Arts, Science and Technology;
8. Malta Developers Association;
9. General Workers' Union;
10. UHM Voice of the Workers;
11. Forum Unions Maltin.

L-10 ta' Novembru, 2023

GOVERNMENT NOTICES

No. 1537

RESUMPTION OF DUTIES BY THE PRESIDENT OF MALTA

IT is notified for general information that the President of Malta has resumed the functions of the Office of the President on Thursday, 9th November, 2023.

Prof. Frank Bezzina has ceased to perform the function of President.

10th November, 2023

No. 1538

PUBLICATION OF BILL IN SUPPLEMENT

IT is notified for general information that the following Bill is published in the Supplement to this Gazette:

Bill No. 73 entitled the Sports Governance and Integrity (Amendment) Act, 2023.

10th November, 2023

No. 1539

BUILDING AND CONSTRUCTION AUTHORITY ACT (CAP. 623)

Building and Construction Consultative Council

IN terms of Article 49 of the Building and Construction Authority Act, and sub-regulation 3(1)(b) of the Building and Construction Consultative Council Regulations, 2023, the Minister responsible for construction is listing the national constituted bodies to be represented on the Building and Construction Consultative Council as follows:

1. Kamra tal-Periti;
2. Chamber of Engineers;
3. Malta Chamber of SMEs;
4. Malta Chamber of Construction Management;
5. Malta Chamber;
6. Faculty of the Built Environment, University of Malta;
7. The Malta College of Arts, Science and Technology;
8. Malta Developers Association;
9. General Workers' Union;
10. UHM Voice of the Workers;
11. Forum of Maltese Unions.

10th November, 2023

Nru. 1540

REGOLATUR GĦAS-SERVIZZI TAL-ENERĠIJA U L-ILMA

Għotja fuq ix-xiri ta' Sistemi għal Użu Domestiku li Jnaqqsu l-Konsum tal-Enerġija

BIEX ikompli jinkoraġġixxi l-efficjenza fl-użu ta' enerġija, ir-Regolatur għas-Servizzi tal-Enerġija u l-Ilma qiegħed jamministra din l-iskema ffinanzjata minn fondi nazzjonali li hi mmirata biex tinkoraġġixxi l-użu ta' Roof Insulation u Double Glazing għal użu domestiku li jnaqqsu l-konsum tal-enerġija.

1. Għotja li titħallas taħt din l-iskema

L-applikanti jistgħu japplikaw għal għotja permezz tal-formola li tista' timtela mis-sit elettroniku tar-Regolatur għas-Servizzi tal-Enerġija u tal-Ilma (www.rews.org.mt) jew permezz tal-formola li tista' titniżżel mill-istess sit elettroniku. L-iskema hija amministrata u suġġetta għal-linji gwida li jitniżżlu wkoll mill-istess sit.

L-applikanti li jkunu rċevew għotja simili mir-Regolatur għas-Servizzi tal-Enerġija u l-Ilma mhumiex eliġibbli għal għotja oħra mogħtija taħt din l-Iskema.

2. Durata tal-iskema

Applikazzjonijiet għal din l-iskema jistgħu jkunu riċevuti b'mod validu mit-13 ta' Novembru, 2023 sal-aħħar tas-sena 2023. Din l-iskema tista' tiġi mibdula jew mitmuma qabel dik id-data permezz ta' avviż fil-Gazzetta tal-Gvern. Din l-iskema tista' tiġi mġedda kif ir-Regolatur għas-Servizzi tal-Enerġija u l-Ilma jista' jidhirlu xieraq ukoll permezz ta' avviż fil-Gazzetta tal-Gvern.

3. Emendi għall-iskema

Ir-Regolatur għas-Servizzi tal-Enerġija u l-Ilma għandu jkollu f'kull waqt id-dritt li jagħmel kull emenda għal din l-iskema permezz ta' avviż pubblikat fil-Gazzetta tal-Gvern li jkun jinkludi dawk l-emendi.

SKEDA

Perċentwali ta' għajnuna u massimu fuq retrofitted Double Glazing: 50% tat-total tal-infiq eliġibbli, inkluża l-VAT sa massimu ta' EUR 1000.

Perċentwali ta' għajnuna u massimu fuq retrofitted Roof Insulation: 50% tat-total tal-infiq eliġibbli, inkluża l-VAT sa massimu ta' EUR 1000.

L-10 ta' Novembru, 2023

No. 1540

REGULATOR FOR ENERGY AND WATER SERVICES

A grant for the purchase of Systems for Domestic Use that Reduce the Consumption of Energy

IN order to further encourage the efficient use of energy in the domestic sector, the Regulator for Energy and Water Services is administering the following national funded scheme which aims to encourage the use of Roof Insulation and Double Glazing systems for domestic use that reduce the consumption of energy.

1. Grant payable under this scheme

Applicants may apply for a grant under this scheme by means of an online form from the Regulator for Energy and Water Services website (www.rews.org.mt) or by means of the form downloadable from the same website. The scheme is administered and governed in terms of the guidelines also downloadable from the website.

Applicants who have received a similar grant shall not be eligible for another grant issued in terms of this Scheme.

2. Duration of the scheme

Applications for this call may be validly received as from the 13th of November, 2023 until the end of year 2023. The scheme may be modified or terminated before that date by means of a notice in the Government Gazette. This scheme may be renewed as may be deemed necessary by the Regulator for Energy and Water Services also by means of a notice in the Government Gazette.

3. Amendments to the scheme

The Regulator for Energy and Water Services shall at all times have the right to make any amendments to this scheme by means of a notice published in the Government Gazette containing such amendments.

SCHEDULE

Grant Percentage and maximum in relation to the retrofitted double glazing: 50% of the total eligible, including VAT, and capped at EUR 1000.

Grant Percentage and maximum in relation to the retrofitted roof insulation: 50% of the total eligible, including VAT, and capped at EUR 1000.

10th November, 2023

Nru. 1541

ATT DWAR IL-CONDOMINIA
(Kap. 398)

B'DIN qed ngħarraf li jiena rċivejt applikazzjoni għar-reġistrazzjoni u/jew emendi tar-regolamenti li jirregolaw l-imsemmija condominia:

Nru. tal-Condominium *Condominium Number*	Indirizz tal-Condominium *Address of Condominium*	Rimarki *Remarks*	Data tar-Reġistrazzjoni *Date of Registration*
0500	Lantana Court, Triq Ġużeppi Cauchi, Għajnsielem	Registration of Rules	23/10/2023

Dott. Miriam Rapa, LLD
Għar-Reġistratur tal-Artijiet

L-10 ta' Novembru, 2023

No. 1541

CONDOMINIUM ACT
(Cap. 398)

NOTICE is hereby given that I have received an application for the registration of and/or amendment to rules regulating the following condominia:

Dr Miriam Rapa, LLD
f/Land Registrar

10th November, 2023

Nru. 1542

ATT DWAR IL-CONDOMINIA
(KAP. 398)

B'DIN qed ngħarraf li jiena rċivejt applikazzjoni għar-reġistrazzjoni u/jew emendi tar-regolamenti li jirregolaw l-imsemmija condominia:

Nru. tal-Condominium *Condominium No.*	Indirizz tal-Condominium *Address of Condominium*	Rimarki *Remarks*	Data tar-Reġistrazzjoni *Date of Registration*
4200	'Zenith Residence', Blk. C, Triq il-Kunżar, L-Imsida	Registration of Rules	04/08/2023
4682	'Taflija Flats', 26, Triq il-Ħaġra il-Wieqfa, Ix-Xemxija, San Pawl il-Baħar	Registration of Rules	04/08/2023
1467	'Marble Arch Residence, Blk C3, Triq Lapsi, San Ġiljan	Registration of Rules	06/10//2023
5726	'Urban Square Garage Complex', Triq Pietru Xuereb, Tal-Pietà	Registration of Rules	11/10/2023
5758	'Ausabella Court', 24, Triq Tal-Aħfar, Ħal Kirkop	Registration of Rules	12/10/2023
5759	'Sedona Court', 9, Triq iż-Żraġen, Ħ'Attard	Registration of Rules	13/10/2023
5761	'Three Forty Three Residences', 184, Blk B, Triq il-Gross, Wied il-Għajn	Registration of Rules	13/10/2023
5776	'D'Arjean Apartments', 323, Triq D'Argens, Il-Gżira	Registration of Rules	23/10/2023
5785	'Grosvenor House', 80 u 82, Triq is-Sagħtar, Il-Mellieħa	Registration of Rules	23/10/2023
5786	'Levante Court', Triq Patri Feliċjan Grech, Ħaż-Żabbar	Registration of Rules	25/10/2023

Dott. Claude Sapiano, LLD
Reġistratur tal-Artijiet

L-10 ta' Novembru, 2023

No. 1542

CONDOMINIUM ACT
(CAP. 398)

NOTICE is hereby given that I have received an application for the registration of and/or amendment to rules regulating the following condominia:

Dr Claude Sapiano, LLD
Land Registrar

10th November, 2023

Nru. 1543

ATT DWAR IR-REĠISTRAZZJONI TA' ARTIJIET
(KAP. 296)

Avviż li hemm il-Ħsieb li Titoli ta' Art Jiġu Rreġistrati

B'DAN qed navża li jien irċevejt l-applikazzjonijiet li ġejjin għar-reġistrazzjoni ta' titoli ta' art deskritti hawn taħt minn:

No. 1543

LAND REGISTRATION ACT

(CAP. 296)

Notice of Intention to Register Titles to Land

NOTICE is hereby given that I have received the following applications to register titles to land described below from:

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	LR-A *LR-A*
Għajnsielem	Art magħrufa 'Ta' Taħt il-Belt' tal-kejl ta' 1970m.k.	Azzopardi Alan et	LRA2172/2023
Għajnsielem	*Land known as 'Ta' Taħt il-Belt' covering an area of 1970s.m.*	*Azzopardi Alan et*	
L-Għarb	Utile Dominju Perpetwu Plott 71, 'Gizmin', Triq l-Arcipriet Gamri Camilleri	Micallef Joseph	LRA2160/2023
Għarb	*Perpetual Utile Dominium Plot 71, 'Gizmin', Triq l-Arcipriet Gamri Camilleri*	*Micallef Joseph*	
L-Għasri	Korrezzjoni ta' LRA830/1998 tal-pjanti rilevanti	Gvern ta' Malta	LRA2108/2023
Għasri	*Correction of LRA830/1998 of relevant plans*	*Government of Malta*	
Ta' Kerċem	Irtirar ta' LRA547/09 art magħrufa 'Il-Qasam'	Gvern ta' Malta	LRA2105/2023
Ta' Kerċem	*Withdrawal of LRA547/09 land known 'Il-Qasam'*	*Government of Malta*	
Ta' Kerċem	Korrezzjoni ta' LRA41/2018 tal-pjanti rilevanti	Gvern ta' Malta	LRA2106/2023
Ta' Kerċem	*Correction of LRA41/2018 of relevant plans*	*Government of Malta*	
Ta' Kerċem	1/14 indiviż ta' art magħrufa 'Tax-Xatt' tal-kejl ta' 1860m.k.	Gauci Esther	LRA2111/2023
Ta' Kerċem	*1/14 undivided share of land known 'Tax-Xatt' covering an area of 1860s.m.*	*Gauci Esther*	
Ta' Kerċem	1/7 indiviż art magħrufa 'Ta' Wied il-Mans' tal-kejl ta' 565m.k.	Gauci Esther	LRA2115/2023
Ta' Kerċem	*1/7 undivided share of land known 'Ta' Wied il-Mans' covering an area of 565s.m.*	*Gauci Esther*	
Ta' Kerċem	1/7 indiviż art magħrufa 'Ta' Berrini' tal-kejl ta' 220m.k.	Gauci Esther	LRA2116/2023
Ta' Kerċem	*1/7 undivided share of land known as 'Ta' Berrini' covering an area of 220s.m.*	*Gauci Esther*	
Ta' Kerċem	1/7 indiviż art magħrufa 'Ta' Wied il-Mans' tal-kejl ta' 690m.k.	Gauci Esther	LRA2117/2023
Ta' Kerċem	*1/7 undivided share of land known 'Ta' Wied il-Mans' covering an area of 690s.m.*	*Gauci Esther*	
Ta' Kerċem	1/7 indiviż art magħrufa 'Ta' Wied il-Mans' tal-kejl ta' 230m.k.	Gauci Esther	LRA2118/2023

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	LR-A *LR-A*
Ta' Kerċem	*1/7 undivided share of land known 'Ta' Wied il-Mans' covering an area of 230s.m.*	*Gauci Ester*	
Ta' Kerċem	1/7 indiviż art magħrufa 'Tax-Xatt' tal-kejl ta' 1200m.k.	Gauci Esther	LRA2119/2023
Ta' Kerċem	*1/7 undivided share of land known 'Tax-Xatt' covering an area of 1200s.m.*	*Gauci Esther*	
Ta' Kerċem	1/7 indiviż art magħrufa 'Tax-Xatt' tal-kejl ta' 650m.k.	Gauci Esther	LRA2120/2023
Ta' Kerċem	*1/7 undivided share of land known 'Tax-Xatt' covering an area of 650s.m.*	*Gauci Esther*	
Ta' Kerċem	1/8 indiviż raba' magħrufa 'Tal-Imbara' tal-kejl ta' 470m.k. u in parti transmissjoni parzjali ta' proprjetà 30002603	Gauci Esther	LRA2121/2023
Ta' Kerċem	*1/8 undivided share of land known 'Tal-Imbara' covering an area of 470s.m. and in part part transmissin of property 30002603*	*Gauci Esther*	
Ta' Kerċem	1/8 indiviż raba' magħrufa 'Tat-Tenewt' tal-kejl ta' 600m.k. u in parti transmissjoni parzjali ta' proprjetà 30001528	Gauci Esther	LRA2122/2023
Ta' Kerċem	*1/8 undivided sharee of land known 'Tat-Tenewt' covering an area of 600s.m. and in part part transmission of property 30001528*	*Gauci Esther*	
Ta' Kerċem	1/8 indiviż raba' magħrufa 'Tat-Tenewt' tal-kejl ta' 1020m.k. u in parti transmissjoni parzjali ta' proprjetà 30001530	Gauci Esther	LRA2123/2023
Ta' Kerċem	*1/8 undivided share of land known 'Tat-Tenewt' covering an area of 1020s.m. and in part part transmission of property 30001530*	*Gauci Esther*	
Ta' Kerċem	1/8 indiviż minn 1/2 indiviż raba' magħrufa 'Tal-Kanalijiet' tal-kejl 1040m.k. u in parti transmissjoni parzjali ta' proprjetà 30001527	Gauci Esther	LRA2124/2023
Ta' Kerċem	*1/8 undivided share from 1/2 undivided share of land known 'Tal-Kanalijiet' covering an area of 1040s.m. and in part part transmission of property 30001527*	*Gauci Esther*	
Ta' Kerċem	Art magħrufa 'Tal-Mindbin' sive 'Tal-Mengbin' tal-kejl ta' 590m.k. u in parti trasferiment parzjali ta' proprjetà 30004159	Sultana Johnny et	LRA2128/2023
Ta' Kerċem	*Land known as 'Tal-Mindbin' sive 'Tal-Mengbin' covering an area of 590s.m. and in part part transfer of property 30004159*	*Sultana Johnny et*	
Ta' Kerċem	Art magħrufa 'Tal-Mindbin' sive 'Tal-Mengbin' tal-kejl ta' 318m.k. u in parti trasferiment parzjali ta' proprjetà 30004155	Sultana Johnny et	LRA2129/2023
Ta' Kerċem	*Land known as 'Tal-Mindbin' sive 'Tal-Mengbin' covering an area of 318s.m. and in part part transfer of property 30004155*	*Sultana Johnny et*	
Ta' Kerċem	Art magħrufa 'Tal-Mindbin' sive 'Tal-Mengbin' tal-kejl ta' 842m.k. u in parti trasferiment parzjali ta' proprjetà 30004157	Sultana Johnny et	LRA2130/2023
Ta' Kerċem	*Land known as 'Tal-Mindbin' sive 'Tal-Mengbin' covering an area of 842s.m. and in part part transfer of property 30004157*	*Sultana Johnny et*	
Ta' Kerċem	Irtirar ta' LRA313/19 proprjetà 30003814 art msejħa 'Ta' Għajn Tuta'	Borg Joseph	LRA2133/2023
Ta' Kerċem	*Withdrawal of LRA313/19 property 30003814 land known as 'Ta' Għajn Tuta'*	*Borg Joseph*	

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	LR-A *LR-A*
Il-Munxar	Korrezzjoni ta' LRA365/2022 tal-att	Hili Margaret et	LRA2140/2023
Munxar	*Correction of LRA365/2022 of contract*	*Hili Margaret et*	
Il-Munxar	Korrezzjoni ta' LRA388/2022 tal-att	Hili Margaret	LRA2141/2023
Munxar	*Correction of LRA388/2022 of contract*	*Hili Margaret et*	
Il-Munxar	1/2 indiviż Appartament Nru. 1 u garax Nru. 4, 'Rosina Flats', Trejqet il-Madonnna tal-Karmnu	Schembri Nazzarena et	LRA2170/2023
Munxar	*1/2 undivided share of Apartment No. 1 and garage No. 4, 'Rosina Flats', Trejqet il-Madonna tal-Karmnu*	*Schembri Nazzarena et*	
In-Nadur	Dirett Dominju Perpetwu Appartament Nru. 25 u garaxx 'Nadur Heights', Triq il-Madonna ta' Fatima	Custerson Giles Brooklyn	LRA2095/2023
Nadur	*Perpetual Direct Dominium Apartment No. 25 and garage 'Nadur Heights', Triq il-Madonna ta' Fatima*	*Custerson Giles Brooklyn*	
In-Nadur	Korrezzjoni ta' proprjetà 43004101 tal-pjanti rilevanti	Sammut Frankie et	LRA2097/2023
Nadur	*Correction of property 43004101 of relevant plans*	*Sammut Frankie et*	
In-Nadur	Korrezzjoni ta' proprjetà 43003064 tal-applikazzjoni	Camilleri Peter Paul	LRA2101/2023
Nadur	*Correction of property 43003064 of application*	*Camilleri Peter Paul*	
In-Nadur	Art fi Triq Duru tal-kejl ta' 84.9m.k.	Borg Saviour	LRA2164/2023
Nadur	*Land in Triq Duru covering an area of 84.9s.m.*	*Borg Saviour*	
In-Nadur	Art magħrufa 'Tal-Ħanaq' tal-kejl ta' 229m.k.	Borg Saviour	LRA2165/2023
Nadur	*Land known as 'Tal-Ħanaq' covering an area of 229s.m.*	*Borg Saviour*	
In-Nadur	Art magħrufa 'Tal-Majza' tal-kejl ta' 165m.k.	Borg Saviour	LRA2166/2023
Nadur	*Land known as 'Tal-Majza' covering an area of 165s.m.*	*Borg Saviour*	
Il-Qala	Korrezzjoni ta' proprjetà 48004322 tal-applikazzjoni	Camilleri Andrew	LRA2102/2023
Qala	*Correction of property 48004322 of application*	*Camilleri Andrew*	
Il-Qala	Korrezzjoni ta' proprjetà 48004321 tal-applikazzjoni	Camilleri Peter Paul	LRA2103/2023
Qala	*Correction of property 48004321 of application*	*Camilleri Peter Paul*	
Il-Qala	3/7 indiviż ta' 1/2 indiviż porzjon art magħrufa 'Ta' Ħondoq ir-Rummien' tal-kejl 4647m.k.	Theuma Joseph et	LRA2142/2023
Qala	*3/7 undivided share of 1/2 undivided share of Portion of land known as 'Ta' Ħondoq ir-Rummien covering an area of 4647s.m.*	*Theuma Joseph et*	
Il-Qala	3/7 indiviż ta' 1/2 indiviż porzjon art magħrufa 'Ta' Ħondoq ir-Rummien' tal-kejl ta' 11090m.k.	Theuma Joseph et	LRA2143/2023

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	LR-A *LR-A*
Qala	*3/7 undivided share of 1/2 undivided share of Portion of land known as 'Ta' Ħondoq ir-Rummien' covering an area of 11090s.m.*	*Theuma Joseph et*	
Il-Qala	Korrezzjoni ta' proprjetà 48001132 tal-pjanti rilevanti	Bartolo Maria Anna et	LRA2156/2023
Qala	*Correction of property 48001132 of relevant plans*	*Bartolo Maria Anna et*	
Il-Qala	Parti diviza mill-Fond 'Sunrise', Triq l-Indipendenza	Sancto Keith	LRA2173/2023
Qala	*Divided share of Premises 'Sunrise', Triq l-Indipendenza*	*Sancto Keith*	
Ir-Rabat, Għawdex	Porzjon art tal-kejl ta' 26m.k.	Gvern ta' Malta	LRA2154/2023
Rabat, Gozo	*Portion of land covering an area of 26s.m.*	*Government of Malta*	
San Lawrenz	Raba' msejħa 'Tax-Xajra' sive 'Tat-Torri' tal-kejl ta' 310m.k. u in parti trasferiment parzjali ta' proprjetà 54000125	Piscopo Annunziata	LRA2090/2023
San Lawrenz	*Land known 'Tax-Xajra' sive 'Tat-Torri' covering an area of 310s.m. and in part part transfer of property 54000125*	*Piscopo Annunziata*	
San Lawrenz	1/14 indiviż raba' magħrufa 'Tal-Qattara' tal-kejl 1350m.k. u in parti transmissjoni parzjali ta' proprjeta 54000169	Gauci Esther	LRA2109/2023
San Lawrenz	*1/14 undivided share of land known 'Tal-Qattara' covering an area of 1350s.m. and in part part transmission of property 54000169*	*Gauci Esther*	
San Lawrenz	1/14 indiviż raba' magħruf 'Tad-Dwejra' tal-kejl 530m.k. u in parti transmissjoni parzjali ta' proprjetà 54000170	Gauci Esther	LRA2110/2023
San Lawrenz	*1/14 undivided share of land known 'Tad-Dwejra' covering an area of 530s.m. and in part part transmission of 54000170*	*Gauci Esther*	
San Lawrenz	Porzjon art magħrufa 'Taċ-Ċnus' tal-kejl ta' 3400.21m.k.	Azzopardi Carmel et	LRA2148/2023
San Lawrenz	*Portion of land known as 'Taċ-Ċnus covering an area of 3400.21s.m.*	*Azzopardi Carmel et*	
Ta' Sannat	Plott 26, Triq ta' Durell, tal-kejl 254m.k.	Galea Michael	LRA2104/2023
Ta' Sannat	*Plot 26, Triq ta' Durell, covering an area of 254s.m.*	*Galea Michael*	
Iż-Żebbuġ	Art magħrufa 'Ta' Kulliet' sive 'Kuljat' tal-kejl ta' 5000m.k.	Gvern ta' Malta	LRA2107/2023
Żebbuġ	*Land known 'Ta' Kulliet' sive 'Kuljat' covering an area of 5000s.m.*	*Government of Malta*	

L-applikazzjonijiet, pjanti tal-art u d-dokumenti ppreżentati magħhom jistgħu jiġu eżaminati fir-Reġistru tal-Artijiet, L-Amministrazzjoni, Triq ta' Wara s-Sur, Ir-Rabat, Għawdex, bejn it-8.00 a.m. u s-2.00 p.m.

Dott. Miriam Rapa, LLD
għar-Reġistratur tal-Artijiet

The applications, plans of the land and accompanying documents may be inspected at the Land Registry, The Administration, Triq ta' Wara s-Sur, Victoria, Gozo, between 8.00 a.m. and 2.00 p.m.

Dr Miriam Rapa, LLD
for/Land Registrar

Nru. 1544

ATT DWAR IR-REĠISTRAZZJONI TA' ARTIJIET
(KAP. 296)

Avviż li hemm il-Ħsieb li Titoli ta' Art Jiġu Rreġistrati

B'DAN qed navża li jien irċevejt l-applikazzjonijiet li ġejjin għar-reġistrazzjoni ta' titoli ta' art deskritti hawn taħt minn:

No. 1544

LAND REGISTRATION ACT

(CAP. 296)

Notice of Intention to Register Titles to Land

NOTICE is hereby given that I have received the following applications to register titles to land described below from:

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	Identifikazzjoni *Identification*
Birkirkara	151/17496 indiviż Dar Nru. 18 ġja Nru. 4 ġja Nru. 5, Triq tal-Ħerba	Pecorella Aleta	LRA5344/2023
Birkirkara	*151/17496 undivided share of House No. 18 gia No. 4 gia No. 5, Triq tal-Ħerba*	*Pecorella Aleta*	
Birkirkara	151/17496 indiviż Dar Nru. 18 ġja Nru. 4 ġja Nru. 5 Triq tal-Ħerba	Micallef Paula et	LRA5345/2023
Birkirkara	*151/17496 undivided share of House No. 18 gia No. 4 gia No. 5, Triq tal-Ħerba*	*Micallef Paula et*	
Birkirkara	43/2916 indiviż Dar Nru. 18 ġja Nru. 4 ġja Nru. 5, Triq tal-Ħerba	Borg Cecilia et	LRA5346/2023
Birkirkara	*43/2916 undivided share of House No. 18 gia No. 4 gia No. 5, Triq tal-Ħerba*	*Borg Cecilia et*	
Birkirkara	31/243 indiviż Dar Nru. 18 ġja Nru. 4 ġja Nru. 5, Triq tal-Ħerba	Curmi Louisanna et	LRA5348/2023
Birkirkara	*31/243 undivided share of House No. 18 gia No. 4 gia No. 5, Triq tal-Ħerba*	*Curmi Louisanna et*	
Birkirkara	151/17496 indiviż Dar Nru. 18 ġja Nru. 4 ġja Nru. 5, Triq tal-Ħerba	Tabone Christine et	LRA5349/2023
Birkirkara	*151/17496 undivided share of House No. 18 gia No. 4 gia No. 5, Triq tal-Ħerba*	*Tabone Christine et*	
Birkirkara	43/1458 indiviż Dar Nru. 18 ġja Nru. 4 ġja Nru. 5, Triq tal-Ħerba	Zammit Theresa et	LRA5350/2023
Birkirkara	*43/1458 undivided share of House No. 18 gia No. 4 gia No. 5, Triq tal-Ħerba*	*Zammit Theresa et*	
Bormla	Korrezzjoni ta' LRA198/2021 tal-pjanti rilevanti	Gvern ta' Malta	LRA5267/2023
Cospicua	*Correction of LRA198/2021 of relevant plans*	*Government of Malta*	
Il-Furjana	Korrezzjoni ta' proprjetà 18000060 – LRA2760/97 tal-pjanti rilevanti	Gvern ta' Malta	LRA5257/2023
Floriana	*Correction on property 18000060 – LRA2760/97 of relevant plans*	*Government of Malta*	
Il-Gudja	Utile Dominju Perpetwu Dar 'St Mary', Vjal it-Torri	Zammit Saviour et	LRA5520/2023
Gudja	*Perpetual Utile Dominium House 'St Mary', Vjal it-Torri*	*Zammit Saviour et*	
Il-Gżira	Utile Dominju Temporanju Appartament Nru. 3, Helena Apartments, Triq Luqa Briffa	Filletti Joseph Mary	LRA5293/2023

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	Identifikazzjoni *Identification*
Gżira	*Temporary Utile Dominium Apartment No. 3, Helena Apartments, Triq Luqa Briffa*	*Filletti Joseph Mary*	
Ħal Għargħur	Korrezzjoni ta' proprjetà 24000586 tal-pjanti rilevanti	Gvern ta' Malta	LRA5261/2023
Ħal Għargħur	*Correction of property 24000586 of relevant plans*	*Government of Malta*	
Ħ'Attard	Utile Dominju Perpetwu Dar 3, 'Ritjo', u garaxx Nru. 1, Triq Ġorġ Zammit	Sammut Joseph et	LRA5385/2023
Ħ'Attard	*Perpetual Utile Dominium House 3, 'Ritjo', and garage No. 1, Triq Ġorġ Zammit*	*Sammut Joseph et*	
Ħ'Attard	Porzjon art fi Triq l-Insolja tal-kejl ta' 6m.k.	Gvern ta' Malta	LRA5392/222
Ħ'Attard	*Portion of land in Triq l-Insolja covering an area of 6s.m.*	*Government of Malta*	
Ħ'Attard	Art magħrufa 'Tal-Ħofor' ġja 'Tal-Imrieħel' tal-kejl ta' 9953m.k.	Medisun Landscape Ltd	LRA5495/2023
Ħ'Attard	*Land known as 'Tal-Ħofor' gia 'Tal-Imrieħel' covering an area of 9953s.m.*	*Medisun Landscape Ltd*	
Ħal Kirkop	Mezzanin, Triq id-29 ta' Mejju 1592	Coleiro Kirsty	LRA5325/2023
Ħal Kirkop	*Masionette, Triq id-29 ta' Mejju 1592*	*Coleiro Kirsty*	
Ħal Qormi	Appartament Nru. 4, 'Dion Court', Triq San Edwardu	Sammut Mario	LRA5242/2023
Ħal Qormi	*Apartment No. 4, 'Dion Cout', Triq San Edwardu*	*Sammut Mario*	
Ħal Tarxien	Utile Dominju Perpetwu Dar 85, Triq Ħal Tarxien	Theuma Eugenio et	LRA5439/2023
Ħal Tarxien	*Perpetual Utile Dominium House 85, Triq Ħal Tarxien*	*Theuma Eugenio et*	
Il-Ħamrun	Dritt ta' Kumpens fuq titlu 27000229 porzjon art	Trapani Galea Dorothy et	LRA5277/2023
Ħamrun	*Right of Compensation on property 27000229 on portion of land*	*Trapani Galea Dorothy et*	
Ħaż-Żabbar	Dirett ta' kumpens fuq LRA6595/2021 fuq porzjon art	Portbart Limited	LRA5266/2023
Ħaż-Żabbar	*Right of Compensation on LRA6595/2021 on portion of land*	*Portbart Limited*	
Ħaż-Żebbuġ	Parti Diviża mill-għalqa magħrufa 'Tat-Tanti' jew 'Tal-Bokkija' tal-kejl 357m.k.	Camilleri Ignazio	LRA5288/2023
Ħaż-Żebbuġ	*Divided Shares of land known as 'Tat-Tanti' or 'Tal-Bokkija' covering an area of 357s.m.*	*Camilleri Ignazio*	
Ħaż-Żebbuġ	Korrezzjoni ta' proprjetà 07001666 tal-pjanti rilevanti	Cassar Daniela	LRA5337/2023
Ħaż-Żebbuġ	*Correction of property 07001666 of relevant plans*	*Cassar Daniela*	
L-Isla	Korrezzjoni ta' proprjeta 04000212 tal-pjanti rilevanti	Pandolfi Mattia	LRA5286/2023
Senglea	*Correction of property 04000212 of relevant plans*	*Pandolfi Mattia*	
Marsaskala	Appartament Nru. 3 u garaxx Nru. 35, 'Saint Thomas Court', Triq l-Aħmar	Saliba Jason	LRA5303/2023
Marsaskala	*Apartment No. 3 and garage No. 35, 'Saint Thomas Court', Triq l-Aħmar*	*Saliba Jason*	
Marsaskala	Porzjon art magħrufa 'Tal-Mozz' tal-kejl ta' 2600m.k.	Bencini Raymond et	LRA5309/2023
Marsaskala	*Portion of land known 'Tal-Mozz' covering an area of 2600s.m.*	*Bencini Raymond et*	
Marsaskala	*1/2* indiviż tal-garaxx Nru. 95, Triq il-Friefet	Teuma Paul et	LRA5327/2023

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	Identifikazzjoni *Identification*
Marsaskala	*1/2 undivided share of garage No. 95, Triq il-Friefet*	*Teuma Paul et*	
Marsaskala	1/2 indiviż Dar 'Warda', Nru. 91, u garaxx Nru. 98/93, Triq il-Friefet	Teuma Paul et	LRA5328/2023
Marsaskala	*1/2 undivided share House 'Warda', No. 91, and garage No. 98/93, Triq il-Friefet*	*Teuma Paul et*	
Marsaskala	1/2 indiviż garaxx Nru. 95, Triq il-Friefet	Teuma Paul et	LRA5329/2023
Marsaskala	*1/2 undivided garage No. 95, Triq il-Friefet*	*Teuma Paul et*	
Marsaskala	1/2 indiviż Dar Nru. 91, 'Charmari', Triq iż-Żonqor	Grech Josephine	LRA5338/2023
Marsaskala	*1/2 undivided share of House No. 91, 'Charmari', Triq iż-Żonqor*	*Grech Joosephine*	
Marsaskala	1/2 indiviż Blokk Nru. 43, 'Maple Leaf', Triq San Nikola	Grech Josephine	LRA5339/2023
Marsaskala	*1/2 undivided share of Block No. 43, 'Maple Leaf', Triq San Nikola*	*Grech Josephine*	
Marsaskala	Penthouse P1 u car space Nru. 11 fi Triq il-Qrempuċ	Attard Valerie et	LRA5340/2023
Marsaskala	*Penthouse P1 and car space No. 11 in Triq il-Qrempuċ*	*Attard Valerie*	
Marsaskala	1/2 indiviż Dar Nru. 91, 'Warda', Triq il-Friefet, u garaxx Nru. 98/93 fi Triq Ġuze' Pesci	Teuma Paul	LRA5384/2023
Marsaskala	*1/2 undivided share of House No. 91, 'Warda', Triq il-Friefet, and garage No. 98/93, Triq Ġuze' Pesci*	*Teuma Paul*	
Marsaskala	Korrezzjoni ta' proprjetà 35000162 tal-pjanti rilevanti	Gvern ta' Malta	LRA5391/2023
Marsaskala	*Correction of property 35000162 of relevant plans*	*Government of Malta*	
Marsaskala	Garaxx fi Triq in-Nadur tal-kejl 183m.k.	Lauri Gareth et	LRA5438/2023
Marsaskala	*Garage in Triq in-Nadur covering an are of 183s.m.*	*Lauri Gareth et*	
Marsaskala	Garaxx Nru. 35, North Lane Court fi Triq Gidwet	Borg Darren John	LRA5450/2023
Marsaskala	*Garage No. 35, North Lane Court in Triq Gidwet*	*Borg Darren John*	
Marsaskala	Appartament Nru. 4, Blokk Nru. 48, North Lane Court, Triq l-Aħmar	Falzon Emanuel	LRA5451/2023
Marsaskala	*Apartment No. 4, Block No. 48, North Lane Court, Triq l-Aħmar*	*Falzon Emanuel*	
Marsaskala	Appartament Nru. 4, Blokk Nru. 39, 'Windward Court', Triq Hurds Bank ġja Triq Għaxqet il-Għajn	Pace Marisa	LRA5452/2023
Marsaskala	*Apartment No. 4, Block No. 39, 'Windward Court', Triq Hurds Bank gia Triq Għaxqet il-Għajn*	*Pace Marisa*	
Marsaskala	Appartament Nru. 10 ġja Nru. 12, 'Haven Court', Triq tal-Ħamrija	Borg Darren John et	LRA5455/2023
Marsaskala	*Apartment No. 10 gia No. 12, 'Haven Court', Triq tal-Ħamrija*	*Borg Darren John et*	
Marsaskala	Appartament Nru. 3, 'Bellagio Court' fi Triq Hortan	Sciriha Shanel	LRA5497/2023
Marsaskala	*Apartment No. 3, 'Bellagio Court' in Triq Hortan*	*Sciriha Shanel*	
Marsaskala	Appartament Nru. 4, 'La Sengle', Triq Frans Grech	Mohabadi Matthew Arman et	LRA5500/2023
Marsaskala	*Apartment No. 4, 'La Sengle', Triq Frans Grech*	*Mohabadi Matthew Arma net*	
Marsaskala	Appartament Nru. 9, 'Crystal Block, Block A', Triq il-Gemmugħa	Buhagiar Jean Paul	LRA5529/2023

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	Identifikazzjoni *Identification*
Marsaskala	*Apartment No. 9 'Crystal Block, Block A', Triq il-Gemmugħa*	*Buhagiar Jean Paul*	
Il-Mellieħa	Korrezzjoni ta' proprjetà 37000769 – LRA3591/22 tal-pjanti rilevanti	Spiteri Karen	LRA5487/2023
Mellieħa	*Correction of property 37000769 – LRA3591/22 of relevant plans*	*Spiteri Karen*	
Il-Mellieħa	Korrezzjoni ta' proprjetà 37000764 u 37000765 tal-pjanti rilevanti	Caruana Josephine et	LRA5488/2023
Mellieħa	*Correction of property 37000764 and 37000765 of relevant plans*	*Caruana Josephine et*	
Il-Mellieħa	Korrezzjoni ta' proprjetà 37000766 u 37000767 – LRA5338/2022 tal-pjanti rilevanti	Scerri Mark et	LRA5489/2023
Mellieħa	*Correction of property 37000766 and 37000767 – LRA5338/2022 of relevant plans*	*Scerri Mark et*	
Il-Mellieħa	Korrezzjoni ta' proprjetà 37000769 tal-pjanti rilevanti	Agius Nadienne	LRA5490/2023
Mellieħa	*Correction of propery 37000769 of relevant plans*	*Agius Nadienne*	
Il-Mellieħa	Korrezzjoni ta' proprjetà 37000769 tal-pjanti rilevanti	Vassallo Liliana	LRA5491/2023
Mellieħa	*Correcrtion of property 37000769 of relevant plans*	*Vassallo Liliana*	
L-Imġarr	Korrezzjoni ta' proprjetà 38002150 tal-kuntratt	Fenech Bernice	LRA5298/2023
Mġarr	*Correction of property 38002150 of contract*	*Fenech Bernice*	
Il-Mosta	Korrezzjoni ta' proprjetà 39001753 tal-pjanti rilevanti	Pace Raymond	LRA5256/2023
Mosta	*Correction of property 39001753 of relevant plans*	*Pace Raymond*	
Il-Mosta	Korrezzjoni ta' proprjetà 39001369 – LRA1801/1988 tal-pjanti rilevanti	Wirth Emanuel et	LRA5291/2023
Mosta	*Correction of property 39001369 – LRA 1801/1988 of relevant plans*	*Wirth Emanuel et*	
Il-Mosta	Korrezzjoni ta' proprjetà 39000064 tal-pjanti rilevanti	Borg Vincent et	LRA5479/2023
Mosta	*Correction of property 39000064 of relevant plans*	*Borg Vincent et*	
Il-Mosta	1/8 indiviż Fond Nru. 2, 4, 6 u 8, Triq l-Mitħna l-Qadima	Vella Nadia et	LRA5524/2023
Mosta	*1/8 undivided share of Premises No. 2, 4, 6 and 8, Triq il-Mitħna l-Qadima*	*Vella Nadia et*	
In-Naxxar	Utile Dominju Perpetwu Appartament Nru. 2, Tessie Flats, Triq San Ġorġ, u korrezzjoni ta' proprjetà 44002629 tal-pjanti rilevanti	Borg Matthew	LRA5255/2023
Naxxar	*Perpetual Utile Dominium Apartment No. 2, Tessie Flats, Triq San Ġorġ, and correction of property 44002629 of relevant plans*	*Borg Matthew*	
In-Naxxar	Irtirar ta' parti minn proprjetà 44000407 art magħrufa 'Ta-Sgħajtar'	Gvern ta' Malta	LRA5259/2023
Naxxar	*Withdrawal of part of property 44000407 land known as 'Tas-Sgħajtar'*	*Government of Malta*	
In-Naxxar	Dritt ta' Kumpens fuq LRA933/2021 fuq porzjon art	Bezzina Joseph et	LRA5264/2023
Naxxar	*Right of Compensation on LRA933/2021 on portion of land*	*Bezzina Joseph et*	

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	Identifikazzjoni *Identification*
In-Naxxar	Irtirar ta' LRA2863/2002 – Art magħrufa 'Ta' Kristollu'	Gvern ta' Malta	LRA5372/2023
Naxxar	*Withdrawal of LRA2863/2002 – Land known as 'Ta' Kristollu'*	*Government of Malta*	
Paola	Utile Dominju Perpetwu Porżjon art msejħa 'Tad-Dukkara' limiti ta' Casal Paola tal-kejl 32m.k.	Abela Alfred et	LRA5434/2023
Paola	*Perpetual Utile Dominium Portion of Land known 'Tad-Dukkara' limits of Casal Paola covering an area of 32m.k.*	*Abela Alfred et*	
Tal-Pietà	Utile Dominju Perpetwu Appartament Nru. 28, fi Triq Qrejten	Zerafa Dorianne	LRA5416/2023
Tal-Pietà	*Perpetual Utile Dominium Apartment No. 28, Triq Qrejten*	*Zerafa Doriamne*	
Tal-Pietà	Utile Dominju Pepetwu Appartament Nru. 8, Triq J. Borg	Debono Karl	LRA5418/2023
Tal-Pietà	*Utile Dominium Perpetual Apartment No. 8, Triq J. Borg*	*Debono Karl*	
Tal-Pietà	Utile Dominju Perpetwu Appartament Nru. 1 fi Triq J. Borg	Farrugia Ivor	LRA5419/2023
Tal-Pietà	*Perpetual Utile Dominium Apartment No. 1 Triq J. Borg*	*Farrugia Ivor*	
Tal-Pietà	Korrezzjoni ta' proprjetà 47000214 – LRA5463/2023 tal-pjanti rilevanti	Del Ponte 2 Limited	LRA5463/2023
Tal-Pietà	*Correction of property 47000214 – LRA5463/2023 of relevant plans*	*Del Ponte 2 Limited*	
Tal-Pietà	Korrezzjoni ta' proprjetà 47000233– LRA5463/2023 tal-pjanti rilevanti	Del Ponte 2 Limited	LRA5464/2023
Tal-Pietà	*Correction of property 47000233 – LRA5463/2023 of relevant plans*	*Del Ponte 2 Limited*	
Tal-Pietà	Korrezzjoni ta' proprjetà 47000237– LRA5463/2023 tal-pjanti rilevanti	Del Ponte 2 Limited	LRA5465/2023
Tal-Pietà	*Correction of property 47000237 – LRA5463/2023 of relevant plans*	*Del Ponte 2 Limited*	
Tal-Pietà	Korrezzjoni ta' proprjetà 47000219 – LRA5463/2023 tal-pjanti rilevanti	Del Ponte 2 Limited	LRA5466/2023
Tal-Pietà	*Correction of property 47000219 – LRA5463/2023 of relevant plans*	*Del Ponte 2 Limited*	
Il-Qrendi	Porżjon dividża ta' art magħrufa bħala 'Iż-Żellieqa' kuntrada Triq il-Wied tal-kejl 3607m.k.	Cassar Joseph et	LRA5433/2023
Qrendi	*Divided portion of land known as 'Iż-Żellieqa' limits Triq il-Wied covering an area of 3607s.m.*	*Cassar Joseph et*	
Ir-Rabat, Malta	Korrezzjoni ta' proprjetà 50003317, 50003318 u 5001367 tal-pjanti rilevanti	Camilleri Donald	LRA5444/2023
Rabat, Malta	*Correction of property 50003317, 50003318 and 5001367 of relevant plans*	*Camilleri Donald*	
San Ġiljan	Utile Dominju Temporanju Garaxx 4384, Portomaso Garage Complex, Vjal Portomaso, Spinola, u in parti trasferiment ta' 52001082 u 52001356	Falzon Gauci Lara	LRA5268/2023

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	Identifikazzjoni *Identification*
St Julian's	*Temporary Utile Dominium Garage 4384, Portomaso Garage Complex, Vjal Portomaso, Spinola, and in part transfer of 52001082 and 52001356*	*Falzon Gauci Lara*	
San Ġiljan	Utile Dominju Temporanju Garaxx 4416, Portomaso Garage Complex, Vjal Portomaso, Spinola, u in parti trasferiment ta' 52001082 u 52001356	Galea Peter Anthony et	LRA5269/2023
St Julian's	*Temporary Utile Dominium Garage 4416, Portomaso Garage Complex, Vjal Portomaso, Spinola, and in part transfer of 52001082 and 52001356*	*Galea Peter Anthony et*	
San Ġwann	Utile Dominju Temporanju Penthouse Nru. 12 u żewġ garaxxijiet Nru. 2 u 3, 'Mensija Mansions', Triq Torri Lanzon	Zammit La Rosa et	LRA5377/2023
San Ġwann	*Temporary Utile Dominium Penthouse No. 12 and two garages No. 2 and 3, 'Mensija Manions', Triq Torri Lanzon*	*Zammit La Rosa et*	
San Ġwann	Dar 13 u garaxx Nru. 11, 'Eureka', Triq il-Hida	Cassar Inv Limtied	LRA5518/2023
San Ġwann	*House No. 13 and Garage No. 11, 'Eureka', Triq il-Hida*	*Cassar Inv Limited*	
San Pawl il-Baħar	Korrezzjoni ta' LRA2457/2010 tal-pjanti rilevanti	Vassallo John et	LRA5265/2023
St Paul's Bay	*Correction of LRA2457/2010 of relevant plans*	*Vassallo John et*	
San Pawl il-Baħar	Porzjon art tal-kejl 487m.k.	Gvern ta' Malta	LRA5278/2023
St Paul's Bay	*Portion of land covering an area of 487s.m.*	*Government of Malta*	
San Pawl il-Baħar	Dirett Dominju Perpetwu Medbay Flats, Triq il-Mazzola	Gvern ta' Malta	LRA5324/2023
St Paul's Bay	*Perpetual Direct Dominium Medbay Flats, Triq il-Mazzola*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA542/2009 – Art magħrufa 'Ta' Benniena', Għajn Rihana, Triq Burmarrad	Gvern ta' Malta	LRA5352/2023
St Paul's Bay	*Withdrawal of LRA542/2009 – Land known 'Ta' Benniena', Għajn Rihana, Triq Burmarrad*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1717/2008 – Art magħrufa 'Il-Wilga tal-Knisja', Għajn Rihana	Gvern ta' Malta	LRA5353/2022
St Paul's Bay	*Withdrawal of LRA1717/2008 – Land known as 'Il-Wilga tal-Knisja', Għajn Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1716/2008 – Art magħrufa 'Il-Wilga tal-Knisja', Għajn Rihana	Gvern ta' Malta	LRA5354/2023
St Paul's Bay	*Withdrawal of LRA1716/2008 -Land known as 'Il-Wilga tal-Knisja', Għajn Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA2953/2008 – Art magħrufa 'Ta' Benniena'	Gvern ta' Malta	LRA5355/2023
St Paul's Bay	*Withdrawal of LRA2953/2008 – Land known as 'Ta' Benniena'*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA536/2009 – Art magħrufa 'Ta' Benniena'	Gvern ta' Malta	LRA5356/2023

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	Identifikazzjoni *Identification*
St Paul's Bay	*Withdrawal of LRA536/2009 – Land known as 'Ta' Benniena'*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA541/2009 – Art magħrufa 'Ta' Benniena'	Gvern ta' Malta	LRA5357/2023
St Paul's Bay	*Withdrawal of LRA541/2009 – Land known as 'Ta' Benniena'*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA543/2009 – Art magħrufa 'Ta' Benniena', Għajn Rihana, Triq Burmarrad	Gvern ta' Malta	LRA5358/2023
St Paul's Bay	*WIthdrawal of LRA543/2009 – Land known as 'Ta' Benniena', Għajn Rihana, Triq Burmarrad*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA2414/2010 – Art magħrufa 'Wilġa tal-Knisja', Għajn ir-Rihana	Gvern ta' Malta	LRA5359/2023
St Paul's Bay	*Withdrawal of LRA2414/2010 – Land known as 'Wilga tal-Knisja', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1955/2012 – Art magħrufa 'Tal-Benniena' jew 'Il-Kata ta' Robu'	Gvern ta' Malta	LRA5360/2023
St Paul's Bay	*Withdrawal of LRA1955/2012 – Land Known as 'Tal-Benniena' or 'Il-Kata ta' Robu'*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA187/2014 – Art magħrufa 'Wilġa tal-Knisja', Għajn ir-Rihana	Gvern ta' Malta	LRA5361/2023
St Paul's Bay	*Withdrawal of LRA187/2014 – Land known 'Wilġa tal-Knisja', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1245/2014 – Art magħrufa 'Wilġa tal-Knisja', Għajn ir-Rihana	Gvern ta' Malta	LRA5362/2023
St Paul's Bay	*Withdrawal of LRA1245/2014 – Land known 'Wilga tal-Knisja', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA2481/2014 – Art magħrufa 'Dar il-Kbira', Għajn ir-Rihana	Gvern ta' Malta	LRA5363/2023
St Paul's Bay	*Withdrawal of LRA2481/2014 – Land known 'Dar il-Kbira', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA2479/2014 – Art magħrufa 'Dar il-Kbira', Għajn ir-Rihana	Gvern ta' Malta	LRA5364/2023
St Paul's Bay	*Withdrawal of LRA2479/2014 – Land known 'Dar il-Kbira', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA2480/2014 – Art magħrufa 'Dar il-Kbira', Għajn ir-Rihana	Gvern ta' Malta	LRA5365/2023
St Paul's Bay	*Withdrawal of LRA2480/2014 – Land known 'Dar il-Kbira', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA3025/2014 – Art magħrufa 'Tat-Telliera', Għajn ir-Rihana	Gvern ta' Malta	LRA5366/2023
St Paul's Bay	*Withdrawal of LRA3025/2014 – Land known 'Tat-Telliera', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1440/2015 – Art magħrufa 'Ta' Bir Fummajr', Għajn ir-Rihana	Gvern ta' Malta	LRA5367/2023
St Paul's Bay	*Withdrawal of LRA1440/2015 – Land known 'Ta' Bir Fummajr', Għajn ir-Rihana*	*Government of Malta*	

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	Identifikazzjoni *Identification*
San Pawl il-Baħar	Irtirar ta' LRA1441/2015 – Art magħrufa 'Ta' Bir Fummajr', Għajn ir-Rihana	Gvern ta' Malta	LRA5368/2023
St Paul's Bay	*Withdrawal of LRA1441/2015 – Land known 'Ta' Bir Fummajr', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1442/2015 – Art magħrufa 'Ta' Bir Fummajr', Għajn ir-Rihana	Gvern ta' Malta	LRA5369/2023
St Paul's Bay	*Withdrawal of LRA1442/2015 – Land known 'Ta' Bir Fummajr', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1443/2015 – Art magħrufa 'Ta' Bir Fummajr', Għajn ir-Rihana	Gvern ta' Malta	LRA5370/2023
St Paul's Bay	*Withdrawal of LRA1440/2015 – Land known 'Ta' Bir Fummajr', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA3507/2015 – Art magħrufa 'Ta' Benniena', Għajn Rihana	Gvern ta' Malta	LRA5371/2023
St Paul's Bay	*Withdrawal of LRA3507/2015 – Land known as 'Ta' Benniena', Għajn Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1638/2014 – Art magħrufa 'Ta' Bir Fummajr', Għajn ir-Rihana	Gvern ta' Malta	LRA5373/2023
St Paul's Bay	*Withdrawal of LRA1638/2014 – Land known as 'Ta' Bir Fummajr', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1639/2014 – Art magħrufa 'Ta' Bir Fummajr', Għajn ir-Rihana	Gvern ta' Malta	LRA5374/2023
St Paul's Bay	*Withdrawal of LRA1639/2014 – Land known as 'Ta' Bir Fummajr' Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1640/2014 – Art magħrufa 'Ta' Bir Fummajr', Għajn ir-Rihana	Gvern ta' Malta	LRA5375/2023
St Paul's Bay	*Withdrawal of LRA16402014 – Land known as 'Ta' Bir Fummajr', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Irtirar ta' LRA1641/2014 – Art magħrufa 'Ta' Bir Fummajr', Għajn ir-Rihana	Gvern ta' Malta	LRA5376/2023
St Paul's Bay	*Withdrawal of LRA1641/2014 – Land known as 'Ta' Bir Fummajr', Għajn ir-Rihana*	*Government of Malta*	
San Pawl il-Baħar	Utile Dominju Perpetwu 1/2 indiviż garaxx Nru. 18 ġja Nru. 4, Triq San Timotju, u in parti trasferiment parzjali proprjetà 55001417	Bugeja Casey	LRA5389/2023
St Paul's Bay	*Perpetual Utile Dominium 1/2 undivided share of garage No. 18 gia No. 4, Triq San Timotju, and in part part transfer of property 55001477*	*Bugeja Casey*	
San Pawl il-Baħar	Utile Dominju Perpetwu 1/2 indiviż garaxx Nru. 18 ġja Nru. 4, Triq San Timotju	Bugeja Casey	LRA5390/2023
St Paul's Bay	*Perpetual Utile Dominium 1/2 undivided share of garage No. 18 gia No. 4, Triq San Timotju*	*Bugeja Casey*	
Is-Siġġiewi	1/2 indiviż Dar Nru. 150/148, 'Sagħtar', Triq ir-Rebbiegħa, u in part trasmissjoni fuq 09000940	Bezzina Ivan et	LRA5231/2023
Siġġiewi	*1/2 undivided share House No. 150/148, 'Sagħtar', Triq ir-Rebbiegħa, and in part transmission on 09000940*	*Bezzina Ivan et*	

Lokalità *Locality*	Proprjetà *Property*	Applikant *Applicant*	Identifikazzjoni *Identification*
Is-Siġġiewi	Garaxx, Siġġiewi By-Pass	Farrugia Jack	LRA5232/2023
Siġġiewi	*Garage, Siġġiewi By-Pass*	*Farrugia Jack*	
Tas-Sliema	Utile Dominju Temporanju Appartament Nru. 12 u garaxx Nru. 9, 'Costa del Mare Court', Triq ix-Xatt ta' Qui-si-Sana kantuniera ma' Triq Locker	De Cesare Peter et	LRA5505/2023
Tas-Sliema	*Temporary Utile Dominium Apartment No. 12 and garage No. 9, 'Costa del Mare Court', Triq ix-Xatt ta' Qui-si-Sana corner with Triq Locker*	*De Cesare Peter et*	
Is-Swieqi	Korrezzjoni ta' proprjetà 60000251 tal-pjanti rilevanti	Gvern ta' Malta	LRA5262/2023
Swieqi	*Correction of property 60000251 of relevant plans*	*Government of Malta*	
Ta' Xbiex	Irtirar ta' parti minn proprjetà 61000199 Triq Prinċipessa Margherita	Gvern ta' Malta	LRA5263/2023
Ta' Xbiex	*Withdrawal of part of propety 61000199 Triq Prinċipessa Margherita*	*Government of Malta*	
Il-Belt Valletta	Garaxx Nru. 134B, Triq Sant'Ursola	Cremona Vincent et	LRA5311/2023
Valletta	*Garage No. 134B,0. Triq Sant'Ursola*	*Cremona Vincent et*	
Il-Belt Valletta	Korrezzjoni ta' proprjetà 01001728 tal-pjanti rilevanti	Spiteri Sarah	LRA5513/2023
Valletta	*Correction of property 01001728 of relevant plans*	*Spiteri Sarah*	
Iż-Żurrieq	Korrezzjoni ta' proprjetà 67000221, 67001649 u 67001648 tal-pjanti rilevanti	Cutajar Peter Paul et	LRA5234/2023
Żurrieq	*Correction on property 67000221, 67001649 and 67001648 of relevant plans*	*Cutajar Peter Paul et*	
Iż-Żurrieq	Korrezzjoni ta' proprjetà 5100410 tal-pjanti rilevanti	Cachia Charles et	LRA5381/2023
Żurrieq	*Correction of property 5100410 of relevant plans*	*Cachia Charles et*	
Iż-Żurrieq	Garaxx Nru. 40 fi Triq Espedito Deguara u in parti trasferiment parzjali 67003063	Schembri Luca et	LRA5395/2023
Żurrieq	*Garage No. 40, Triq Espedito Deguara, and in part part transfer of 67003063*	*Schembri Luca et*	
Iż-Żurrieq	Garaxx Nru. 35 fi Triq Espedito Deguara u in parti trasferiment parzjali ta' proprjetà 67003141	Callus Mario et	LRA5402/2023
Żurrieq	*Garage No. 35 in Triq Espedito Deguara and in part part transfer of property 67003141*	*Callus Mario et*	
Iż-Żurrieq	Korrezzjoni ta' proprjetà 67001531 – LRA161/2000 tal-pjanti rilevanti	Cachia Raymond	LRA5482/2023
Żurrieq	*Correction of property 67001531 – LRA161/2000 of relevant plans*	*Cachia Raymond*	
Iż-Żurrieq	Korrezzjoni ta' proprjetà 67001306 – LRA839/99 tal-pjanti rilevanti	Zahra Kevin Frank	LRA5483/2023
Żurrieq	*Correction of property 67001306 – LRA839/99 of relevant plans*	*Zahra Kevin Frank*	
Iż-Żurrieq	Plott 2 magħrufa 'Tas-Sola' jew 'Ta' Taħt ir-Raħal' Triq l-Imqabba	Zammit Paolo	LRA5499/2023
Żurrieq	*Plot 2 known as 'Tas-Sola' or 'Ta' Taħt ir-Raħal' Triq l-Imqabba*	*Zammit Paolo*	

L-applikazzjonijiet, pjanti tal-art u d-dokumenti ppreżentati magħhom jistgħu jiġu eżaminati fir-Reġistru tal-Artijiet, 'Casa Bolino', 116, Triq il-Punent, Il-Belt Valletta, bejn it-8.00 a.m. u s-1.00 p.m. (ħinijiet tax-xitwa) u bejn it-8.00 a.m. u l-11.30 a.m. (ħinijiet tas-sajf).

Dott. Claude Sapiano, LLD
Reġistratur tal-Artijiet

L-10 ta' Novembru, 2023

Nru. 1545

AĠENZIJA GĦAL INFRASTRUTTURA MALTA

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

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

Parti minn Dawret ix-Xatt, ix-Xgħajra (indikat fuq il-pjanta fuq il-paġna 13,147).

Parti minn Triq il-Knisja, ix-Xgħajra (indikat fuq il-pjanta fuq il-paġna 13,148).

Triq Vivion, Santa Venera (indikat fuq il-pjanta fuq il-paġna 13,149).

Triq il-Papa Urbanus VIII, Birkirkara (indikat fuq il-pjanta fuq il-paġna 13,150).

Triq Emanuel Benjamin Vella, Birkirkara (indikat fuq il-pjanta fuq il-paġna 13,151).

Triq Laurent Ropa u Triq Madre Maria Theresa Spinelli, Birkirkara (indikat fuq il-pjanta fuq il-paġna 13,152).

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

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn is-16 ta' Novembru, 2023 u l-31 ta'Mejju, 2024, se tkun qed tibda xogħlijiet f'parti minn Dawret ix-Xatt, ix-Xgħajra. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The applications, plans of the land and accompanying documents may be inspected at the Land Registry, 'Casa Bolino', 116, Triq il-Punent, Valletta, between 8.00 a.m. and 1.00 p.m. (winter hours) and between 8.00 a.m. and 11.30 a.m. (summer hours).

Dr Claude Sapiano, LLD
Land Registrar

10th November, 2023

No. 1545

AGENCY FOR INFRASTRUCTURE MALTA

Completion of Road Formation and Traffic and Parking Suspension

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

Part of Dawret ix-Xatt, Xgħajra (indicated on site plan on page 13,147).

Part of Triq il-Knisja, Xgħajra (indicated on site plan on page 13,148).

Triq Vivion, Santa Venera (indicated on site plan on page 13,149).

Triq il-Papa Urbanus VIII, Birkirkara (indicated on site plan on page 13,150).

Triq Emanuel Benjamin Vella, Birkirkara (indicated on site plan on page 13,151).

Triq Laurent Ropa and Triq Madre Maria Theresa Spinelli, Birkirkara (indicated on site plan on page 13,152).

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

The Agency for Infrastructure Malta notifies that between 16th November, 2023 and 31st May, 2024, it will be starting road works in part of Dawret ix-Xatt, Xgħajra. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn is-16 ta' Novembru, 2023 u l-31 ta' Mejju, 2024, se tkun qed tibda xogħlijiet f'parti minn Triq il-Knisja, ix-Xgħajra. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The Agency for Infrastructure Malta notifies that between 16th November, 2023 and 31st May, 2024, it will be starting road works in part of Triq il-Knisja, Xgħajra. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn is-16 ta' November, 2023 u l-31 ta' Mejju, 2024, se tkun qed tibda xogħlijiet fi Triq Vivion, Santa Venera. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The Agency for Infrastructure Malta notifies that between 16th November, 2023 and 31st May, 2024, it will be starting road works in Triq Vivion, Santa Venera. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn is-16 ta' November, 2023 u l-31 ta' Mejju, 2024, se tkun qed tibda xogħlijiet fi Triq il-Papa Urbanus VIII, Birkirkara. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The Agency for Infrastructure Malta notifies that between 16th November, 2023 and 31st May, 2024, it will be starting road works in Triq il-Papa Urbanus VIII, Birkirkara. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn is-16 ta' November, 2023 u l-31 ta' Mejju, 2024, se tkun qed tibda xogħlijiet fi Triq Emanuel Benjamin Vella, Birkirkara. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The Agency for Infrastructure Malta notifies that between 16th November, 2023 and 31st May, 2024, it will be starting road works in Triq Emanuel Benjamin Vella, Birkirkara. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn is-16 ta' November, 2023 u l-31 ta' Mejju, 2024, se tkun qed tibda xogħlijiet fi Triq Laurent Ropa u Triq Madre Maria Theresa Spinelli, Birkirkara. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

The Agency for Infrastructure Malta notifies that between 16th November, 2023 and 31st May, 2024, it will be starting road works in Triq Laurent Ropa and Triq Madre Maria Theresa Spinelli, Birkirkara. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

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

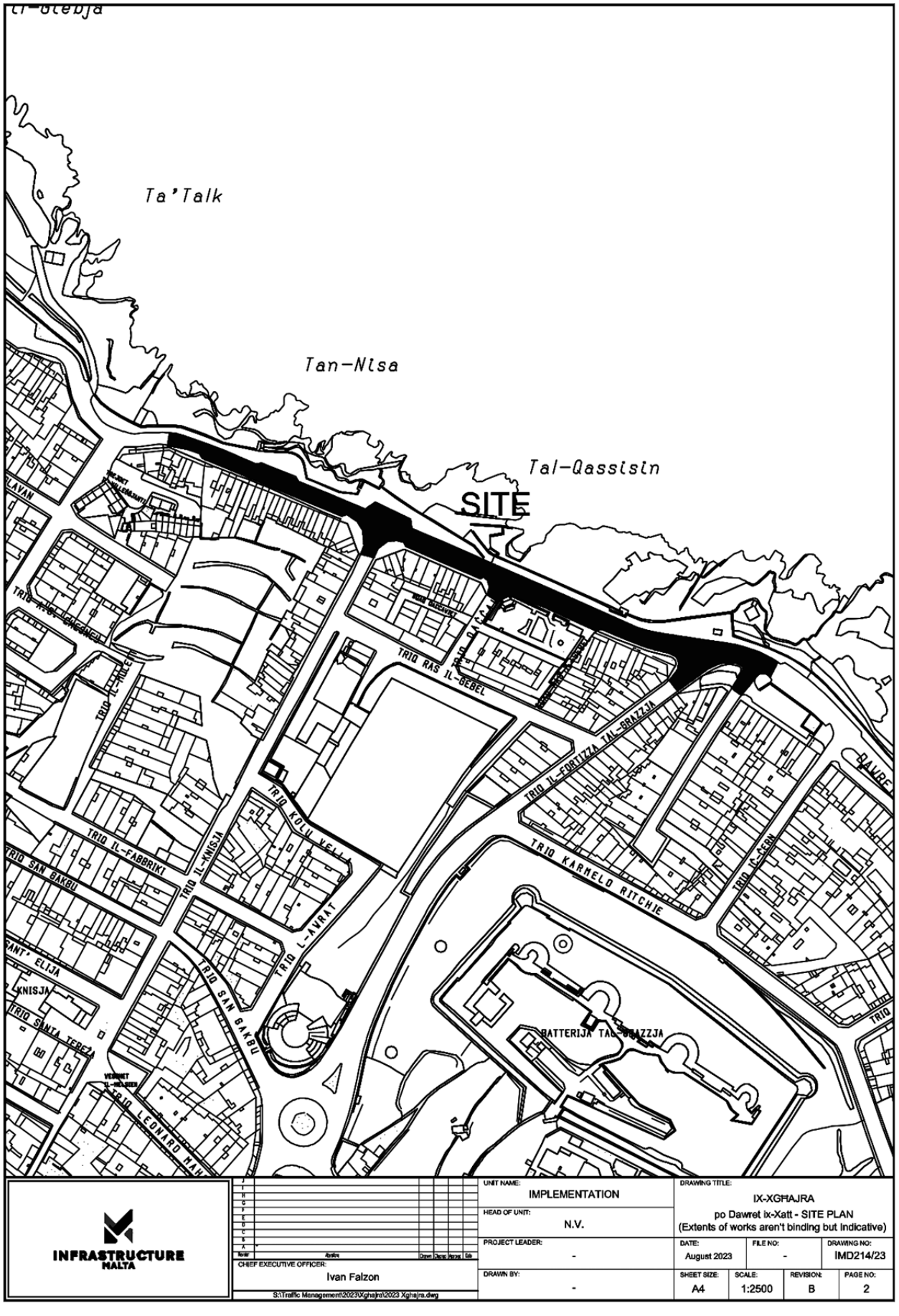
Vehicles found in contravention to the order of this notice and to the related 'no parking' signs on site are liable to be towed.

Aktar informazzjoni jew għajnuna jistgħu jinkisbu permezz ta' ittra elettronika lil (info.im@infrastructuremalta.com).

Further information and assistance may be obtained by email to (info.im@infrastructuremalta.com).

L-10 ta' Novembru, 2023

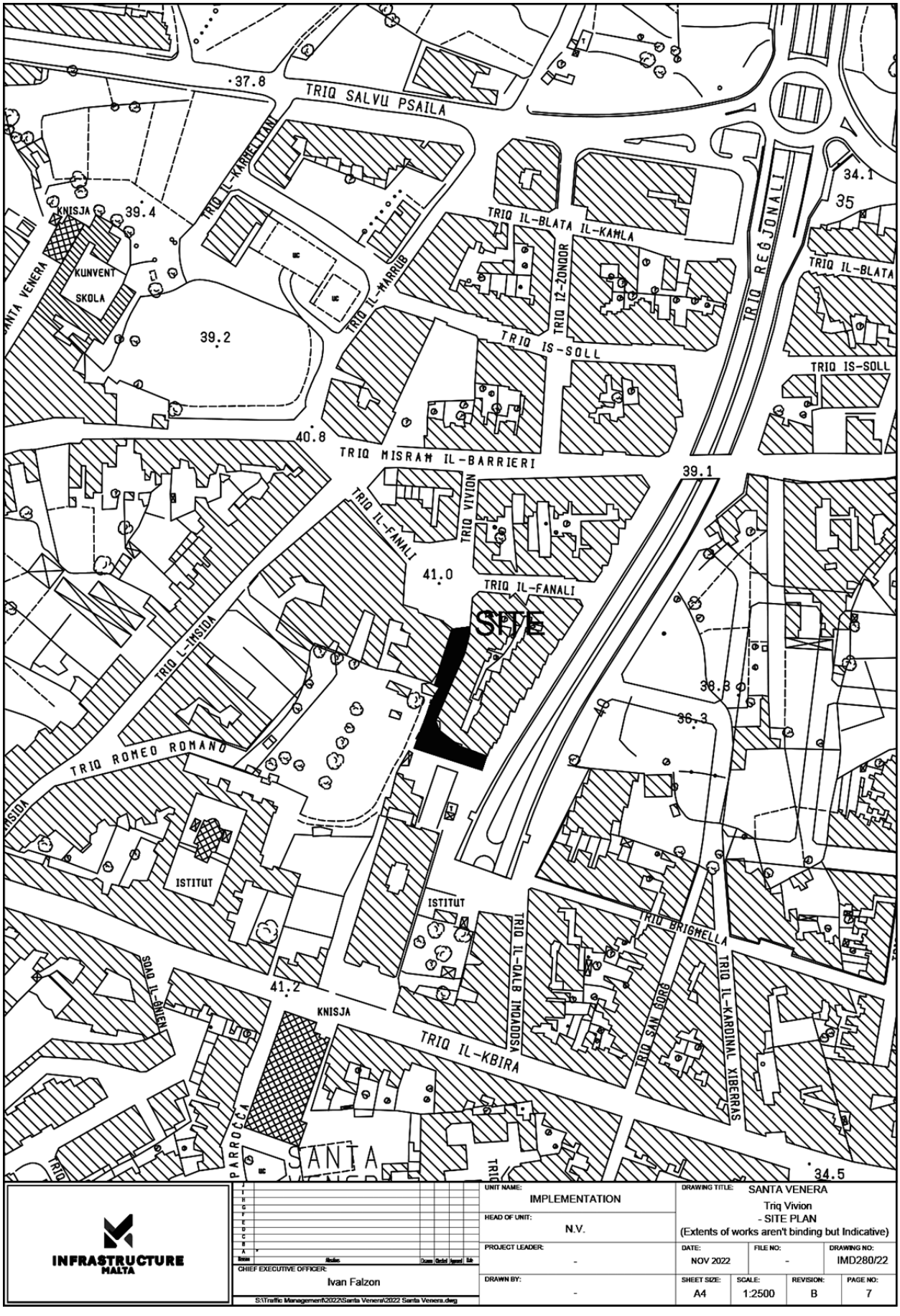
10th November, 2023


Ta' Talk
Tan-Nisa
Tal-Qassisin
SITE
TRIQ RAS IL-BEBEL
TRIQ IL-FORTIZZA TAL-GRAZZJA
TRIQ KARNELO RITCHIE
TRIQ IL-KNISJA
TRIQ IL-FABBRIKI
TRIQ SAN BAKBU
TRIQ L-AVRAT
TRIQ SANTA TEREZA
BATTERIJA TAL-GRAZZJA
INFRASTRUCTURE MALTA
UNIT NAME: IMPLEMENTATION
HEAD OF UNIT: N.V.
PROJECT LEADER: -
DRAWN BY: -
CHIEF EXECUTIVE OFFICER: Ivan Falzon
DRAWING TITLE: IX-XGHAJRA
po Dawret ix-Xatt - SITE PLAN
(Extents of works aren't binding but indicative)
DATE: August 2023
FILE NO: -
DRAWING NO: IMD214/23
SHEET SIZE: A4
SCALE: 1:2500
REVISION: B
PAGE NO: 2
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INFRASTRUCTURE MALTA

CHIEF EXECUTIVE OFFICER: Ivan Falzon	UNIT NAME: IMPLEMENTATION	DRAWING TITLE: IX-XGHAJRA po Triq il-Knisja - SITE PLAN (Extents of works aren't binding but Indicative)		
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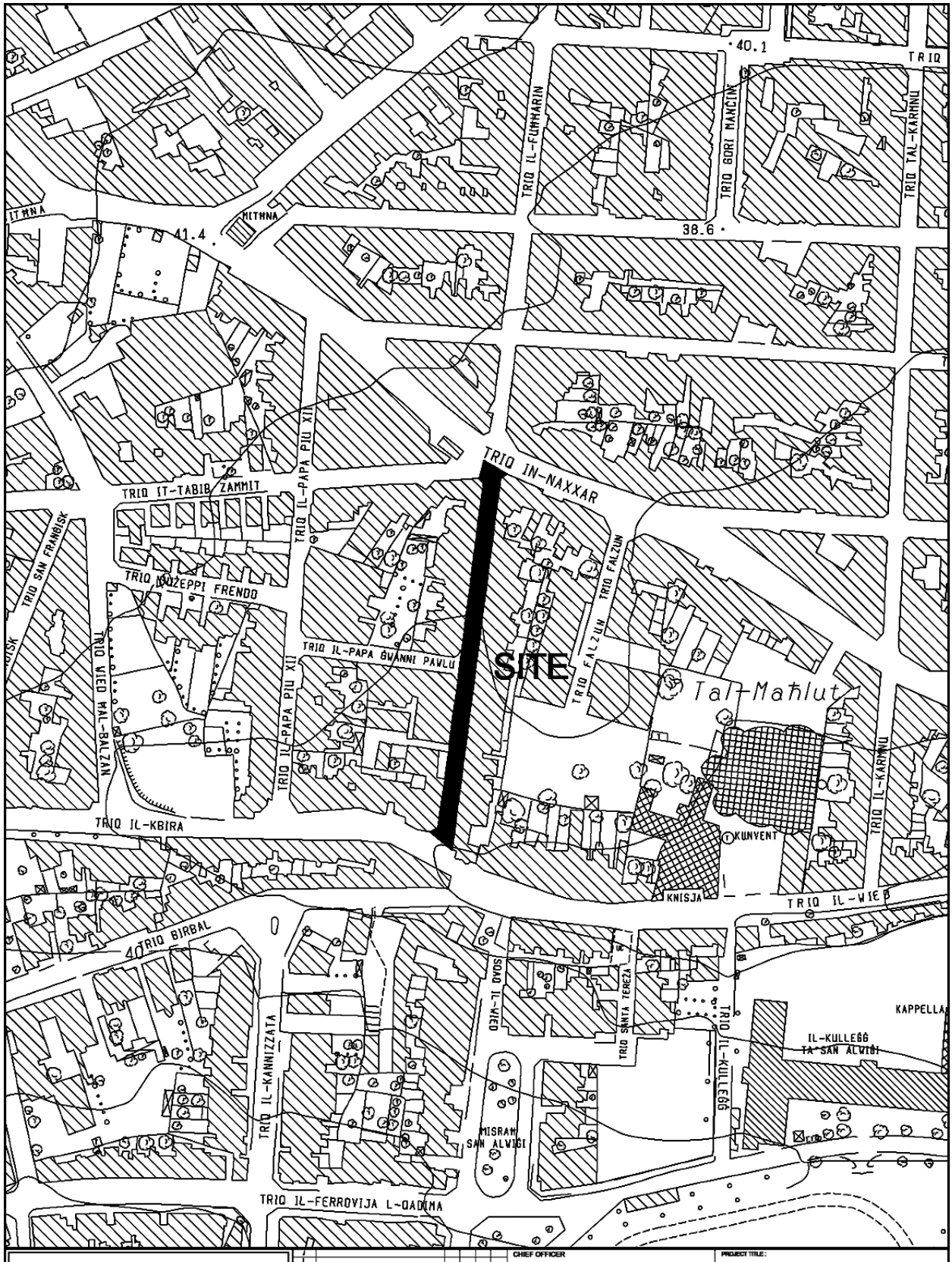


INFRASTRUCTURE MALTA

CHIEF EXECUTIVE OFFICER: Ivan Falzon

S:\Traffic Management\2022\Santa Venera\2022 Santa Venera.dwg

UNIT NAME:	IMPLEMENTATION
HEAD OF UNIT:	N.V.
PROJECT LEADER:	-
DRAWN BY:	-
DRAWING TITLE:	SANTA VENERA Triq Vivion - SITE PLAN (Extents of works aren't binding but Indicative)
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PAGE NO:	7



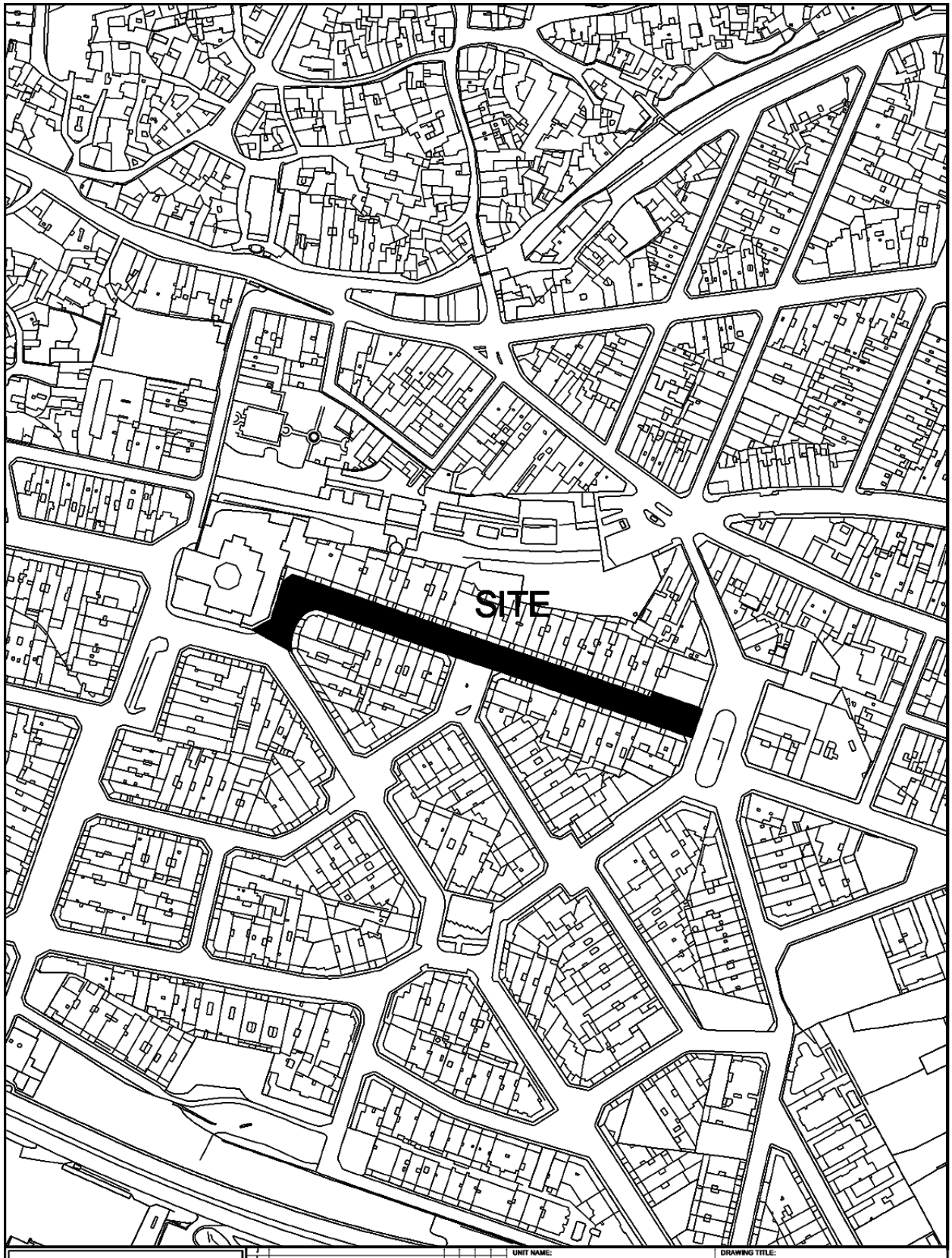
INFRASTRUCTURE MALTA

CHIEF OFFICER: Ing. Fredrick Azzopardi				PROJECT TITLE: BIRKIRKARA	
ARCHITECT: D.V.				DRAWING TITLE: TRIQ PAPA URBANU VIII SITE PLAN (Extents of works aren't binding but Indicative)	
CHECKED BY: -				DATE: JANUARY 2019	FILE No: -	DRAWING No: RD12/19
DRAWN BY: M.B.				SHEET SIZE: A4	SCALE: 1:2500	REVISION: A	SHEET No: 1

Revision	Revision	Drawn	Checked	Approved	Date
I					
H					
G					
F					
E					
D					
C					
B					
A	*				

PROJECT No.: -

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INFRASTRUCTURE MALTA

Revision	Alteration	Drawn	Checked	Approved	Date
J					
I					
H					
G					
F					
E					
D					
C					
B					
A	*				

CHIEF EXECUTIVE OFFICER:
Ivan Falzon

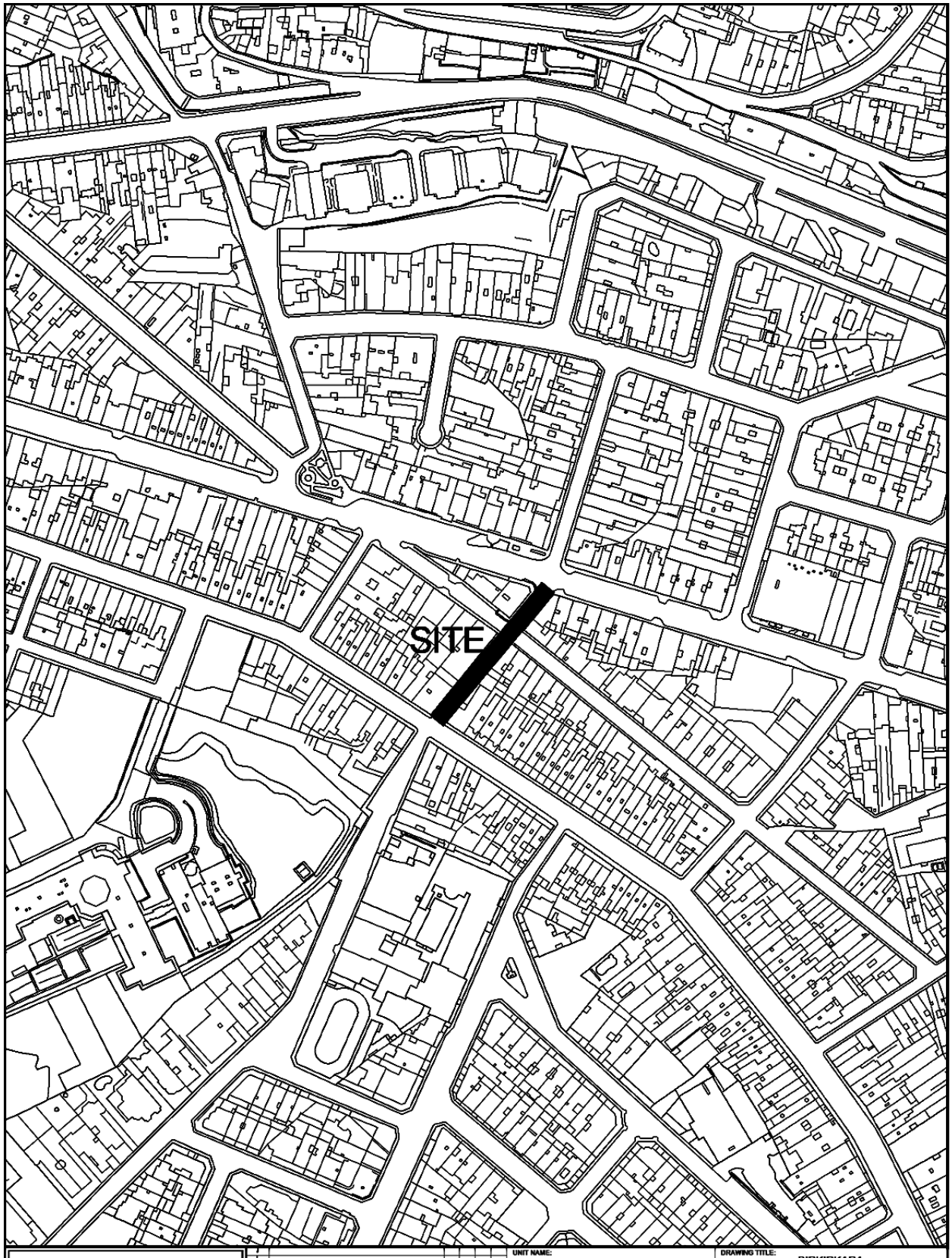
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UNIT NAME: IMPLEMENTATION
HEAD OF UNIT: N.V.
PROJECT LEADER: -
DRAWN BY: -

DRAWING TITLE:
BIRKIRKARA
Triq E.B. Vella - SITE PLAN
(Extents of Works are not binding but indicative)

DATE:	FILE NO:	DRAWING NO:
March 2023	-	IMD109/23

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A4	1:2400	A	10



INFRASTRUCTURE MALTA

CHIEF EXECUTIVE OFFICER: Ivan Falzon	UNIT NAME: IMPLEMENTATION	DRAWING TITLE: BIRKIRKARA Triq Laurent Ropa & Triq Madre Maria Theresa Spinelli - SITE PLAN (Extents of Works are not binding but indicative)			
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	PROJECT LEADER: -	DATE: March 2023	FILE NO: -	DRAWING NO: IMD106/23	
	DRAWN BY: -	SHEET SIZE: A4	SCALE: 1:2400	REVISION: A	PAGE NO: 7

Nru. 1546

NUMRI ĠODDA TA' BIBIEN F'MARSASKALA

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-toroq imsemmija f'Marsaskala, hawn taħt elenkati u speċifikati f'din l-iskeda, għandhom jinbidlu kif jidher fl-iskeda msemmija.

No. 1546

NUMBERING OF DOORS AT MARSASKALA

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 streets at Marsaskala, specified in the subjoined schedule, be altered as stated in the said schedule.

SKEDA/*SCHEDULE*
MARSASKALA

1. TRIQ L-ISKAL
2. TRIQ SALVU BUHAGIAR

1. TRIQ L-ISKAL

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

Left side entering from Triq il-Ġemmugħa

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Sit bla bini	1
Sit bla bini	3
Sit bla bini	5
Garaxx	7
Blk A, Flat 1	9
Bieb bla numru	11
Garaxx	13
Garaxx	15
Blk B, Flat 1	17
Blk B, Flat 2	19
Garaxx	21
Garaxx	23
Block C, Flat 1	25
2	27
Garaxx	29
Sit bla bini	31
Sit bla bini	33
Sit bla bini	35
Garaxx	37
1	39
2, Graffitti	41
Garaxx	43
Bieb bla numru	45
Bieb bla numru (Flettijiet)	47
Bieb bla numru	49
Daħla għall-garaxxijiet	51
6, Shalom	53
Garaxx	55

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

Right side entering from Triq il-Ġemmugħa

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Sit bla bini	2
Sit bla bini	4
Sit bla bini	6
Sit bla bini	8
Sit bla bini	10
Sit bla bini	12
Bieb bla numru	14
Bieb bla numru	16
Bieb bla numru	18
Rose	20
Bieb bla numru	22
Basement	24
Opal Court, Blk A	26
Opal Court	28
Opal Court, Blk B	30
Daħla għall-garaxxijiet	32
Sit bla bini	34
Sit bla bini	36
Sit bla bini	38
Sit bla bini	40
Sit bla bini	42
Sit bla bini	44
Sit bla bini	46
Sit bla bini	48
Daħla għall-garaxxijiet	50
Bieb bla numru	52
Bieb bla numru	54
Ana Court, Mais B	56

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Garaxx	57	Ana Court	58
7, Hacienda	59	Ana Court, Mais A	60
8, Virgo	61	Sit bla bini	62
Garaxx	63	Sit bla bini	64
Sit bla bini	65	Daħla għall-garaxxijiet	66
Sit bla bini	67	Bieb bla numru	68
Sit bla bini	69	Nebraska (Flettijiet)	70
Sit bla bini	71	Bieb bla numru	72
Daħla għall-garaxxijiet	73	Basement	74
Bieb bla numru	75	Bieb bla numru	76
Bieb bla numru	77	Bieb bla numru (Flettijiet)	78
Garaxx	79	Bieb bla numru (Dar)	80
Artistique	81	Garaxx	82
Garaxx	83	Bieb bla numru	84
10	85	Garaxx	86
Skydance	87	Montana Court B	88
August Rush (Flettijiet)	89	1, Nancfred	90
Sweet November	91	Montana Court A	92
Daħla għall-garaxxijiet	93	Garaxx	94
Medina	95	Garaxx	96
Sunrise Court, Mais 1	97	White House (Flettijiet)	98
16, Sunrise Court	99	Sit bla bini	100
Daħla għall-garaxxijiet	101	Sit bla bini	102
17, Luna	103	Sit bla bini	104
18, Belta	105	Sit bla bini	106
19, Kaħlija	107	38	108
19A, Southcliffe Mansions	109	37	110
Southcliffe, Mais 2	111	36	112
20A, Southcliffe Mansions	113	Domant Court	114
Southcliffe, Mais 3	115	Dercharl	116
Daħla għall-garaxxijiet	117	Krista Court, Flat 1	118
Daħla għall-garaxxijiet	119	Krista Court	120
Marilyn Court	121	Bieb bla numru	122
Garaxx	123	33	124
22, Arkenstone	125	33A, Xixu	126
Bieb imbarrat (Dar)	127	32, Springfield	128
Bieb imbarrat (Garaxx)	129	31, Newlands	130
Garaxx	131	30, Southside Court	132
M1, Serendipity	133	29, Oak Lodge	134
Topaz Court, Block A	135	Garaxx	136
Garaxx	137	28, Dahlia	138
Our Dream	139	27, Boavista	140
Topaz Court, Block B	141	26, Marlow	142
Sea Shells	143	25, Mistletoe	144
Daħla għall-garaxxijiet	145	24A (Flettijiet)	146
Fevrier/St Anne/St Joseph	147	Bayview	148
Francesco (Garaxx)	149	Garaxx	150

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Garaxx	151	Garaxx	152
Garaxx	153	Belmont (Flettijiet)	154
Bersilmar	155	Garaxx	156
Fair Winds (Flettijiet)	157	Garaxx	158
Trinity	159	Garaxx	160
Garaxx	161	Solmar (Flettijiet)	162
Garaxx	163	Garaxx	164
Garaxx	165	21, Owl	166
Garaxx	167	Crane Flat No 3/ Eagle Flat No 2	168
Jean De Mar	169	Seamore	170
The Cove	171	Bella Vista (Flettijiet)	172
2	173	GorgMir	174
Garaxx	175	Bluejay	176
Garaxx	177	Dar il-Hena	178
Garaxx	179	Tiger Bay	180
Petunja (Garaxx)	181	Gemini Cottage	182
Lavander (Garaxx)	183	OPUS	184
Garaxx	185	St Anna	186
Garaxx	187	Aries	188
Tal-Grazzja (Ħanut)	189	Edelweiss	190
Kellyville Heights, Mais 1	191	AAK	192
Daħla għall-garaxxijiet	193	Il-Veduta	194
Garaxx	195	Garaxx	196
Bieb bla numru	197	Bieb bla numru (Blue Sky)	198
Għajn ix-Xemx	199	Blue Sky (Flettijiet)	200
Garaxx	201	Garaxx	202
Daħla għall-garaxxijiet	203	Bieb bla numru	204
Bieb bla numru	205	Horizon (Flettijiet)	206
Bieb bla numru	207	Garaxx	208
Bieb bla numru	209	Daħla għall-garaxxijiet	210
Dwejra Żabbetta	211	Trimini Court	212
Garaxx	213	Belvedere Court	214
Garaxx	215	Glenbeg (Garaxx)	216
Haven	217	Orion	218
Rosamaris Court	219	May Mansions	220
Sardinella	221	Agave	222
Ġiżimina	223	Sea Crescent	224
Gloriamaris Court	225	Daħla għall-garaxxijiet	226
Orchidea	227	Grada	228

2. TRIQ SALVU BUHAGIAR

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

Left side entering from Triq il-Ġemmugħa

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Bellavista Pharmacy	1
John & Mary/Sunflower	3
Garaxx	5
Madonna tad-Dawl	7
Garaxx	9

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

Right side entering from Triq il-Ġemmugħa

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Crystal Court, M5	2
Azure Court Block A, Mais 2	4
Azure Court Block A	6
Azure Court Block A, Mon Rève Mais 1	8
Sit bla bini	10

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
28	11	Sit bla bini	12
Garaxx	13	Sandstone Court, MB 2	14
Gladjola	15	Sandstone Court	16
Garaxx	17	Sandstone Court, MB 1	18
Dennis Flat 1/Elizabeth Flat 2	19	Sit bla bini	20
Garaxx	21	Sit bla bini	22
Honey Corner 4 (Ħanut)	23	Sit bla bini	24
Michael Court	25	Sit bla bini	26
Honey Corner 4 (Ħanut)	27	Bieb bla numru	28
South Point Court	29	Bieb bla numru	30
Daħla għall-garaxxijiet	31	Dream Believe Achieve	32
Garaxx	33	Bieb bla numru	34
Seabreeze Apartments	35	Bieb bla numru	36
Celestial	37	Bieb bla numru	38
Garaxx	39	Bieb bla numru	40
Garaxx	41	Bieb bla numru	42
217, Cuor Di Gesù	43	Bellevue Court	44
218, Casa Dallvone	45	Bieb bla numru	46
Garaxx	47	Platinum, MB 1	48
Garaxx	49	Platinum (Flettijiet)	50
Sagħtar	51	Platinum, MB 2	52
Sit bla bini	53	Platinum, MB 3	54
Sit bla bini	55	Highrise Court	56
Daħla għall-garaxxijiet	57	Highbright Court	58
Santa Marija	59	Basement	60
Oasis Apartments	61	Coral (Flettijiet)	62
Venus	63	Garaxx	64
Garaxx	65	Garaxx	66
Dar il-Palma	67	Bieb bla numru	68
Garaxx	69	Palmar Court	70
Garaxx	71	3H Hair & Spa Salon (Ħanut)	72
Daħla għall-garaxxijiet	73	Garaxx	74
Garaxx	75	Daniel Flats	76
D. Studio (Ħanut)	77	Aurora Flats	78
Garaxx	79	66 (Garaxx)	80
Garaxx	81	65 (Garaxx)	82
Garaxx	83	St Joseph Court	84
Catania (Garaxx)	85	Villa Lynden	86
Garaxx	87	Daħla għall-garaxxijiet	88
Garaxx	89	Tequila	90
Garaxx	91	Bel Air	92
St Joseph (Garaxx)	93	Shaolin	94
Garaxx	95	Scroll	96
Garaxx	97	Garaxx	98
Blessed Virgin Mary (Garaxx)	99	Wind Crest (Flettijiet)	100
My Butcher (Ħanut)	101	BaySide, Mais 1	102
Garaxx	103	BaySide Flats	104

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Garaxx	105	Daħla għall-garaxxijiet	106
Garaxx	107	Garaxx	108
Garaxx	109	Marisa	110
Garaxx	111	Daħla għall-garaxxijiet	112
Garaxx	113	Vista Flats	114
Garaxx	115	Garaxx	116
Daffodil	117	Sonnenshirm	118
Garaxx	119	Sirocco	120
Anton	121	Garaxx	122
Garaxx	123	42	124
St Anne/Image Consulting Malta	125	Garaxx	126
Garaxx	127	Madrigal	128
Bristol Flats	129	The Highlands (Flettijiet)	130
Garaxx	131	Daħla għall-garaxxijiet	132
Sunrise Flats	133	48B	134
Garaxx	135	Heaven's Eye (A)	136
Garaxx	137	48 (Flettijiet)	138
Belami Apartments	139	Garaxx	140
Garaxx	141	Daħla għall-garaxxijiet	142
Down Under	143	Panorama Court	144
Grada	145	Sweet Pea	146
Garaxx	147		
Garaxx	149		
Maria House	151		
15, Eternally	153		
Daħla għall-garaxxijiet	155		
San Lawrenz Apartments	157		
Narċisa	159		
Starlight	161		
Garaxx	163		
Apart Bel Veder (Flettijiet)	165		
Garaxx	167		
31	169		
32	171		
Garaxx	173		
33, Pergola (Flettijiet)	175		
Bieb bla numru	177		
33, DND	179		
Daħla għall-garaxxijiet	181		
Sit bla bini	183		
Sit bla bini	185		
Garaxx	187		
Redentur, Mais 1	189		
Redentur Apartments	191		
Garaxx	193		
Soleado	195		
Garaxx	197		

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
37, Skoll	199		
Garaxx	201		
Garaxx	203		
38, Lloret De Mar	205		
Il-Gardjola	207		
Garaxx	209		
Garaxx	211		

L-10 ta' Novembru, 2023

Nru. 1547

NUMRI ĠODDA TA' BIBIEN F'ĦAL TARXIEN

Emendi

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

10th November, 2023

No. 1547

NUMBERING OF DOORS AT ĦAL TARXIEN

Amendments

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

ĦAL TARXIEN

8. TRIQ BJAĠJU GALEA

In-naħa tax-xellug meta tidħol minn Triq George Caruana

Left side entering from Triq George Caruana

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Carob Place	15
Sunrise	17

In-naħa tal-lemin meta tidħol minn Triq George Caruana

Right side entering from Triq George Caruana

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

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
15, Carob Place	15
Garaxx	**15A**
Ollivander	**15B**
17, Sunrise	17

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

73. TRIQ XINTILL

In-naħa tax-xellug meta tidħol minn Misraħ is-Suq

Left side entering from Misraħ is-Suq

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

In-naħa tal-lemin meta tidħol minn Misraħ is-Suq

Right side entering from Misraħ is-Suq

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Il-Merill	130
Josette	132
Franita	134

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		130, **Duende**	130
		Daħla għall-garaxxijiet	**132**
		Haru	**132A**
		132, Meira Residences	**132B**
		Bieb bla numru	**132C**
		134, Franita	134

L-10 ta' Novembru, 2023

Nru. 1548

NUMRI ĠODDA TA' BIBIEN F'ĦAŻ-ŻABBAR

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 381 tal-24 ta' Mejju, 1999, taħt it-titlu 'Numri ġodda ta' bibien f'Ħaż-Żabbar', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

10th November, 2023

No. 1548

NUMBERING OF DOORS AT ĦAŻ-ŻABBAR

Amendments

WITH reference to Government Notice No. 381 dated 24th May, 1999, under the title 'Renumbering of doors at Ħaż-Żabbar', the following amendments in **bold** should be made.

ĦAŻ-ŻABBAR

55. TRIQ LIA

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

Left side entering from Triq id-Dukkar

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

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

Right side entering from Triq id-Dukkar

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
54	66
53	68
52A, St. Mary	70

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		66	66
		68, Ta' Ġannina	**68**
		Garaxx	**68A**
		70, St Mary	70

L-10 ta' Novembru, 2023

Nru. 1549

TISMIJA TA' TOROQ F'MALTA

BIS-SAĦĦA tal-poteri mogħtija bil-Leġiżlazzjoni Sussidjarja 363.10, il-Prim Ministru ordna t-tismija tat-toroq kif speċifikat u indikat hawn taħt.

10th November, 2023

No. 1549

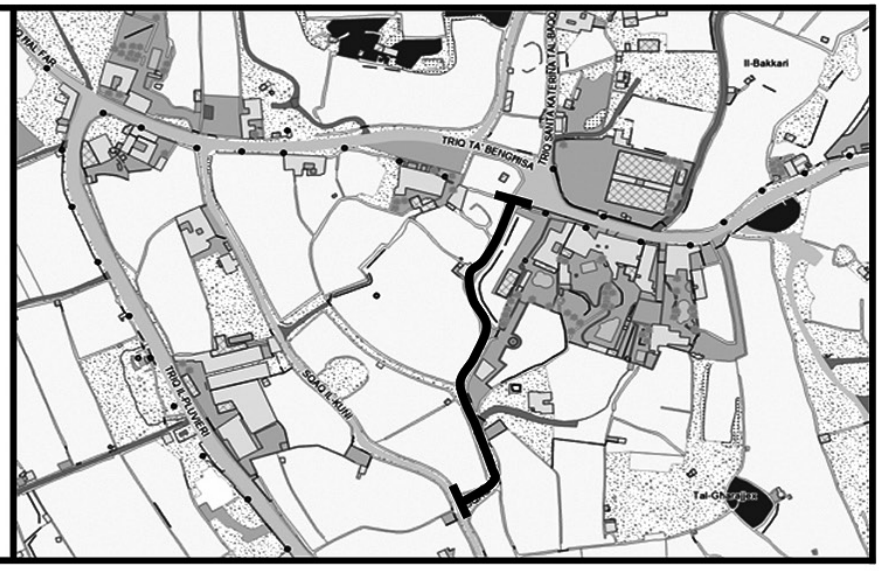
NAMING OF STREETS IN MALTA

IN exercise of the powers conferred by Subsidiary Legislation 363.10, the Prime Minister has directed the naming of the streets as specified and indicated hereunder.

IŻ-ŻURRIEQ

Trejqa mingħajr isem uffiċjali li qiegħda bejn Triq Ta' Bengħajsa u Sqaq il-Kuni, indikata b'linja fuq il-mappa hawn riprodotta, tissemma:

TREJQA TA' MEJDIET



IŻ-ŻURRIEQ

Triq mingħajr isem uffiċjali li qiegħda bejn Triq Ta' Bengħajsa u Sqaq il-Kuni, indikata b'linja fuq il-mappa hawn riprodotta, tissemma:

TRIQ L-GĦARAJJEX



IŻ-ŻURRIEQ

Trejqa mingħajr isem uffiċjali li tidħol għaliha minn k/m Triq Ta' Bengħajsa u tispiċċa k/m Triq Santa Katerina tal-Baqqari, indikata b'linja fuq il-mappa hawn riprodotta, tissemma:

TREJQET IL-PAĊI



BUBAQRA, IŻ-ŻURRIEQ
BDIL FL-ISEM

Parti minn Triq it-Tin li tibda k/m Triq Bubaqra u tispiċċa k/m Triq Dun Nard Mallia indikata b'linja fuq il-mappa hawn riprodotta, tissemma:

TRIQ IT-TOBBA SCIBERRAS
MARIA U RAYMOND
1940 – 2015 1932 – 2016



BUBAQRA, IŻ-ŻURRIEQ

Triq it-Tin li tibda k/m Triq Ġużeppi Mattew Callus u tispiċċa k/m Triq Bubaqra, indikata b'linja fuq il-mappa hawn riprodotta, tissemma:

TRIQ IT-TIN



L-10 ta' Novembru, 2023

Nru. 1550

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

Avviż skont l-Artikolu 61(1)

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

10th November, 2023

No. 1550

DUTY ON DOCUMENTS AND TRANSFERS ACT (CAP. 364)

Notice in terms of Article 61(1)

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

Isem *Name*	Karta tal-Identità *ID Number*	Numru tat-Talba *Claim Number*
Lebrun Casey	437685M	IV 156330
Busuttil Saviour	456665M	IV 157509
Smith Cordina David Alex	579283M	IV 157630
Garufi Sebastiano	31646A	IV 154587
Scifo Diamantino Simone	886575713	IV 153181
Bixkin Limited	Roc. No. C96079	IV 157720

L-10 ta' Novembru, 2023

Nru. 1551

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

IL-KUMMISSARJU tat-Taxxi Interni jgħarraf illi, fid-data li tidher hawn taħt, il-prezz tad-deheb u l-fidda li fuqu huma bbażati l-valutazzjonijiet magħmulin mill-Konslu għall-Ħaddiema d-Deheb u l-Ħaddiema l-Fidda ġie ffissat għall-finijiet tal-artikolu 14 tal-imsemmi Att kif ġej:

Data *Date*	Deheb Pur Gramma *Pure Gold* *Grams*	Fidda Pura Gramma *Pure Silver* *Grams*
10.11.2023	€59.243	€0.679

L-10 ta' Novembru, 2023

AVVIŻ TAL-PULIZIJA

Nru. 223

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.

Tas-Sliema

Nhar il-Ħadd, 19 ta' Novembru, 2023, mit-3.00 p.m. sas-7.00 p.m., minn Triq il-Karmnu (minn Triq il-Knisja sa Triq San Ġwann Battista);

10th November, 2023

No. 1551

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:

Data *Date*	Deheb Pur Gramma *Pure Gold* *Grams*	Fidda Pura Gramma *Pure Silver* *Grams*
10.11.2023	€59.243	€0.679

10th November, 2023

POLICE NOTICE

No. 223

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.

Tas-Sliema

On Sunday, 19th November, 2023, from 3.00 p.m. till 7.00 p.m., through Triq il-Karmnu (from Triq il-Knisja till Triq San Ġwann Battista);

Nhar il-Ħadd, 19 ta' Novembru, 2023, mit-3.00 p.m. sal-10.30 p.m., minn Triq San Trofimu (minn Triq San Ġwann Battista sa Triq Dun Pawl Vella).

Ir-Rabat, Malta

Nhar is-Sibt, 2, il-Ħadd, 3, il-Ħamis, 7, il-Ġimgħa, 8, is-Sibt, 9, il-Ħadd, 10, it-Tnejn, 11, it-Tlieta, 12 u l-Erbgħa, 13 ta' Diċembru, 2023, il-ġurnata kollha, minn Triq San Pawl, Triq San Ġużepp, Pjazza L'Isle Adam u Triq Indrì Borg.

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

L-10 ta' Novembru, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 205 tal-2023

Iffilmjar fuq in-naħa tal-Lvant ta' Malta – Morrel

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, javża lill-baħħara u lis-sidien tal-bastimenti kollha, li se jsir iffilmjar fin-naħa tal-Lvant ta' Malta.

L-iffilmjar se jsir fi kwalunkwe jum bejn l-Erbgħa, 15 ta' Novembru, 2023 u l-Ġimgħa, 17 ta' Novembru, 2023, skont il-kundizzjonijiet tat-temp.

L-iffilmjar se jikkonsisti mill-bastiment 'L'Etoile du Roy' u l-bastimenti ta' appoġġ 'Maria C' u 'Nautical 1 & 2' li jbaħħru tul il-linja A sa B, kif muri fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt). Dan se jsir mis-6.00 a.m. sas-6.00 p.m.

Il-baħħara u s-sidien tal-bastimenti huma infurmati li huwa mitlub spazju wiesa' mill-bastimenti msemmija hawn fuq.

Bastimenti li jaħdmu bil-magna li jinnavigaw fil-viċinanza taż-żona indikata fid-data u l-ħinijiet imsemmija għandhom isegwu fuq VHF Channel 12/16 u għandhom jikkoperaw mal-ekwipaġġ tal-iffilmjar u/jew mal-uffiċjali tal-infurzar fiż-żona.

Kwalunkwe struzzjonijiet maħruġa fuq VHF Channel 12/16 minn Valletta VTS għandhom jiġu mħarsa.

Charts affettwati: BA 2537, 2538

L-10 ta' Novembru, 2023

On Sunday, 19th November, 2023, from 3.00 p.m. till 10.30 p.m., through Triq San Trofimu (from Triq San Ġwann Battista till Triq Dun Pawl Vella).

Rabat, Malta

On Saturday, 2nd, Sunday, 3rd, Thursday, 7th, Friday, 8th, Saturday, 9th, Sunday, 10th, Monday, 11th, Tuesday, 12th and Wednesday, 13th of December, 2023, all day, through Triq San Pawl, Triq San Ġużepp, Pjazza L'Isle Adam and Triq Indrì Borg.

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

10th November, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 205 of 2023

Filming on the East side of Malta – Morrel

The Ports and Yachting Directorate, Transport Malta, notifies all mariners and owners of vessels, that filming activities will take place on the East side of Malta.

Filming will be carried out on any day between Wednesday, 15th November, 2023 and Friday, 17th November, 2023, depending on weather conditions.

The filming will consist of the vessel 'L'Etoile du Roy', and her support vessels 'Maria C' and 'Nautical 1 & 2' sailing along the line A to B, as shown on the chart found on Transport Malta website (www.transport.gov.mt), and will be carried out from 6.00 a.m. till 6.00 p.m.

Mariners and owners of vessels are informed that a wide berth from the above-mentioned vessels is requested.

Power driven vessels navigating in the vicinity of the indicated area on the mentioned date and times are to keep watch on VHF Channel 12/16 and are to cooperate with the filming crew and/or enforcement personnel in the area.

Any instructions issued on VHF channel 12/16 by Valletta VTS are to be complied with.

Charts affected: BA 2537, 2538

10th November, 2023

UFFIĊĊJU TAL-PRIM MINISTRU

Sejħa għall-Applikazzjonijiet f'Headship Positions

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

Chief Data Officer, OPM

Director (EU Funds Audits) – Unit B, OPM

Director (Audit),
Verifications and Audit Department,
Office of the Commissioner of Tax and Customs, MFE

Director (International Relations),
Legal, Policy, Technical and International Relations,
Office of the Commissioner of Tax and Customs, MFE

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

Eliġibbiltà

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

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

(b) ikkonfermati fil-grad sostantiv tagħhom; u

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

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

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

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

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

OFFICE OF THE PRIME MINISTER

Filling of Headship Positions

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

Chief Data Officer, OPM

Director (EU Funds Audits) – Unit B, OPM

Director (Audit),
Verifications and Audit Department,
Office of the Commissioner of Tax and Customs, MFE

Director (International Relations),
Legal, Policy, Technical and International Relations,
Office of the Commissioner of Tax and Customs, MFE

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

Eligibility

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

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

(b) Confirmed in their current substantive grade; and

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

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

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

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

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

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

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

Il-kandidati jistgħu japplikaw **għal massimu ta' żewġ pożizzjonijiet** skont il-preferenza tagħhom. Il-Kumitat Konsultattiv għal Ħatriet Anzjani (SAAC) jidentifika liema minn dawk il-kandidati eliġibbli huma kompetenti biex jimlew dik il-pożizzjoni vakanti. Għalkemm il-kandidati prospettivi jistgħu jindikaw sa massimu ta' żewġ pożizzjonijiet tal-għażla tagħhom, huwa l-Kumitat Konsultattiv għal Ħatriet Anzjani (SAAC) li jinnomina lill-kandidat għal kwalunkwe pożizzjoni vakanti.

Proċedura tal-Intervista tal-SAAC

Il-kandidati li huma eliġibbli jkunu mitluba jagħmlu psychometric test li jsir fl-Istitut għas-Servizzi Pubbliċi (IPS).

Sussegwentament jintalbu joqogħdu għal intervista individwali għad-diskrezzjoni tal- Kumitat Konsultattiv għal Ħatriet Anzjani (SAAC).

Aktar tagħrif dwar l-għażla preliminari, il-proċess tal-intervista tal-SAAC u informazzjoni addizzjonali jinsabu fil-linji gwida – Nomination Process for Headship Positions – Notes for Prospective Applicants – aċċessibbli hawn (https://publicservice.gov.mt/en/people/Documents/Research-Personnel-Systems/NominationProcessforHeadhsipPositions.pdf).

Kif tibgħat l-applikazzjoni

Applikanti prospettivi huma mistiedna japplikaw permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt), **sal-5.15 p.m. tal-Ġimgħa, 24 ta' Novembru, 2023.**

Kopja tal-linji gwida ta' kif timtela applikazzjoni tista' tinkiseb minn (https://recruitmentintra.gov.mt/manual/Recruitment%20Manual.pdf).

Dokumentazzjoni meħtieġa mal-Applikazzjoni

L-applikazzjoni għandha tinkludi:

(a) curriculum vitae dettaljat (format Europass) li jrid jinkludi r-rekord tal-iżvilupp professjonali kontinwu u kisbiet ta' kwalifiki;

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

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

Candidates may indicate **up to a maximum of two positions** as an indication of their preference. The SAAC will consider who, from among any of the eligible candidates, is suitable for a particular post. While prospective candidates may indicate their preferences for up to two positions, it is the SAAC's prerogative to nominate any candidate to any of the positions advertised.

SAAC Interview Procedure

Eligible applicants will be required to sit for a psychometric test which will be held at the Institute for the Public Services (IPS).

Subsequently they will be called for an individual interview at the discretion of the Senior Appointments Advisory Committee.

Further details regarding the SAAC interview process and additional information may be viewed in the following guidelines – The Nomination Process for Headship Positions – Notes for Prospective Applicants – through this (https://publicservice.gov.mt/en/people/Documents/Research-Personnel-Systems/NominationProcessforHeadhsipPositions.pdf).

Submission of Applications

Prospective applicants are invited to apply through the Recruitment Portal **only** (https://recruitment.gov.mt) **by not later than 5.15 p.m. of Friday, 24th November, 2023.**

Guidelines to assist in the submission of applications online may be viewed by selecting (https://recruitmentintra.gov.mt/manual/Recruitment%20Manual.pdf).

Complete Application Checklist

Applications must include:

(a) a detailed curriculum vitae (Europass format) which will include the continuous professional development record and attainment of qualifications;

(b) id-dokument tas-Service and Leave Record Sheet aġġornat u maħruġ mhux aktar tard minn xahar (1) qabel id-data tal-applikazzjoni.

Id-dokumenti A sa B hawn fuq għandhom jiġu skennjati u mibgħuta permezz tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt) mhux aktar tard mid-data u l-ħin tal-għeluq tas-sejħa għall-applikazzjonijiet.

L-applikazzjonijiet kompluti għandhom jinkludu dikjarazzjoni għal kull pożizzjoni li saret applikazzjoni għaliha, li tenfasizza l-applikanti:

(a) dikjarazzjoni ta' motivazzjoni; u

(b) il-viżjoni u x'azzjoni jeħtieġ li tittieħed biex tiġi implimentata tali viżjoni

mhux aktar minn elf kelma għal kull wieħed minn (a) sa (b) li għandhom jiġu sottomessi permezz tas-Sistema..

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

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

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

L-applikanti huma mfakkra li hija r-responsabbiltà tagħhom li jiżguraw li d-dettalji tal-applikazzjoni tagħhom ikunu kompluti u korretti, kif ukoll li s-sottomissjoni tad-dokumentazzjoni kollha meħtieġa. Għandha tintalab l-għajnuna f'każ ta' diffikultà.

Qabel ma jissejħu għall-intervista, l-applikanti prospettivi jkunu meħtieġa jimlew dikjarazzjoni li tindika kull kunflitt ta' interess possibbli jew potenzjali (eż. interessi tan-negozju, xogħol privat, eċċ.). Din id-dikjarazzjoni se tintbgħat b'ittra elettronika u għandha tintbgħat lura bl-istess mod sa dakinhar li ssir l-intervista.

Kopja tal-'position descriptions' għall-pożizzjonijiet imsemmija hawn fuq kif ukoll għal dokumenti oħra

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

Documents A to B above are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt) by not later than the closing date and time of the call for applications.

Completed applications should include a statement for each position applied for, highlighting the applicants':

(a) motivation statement; and

(b) the vision and what action needs to be taken to implement such vision

not exceeding a thousand words for each of (a) and (b) which are to be submitted through the System.

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

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

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

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

Prior to being called for the interview, prospective applicants would be required to fill a declaration indicating any possible or potential conflict of interest (e.g. business interests, private work, etc). The declaration form will be sent by email and is to be sent by email before coming to the interview.

To obtain the position descriptions of the above-mentioned positions and/or any other documents referred

tista' tinkiseb billi tintbagħat ittra elettronika lil (managementsupport.opm@gov.mt).

L-10 ta' Novembru, 2023

MINISTERU GĦAS-SAĦĦA

Pożizzjoni ta' Resident Speċjalista (Psikjatrija) fuq bażi locum fid-Dipartiment tal-Psikjatrija, fis-Servizzi għas-Saħħa Mentali, 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' Resident Speċjalista (Psikjatrija) fuq bażi locum fid-Dipartiment tal-Psikjatrija, fis-Servizzi għas-Saħħa Mentali, fil-Ministeru għas-Saħħa.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' sena (1) bħala Resident Speċjalista (Psikjatrija) fuq bażi locum fid-Dipartiment tal-Psikjatrija fis-Servizzi tas-Saħħa Mentali li jista' jiġi mġedded għal perjodi oħra.

2.2 Il-pożizzjoni ta' Resident Speċjalista (Psikjatrija) fuq bażi locum hija suġġetta għal perjodu ta' prova ta' tliet (3) xhur.

2.3 Peress li din hi pożizzjoni time-barred, il-pożizzjoni ta' Resident Speċjalista (Psikjatrija) fuq bażi locum tikkostitwixxi raguni oġġettiva li taqa' taħt Regolament 7(4) 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 definita tfisser li kwalunkwe applikazzjoni pendenti għal pożizzjonijiet 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

3.1 Is-salarju marbut mal-pożizzjoni ta' Resident Speċjalista (Psikjatrija) fuq bażi locum huwa ta' Skala ta' Salarju 5, €31,330.95 fis-sena, li jiżdied b'€640.67 fis-sena sa massimu ta' €35,174.97.

to above, you can send an email to (managementsupport.opm@gov.mt).

10th November, 2023

MINISTRY FOR HEALTH

Position of Resident Specialist (Psychiatry) on locum basis in the Department of Psychiatry, Mental Health Services 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 position of Resident Specialist (Psychiatry) on locum basis in the Department of Psychiatry at Mental Health Services, in the Ministry for Health.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a one (1) year assignment as Resident Specialist (Psychiatry) on locum basis in the department of Psychiatry at Mental Health Services, Ministry for Health, which may be renewed for further periods.

2.2 The position of Resident Specialist (Psychiatry) on locum basis is subject to a probationary period of three (3) months.

2.3 Since this is a position time-barred, the position of Resident Specialist (Psychiatry) don locum basis constitutes an objective reason which falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4 An officer holding a position of a definite nature (i.e. with objective reason), who is in the last (4) months of his/her definite term, may apply laterally, even if the advertised position carries the same specialisation that s/he currently holds.

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

Salary Pegged to the Position

3.1 The Salary attached to the position of Resident Specialist (Psychiatry) on Locum Basis is Salary Scale 5 that is €31,330.95 per annum, rising by an annual increment of €640.67 up to a maximum of €35,174.97.

Qed jiġi nnutat li s-salarju marbut mal-pożizzjoni ta' Resident Speċjalista (Psikjatrija) fuq bażi locum hu supplimentat b'allowances hekk kif speċifikat fil-ftehim settorali fis-seħħ iffirmat bejn il-Gvern ta' Malta u l-Assoċjazzjoni Medika ta' Malta (MAM) li jagħmel is-salarju kompetittiv. Talbiet għal aktar informazzjoni dwar il-pakkett ta' remunerazzjoni jew kundizzjonijiet oħra tax-xogħol jistgħu jiġu sottomessi lil (recruitment.health@gov.mt).

3.2 Il-persuni maħtura tkun tista' tagħżel li taħdem fuq bażi ta' Kuntratt A jew Kuntratt B.

Dmirijiet

4.1 Id-dmirijiet għal din il-pożizzjoni ta' Resident Speċjalista (Psikjatrija) jinkludu li:

i. Ikun parti mit-tim fi ħdan id-Dipartiment tal-Kirurġija u jirrispondi liċ-Chairperson Kliniku tad-Dipartiment;

ii. Jipparteċipa fil-provediment ta' kuljum tal-kura kirurġika ta' rutina u ta' emerġenza kemm għall-outpatients kif ukoll għall-inpatients;

iii. Iwettaq dmirijiet kliniċi, li jistgħu jinkludu dmirijiet ta' billejl skont rosters stabbiliti fid-Dipartment tal-Kirurġija, skont il-ħtieġa;

iv. Jaħdem mill-qrib ma' kollegi li jkunu xogħol immedjatament qablu jew warajh biex jassigura komunikazzjoni xierqa u kontinwità tal-kura tal-pazjent u jkun meħtieġ jaħdem mill-qrib ma' impjegati ta' dipartimenti oħra biex jassigura li l-informazzjoni meħtieġa fuq il-kura tal-pazjent u l-investigazzjonijiet meħtieġa jkunu mifhuma sewwa;

v. Jagħmilha flok il-konsulenti skont il-ħtieġa;

vi. Jissorvelja staff mediku ieħor taħt ir-responsabbiltà tiegħu;

vii. Iwettaq dmirijiet ta' residential on-call skont roster imfassal għall-ħtiġiet tad-Dipartiment u jieħu deċiżjonijiet meħtieġa dwar l-immaniġġjar ta' pazjenti u jirreferi għall-Konsulent on-call għall-parir kif meħtieġ u meta jkun xieraq;

viii. Ikopri l-kollegi l-oħra f'emerġenza jew meta dawn ikunu bil-vaganza jew xi leave ieħor;

ix. Jipparteċipa fi kwalunkwe programm ta' tagħlim jew taħriġ għall-undergraduates jew postgraduates, skont il-ħtieġa, u jinvolvi ruħu fi programmi kontinwi ta' riċerka u kwalunkwe attivitajiet oħra organizzati mid-dipartiment;

x. Jistabbilixxi mekkaniżmi xierqa biex jiżgura l-kwalità tas-servizz u verifika medika;

It is being noted that the salary for the position of Resident Specialist (Psychiatry) on Locum basis is supplemented by allowances as specified by the sectoral agreement in force signed between the Government of Malta and the Medical Association of Malta (MAM) which renders the salary competitive. Requests for further information regarding the remuneration package or other working conditions may be submitted to (recruitment.health@gov.mt).

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

Duties

4.1 The job duties for the position of Resident Specialist (Psychiatry) on locum basis include:

i. Forms part of the team within the Department of Surgery and will be accountable to the Clinical Chairperson of the department;

ii. Participates in the day to day provision of routine and emergency surgical care both for outpatients as well as for inpatients;

iii. Performs clinical duties, which may include night duties according to established rosters within the Department of Surgery, as may be required;

iv. Liaises with colleagues who are on duty immediately before or after himself/herself to ensure adequate communication and continuity of patient care and will be required to work closely with staff from other departments to ensure that necessary information on patient care and investigations required are fully understood;

v. Deputises for consultants as necessary;

vi. Supervises other medical staff under his/her charge;

vii. Performs residential on-call duties according to a roster tailored to the needs of the department and take the necessary decisions concerning the management of patients and will refer to the Consultant on-call for advice as necessary and when appropriate;

viii. Provides cover for other colleagues in an emergency or when on vacation or other leave;

ix. Participates in any teaching or training programme for undergraduates or postgradutes, as required, and involve himself/herself in on-going research programmes and any other activities organised by the department;

x. Establishes appropriate mechanisms to ensure quality of service and medical audit;

xi. Ikun obbligat jipparteċipa f'laqgħat u verifiki multidixxiplinarji, kif ukoll ikun suġġett għall-skrutinju kull sena;

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

xiii. Iwettaq kompiti oħra li s-superjur jista' jiddelega lilu, kif jista' ikun meħtieġ;

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

4.2 Persuna maħtura tista' tkun meħtieġa li twettaq dmirijiet fi kwalunkwe servizz għall-kura tas-saħħa f'Malta jew fl-Isptar Ġenerali ta' Għawdex skont id-deskrizzjoni tal-amministrazzjoni.

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 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-Rijunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju

xi. Will be obliged to participate in multidisciplinary meetings as well as audits and be subject to appraisal every year;

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

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

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

4.2 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

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

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 Identità 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.

Applikazzjonijiet jiġu wkoll ikkunsidrati minn kandidati li huma ċittadini ta' pajjiżi terzi u li ma jissodisfawx il-kriterji imsemmija f'paragrafu 5.1(i), dment li jissodisfaw ir-rekwiżiti imsemmija f'paragrafi 5.1(ii) sa 5.5. Il-ħatra ta' tali kandidati teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja.

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

Qed jiġi hawnhekk innutat li kandidati li mhumiex profiċjenti fil-lingwa Maltija jistgħu xorta jiġu kkunsidrati sakemm il-kandidati magħżula jipprovdu evidenza ta' profiċjenza bażika fil-lingwa Maltija fi żmien sena (1) mill-ingaġġ, billi jgħaddu b'suċċess mill-eżami fil-Basic Medical Maltese for the Healthcare Profession Part 1 u Parti 2 tal-Università ta' Malta. Il-kors li uffiċjalment iwassal għal dan l-eżami huwa l-Course in Basic Medical Maltese for the Health Care Profession Parti 1 u Parti 2 immexxi mid-Dipartiment tal-Malti tal-Università ta' Malta. Kandidati li ma jkunux kisbu dan iċ-ċertifikat fiż-żmien ta' prova, jingħataw estensjoni ta' darba biex jiksbu b'suċċess dan iċ-ċertifikat. Kwalnkuwe ħlas relatat mal-kors jew assessjar tiegħu jridu jiġu mħallsa mill-kandidati prospettivi magħżula. Madanakollu, tali spejjeż jistgħu jintalbu lura permezz tal-Continuous Medical Education Scheme (CME).

Uffiċjali pubbliċi li japplikaw għal din il-pożizzjoni jridu jkunu kkonfermati fil-ħatra attwali tagħhhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita jew fi grad/pożizzjoni inqas.

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

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

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 Identità 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.

Applications will also be considered from candidates who are third country nationals and do not satisfy the criteria set out in paragraph 5.1(i), provided that they satisfy the requirements stated in paragraphs 5.1(ii) to 5.5. The appointment of such candidates would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation.

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

It is hereby being noted that candidates who are not able to communicate in the Maltese Language may still be considered as long as the selected candidate provides evidence of basic proficiency in the Maltese language within one (1) year of engagement by being successful in the examination in Basic Medical Maltese for the Healthcare Profession Part 1 and Part 2 of the University of Malta. The course officially leading to this examination is the Course in Basic Medical Maltese for the Healthcare Profession Part 1 and Part 2 run by the Department of Maltese of the University of Malta. Consultants who would have not obtained this certification within the probationary period, will be given a one time extension to successfully obtain this certification. Any related course and assessment fees are to be paid by prospective selected candidate. However, such expenses may be claimed through the Continuous Medical Education (CME) Scheme.

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.

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

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

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

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

(b) ikollhom kwalifika ta' speċjalist ekwivalenti għas-CSST fil-Psikjatrija, 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 tasSaħħa ta' Malta; jew

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

5.3 Persuna magħżula li tkun eliġibbli taħt paragrafu 5.2 (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.

5.4 Kandidati li japplikaw skont it-termini ta' paragrafu 5.2(iii) (b) jew paragrafu 5.2 (iii) (c) hawn fuq iridu jiksbu ittra ta' rikonoxximent mill-Kumitat għall-Akkreditrazzjoni 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' Speċjalsiti ta' Malta jista' jiġi kkonsultat minn (https://deputyprimeminister.gov.mt/en/sph/Pages/Specialist-Accreditation-Committee.aspx).

5.5 Kandidati li japplikaw skont it-termini ta' paragrafu 5.2 (iii) (b) jew paragrafu 5.2 (iii) (c), u li jkunu meħtieġa jippreżentaw dikjarazzjoni mill-Kumitat għall Akkreditazzjoni ta' Speċjalisti kif speċifikat fil-paragrafu 5.4 għandhom jinkludu kopja ta' din id-dikjarazzjoni mal-applikazzjoni u d-dikjarazzjoni attwali tista' xorta tkun applikabbli dment li jissottomettu kopja tad-dikjarazzjoni hekk kif tkun disponibbli u fi kwalunkwe każ mhux aktar tard mid-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet. Applikanti li jonqsu milli jippreżentaw id-dikjarazzjoni meħtieġa fi żmien xahar għal raġunijiet mhux fil-kontroll tagħhom jistgħu jitolbu għal estensjoni ta' dan il-limitu

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

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

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

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

5.3 The successful candidate eligible under paragraph 5.2(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.

5.4 Candidates applying in terms of paragraph 5.2(iii) (b) and paragraph 5.2(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 from (https://deputyprimeminister.gov.mt/en/sph/Pages/Specialist-Accreditation-Committee.aspx).

5.5 Candidates applying in terms of paragraph 5.2 (iii) (b) or paragraph 5.2 (iii) (c) and who are required to present a statement by the Specialist Accreditation Committee as specified in paragraph 5.4 should include a copy of that statement with their application and present 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 the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the Head of Department receiving the applications,

ta' żmien b'xahar ieħor, mingħand il-Kap tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Talbiet għal estensjoni itwal minn dan il-perjodu għandhom jiġu sottomessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

5.6 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP 47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li joħroġ is-sejħa għall-applikazzjonijiet, mingħand id-Direttur responsabbli għall-HR fejn l-applikanti jkunu qed iservu, filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tal-Rekords Kriminali 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.

5.7 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.6 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

5.8 L-applikanti huma obbligati li jinfurmaw immedjatament lill-bord tal-għażla (jekk ir-riżultat għadu ma ġiex ippubblikat, f'liema każ l-applikazzjoni għandha tiġi rtirata mill-applikant), jew lill-HR Unit tal-ministeru/dipartiment minn fejn inħarġet is-sejħa (jekk ir-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

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%.

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.

5.6 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by 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 Criminal Records 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.

5.7 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.6 above, not only by the closing time and date of this call for applications but also on the date of appointment.

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

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 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.9, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru Sottomissjoni ta' Dokumentazzjoni Proċeduri tal-Għażla Sottomissjoni tal-Applikazzjoni għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tar-Recruitment Portal biss (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.9, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, Submission of Supporting Documents Selection Procedures Submission of Applications 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 24th November, 2023. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Other General Provisions

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

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/

gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

L-10 ta' Novembru, 2023

MINISTERU GĦAS-SAĦĦA

Post ta' Assistant Manager fil-Ministeru għas-Saħħa

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa, jilqa' applikazzjonijiet għall-post ta' Assistant Manager biex iwettaq dmirijiet fid-dipartiment tal-Art Clinic fi ħdan il-Ministeru għas-Saħħa.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2023 huwa ta' €20,270.04 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €22,394.04.

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).

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.

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

10th November, 2023

MINISTRY FOR HEALTH

Post of Assistant Manager in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health invites applications for the post of Assistant Manager to carry out duties at the Art Clinic department within the Ministry for Health.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2023 is equivalent to, €20,270.04 per annum, rising by annual increments of €354.00 up to a maximum of €22,394.04.

2.4 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).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and 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 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC/ADAC jew applikazzjonijiet għal pożizzjoni definita.

2.6 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 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.

2.7 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. 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.

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

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

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

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

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

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

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

Dmirijiet

Duties

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

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

i. Jirrapporta direttament lill-persuna responsabbli u jaħdem taħt superviżjoni diretta taċ-Charge Midwife;

i. Reports directly to the responsible person and works under direct supervision of Charge Midwife;

ii. Ikun litterat fil-kompjuter u versat sew mal-prodotti tal-Microsft Office;

ii. Be computer literate and well versed with Microsoft Office products;

iii. Jippjana u jikkordina proċeduri amministrattivi kif delagati lilu miċ-Charge Midwife biex jassiti fi tmexxija bla xkiel tal-Klinika ART;

iii. Plans and co-ordinates the procedures delegated by Charge Midwife to support smooth running of ART Clinic;

iv. Jimmaniġġija l-ipproċessar tar-referrals li jaslu fil-Klinika biex jassigura li l-pazjenti jingħataw appuntamenti f'waqthom;

iv. Manages the processing of referrals received at ART Clinic to ensure that patients are given timely appointments;

v. Jirreġistra, isegwi u jirrekordja informazzjoni fuq il-proċeduri u riżultati tas-servizzi li jingħataw mill-Klinika ART fil-listi tal-Master Data;

vi. Iżomm il-listi tal-Master Data aġġornati u jwettaq proċeduri ta' backup kontra t-telf ta' data fil-każ ta' falliment tas-sofware;

vii. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa u tal-Awtorità għall-Protezzjoni tal-Embrijuni;

viii. Jassisti biex id-dokumenti regolatorji jiġu miġbura, ipproċessati, u sottomessi lill-Awtorità għall-Protezzjoni tal-Embrijuni skont l-obbligi regolatorji;

ix. Jimmaniġġja d-distribuzzjoni, l-iffajljar u l-arkivjar ta' dokumenti uffiċjali/mediċi biex jiffaċilita aċċess effiċjenti u sigur għall-informazzjoni;

x. Jassisti fil-proċess tar-rifużjoni tal-ispejjeż tal-mediċini tal-IVF;

xi. Jikkordina mal-Maniġer tal-Kwalità biex jipprovdi informazzjoni tal-indikaturi ewlenin tal-prestazzjoni (KPIs) bla xkiel, preċiża u f'waqtha;

xii. Iħejji, jirrevedi u jaderixxi għall-SOPs fis-seħħ relatati mal-kompiti tiegħu;

xiii. Jappoġġja l-operazzjonijiet tal-Klinika ART u jikkontibwixxi għall-aktar proċeduri amministrattivi effiċjenti;

xiv. Meħtieġ li jaħdem 40 siegħa fil-ġimgħa mit-Tnejn sas-Sibt;

xv. Iwettaq kull xogħol ieħor li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;

xvi. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

v. Registers, follows up and records information on procedures and outcome of services provided by ART Clinic on Data Master lists;

vi. Maintains Data Master lists up to date and performs backup procedures to protect against data loss in the event of software failure;

vii. Makes use of the Information Technology systems which may be in operation within the Ministry for Health and that of The Embryo Protection Authority;

viii. Assists in the collection, processing and timely submission of regulatory documentation to The Embryo Protection Authority in line with Regulatory obligations;

ix. Manages the distribution, filing and archiving of official/medical documents to facilitate efficient and secure retrieval of information;

x. Assists in the process of managing refunds for Medication used for IVF;

xi. Liaises with the Quality Manager to provide smooth, accurate and timely information related to Key Performance Indicators (KPIs);

xii. Prepares, reviews and adheres to SOPs in place related with his tasks;

xiii. Supports operations of ART Clinic and plans the most efficient administrative procedures;

xiv. Required to work from Mondays to Saturdays (40 hrs/week);

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

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. 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 Identità 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*) fil-Management jew Social Sciences/care jew Health/Applied Sciences.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ ECVET, jew ekwivalenti*) fil-Management jew Social Science/Care jew Health/Applied Sciences.

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 Identità 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 Management or Social Sciences/Care or Health/Applied Sciences.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ ECVET credits, or equivalent*) in Management or Social Sciences/Care or Health/Applied Sciences.

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: Biology jew Chemistry jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jridu jinkludu dan is-suġġett: Biology).

*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.

Uffiċjali pubbliċi jistgħu japplikaw għal grad inqas anke jekk mhux ikkonfermati fil-ħatra attwali tagħhom.

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonnoxxta fil-Livell 4 tal-MQF (kwalifika jew żewġ suġġetti fil-Livell Avvanzat flimkien ma' tliet suġġetti fil-Livell Intermedju tal-Matrikola jew fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat, jew kwalifika rikonoxxuta komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati, dawn l-uffiċjali jipprogressaw għal Assistant Manager (Skala ta' Salarju 11). Il-progressjonijiet l-oħra kollha għandhom ikunu skont id-dispożizzjonijiet indikati fid-dokument li jismu 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

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

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: Biology and Chemistry) or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include the following subject: Biology).

*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.

Public officers may apply for a lower grade even if not confirmed in their current appointment.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). 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 stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

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

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' 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-Uffiċċju tar-Rekords Kriminali 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.

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 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 Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to

In-nuqqas ta' osservanza ta' din l-istruzzjoni jista' jwassal għal azzjoni dixxiplinarja. Min-naħa tiegħu, fil-bidu tal-intervista, il-bord tal-għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

4.7 L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (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-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

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

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the people Management Division, Ministry for Health,15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 24th November, 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 mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171. Dawn iddispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

L-10 ta' Novembru, 2023

MINISTERU GĦAS-SAĦĦA

Post ta' Assistant Manager fl-Isptar Ġenerali ta' Għawdex (GGH) fil-Ministeru għas-Saħħa

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa, jilqa' applikazzjonijiet għall-post ta' Assistant Manager biex iwettaq dmirijiet fil-Medical Coordination Unit fl-Isptar Ġenerali ta' Għawdex fil-Ministeru għas-Saħħa.

Termini u Kundizzjonijiet

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

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

10th November, 2023

MINISTRY FOR HEALTH

Post of Assistant Manager at the Gozo General Hospital (GGH) in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health invites applications for the post of Assistant Manager to perform duties in the Medical Coordination Unit at the Gozo General Hospital in the Ministry for Health.

Terms and Conditions

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

2.2 Waqt il-perjodu ta' prova, dawk appuntati 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.

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).

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

2.8 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2023 is equivalent to €20,270.04 per annum, rising by annual increments of €354 up to a maximum of €22,394.04.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2023 is equivalent to €21,630 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).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and 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

perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-Medical Coordination, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager li jwettaq dmirijiet fil-Medical Coordination Unit jinkludu, fost oħrajn:

i. Jiżviluppa rosters għall-Persunal Mediku tal-ispeċjalitajiet varji fil-ħin u b'mod effiċjenti;

ii. Jissorvelja li r-rosters qed jiġu mħarsa u jwettaq kwalunkwe tibdil meħtieġ;

iii. Jgħin fil-preparazzjoni ta' rapporti ta' progress kif meħtieġ;

iv. Jgħin fl-ippjanar, formulazzjoni, implimentazzjoni u aġġornament tal-politiki, proċeduri u linji gwida lill-uffiċċju;

v. Jikkordina u jesegwixxi ħidmiet amministrattivi ta' kuljum, kif jista' jkun meħtieġ, inkluż il-ġbir ta' informazzjoni minn professjonisti tal-kura tas-saħħa, utenti tas-servizz, skont il-każ;

vi. Jorganizza laqgħat, jieħu minuti u jwettaq funzjonijiet ta' rappurtar;

vii. Jiżgura li l-preżentata tad-dokumenti tinżamm aġġornata skont il-proċeduri interni;

viii. Jaħdem f'kollaborazzjoni mill-qrib ma' numru ta' professjonisti;

ix. Jipprepara kull komunikazzjoni meħtieġa u/jew Noti ta' Istruzzjoni u jsegwi l-komunikazzjoni kif xieraq, taħt l-istruzzjoni tal-maniġment tal-Isptar;

x. Jagħmel użu minn sistemi tat-Teknoloġija tal-Informatika li jistgħu jkunu qed jaħdmu fil-Ministeru għas-Saħħa;

xi. Iwettaq kull xogħol ieħor li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;

xii. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

of a two (2) year period, appointees may only be transferred at their own request to carry out duties elsewhere in Medical Coordination, 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 of Assistant Manager that carries out duties in the Medical Coordination Unit include, amongst others:

i. Develops rosters for Medical Staff of the various specialities in a timely and efficient manner;

ii. Monitors that the rosters are being abided by and carries out any necessary changes;

iii. Assists in the preparation of progress reports as required;

iv. Assisting in the planning, formulation, implementation and updating of policies, procedures and guidelines the office;

v. Coordinates and executes daily administrative tasks, as may be required, including the gathering of information from health care professionals, service users, as the case may be;

vi. Organises meetings, takes minutes and carries out reporting functions;

vii. Ensures that filing of documents is kept updated according to internal procedures;

viii. Works in close collaboration with a number of professionals;

ix. Prepares any required communications and/or Instruction Notes and follows-up communication accordingly, under the instruction of the management of the Hospital;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità 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;

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 Identità 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. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fl-Accounts jew Management jew Business Administration

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ ECVET, jew ekwivalenti*) fl-Accounts jew Communications jew Management jew Business Administration.

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: Malti jew Ingliż jew Accounts jew Matematika jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed minn dawn is-suġġetti: Malti jew Ingliż jew Accounts)

*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.

Uffiċjali pubbliċi jistgħu japplikaw għal grad inqas anke jekk mhux ikkonfermati fil-ħatra attwali tagħhom.

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonnoxxta fil-Livell 4 tal-MQF (kwalifika jew żewġ suġġetti fil-Livell Avvanzat flimkien ma' tliet suġġetti fil-Livell Intermedju tal-Matrikola jew fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat, jew kwalifika rikonoxxuta komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-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.

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Accounts or Management or Business Administration.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ ECVET credits, or equivalent*) in Accounts or Communications or Management or Business Administration.

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: Maltese or English or Accounts or Mathematics) 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: Maltese or English or Accounts)

*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.

Public officers may apply for a lower grade even if not confirmed in their current appointment.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). 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 stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

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

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

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

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

(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-Uffiċċju tar-Rekords Kriminali 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

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

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (a) to 4.1 (c) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such 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 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 Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

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

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

4.7 L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.8 Uffiċjali pubbliċi li normalment huma residenti f'Għawdex iżda li bħalissa jaħdmu f'Malta, u li għandhom l-istess grad sostantiv bħal dak li qed jiġi reklamat, xorta huma meħtieġa japplikaw permezz ta' din is-sejħa għall-applikazzjonijiet jekk ikunu interessati li jaħdmu f'Għawdex. Jekk jintgħażlu, dawn l-uffiċjali pubbliċi jiġu assenjati b'mod permanenti biex jaħdmu f'Għawdex bil-grad rispettiv, id-dritt tas-salarju u l-punt tas-salarju tagħhom, inkluż id-dritt għal żidiet, progressjoni, u elementi ta' promozzjoni marbuta mal-post. Huwa ċċarat li dawn il-kandidati mhux se jingħataw marki addizzjonali fil-proċess tal-għażla għall-pussess ta' kwalunkwe kwalifiki li huma rekwiżit ta' eliġibbiltà kif iddikjarat f'din is-sejħa għall-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%.

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).

4.8 Public officers who are ordinarily resident in Gozo but currently work in Malta, and who hold the same substantive grade as that being advertised, are still required to apply through this call for applications if they are interested in working in Gozo. If selected, such public officers will be permanently assigned to work in Gozo, carrying their respective grade, salary entitlement, and salary point, including entitlement to increments, progression, and promotion elements tied to the post. It is clarified that such candidates will not be awarded additional marks in the selection process for the possession of any qualifications which are an eligibility requirement as stated in this call for applications.

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 24th November, 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 People Management Division, Ministry

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://health.gov.mt) u (recruitment.health@gov.mt).

L-10 ta' Novembru, 2023

MINISTERU GĦAS-SAĦĦA

Post ta' Konsulent fil-Psikjatrija tal-Adulti Ġenerali b'interess speċjali fil-Psikjatrija Peri-Natal fid-Dipartiment tal-Psikjatrija, fis-Servizzi tas-Saħħa Mentali, fil-Ministeru għas-Saħħa

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa, tilqa' applikazzjonijiet għall-post ta' Konsulent fil-Psikjatrija tal-Adulti Ġenerali b'interess speċjali fil-Psikjatrija Peri-Natal fid-Dipartiment tal-Psikjatrija, fis-Servizzi tas-Saħħa Mentali, fil-Ministeru għas-Saħħa.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Konsultent huwa ta' Skala ta' Salarju 4, li fis-sena 2023 huwa €38,980.22 fis-sena.

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

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

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

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

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Konsultent fil-Psikjatrija tal-Adulti Ġenerali b'interess speċjali fil-Psikjatrija Peri-Natal jinkludu li:

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

10th November, 2023

MINISTRY FOR HEALTH

Post of Consultant in Adult General Psychiatry with Special Interest in Peri-Natal Psychiatry in the Department of Psychiatry at Mental Health Services in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health, invites applications for the post of Consultant in Adult General Psychiatry with Special Interest in Peri-Natal Psychiatry Mental Health Services, in the Ministry for Health.

Terms and Conditions

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

2.2 The salary for the post of Consultant is Salary Scale 4, which in the year 2023 is equivalent to, €38,980.22 per annum.

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

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

3.1 The job duties for the post of Consultant in Adult General Psychiatry with Special Interest in Peri-Natal Psychiatry include:

i. Jifforma parti mid-Dipartiment tal-Psikjatrija u jirrispondi direttament liċ-Chairperson Kliniku tal-Psikjatrija. Hu jkun mistenni li jieħu sehem fl-attivitajiet tad-Dipartiment tal-Psikjatrija u jipparteċipa fil-programm ta' tagħlim akkademiku u ta' taħriġ in-service kif meħtieġ;

ii. Ikun meħtieġ li jassumi responsabbiltà speċjali għat-twettiq tas-servizz u żvilupp ulterjuri ta' Servizzi ta' Psikjatrija Peri-Natal hekk kif iddettati miċ-Chairperson Kliniku tal-Psikjatrija minbarra dmirijiet imwettqa fil-Psikjatrika Ġenerali tal-Adulti oħra li jinkludi li tmexxi u tikkordina l-kura tan-nisa b'mard mentali peri-natal bħala parti minn proviżjoni multidixxiplinarja ta' speċjalist ta' saħħa mentali peri-natal f'ambitu ta' komunita u inpatients u jista' madankollu jkun meħtieq iċedi jew jibdel responsabbiltajiet speċjali assenjati skont l-esigenzi tas-servizz.

iii. Ikun responsabbli għall-kura tal-pazjenti taħt il-ħarsien tiegħu u għat-tmexxija u amministrazzjoni in ġenerali tat-tim tal-impjegati li jaqgħu taħtu skont id-direzzjoni taċ-Chairperson Kliniku tal-Psikjatrija;

iv. Ikun responsabbli għas-superviżjoni klinika tal-pazjenti billi jattendi r-rondi tas-swali, kliniċi tal-outpatients, kliniċi taċ-Ċentri tas-Saħħa, konsultazzjonijiet tas-swali u kwalunkwe assessjar ieħor, eżaminazzjonijiet jew attivitajiet terapewtiċi kif jista' ikun meħtieġ għall-kura xierqa tal-pazjent, u jkun ukoll meħtieġ li jipprovdi servizz ta' konsultazzjoni lill-kollegi kliniċi tiegħu;

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

vi. Iwettaq kompiti oħra li s-superjur jista' jiddelega lilu, kif jista' jkun meħtieġ;

vii. Iwettaq dmirijiet oħra hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

i. Forms part of the Department of Psychiatry and being directly accountable to the Clinical Chairperson of Psychiatry and he/she will be expected in taking part in the activities of the Department of Psychiatry and participating in academic, teaching and in-service training programme as required;

ii. Be required to assume special responsibility for service delivery and further development of Peri-Natal Psychiatry Services as detailed by the Clinical Chairperson of Psychiatry, besides performing duties in Adult General Psychiatry. Which includes leading and co-ordinating the care of women with peri-natal mental ill health, as part of specialist multi-disciplinary peri-natal mental health provision in community settings and inpatients and may however be required to relinquish or alter the designated special responsibility according to the exigencies of the service;

iii. Be responsible for the treatment of patients under his/her care and for the overall management and administration of his/her own team of employees as per direction of the Clinical Chairperson of Psychiatry;

iv. Be responsible for the clinical supervision of his/her patients through attendance of ward rounds, out-patient clinics, health centre clinics, ward consultations and any other assessment, examination or therapeutic activities as may be required for proper patient care and will also be required to provide a consultation service to his/her clinical colleagues;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità 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 Identità 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-Psikjatrija miżmum mill-Kunsill Mediku ta' Malta; jew

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

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

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

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

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-Psikjatrija. 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.

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

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

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

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

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

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 Psychiatry. 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.

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 mingħand il-Kap tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Talbiet għal estensjonijiet lil hinn minn dan il-perjodu għandhom jiġu sottomessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

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

4.7 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.

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

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

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

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

4.8 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.

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.

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.

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

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

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

4.9 Kwalifiki formali, ħiliet u esperjenza speċjalizzata fil-Psikjatrija Peri-Natal jiġu evalwati abbażi tal-portafoll tal-esperjenza tax-xogħol tal-applikant. Evidenza formali ta' taħriġ u kwalifiki elenkati fil-portafoll 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-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

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

4.12 L-applikanti huma obbligati li jinfurmaw immedjatament lill-bord tal-għażla (jekk ir-riżultat għadu ma ġiex 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%.

4.9 Formal qualifications, specialist skills and experience in Peri-Natal Psychiatry, 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 Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

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

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates/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 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 tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 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 mid-Diviżjoni tal-People Management, Ministeru

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.7, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct 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, 24th November, 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 People Management Division, Ministry

għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

L-10 ta' Novembru, 2023

MINISTERU GĦAS-SAĦĦA

Post ta' Scientific Officer (Embryology) 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' Scientific Officer (Embryology) fi ħdan il-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' Scientific Officer 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.

2.3 Persuna fil-grad ta' Scientific Officer 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 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.

2.5 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamatahuma' 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.

for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171. These general provisions are to be regarded as an integral part of this call for applications.

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

10th November, 2023

MINISTRY FOR HEALTH

Post of Scientific Officer (Embryology) 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 Scientific Officer (Embryology) 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 Scientific Officer 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.

2.3 A Scientific Officer will progress to Scale 9 (€24,494.79 x €447.33 - €27,178.77) on completion of 2 years service in the grade, subject to satisfactory performance

2.4 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.

2.5 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.

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Scientific Officer (Embryology) jinkludu li:

i. Iħejji, jirrevedi u jaderixxi mas-Standard Operating Procedures (SOPs) li huma fil-post;

ii. Jordna l-media u l-konsumabbli meħtieġa għall-proċessi tal-IVF;

iii. Iwettaq l-attivatijiet u l-proċessi kollha liċenzjati, li jibdew mir-riċeviment u l-kontrolli tal-gametes sal-kontrolli u d-distribuzzjoni tal-embrjuni (ippakkjar, tikkettar, dokumentazzjoni);

iv. Jimmikromanipula u jittesstja l-idoneità ta' kull gamete;

v. Iwettaq monitoraġġ tal-iżvilupp tal-embrijuni;

vi. Iżomm il-vijabbiltà ta' gametes u embrijuni waqt l-iproċessar;

vii. Jikkrijopreserva gametes u embrijuni (dawn tal-aħħar biss f'każijiet eċċezzjonali wara l-awtorizzazzjoni mill-Awtorità tal-Protezzjoni tal-Embrijuni (EPA));

viii. Iwettaq monitoraġġ u żamma ta' kuljum ta' dewars u ċilindri (liquid Nitrogen, Carbon Dioxide) sabiex jassigura l-ebda ħsara lill-gametes u l-embrijuni ppreservati. Dan jinkludi li jiżdied il-liquid Nitrogen darba fil-ġimgħa u meta jkun meħtieġ;

ix. Ikun responsabbli li jassigura li t-tankijiet tal-liquid Nitrogen jinżammu miżjuda;

x. Iwettaq taħriġ obligatorju ulterjuri barra minn Malta fil-qasam tal-Embrijoloġija kif mitlub mill-Ministeru għas-Saħħa;

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.

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

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

Duties

3.1 The job duties for the post of Scientific Officers (Embryology) include:

i. Prepares, reviews and adheres to Standard Operating Procedures (SOPs) in place;

ii. Orders the necessary media and consumables necessary for the IVF processes;

iii. Carries out all the licensed activities and processes, starting from the reception and controls of the gametes to the controls and distribution of the embryos (packaging, labelling, documentation);

iv. Micromanipulation and tests of suitability of each gamete;

v. Monitors embryo development;

vi. Maintains viability of gametes and embryos during processing;

vii. Cryopreservation of gametes and embryos (the latter only in the exceptional cases after authorisation by the Embryo Protection Authority (EPA));

viii. Daily monitors and maintains dewars and cylinders (liquid Nitrogen, Carbon Dioxide) so as to ensure no damage to the preserved gametes and embryos. This includes topping up of liquid nitrogen once a week and when necessary;

ix. Be responsible of making sure liquid Nitrogen tanks are kept topped up;

x. Undertakes further compulsory training abroad in the field of Embryology as requested by the Ministry for Health;

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.

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

3.2 Selected candidates may be required to perform duties in any of the health care services of the Government of Malta at the discretion of the Management.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità 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;

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 Identità 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. fil-pussess ta' kwalifika rikonoxxuta ta' Baċellerat fil-Livell MQF 6 (suġġett għal minimu ta' 180 krettu ECTS/ ECVET, jew ekwivalenti*) fix-xjenzi naturali jew dixxiplini xjentifiċi relatati, fosthom Medical Biochemistry.

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-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) 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 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

iii. in possession of a recognised Bachelor qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ ECVET credits, or equivalent*) in natural sciences or related scientific disciplines, amongst which may include Medical Biochemistry.

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 i 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 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

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.

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-Uffiċċju tar-Rekords Kriminali jewawtorità 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

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

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

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

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

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

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

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

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

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

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

4.7 L-applikanti huma obbligati li jinfurmaw immedjatament lill-bord tal-għażla (jekk ir-riżultat għadu ma ġiex 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 jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (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-Diviżjoni tal-People Management, 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).

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

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

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

Submission of Supporting Documents

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

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

Selection Procedures

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

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

Submission of Applications

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

L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 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 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 u l-indirizz elettroniku tad-Diviżjoni huma (https://health.gov.mt) u (recruitment.health@gov.mt)

L-10 ta' Novembru, 2023

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 Friday, 24th November, 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 People Management Division, Ministry for Health, 15, Palazzo Castellania, Triq il-Merkanti, Valletta, VLT 1171 or through email on (recruitment.health@gov.mt). These general provisions are to be regarded as an integral part of this call for applications.

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

10th November, 2023

MINISTERU GĦALL-ĠUSTIZZJA

Post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għall-Ġustizzja

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

1. Is-Segretarju Permanenti, Ministeru għall-Ġustizzja jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għall-Ġustizzja.

Termini u Kundizzjonijiet

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

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

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

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala ta' Salarju 11, li fis-sena 2023 huwa ekwivalenti għal €21,630 fis-sena, li jiżdied bi €375.17 fis-sena sa massimu ta' €23,881.02 mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b).

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala ta' Salarju 10, li fis-sena 2023 huwa ekwivalenti għal €23,029.57 fis-sena li jiżdied b' €407.67 fis-sena sa massimu ta' €25,475.59 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

MINISTRY FOR JUSTICE

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

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Justice invites applications for the post of Assistant Manager (Accounting and Finance) in the Ministry for Justice.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager (Accounting and Finance) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2023 is equivalent to €20,270.04 per annum, rising by annual increments of €354 up to a maximum of €22,394.04.

2.4 An Assistant Manager in Salary Scale 12 will progress to Salary Scale 11, which in the year 2023 is equivalent to €21,630 per annum, rising by annual increments of €375.17 up to a maximum of €23,881.02, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to 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 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

kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

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

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

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

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

Dmirijiet

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

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

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

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

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

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

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

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 Accounting and Finance, in accordance with established vacancies.

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

Duties

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

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

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

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

iv. Assists in the compilation of publications and reports;

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

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

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

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

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

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

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

xii. Kwalunkwe kompitu 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'

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

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

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

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

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

xii. 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)

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 Identità 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 Ingliża.

U

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

JEW

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

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

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat (li wieħed minnhom għandu jinkludi pass fl-Accountancy)

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 Identità should be sought as necessary in the interpretation of the above provisions.

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

AND

ii. able to communicate in the English language.

AND

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

OR

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

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

OR

c. (i) in possession of two (2) subjects at Advanced Level (one of which must include a pass in Accountancy) and

u tliet (3) suġġetti fil-Livell Intermedjarju tal-Matrikola (li wieħed minnhom għandu jinkludi pass fil-Pure Mathematics), jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

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

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

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF jew żewġ (2) suġġetti fil-Livell Avvanzat flimkien ma' tliet (3) suġġetti fil-Livell Intermedjarju tal-Matrikola, fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat, jew kwalifika rikonoxxuta komparabbli, kif indikat fil-4.1 (iii) (a) u (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati, dawn l-uffiċjali jipprogressaw għal Assistant Manager (Skala ta' Salarju 11). Il-progressjonijiet l-oħra kollha għandhom ikunu skont id-dispożizzjonijiet indikati fid-dokument li jismu 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

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

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

three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Pure Mathematics), or a comparable pertinent recognised qualification.

OR

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

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position 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 (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification as indicated in 4.1 (iii) (a) and (c), shall enter as Assistant Manager (Salary Scale 12). Upon possession of a relevant Diploma at MQF Level 5 as indicated in paragraph 4.1 (iii) (b) in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

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

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

(c) Marki għall-kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għall-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-Uffiċċju tar-Rekords Kriminali 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 jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

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

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

(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 Criminal Records Office 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 applications, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Ġustizzja, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 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) ta' xogħol wara d-data tal-għeluq jew sa jumejn (2) ta' xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

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 Justice, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 24th November, 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 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:

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Direttorat Servizzi Korporattivi, Ministeru għall-Ġustizzja, Spinola Palace Business Centre, Livell 3, Triq San Kristofru, Il-Belt Valletta VLT 1464. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://www.justice.gov.mt) u (recruitment.justice@gov.mt).

L-10 ta' Novembru, 2023

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

Post ta' Assistant Manager (Riżorsi Umani) 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-Affraijiet Barranin u Ewropej u l-Kummerċ, jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Riżorsi Umani) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Termini u Kundizzjonijiet

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

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

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

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

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Corporate Services Directorate, Ministry for Justice, Palazzo Spinola Business Centre, Level 3, Triq San Kristofru, Valletta VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://www.justice.gov.mt) and (recruitment.justice@gov.mt).

10th November, 2023

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

Post of Assistant Manager (Human Resources) 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 post of Assistant Manager (Human Resources) in the Ministry for Foreign and European Affairs and Trade.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager (Human Resources) is Salary Scale 11, which in the year 2023 is equivalent to, €21,630 per annum, rising by annual increments of €375.17 up to a maximum of €23,881.02.

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

2.5 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubblikuawtomatikamenttitqiesbħalarinunzjata,sakemmdawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijietSAAC/ ADAC jew applikazzjonijiet għal pożizzjoni definita.

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

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

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

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

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

Dmirijiet

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

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

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

iii. Jappoġġja l-ġbir tad-data u r-rekords tar-Riżorsi Umani billi jżomm sistema ta' preżentata u ta' rkupru u

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

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

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

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

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

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

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

Duties

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

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

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

iii. Supports in the collations of data and human resource records by maintaining a filing and retrieval system and

jżomm rekords tal-passat u attwali, li għandha tiġi allinjata mas-sistema ċentrali ta' DAKAR kif meħtieġ;

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

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

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

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

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

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

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

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

xii. Iwettaq dmirijiet oħra kif assenjati mill-maniġment superjuri minn żmien għal żmien;

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

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

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

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

keeping past and current records, which is to be aligned to the Central DAKAR system as required;

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

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

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

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

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

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

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

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

xii. Carrying out any other duties as assigned by senior management team from time to time;

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

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

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

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

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:
i. a. ċittadini ta' Malta; jew

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

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

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

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt 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 Identità 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/ikunu profiċjenti fl-Malti u fl-Ingliż;

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:
i. a. citizens of Malta; or

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

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

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

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

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

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità 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/proficient in the Maltese and English languages;

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

*Kwalifika rikonoxxuta komparabbli ma' 60 krettu ECTS/ ECVET, hekk kif applikabli, hija 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) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

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

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

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

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

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position 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) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (a) to 4.1 (c) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such 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) 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-Uffiċċju tar-Rekords Kriminali 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 jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (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).

(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 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 Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

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

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

Submission of Supporting Documentation

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

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

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 200 u l-marka li persuna trid iġġib biex tgħaddi hija 120.

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni ta'tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barrani 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 li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;

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

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 200 and the pass mark is 120.

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 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 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 Friday, 24th November, 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-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 tal-kuntatt u l-indirizz elettroniku tad-Dipartiment huma (www.foreign.gov.mt), (+356) 2204 3359, u (recruitment.mfet@gov.mt).

L-10 ta' Novembru, 2023

MINISTERU GĦAT-TURIŻMU

Post ta' Assistant Manager fil-Ministeru għat-Turiżmu

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

1. Is-Segretarju Permanenti, Ministeru għat-Turiżmu, jilqa' applikazzjonijiet għall-post ta' Assistant Manager fil-Ministeru għat-Turiżmu.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2023 huwa ta' €20,270.04 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €22,394.04.

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).

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 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 3359, and (recruitment.mfet@gov.mt).

10th November, 2023

MINISTRY FOR TOURISM

Post of Assistant Manager in the Ministry for Tourism

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Tourism, invites applications for the post of Assistant Manager in the Ministry for Tourism.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2023 is equivalent to, €20,270.04 per annum, rising by annual increments of €354.00 up to a maximum of €22,394.04.

2.4 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).

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

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

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

Dmirijiet

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

i. Iwettaq dmirijiet relatati ma' xogħol tal-uffiċċju, bħal, iżda mhux limitat għal, ittajpjar ta' dokumenti, preżentata u minuting fil-fajls sabiex jiġi żgurat li l-informazzjoni tiġi rreġistrata b'mod preċiż u effiċjenti;

ii. Jipprovdi appoġġ amministrattiv ġenerali u jappoġġa lill-middle u senior management tad-Direttorat fil-kompiti tagħhom kif mitlub;

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€23,029.57 x €407.67 - €25,475.59) in the year 2023 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

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

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

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of 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 include:

i. Performs office related duties such as, but not limited to, typing of documents, filing and minuting to ensure that information is recorded accurately and efficiently;

ii. Provides general administrative support and supporting the middle and senior management of the Directorate in their tasks as requested;

iii. Jikkontribwixxi għaż-żamma ta' rekords b'mod aġġornat kif ukoll għal numru ta' databases sabiex informazzjoni meħtieġa tkun tista' tinħareġ fil-pront;

iv. Jifhem u josserva l-implimentazzjoni ta' stadji differenti taċ-ċiklu tax-xiri pubbliku, b'għarfien tal-interazzjonijiet relatati bejn il-fażijiet u r-riskji involuti;

v. Iżomm ruħu aġġornat ma policies, manwali, kodiċi, regolamenti u mudelli relatati fi ħdan l-Amministrazzjoni Pubblika;

vi. Jiskrutina, jiċċekkja u jikkontroverifika fatturi dovuti għall-ħlas, u jżomm rekord tal-ħlasijiet u l-irċevuti skont il-proċeduri tal-Ministeru u l-politiki tas-Servizz Pubbliku Ġenerali, kif ukoll iżomm rekords tal-irċevuti, fatturi u dokumentazzjoni oħra pertinenti relatata ma' xiri u ftehim ta' kuntratti u jaġġorna d-databases u l-fajls tar-Reġistru kollha;

vii. Jopera sistemi online użati mill-Ministeru bħal CFMS, ePPS u sistema ta' preżentata online tar-reġistru;

viii. Jgħin fl-organizzazzjoni ta' laqgħat, fit-teħid tal-minuti, u fit-twettiq ta' funzjonijiet ta' rappurtar;

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

x. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti u/jew ir-rappreżentant tiegħu;

xi. 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

iii. Contributes to the maintenance of updated records and various databases for prompt retrieval of information;

iv. Understands, and monitors the implementation of the different steps of the procurement cycle, with an understanding of the interactions between the phases, and the risks involved.

v. Keeps updated with policies, manuals, codes, regulations and related templates within the Public Administration;

vi. Scrutinises, checks and cross-checks invoices due for payment, and keeps record of payments and receipts as per Ministry's procedures and General Public Service policies, as well as keeping records of receipts, invoices and other pertinent documentation related to purchases and contract agreements and updating all databases and Registry files;

vii. Operates online systems used by the Ministry such as CFMS, ePPS and online registry filing system;

viii. Assists in organising meetings, taking minutes, and in carrying out reporting functions;

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

x. Performs any other duties as directed by the Permanent Secretary and/or his representative;

xi. 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

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 Identità 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/ikunu profiċjenti 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*) fil-Finance jew Business jew Management jew Accountancy jew Public Administration jew Management Studies jew Commerce jew Public Management.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ ECVET, jew ekwivalenti*)fil-Finance jew Business jew Management jew Accountancy jew Public Administration jew Management Studies jew Commerce jew Public 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-

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 Identità 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/proficient 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 Finance or Business or Management or Accountancy or Public Administration or Management Studies or Commerce or Public Management.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ ECVET credits, or equivalent*) in Finance or Business or Management or Accountancy or Public Administration or Management Studies or Commerce or Public 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:

suġġetti: Mathematics jew Accounts jew Business Studies jew Commerce jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed minn dawn is-suġġetti Mathematics jew Accounts jew Business Studies jew Commerce)

*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.

Uffiċjali pubbliċi jistgħu japplikaw għal grad inqas anke jekk mhux ikkonfermati fil-ħatra attwali tagħhom.

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonnoxxta fil-Livell 4 tal-MQF (kwalifika jew żewġ suġġetti fil-Livell Avvanzat flimkien ma' tliet suġġetti fil-Livell Intermedju tal-Matrikola jew fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat, jew kwalifika rikonoxxuta komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati, dawn l-uffiċjali jipprogressaw għal Assistant Manager (Skala ta' Salarju 11). Il-progressjonijiet l-oħra kollha għandhom ikunu skont id-dispożizzjonijiet indikati fid-dokument li jismu 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

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

Mathematics or Accounts or Business Studies or Commerce) 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: Mathematics or Accounts or Business Studies or Commerce)

*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.

Public officers may apply for a lower grade even if not confirmed in their current appointment.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). 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 stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

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

4.3 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' 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-Uffiċċju tar-Rekords Kriminali 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

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 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 Criminal Records Office 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

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 jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (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-Diviżjoni tar-Riżorsi Umani fi ħdan id-Direttorat għas-Servizzi Korporattivi, Ministeru għat-Turiżmu, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 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.

changes in status of his/her current appointment from the date of submission of application.

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

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Human Resources Divison within the Corporate Services Directorate, Ministry for Tourism, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 24th November 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 mid-Diviżjoni tar-Riżorsi Umani fi ħdan id-Direttorat għas-Servizzi Korporattivi, Ministeru għat-Turiżmu, 233, Triq ir-Repubblika, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Diviżjoni huma (http://www.tourism.gov.mt) u (hr.mft@gov.mt).

L-10 ta' Novembru, 2023

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Assistant Manager 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' Assistant Manager fi ħdan id-Dipartiment tar-Relazzjonijiet Industrijali u tal-Impjieg fi ħdan l-Uffiċċju tal-Prim Ministru.

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 Division within the Corporate Services Directorate, Ministry for Tourism, 233, Triq ir-Repubblika, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Division are (http://www.tourism.gov.mt) and (hr.mft@gov.mt).

10th November, 2023

OFFICE OF THE PRIME MINISTER

Post of Assistant Manager 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 Assistant Manager 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' sitt (6) xhur.

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

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2023 huwa ta' €20,270.04 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €22,394.04.

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).

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. 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.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2023 is equivalent to, €20,270.04 per annum, rising by annual increments of €354.00 up to a maximum of €22,394.04.

2.4 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).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€23,029.57 x €407.67 - €25,475.59) in the year 2023 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

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

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

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

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

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

Dmirijiet

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

i. Jikkollabora mal-partijiet kollha involuti fil-każijiet tad-DIER u jsegwi dak li jkun qed iseħħ;

ii. Jassisti lill-maniġer inkarigat mill-każijiet tad-DIER rigward xogħol amministrattiv relatat ma' seduti fil-Qorti;

iii. Jattendi s-seduti tal-każijiet tad-DIER fil-Qorti;

iv. Jipprepara l-fajls u l-listi għas-seduti u jieħu n-noti waqt dawn is-seduti;

v. Iżomm is-sistema ta' informazzjoni tad-dipartiment u l-files aġġornati bl-iżvilupp tal-każijiet;

vi. Iħejji r-rapportar annwali tal-unit u rappurtar ieħor, sabiex jiġi inkluż fir-Rapport Annwali tad-Dipartiment jew jiġu ppreżentati lill-partijiet interessati;

vii. Iżomm aġġornat dwar it-tibdil u l-proġetti li jseħħu mill-operat, sabiex jimplimenta t-tibdil meħtieġ;

viii. Iwettaq dmirijiet oħra kif ordnat mid-Direttur Ġenerali (DIER);

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

Rekwiżiti tal-Eliġibbiltà

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

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

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 include:

i. Liaising between all the parties involved in the DIER cases and ensuring follow-ups;

ii. Assisting the Manager in charge of DIER cases with regards to the administrative work of in relation to the cases for court sittings;

iii. Attends the sittings of the DIER cases in Court;

iv. Preparing files and lists for the sittings and taking notes during such sittings;

v. Updating the department's information system and files in view of the ongoing developments of cases;

vi. Drafting the unit's annual reporting and other reporting, to be included in the Department's Annual Report or to be presented to stakeholders;

vii. Keeping abreast with any changes and projects resulting from the Operations, so as to implement the necessary changes;

viii. Carrying out any other duties as directed by the Director General (DIER);

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità 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 Identità should be sought as necessary in the interpretation of the above provisions.

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

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

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

ii. be proficient in the Maltese and English languages;

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fir-Riżorsi Umani jew Relazzjonijiet Industrijali jew Management jew Liġi jew Finanzi jew Ekonomija jew Komunikazzjoni jew Studji Ewropew jew Studji Internazzjonali jew Amministrazzjoni Pubblika jew Public Policy jew Social Policy jew Soċjoloġija jew Psikoloġija jew Kriminoloġija;

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Human Resources or Industrial Relations or Management or Law or Finance or Economics or Communications or European Studies or International Studies or Public Administration or Public Policy or Social Policy or Sociology or Psychology or Criminology;

JEW

OR

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ ECVET credits, or

ECTS/ECVET, jew ekwivalenti*)fir-Riżorsi Umani jew Relazzjonijiet Industrijali jew Management jew Liġi jew Finanzi jew Ekonomija jew Komunikazzjoni jew Studji Ewropew jew Studji Internazzjonali jew Amministrazzjoni Pubblika jew Public Policy jew Social Policy jew Soċjoloġija jew Psikoloġija jew Kriminoloġija;

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: Accounts jew Ekonomija jew Soċjoloġija jew Psikoloġija jew Information Technology jew Filosofija jew Systems of Knowledge) jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed minn dawn is-suġġetti: Accounts jew Ekonomija jew Soċjoloġija jew Information Technology jew Filosofija) jew kwalifika komparabbli pertinenti rikonoxxuta.

*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 komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). 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

equivalent*) in Human Resources or Industrial Relations or Management or Law or Finance or Economics or Communications or European Studies or International Studies or Public Administration or Public Policy or Social Policy or Sociology or Psychology or Criminology;

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: Accounts or Economics or Sociology or Psychology or Information Technology or Philosophy or Systems of Knowledge) 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: Accounts or Economics or Sociology or Information Technology or Philosophy) or a recognised pertinent comparable qualification.

*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 possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). 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 stipulated 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

fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (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' 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-Uffiċċju tar-Rekords Kriminali 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

be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

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

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (a) to 4.1 (c) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such 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 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 Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

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

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

4.7 L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (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 tal-Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum

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

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

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

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the 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

Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mis-Sezzjoni tal-People Management, Direttorat tal-Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://www.opm.gov.mt) u (human-resources.opm@gov.mt).

L-10 ta' Novembru, 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 5.15 p.m. (Central European Time) of Friday, 24th November, 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 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).

10th November, 2023

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Manager II fl-Uffiċċju tal-Prim Ministru

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

1. Id-Direttur (Finanzi u Amministrazzjoni), fl-Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Manager II fid-Document Management Unit fid-Diviżjoni tal-Kordinazzjoni u l-Implementazzjoni 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 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

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

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€29,446.19 x €596.33 - €33,024.17 fis-sena 2023) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

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

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

a. Il-persuni maħtura fil-linji maniġerjali/ta' uffiċjal/prattikanti jridu jkunu servew fil-ħatra attwali tagħhom, u

OFFICE OF THE PRIME MINISTER

Post of Manager II in the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Finance and Administration), Office of the Prime Minister, invites applications for the post of Manager II in the 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 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager II is Salary Scale 7, which in the year 2023 is €27,697.53 per annum, rising by annual increments of €531.17 up to a maximum of €30,884.55.

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

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

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

2.7 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a 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

għandhom iservu f'din il-kariga għal minimu ta' sentejn (2) qabel ma japplikaw lateralment. Dan mhuwiex applikabbli għal skopijiet ta' promozzjoni, suġġett għall-kriterji ta' eliġibbiltà pertinenti.

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

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

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

Dmirijiet

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

i. Jassisti fix-xogħol ta' kuljum tad-dipartiment;

ii. Jassisti b'mod attiv fit-tfassil ta' pjanijiet ta' implimentazzjoni, pjanijiet ta' azzjoni, rapporti u policies;

iii. Jagħti appoġġ lill-Kap fil-monitoraġġ ta' funzjonijiet delegati ta' policies, programmi u prattiki biex tiġi żgurata l-konformità mal-policies ċentrali fis-Servizz Pubbliku kollu;

iv. Jikkordina u jwettaq kontrolli kostanti u regolari biex jiżgura li l-pjanijiet ta' implimentazzjoni, il-policies u l-proċeduri stabbiliti jkunu qed jiġu rispettati, u jsegwi l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;

v. Jassisti fit-tranżizzjoni minn reġistru bbażat fuq il-karta għal reġistru bl-użu ta' fajls diġitali, flussi tax-xogħol u proċessi diġitali;

vi. Jassisti fl-appoġġ u l-ġestjoni tas-sistema ta' indiċi u movimenti tal-fajls DocReg, il-Forum tar-Reġistri u l-forniturituras-servizzi tekniċi ta' DocReg;

vii. Jassisti fit-tmexxija tal-Forum tar-Reġistri u gruppi ta' interess oħra li jistgħu jitwaqqfu;

viii. Jorganizza u jattendi laqgħat u aġġornamenti mal-partijiet konċernati, ifassal rapporti u minuti tal-laqgħat, u jsegwi azzjonijiet ta' segwitu biex jiżgura li l-ħidmiet meħtieġa jitwettqu fil-ħin u mingħajr dewmien żejjed;

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 Document Management, in accordance with established vacancies.

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

Duties

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

i. Assists the day-to-day tasks in the department;

ii. Actively assists in the drawing up of Implementation plans, Action plans, reports and policies;

iii. Supports the Head in the monitoring of delegated functions of policies, programmes and practices to ensure compliance with central policies across the Public Service;

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

v. Assists in the transition from a paper-based registry to a registry using digital files, workflows and processes;

vi. Assists in the support and management of the Doc Reg file indexing and movements system, the Registry Forum and the Doc Reg technical services providers;

vii. Assists in the running of the Registry Forum and other interest groups that may be set up;

viii. Organises and attends meetings and briefings with stakeholders, draws up meeting reports and minutes, and pursues follow-up actions to ensure that the necessary tasks are carried out on time and without undue delays;

ix. Jassisti fil-ġbir ta' data u riċerka biex jipprovdi rakkomandazzjonijiet xierqa lill-Kap – Document Management;

x. Iżomm rekords tal-interazzjonijiet mal-forniturі u l-kuntratturi, isegwi kull ftehim li sar, l-offerti riċevuti, jipproċessa d-dokumentazzjoni għall-ħruġ tal-ordnijiet tax-xiri u l-approvazzjoni tal-offerti u fatturi;

xi. Imexxi riċerka fl-aħħar tendenzi tal-Ġestjoni tad-Dokumenti Elettroniċi sabiex jiżviluppa proposti u titjib fis-Sistema Korporattiva tal-Ġestjoni tad-Dokumenti Elettroniċi (CEDMS);

xii. Isegwi kwistjonijiet relatati mal-policy u jfassal rapporti kif ikun meħtieġ;

xiii. Jassisti fil-ġestjoni tal-funzjoni taċ-ċentru tal-għajnuna tal-Document Management Unit;

xiv. Iwettaq dmirijiet oħra kif ordnat mil-Head – Document Management u/jew ir-rapprezentanti tiegħu;

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

ix. Assists in the collection of data and research to provide appropriate recommendations to the Head – Document Management;

x. Maintains records of interactions with suppliers and contractors, follows up on agreements made, quotations received, processes documentation for issuing of purchase orders and approval of quotations and invoices;

xi. Conducts research in the latest Electronic Document Management trends in order to develop proposals and enhancements to the Corporate Electronic Document Management System;

xii. Follows up on policy related issues and draws up reports as may be necessary;

xiii. Assists in the management of the Document Management Unit call centre function;

xiv. Performs other duties as directed by the Head – Document Management and/or his representatives;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence

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 Identità 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 dik Ingliża;

U

iii. ikollhom Master degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ ECVET jew ekwivalenti*) fl-Archives u Records Management jew Project Management jew Management jew Public Policy jew Public Administration jew Public Management jew Business u Information Technology jew Business Administration jew Computing jew Strategy, Leadership u Change Management jew Industrial Relations u Workplace Learning jew Lean Enterprise jew Business Enterprise.

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

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

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 Identità should be sought as necessary in the interpretation of the above provisions.

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

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

AND

iii. in possession of a recognised Master degree at MQF Level 7 (subject to a minimum of 90 ECTS/ ECVET credits, or equivalent*) in Archives and Records Management or Project Management or Management or Public Policy or Public Administration or Public Management or Business and Information Technology or Business Administration or Computing or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or Lean Enterprise or Business Enterprise.

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

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position 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) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

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

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

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

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

(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-Uffiċċju tar-Rekords Kriminali 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

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

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

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

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

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

(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 Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

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

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

4.7 L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (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 tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant).

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

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

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

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the 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

Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu 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 indirizz elettroniku tad-Direttorat huma (http://www.opm.gov.mt) u (human-resources.opm@gov.mt).

L-10 ta' Novembru, 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 5.15 p.m. (Central European Time) of Friday, 24th November, 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 Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are (http://www.opm.gov.mt) and (human-resources.opm@gov.mt).

10th November, 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 (12) -il 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 tliet (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.

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 suġġetta 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.

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 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.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Systems Analyst jinkludu li:

i. Jippjana u jimmaniġja 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-immaniġjar;

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 mill-lat tekniku, kif ukoll mill-lat tan-negozju;

vii. Iwettaq analiżi tar-rekwiżiti, jikkordina mal-impjegati tekniċi oħra u jħejji proposti speċifiċi għal modifiki jew sostituzzjonijiet tas-sistema;

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, is-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 rapporti ta' segwitu, 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 mill-Head – Document Management, jew ir-rapprezentanti tiegħu;

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

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. 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;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità 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;

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 Dmirijiet Rekwiżiti tal-Eliġibbiltà suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tigi 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

v. Fi Skala mhux inqas minn Skala ta' Salarju 11, u li l-ħatra tagħhom f'din l-Iskala 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.

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.

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. In a Salary Scale not below Scale 11, and whose appointment in such Scale has been confirmed, with six (6) years relevant 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.

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) 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/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

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

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

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

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

Kwalunkwe 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 4.1 (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/ECVET credits, or equivalent, and attained the required MQF level by the closing time and date of the call for applications.

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

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

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

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

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

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

4.5 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-Uffiċċju tar-Rekords Kriminali 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 Criminal Records Office 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 jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (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).

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

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates/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%.

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-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 l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 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

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 5.15 p.m. (Central European Time) of Friday, 24th November, 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

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-10 ta' Novembru, 2023

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U L-INTRAPRIŻA

Post ta' Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) 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' Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) fil-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Graduate Engineer (Electrical) 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.

2.3 Persuna fil-grad ta' Graduate Engineer (Electrical) tiġi promossa għall grad ta' Junior Engineer (Electrical) fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) waral-kisba tal-warrant biex tippratika l-professjoni tal-Engineer u jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna magħżula li jkollha l-warrant biex tippratika l-professjoni ta' Engineer tinħatar Junior Engineer (Electrical) fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023), filwaqt li jekk il-persuna magħżula jkollha mill-inqas tliet (3) snin prattika professjonali wara li tkun kisbet il-warrant tinħatar mill-ewwel Engineer (Electrical) fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023).

2.5 Persuna fil-grad ta' Junior Engineer (Electrical) li tkun ikkonfermata fil-grad tiġi promossa għall-grad ta' Engineer

obtained from the People Management Section, Finance and Administration Directorate, Office of the Prime Minister. 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).

10th November, 2023

MINISTRY FOR THE ENVIRONMENT, ENERGY AND ENTERPRISE

Post of Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) 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 Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) in the Ministry for the Environment, Energy and Enterprise.

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 Graduate Engineer (Electrical) 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.

2.3 A Graduate Engineer (Electrical) will be promoted to the grade of Junior Engineer (Electrical) in Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in the year 2023) upon having successfully obtained their warrant to practice as Engineer and subject to satisfactory performance.

2.4 The selected applicant in possession of a warrant to practice as Engineer will be appointed as Junior Engineer (Electrical) in Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in the year 2023), provided that a new entrant into the class with at least three (3) years professional practice after obtaining the warrant will enter directly as Engineer (Electrical) in Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23 in the year 2023).

2.5 A Junior Engineer (Electrical) who is confirmed in the grade will be promoted to the grade of Engineer in

(Electrical) fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) wara sentejn (2) servizz fil-grad jew mal-kisba ta' tliet (3) snin prattika professjonali wara li tkun kisbet il-warrant, liema minnhom tiġi l-ewwel u jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Persuna fil-grad ta' Engineer (Electrical) fi Skala ta' Salarju 8, li jkollha erba' (4) snin servizz fi Skala ta' Salarju 8, jew sentejn (2) servizz fi Skala ta' Salarju 8, jekk tkun fil-pussess ta' kwalifika approvata ta' wara l-gradwazzjoni, titla' fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.7 Il-persuna nnominata tkun intitolata għal benefiċċji oħra u suġġetta għall-kundizzjonijiet u obbligi oħra bħal li jista jkun stipulat fi kwalunkwe ftehim pertinenti bejn il-Gvern ta' Malta u l-union kompetenti.

2.8 Il-persuna maħtura titħalla tipprattika l-professjoni b'xogħol privat sakemm;

a. Din titwettaq strettament barra l-ħinijiet uffiċjali tax-xogħol;

U

b. Din ma tinterferix jew ma tikkonfliġġix mad-dmirijiet uffiċjali jew mal-eżiġenzi tas-servizz, f'dan ir-rigward, il-maħtur irid jiżgura li jopera fil-qafas tal-Kodiċi tal-Etika u ta' Sezzjoni 6.2.3 tal-PSMC u ma jġorr l-ebda forma ta' xogħol barra mill-impjieg tal-Gvern li jista' jmur kontra l-interess tal-Gvern u/jew li jista' jwassal għall kunflitt ta' interess jew jinterferixxi milli jwettaq id-dmirijiet uffiċjali tiegħu mal-Gvern. Ix-xogħol privat għandu dejjem jeħtieġ il-permess tas-Segretarju Permanenti.

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.

2.10 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' Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) jinkludu li:

Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23 in the year 2023) on completion of two (2) years' service in the grade or on the attainment of three (3) years professional practice after obtaining the warrant, subject to satisfactory performance.

2.6 An Engineer (Electrical) with at least four (4) years in Salary Scale 8 or two (2) years' service in Salary Scale 8 if in possession of an approved postgraduate qualification shall progress to Salary Scale 7 (€27,679.53 x €531.17 - €30,884.55 in the year 2023), subject to satisfactory performance.

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

2.8 The appointee will be allowed to undertake private practice of his profession provided that:

a. It is carried out strictly outside official hours of work;

AND

b. It does not interfere or conflict with his official duties or with the exigencies of the service in this regard, the appointee must ensure that he operates within the framework of the Code of Ethics and of Section 6.2.3 of the PSMC and will not carry any form of work outside of Government employment which may be against the interest of Government and/or which may lead to a conflict of interest or interfere with the performance of his official duties with the Government. Private work invariably necessitates the permission of the Permanent Secretary.

2.9 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.

2.10 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 Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) include:

i. Jinterpreta disinji arkitettoniċi/ta' enġinerija u jipproġetta sommarji tal-proġett u jipprovdi pariri professjonali/tekniċi kif meħtieġ;

ii. Jipprepara speċifikazzjonijiet dettaljati u dokumentazzjoni għall-pubblikazzjoni ta' sejħiet ta' xiri ta' provvisti u/jew xogħlijiet f'konformità mar-regolamenti rilevanti;

iii. Jevalwa kwotazzjonijiet u/jew proposti ta' xogħlijiet u jagħmel rakkomandazzjonijiet professjonali dwar l-approvazzjoni tagħhom jew mod ieħor;

iv. Jiġbor rapporti tekniċi, kontijiet ta' kwantitajiet/ materjal, estimi ta' nfiq, programmi ta' xogħol u skedi ta' manutenzjoni, u tfassil ta' disinni elettriċi f'format elettroniku bl-użu tal-programmi xierqa;

v. Ifassal rapporti ta' manutenzjoni u spezzjoni;

vi. Iwettaq żjarat fuq il-post, inter alia biex jimmonitorja l-progress, isolvi kwistjonijiet, u biex jivverifika u jiċċertifika xogħlijiet/servizzi;

vii. Jikkordina ma' partijiet interessati u jiggwida, jissorvelja u jikkordina ma' persuni tekniċi, kuntratturi u konsulenti biex jiżgura implimentazzjoni xierqa u f'waqtha;

viii. Ifassal u jimplimenta inizjattivi ta' enerġija rinnovabbli u inizjattivi effiċjenti b'analiżi ta' 'cost-benefit analysis';

ix. Ifassal rapporti ta' inġinerija fuq is-sigurtà f'każ ta'nar, dawl u ħsejjes kif mitlub mid-Dipartiment;

x. Iżomm ruħu aġġornat mal-aħħar teknoloġija fis-suq u mal-aħħar standards, policies u regolamenti;

xi. Jappoġġja lill-Kap tad-Dipartiment fit-Twettiq, taħriġ u jassisti lil membri oħra tat-tim u jżomm reġistru, għodod u librerija/arkivji ta' referenza teknika kif meħtieġ u jipparteċipa f'kumitati mwaqqfa mid-Dipartiment għal kompiti speċifiċi;

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

xiii. Iwettaq dmirijiet oħra li jisgħtu 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. Interprets architectural/engineering drawings and project design briefs, and provides professional/technical advice as necessary

ii. Prepares detailed specifications and other documentation for publication of calls for procurement of supplies and/or works in line with relevant regulations;

iii. Assesses quotations and/or works proposals and makes professional recommendations on their approval or otherwise;

iv. Compiles technical reports, bills of quantities/ materials, cost estimates, work programmes and maintenance schedules, and drafts electrical drawings in electronic format using appropriate software.

v. Draws up maintenance and inspection reports;

vi. Performs site visits, inter alia to monitor progress, resolve issues, and to verify and certify works/services;

vii. Liaises with stakeholders and guides, supervises and liaises with technical staff, contractors and consultants to ensure proper and timely implementation;

viii. Designs and implements renewable/energy efficient initiatives with appropriate cost-benefit analysis;

ix. Draws up of Engineer's Fire Safety, Lighting and Noise Reports as required by the Department;

x. Keeps up to date with the latest technology available on the market and the latest standards, policies and regulations;

xi. Supports the Head of Department in managing, training and assisting other team members and maintains records, tools and technical reference library/archives as necessary and participates in committees set up by the Department for specific tasks;

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

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

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

Eligibility Requirements

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità 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 kif ukoll dik Ingliża;

iii. fil-pussess ta' grad ta' Baċċellerat rikonoxxut fil-Livell 6 tal-MQF (suġġett għall-minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-Inġinerija Elettrika jew kwalifika professjonali komparabbli li fiż-żmien rilevanti

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 Identità should be sought as necessary in the interpretation of the above provisions.

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

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

iii. in possession of a recognised Bachelor Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Electrical Engineering or a comparable professional qualification which at the relevant time, is

huwa rikonoxxut mill-Bord tal-Inġinerija għall-għoti ta' warrant ta' Inġinier kif regolat mid-dispożizzjonijiet tal-Kapitlu 321 mill-Att VII tal-1988 (Engineering Profession Act).

*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 (i), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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

(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/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

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

recognised by the Engineering Board for the granting of a warrant or Engineer as regulated by the provisions of Chapter 321 from Act VII of 1988 (Engineering Profession Act).

*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 (i) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

(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/ECVET credits, or equivalent, and attained the required MQF level by the closing time and date of the call for applications.

4.3 Public officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a

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-Uffiċċju tar-Rekords Kriminali 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

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 Criminal Records Office 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

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 jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (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 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 maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 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.

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 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 5.15 p.m. (Central European Time) of Friday, 24th November, 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 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/Divizjoni/Direttorat huma (sustainability.gov.mt) u (humanresources.meee@gov.mt).

L-10 ta' Novembru, 2023

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Post ta' Manager II (Riżorsi Umani) 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

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 Corporate Services Directorate (Attn: Assistant Directo, 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).

10th November, 2023

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Post of Manager II (Human Resources) 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 II (Riżorsi Umani) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittjiet 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 II (Riżorsi Umani) huwa ta' Skala ta' Salarju 7, li fl-2023 huwa ta' €27,697.53 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €30,884.55.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€29,446.19 x €596.33 - €33,024.17 fis-sena 2023) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

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

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

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

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

post of Manager II (Human Resources) 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 II (Human Resources) is Salary Scale 7, which in the year 2023 is €27,697.53 per annum, rising by annual increments of €531.17 up to a maximum of €30,884.55.

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

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

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

2.7 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a 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 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tar-riżorsi umani, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

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

i. Jassisti lid-Direttur/l-Assistent Direttur/lis-Senior Manager bil-monitoraġġ tal-funzjonijiet delegati tal-policies, programmi u prattiki kollha tar-riżorsi umani biex jiżgura konformità mal-policies ċentrali mal-Ministeru;

ii. Jassisti fil-kordinament mad-direttorati kollha fil-Ministeru biex jevalwa u jirrakkomanda lill-kap tad-direttorat tar-Riżorsi Umani l-bżonnijiet tar-riżorsi umani, pjanijiet ta' suċċessjoni u nuqqas ta' ħiliet;

iii. Jappoġġa t-titjib tal-prestazzjoni fil-ministeru/dipartiment permezz tal-ippjanar, il-monitoraġġ u l-evalwazzjoni tar-riżultati filwaqt li jsiru referenzi neċessarji għall-impjegati li jeħtieġu gwida fil-karriera, pariri jew miżuri korrettivi/dixxiplinarji;

iv. Jimmaniġġja verifiki kostanti u regolari ta' konformità biex jiġi żgurat li l-policies stabbiliti qed jiġu osservati, u tiġi segwita l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;

v. Jassisti lis-Senior Management fil-kordinazzji bejn l-Istrateġija tar-Riżorsi Umani u l-business goals, jikkontribwixxi lejn l-Analiżi tal-Ħtiġiet ta' Taħriġ u jappoġġja programmi ta' ġestjoni tal-bidla;

vi. Jimmaniġġja l-ġbir ta' data relatata mar-rekords tar-Riżorsi Umani tal-Ministeru billi juża s-sistemi standard tad-Dakar HR Corporate Data System għad-dħul ta' data, mistoqsijiet u rappurtar;

vii. Isegwi mal-kapijiet tal-Ministeru biex jiżgura l-implimentazzjoni u l-konformità sħiħa tal-valutazzjonijiet ta' prestazzjoni u jieħu l-azzjoni meħtieġa biex jindirizza kull appraisal pendenti biex jiżgura li l-perjodi ta' żmien jiġu osservati strettament;

viii. Jivverifika li s-sejħiet għall-pubblikazzjoni jiġu sottomessi b'mod korrett u skont il-perjodi ta' żmien meħtieġa, u jimmaniġġja l-funzjonijiet operattivi f'dak li għandu x'jaqsam ma' riżorsi billi jaġġorna r-rekwiżiti tal-impjiegi u d-deskrizzjonijiet tal-impjiegi għall-postijiet/karigi kollha;

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 Human Resources, in accordance with established vacancies.

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

Duties

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

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

ii. Assists in the liaison with all directorates in the ministry to assess and recommend to the head of the HR directorate the human resources requirements, succession plans and skills gaps;

iii. Supports the improvement of the performance in the ministry/department through planning, monitoring, and appraising of results whilst making necessary referrals for employees who require career guidance, counselling or corrective/disciplinary measures;

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

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

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

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

viii. Verifies that calls for publication are submitted correctly and according to required timeframes, and manages operational functions in relation to resourcing by updating job requirements and job descriptions for all posts/positions;

ix. Jappoġġja u, fejn meħtieġ, jipparteċipa b'mod attiv fil-ġestjoni ta' relazzjonijiet industrijali fil-Ministeru u tħejji d-data/il-ħidma finanzjarja kollha meħtieġa f'każ ta' negozjati;

x. Jipprepara, jaqsam l-informazzjoni u jirreferi lill-IPS impjegati ġodda li jridu jagħmlu kors ta' induzzjoni jew impjegati oħra li jeħtieġu taħriġ ta' żvilupp wara r-riżultati ta' performance appraisals kif ukoll jikkordina l-orjentazzjoni interministerjali kif meħtieġ;

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

xii. Kwalunkwe kompitu ieħor li s-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.

L-oġġettivi tal-pożizzjoni huma li jappoġjaw il-funzjonijiet kollha tal-immaniġjar tar-riżorsi umani, inkluż l-ippjanar tar-Riżorsi Umani, konformità tal-proċessi delegati u mmaniġġjar ta' ġestjoni tar-rekords/data aġġornati tal-impjegati li fuqhom jittieħdu d-deċiżjonijiet strateġiċi tar-Riżorsi Umani. Dan ir-rwol huwa kumplimentari għal dak ta' People Management.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:
i. a. ċittadini ta' Malta; jew

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

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

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

ix. Supports and if necessary actively participates in the management of harmonious industrial relations in the ministry and prepares all the required data/financial workings in case of negotiations;

x. Prepares, shares data and refers to the IPS all new employees who have to undergo induction or other employees who require development following results of performance appraisals as well as coordinates the inter ministry orientation as necessary;

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

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

xiii. 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.

The objectives of the position are to support all human resources management functions including HR planning, compliance of delegated processes and the management of updated employee records/data/statistics which Strategic Human Resources Management decisions are taken. This role is complementary to that of People Management.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:
i. a. citizens of Malta; or

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

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

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità 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 Identità should be sought as necessary in the interpretation of the above provisions.

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

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

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

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

U

AND

iii. ikollhom Master degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ ECVET jew ekwivalenti*) fil-Work and Human Resources Management, jew Training and Development, jew Public Administration, jew Public Management, jew Corporate Governance and Leadership, jew Leadership and Organisational Behaviour, jew Management and Leadership or Strategy, jew Leadership and Change Management, jew Industrial Relations and Workplace Learning, jew Business Administration, jew Evidence Based Management.

iii. in possession of a recognised Master degree at MQF Level 7 (subject to a minimum of 90 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, or Leadership and Change Management, or Industrial Relations and Workplace Learning, or Business Administration, or Evidence Based Management.

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

*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.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment

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

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

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

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

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

(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,

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

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

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

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

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

(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

filwaqt li dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali 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 jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

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

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

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittjiet tal-Annimali, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 24 ta' Novembru, 2023. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mingħand l-Assistent Direttur (People Management), Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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 5.15 p.m. (Central European Time) of Friday, 24th November, 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 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.

Is-sit elettroniku u l-indirizz elettroniku tas-Sezzjoni huma (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

L-10 ta' Novembru, 2023

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

Post ta' Precincts Officer 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' Precincts Officer 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. Is-salarju ta' Precincts Officer huwa ta' Skala ta' Salarju 11, li fis-sena 2023 huwa ta' €21,630.00 fis-sena, li jiżdied bi €375.17 fis-sena sa massimu ta' €23,881.02.

2.3. Persuna fil-grad ta' Precincts Officer titla' fi Skala ta' Salarju 10 (€23,029.57 x €407.67 - €25,475.59) wara ħames (5) snin servizz fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4. Persuna fil-grad ta' Precincts Officer titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77) wara ħames (5) snin oħra servizz fi Skala ta' Salarju 10, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5. Precincts Officers għandhom iwettqu dmirijiethom fi skejjel differenti li jaqgħu taħt ir-responsabbiltà tal-Kulleġġi. Għal dan il-għan, il-Precincts Officers jagħmlu użu mill-karozza tagħhom stess biex jivvjaġġaw bejn skola u oħra, u jissejħu wkoll fuq il-post barra l-ħinijiet tax-xogħol normali biex jittrattaw materji urġenti li għandhom x'jaqsmu ma'

The website address and email address of the receiving Section are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt).

10th November, 2023

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Precincts Officer 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 Precincts Officer 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. The salary for the post of Precincts Officer is Salary 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.

2.3. A Precincts Officer will progress to Scale 10 (€23,029.57 x €407.67 - €25,475.59) on completion of five (5) years service in Salary Scale 11, subject to satisfactory performance.

2.4. A Precincts Officer will progress to Scale 9 (€24,494.79 x €447.33 - €27,178.77) on completion of a further five (5) years service in Salary Scale 10, subject to satisfactory performance.

2.5. Precincts Officers are to perform their duties in different schools that fall under the responsibility of Colleges. For this purpose, Precincts Officers make use of their own car to travel between one school and another, and are also called on-site outside normal working hours to deal with urgent matters relating to any particular school

xi skola jew kulleġġ partikolari. Għal dawn ir-raġunijiet, l-uffiċjali kollha fil-grad ta' Precinct Officer għandhom jibbenefikaw minn allowance annwali ta' €3,000, li tinkludi kollox.

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' Precincts Officer jinkludu li:

i. Jippjana, jikkordina, iwettaq u jassigura l-implimentazzjoni ta' tiswija u manutenzjoni ġenerali, tindif ġenerali, ġardinaġġ u landscaping u sigurtà, fi ħdan il-faċilitajiet u grounds li jaqgħu taħtu. Dan jinkludi l-amministrazzjoni tat-talbiet kollha ta' tiswija u manutenzjoni mitluba mill-kapijiet tal-iskejjel u/jew precincts administrator, jipproċessa tali talbiet kif meħtieġ u jassigura l-implimentazzjoni fil-ħin tax-xogħol relatat;

ii. Fir-rigward ta' tindif ġenerali, jassigura li l-faċilitajiet u l-grounds kollha li jaqgħu taħtu jinżammu nodfa u sikuri l-ħin kollu. Fir-rigward ta' ġonna u landscape areas, jassigura li dawn iż-żoni jinżammu nodfa u zgumbrati, u msebbħa kif xieraq u jkunu dejjem iffjuriti. Filwaqt li fir-rigward ta' sigurtà, jassigura li l-faċilitajiet u l-grawnds tal-iskejjel li jiffurmaw parti mill-kulleġġ, jibbenefikaw minn sistemi xierqa ta' sigurtà;

iii. Jassigura li sinjali approvati mill-area administrator, huma installati u miżmuma kif xieraq;

iv. Jamministra u jkun responsabbli għall-istaff kollu li jaqa' taħtu li hu non-teaching u nonklerikali inkluż il-general hands, labourers, purtinara, ġardinara, watchmen, kif ukoll dak l-istaff kollu li jaħdem fis-Servizz Pubbliku kif ukoll fis-Settur Pubbliku u li jista' jkun assenjat jew detailed taħt ir-responsabbiltà tiegħu. Dan jinkludi li jassigura u jissorvelja l-attendenza u l-puntwalità tal-impjegati kollha, inkluż il-ħin tad-dħul u l-ħruġ, il-vacation u s-sick leave, is-sahra, u oħrajn;

v. Jistabbilixxi standards ta' kwalità fuq ix-xogħlijiet kollha li jagħmel kull impjegat, fejn jassigura li dawn ix-xogħlijiet isiru b'mod effiċjenti u ekonomiku fil-ħin miftehem;

or college. For these reasons, all officers in the grade of Precinct Officer shall benefit from an annual all-inclusive allowance of €3,000.

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 Precincts Officer include:

i. Planning, coordinating, performing and ensuring the implementation of the general repair and maintenance, general cleaning, gardening and landscaping, safety and security, within the facilities and grounds under his/her remit. This includes the managing all repair and maintenance intervention requests raised by the Heads of the schools and/or precincts administrator, processing such requests as necessary and ensuring the timely implementation of related remedial works;

ii. With regard to general cleaning, ensuring that all facilities and grounds falling within his/her remit are kept clean, safe and secure at all times. With regard to gardens and landscape areas, ensuring that such areas are kept clear and clean, and appropriately embellished and flowering at all times. Whilst with regard to security, ensuring that the facilities and grounds, benefit from proper systems of security;

iii. Ensuring that signage, as approved by the area administrator, is adequately installed and maintained;

iv. Managing and being responsible for all non-teaching and non-clerical staff falling under his/her remit including general hands, labourers, cleaners, gardeners, watchmen, and all such personnel from both the Public Service and the Public Sector that may be assigned or detailed to his/her charge. This includes ensuring and monitoring the attendance and punctuality of all such employees, including clocking in and out, vacation and sick leave, overtime, and other;

v. Setting quality standards on all tasks carried out by each employee, ensuring that all such tasks are carried out efficiently and economically within agreed timeframes;

vi. Jiddeċidi skont l-iktar importanti, jassenja u jikkordina l-ordnijiet tax-xogħol lill-impjegati li jaqgħu taħt l-amministrazzjoni u l-kontroll tiegħu u jaħdem u jiżviluppa ħiliet ta' teamwork fost dawn l-impjegati;

vii. Iħarreġ u jissorvelja x-xogħol tal-impjegati, biex jidentifika l-ħiliet individwali ta' kull impjegat u jutilizza l-kompetenzi tagħhom b'mod flessibbli;

viii. Jistabbilixxi u jżomm relazzjonijiet ta' xogħol tajbin mal-impjegati, kif ukoll mal-kapijiet tal-iskola, u uffiċjali għolja oħra fi ħdan l-istrutturi relatati u jippromovi u jżomm, prattiki ta' xogħol, kundizzjonijiet u ambjent sikur, għal dawn l-impjegati, għall-istudenti u partijiet terzi oħra;

ix. Jeżerċita ġudizzju u inizjattiva indipendenti meta jikkordina x-xogħol kollu relatat, meta jagħmel rakkomandazzjonijiet għax-xogħlijiet ta' rimedju li hemm bżonn, meta jippjana, jivvaluta u jassenja l-ordnijiet tax-xogħol, ifassal il-programm ta' xogħlijiet, isegwi x-xogħlijiet li jkunu qed isiru, u jara li b'mod ġenerali x-xogħlijiet imwettqa mill-istaff li jaqgħu taħt ir-responsabbiltà tiegħu jsiru b'mod effiċjenti u effettiv;

x. Jaġixxi fuq inizjattiva tiegħu kif ukoll fuq rapporti li jirċievi biex jassigura tiswijiet u manutenzjoni regolari, speċjalment permezz ta' manutenzjoni preventiva, tindif ġenerali, ġardinaġġ u landscaping, sigurtà tal-bini, tat-tagħmir u l-għamara, tal-aperturi, tal-installazzjonijiet mekkaniċi u elettroniċi, u tal-grounds tal-iskejjel li jaqgħu taħtu. Dan jinvolvi wkoll li jassigura li l-bini, is-servizzi, l-għamara, l-aperturi, it-tagħmir, l-installazzjonijiet u s-sistemi tal-iskola huma miżmuma sew u li jiffunzjonaw u jkun responsabbli tal-istores kollha;

xi. Jassigura li l-ordnijiet u l-pagamenti kollha jiġu rreġistrati u li jkunu konformi mar-regolamenti kollha finanzjarji tal-Gvern u tal-public procurement;

xii. Ikun familjari mal-prinċipji, mal-prattiki, mal-għodda, mat-tagħmir u materjal użat fil-kostruzzjoni u fil-fażijiet kollha tat-tiswijiet u manutenzjoni, fit-tindif ġenerali, fil-ġardinaġġ u landscaping u fis-sigurtà u jkun jaf il-layout fiżiku tal-faċilitajiet u l-grawnds li jaqgħu taħtu;

xiii. Jinvestiga u jikteb rapporti fuq inċidenti u/jew ħsarat li jsiru fuq il-faċilitajiet u/jew tagħmir u jaqra, jikteb u jipprepara rapporti, memos u korrispondenza;

xiv. Jipprepara u jikkalkula stimi fuq materjal u fuq xogħol ta' rimedju li jsir u juża proċeduri ta' public procurement biex jipprokura materjal, għodda u servizzi;

xv. Jikkomunika b'mod effettiv oralment u bil-kitba billi juża Word, Excel u email u jkun kapaċi jaħdem taħt pressjoni;

vi. Prioritising, assigning and coordinating work orders to employees entrusted under his/her administration and control and working and developing teamwork skills among these employees;

vii. Training and supervising the work of employees, to identify the individual skills of each employee and to utilize their competencies flexibly;

viii. Establishing and maintaining effective working relationships with employees, as well as with Heads of School, and other senior officers within the related structures and promoting and maintaining safe working practices, conditions and environment, for such employees, students and other third parties;

ix. Exercising independent judgement and initiative in coordinating all the related works, making recommendations for remedial works to be undertaken, planning, assessing and assigning work orders, drawing up a works programme, following up works in progress, and generally seeing that efficient and effective works are carried out by all staff falling under his/her responsibility;

x. Acting on his/her own initiative as well as on reports received, to ensure the regular repair and maintenance, especially through preventive maintenance, the general cleaning, gardening and landscaping, safety and security, of the buildings, equipment and furniture, apertures, mechanical and electrical installations, and grounds entrusted to his/her administration. This involves also ensuring that the school buildings, services, furniture, apertures, equipment, installations and systems are properly maintained and functional and assuming responsibility for all stores;

xi. Ensuring that all orders and payments are recorded and full compliance to all of the public procurement and government financial regulations are adhered to;

xii. Being familiar with the principles, practices, tools, equipment and materials used in construction and in all phases of general repairs and maintenance, general cleaning, gardening and landscaping and security and knowing the physical layout of the facilities and grounds that fall under his/her remit;

xiii. Investigating and writing reports on accidents and/or damages to facilities and/or equipment and reading, writing and preparing reports, memos and correspondence;

xiv. Preparing and calculating estimates on materials and cost for remedial works and using public procurement procedures to procure materials, tools and services;

xv. communicating effectively orally and in writing as required and being able to work under pressure;

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

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

Rekwiżiti tal-Eliġibbiltà

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 Identità 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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment

fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

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

iii. fil-pussess ta' liċenzja valida tas-sewqan;

iv. fil-pussess ta' kwalifika rikonoxxuta f'Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) f'qasam tekniku jew maniġment.

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

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-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 (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 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' 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.

licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

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

iii. in possession of a valid driving license;

iv. in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in a technical or management area.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.8. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1. L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, permezz tal-Online Recruitment Portal tal-Edukazzjoni **biss** (https://

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

edurecruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal.

Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 27 ta' Novembru, 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).

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

L-10 ta' Novembru, 2023

are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal.

The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 27th November, 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).

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

10th November, 2023

MINISTERU GĦAL GĦAWDEX

Il-Unit tal-Kultura fi ħdan id-Direttorat għall-Wirt Kulturali (Ministeru għal Għawdex) tgħarraf illi minħabba l-kommemorazzjoni ta' Jum it-Tifkira (Remembrance Day) li se ssir nhar is-Sibt, 11 ta' Novembru, 2023, Triq ir-Repubblika, ir-Rabat, Għawdex, minn salib it-toroq sa Pjazza Savina, se tkun magħluqa għat-traffiku mid-9.30 a.m. sa nofsinhar, kif ukoll ħadd ma jista' jipparkja madwar Pjazza Indipendenza u Pjazza Savina (quddiem il-knisja) fir-Rabat, Għawdex.

L-10 ta' Novembru, 2023

MINISTRY FOR GOZO

The Culture Unit within the Cultural Heritage Directorate (Ministry for Gozo) notifies that due to Remembrance Day Commemoration which will be held on Saturday, 11th November, 2023, Triq ir-Repubblika, Victoria, from the cross roads to Savina Square, will be closed for traffic from 9.30 a.m. till noon and no parking of vehicles will be allowed at Pjazza Indipendenza and Savina Square (parking in front of church) in Victoria, Gozo.

10th November, 2023

SEGRETARJAT PARLAMENTARI
GĦALL-FONDI EWROPEJ

PRE-AVVIŻ TA' SEJĦIET:
IL- PJAN STRATEĠIKU TAL-POLITIKA AGRIKOLA KOMUNI GĦAL MALTA 2023-2027

Is-Segretarju Parlamentari responsabbli għall-Fondi tal-UE jixtieq jinnotifika l-ħruġ ta' sejħiet taħt il-Politika Agrikola Komuni għal Malta 2023-2027:

Intervent 73.3: Investimenti mhux fl-azjendi agrikoli (titjib ta' toroq rurali)

Nota: Din is-sejħa tiffoka fuq l-investiment fit-toroq rurali u hija miftuħa għal entitajiet pubbliċi.

Intervent 73.4: Investimenti produttivi mhux fl-azjendi agrikoli

Nota: Din is-sejħa tiffoka fuq l-investiment fl-ipproċessar u ipproċessar u l-iżvilupp ta' prodotti agrikoli. Is-sejħa hija miftuħa għall-bdiewa, inklużi kooperattivi u partnerships, negozji oħra kif ukoll entitajiet pubbliċi.

It-tnedija attwali tas-sejħiet, flimkien mal-Formola tal-Applikazzjoni u d-dokumentazzjoni supplimentari, se jiġu ppubblikati f'Diċembru 2023 u jistgħu jinkisbu minn (https://fondi.eu). Is-sejħa mistennija tagħlaq f'Marzu 2024.

Applikanti prospettivi huma mħeġġa jirreferu għall-Pjan Strateġiku disponibbli fuq (https://fondi.eu).

Aktar informazzjoni u biex wieħed jirreġistra għas-sessjonijiet ta' informazzjoni dwar is-sejħiet jistgħu jinkisbu billi tikkuntattja lis-Servizzi Ewropej f'Malta (SEM) fuq (info@sem.gov.mt) jew billi ċċempel fuq 2779 7300.

L-10 ta' Novembru, 2023

PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS

PRE-ANNOUNCEMENT OF CALLS:
COMMON AGRICULTURAL POLICY STRATEGIC PLAN FOR MALTA 2023-2027

The Parliamentary Secretariat responsible for EU Funds would like to pre-announce the following call under the Common Agricultural Policy Strategic Plan 2023-2027:

Intervention 73.3: Off-farm Investments (upgrading of rural roads)

Note: This call focuses on the investment in rural roads and is open for public entities.

Intervention 73.4: Off-farm Productive Investments

Note: This call focuses on the investment in processing and development of agricultural products. The call is open for farmers, including cooperatives and partnerships, other businesses as well as public entities.

The actual launch of calls, together with the Application Form and supplementary documentation, will be published in December 2023 and can be obtained from (https://fondi.eu). The Call is expected to close in March 2024.

Prospective Applicants are encouraged to refer to the Strategic Plan available on (https://fondi.eu).

More information about the calls and to register for the information sessions being held in relation to these calls may be obtained by contacting Servizzi Ewropej f'Malta (SEM) on (info@sem.gov.mt) or by calling on 2779 7300.

10th November, 2023



Kofinanzjat mill-Unjoni Ewropea



Co-funded by the European Union

SEGRETARJAT PARLAMENTARI
GĦALL-FONDI EWROPEJ

AVVIŻ

Business Enhance Grant Schemes
ERDF Grant Schemes 2021-2027

Start-up Enhance
SME Enhance (GBER)

Id-Diviżjoni tal-Miżuri u s-Sapport fi ħdan il-Ministeru għall-Ekonomija, Fondi Ewropej u l-Artijiet (MEFL), maħtura mill-Awtorità ta' Ġestjoni (MA) bħala l-Korp Intermedjarju responsabbli mill-amministrazzjoni tal-iskemi ta' għajnuna taħt il-Fond ta' Żvilupp Reġjonali Ewropew (FEŻR) permess ta' Miżuri ta' Sapport fi ħdan il-programm 2021-2027, tixtieq tavża d-dati ta' cut-off li jmiss għall-1 Sejħa Start-up Enhance u l-1 Sejħa SME Enhance (GBER).

Id-dati ta' cut-off għal dawn iż-żewġ Sejħiet, sal-aħħar ta' Ġunju, 2024, jiskadu f'nofsinhar tal-ġranet imsemmija:

L-1 Sejħa 1 Start-up Enhance	30 ta' Novembru 2023	31 ta' Jannar 2024	29 ta' Marzu 2024	31 ta' Mejju 2024
L-1 Sejħa SME Enhance (GBER)	29 ta' Diċembru 2023	29 ta' Frar 2024	30 ta' April 2024	28 ta' Ġunju 2024
Call 1 Start-up Enhance	*30 November 2023*	*31 January 2024*	*29 March 2024*	*31 May 2024*
Call 1 SME Enhance (GBER)	*29 December 2023*	*29 February 2024*	*30 April 2024*	*28 June 2024*

Aktar tagħrif u dokumentazzjoni dwar l-ERDF Grant Schemes, inklużi n-Noti Gwida rispettivi u l-Linji Gwida tal-Implimentazzjoni jistgħu jinkisbu minn fuq (https://fondi.eu) jew billi tikkuntattja lid-Diviżjoni tal-Miżuri u s-Sapport permess ta' (msd.eufunds@gov.mt) jew fuq 2555 2635. L-applikanti nteressati jistgħu jfittxu għajnuna wkoll minn Servizzi Ewropej f'Malta (SEM) fuq (info.sem@gvo.mt).

L-10 ta' Novembru, 2023

Kofinanzjat mill-Unjoni Ewropea

PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS

ANNOUNCEMENT

Business Enhance Grant Schemes
ERDF Grant Schemes 2021-2027

Start-up Enhance
SME Enhance (GBER)

The Measures and Support Division within the Ministry for the Economy, European Funds and Lands (MEFL), designated by the Managing Authority (MA) as the Intermediate Body responsible for administering European Regional Development Fund (ERDF) Grant Schemes through the implementation of Support Measures under the 2021–2027 programming period, would like to announce the next cut-off dates for Call 1 Start-up Enhance and Call 1 SME Enhance (GBER).

The cut-off dates for both of these Calls until end June 2024 are set at noon of the following dates:

Further information relating to ERDF Grant Schemes, including the respective Guidance Notes and the Guidelines for Implementation may be obtained from (https://fondi.eu) or by contacting the Measures and Support Division on (msd.eufunds@gov.mt) or 2555 2635. Interested applicants may wish to seek assistance from Servizzi Ewropej f'Malta (SEM) on (info.sem@gov.mt).

10th November, 2023

Co-funded by the European Union

UFFIĊĊJU TAL-KUMMISSARJU TAT-TAXXI
MINISTERU GĦALL-FINANZI U X-XOGĦOL

Skont ir-Regolamenti dwar il-Kuntratti Pubbliċi (L.S. 601.03), l-Uffiċċju tad-Direct Orders qed jagħti approvazzjoni lill-Kummissarju tat-Taxxi fi ħdan il-Ministeru għall-Finanzi u x-Xogħol biex jidħol f'kuntratt ta' servizz ma' Dott. Carmel Grima għall-provvediment ta' servizzi legali għal perjodu ta'

OFFICE FOR THE COMMISSIONER FOR REVENUE
MINISTRY FOR FINANCE AND EMPLOYMENT

In terms and for the purposes of the Public Procurement Regulations (S.L. 601.03), the Direct Orders Office is granting approval to the Commissioner for Revenue within the Ministry for Finance and Employment to enter into a contract for service with Dr Carmel Grima for the provision

4 xhur li jibda mill-1 ta' Settembru, 2023 sal-31 ta' Diċembru, 2023, imħallsa b'rata ta' €59 VAT eskluża fis-siegħa għall-prezz ta' €15,090.00 eskluża l-VAT.

L-10 ta' Novembru, 2023

UFFIĊĊJU TAL-KUMMISSARJU TAT-TAXXI
MINISTERU GĦALL-FINANZI U X-XOGĦOL

Skont ir-Regolamenti dwar il-Kuntratti Pubbliċi (L.S. 601.03), l-Uffiċċju tad-Direct Orders qed jagħti approvazzjoni lill-Amministrazzjoni tat-Taxxa u d-Dwana ta' Malta fi ħdan il-Ministeru għall-Finanzi u x-Xogħol biex jidħol f'kuntratt ta' servizz mas-Sur Tarcisio Scicluna għall-provvista ta' management mat-Taqsima tal-Compliance and Investigations għal perjodu ta' 12-il xahar li jibda mill-1 ta' Ottubru, 2023 sat-30 ta' Settembru, 2024, li jaħdem 30 siegħa fil-ġimgħa, imħallsa b'rata ta' €26.00 VAT eskluża fis-siegħa għall-prezz ta' €40,560.00 eskluża l-VAT.

L-10 ta' Novembru, 2023

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni ta' Traffiku

Il-Kunsill Lokali Ħal Għargħur jgħarraf li mis-Sibt, 11 ta' Novembru, 2023 sat-Tnejn, 11 ta' Diċembru, 2023, mid-9.30 a.m. sal-5.00 p.m., Triq l-Indipendenza (minn kantuniera ta' Triq Caravaggio sa kantuniera ta' Triq Giuseppe Calì) se tkun magħluqa għat-traffiku.

L-10 ta' Novembru, 2023

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar it-Tnejn, 13 ta' Novembru, 2023, mid-9.30 a.m. sas-2.00 p.m., Triq Kromb il-Baħar se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'din il-ġurnata f'dawn il-ħinijiet.

L-10 ta' Novembru, 2023

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar it-Tnejn, 13 ta' Novembru, 2023, mid-9.30 a.m. sas-6.00 p.m., Triq il-Kbira se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'din il-ġurnata f'dawn il-ħinijiet.

L-10 ta' Novembru, 2023

of legal services for a period of 4 months starting from 1st September, 2023 till 31st December, 2023, paid at the rate of €59 excluding VAT per hour for the cost of €15,090.00 excluding VAT.

10th November, 2023

OFFICE FOR THE COMMISSIONER FOR REVENUE
MINISTRY FOR FINANCE AND EMPLOYMENT

In terms and for the purposes of the Public Procurement Regulations (S.L. 601.03), the Direct Orders Office is granting approval to the Malta Tax and Customs Administration within the Ministry for Finance and Employment to enter into a contract for service with Mr Tarcisio Scicluna for the provision of management of the Compliance and Investigations Unit for a period of 12 months starting from 1st October, 2023 up to 30th September, 2024, working 30 hours per week, paid at the rate of €26.00 excluding VAT per hour for the cost of €40,560.00 excluding VAT.

10th November, 2023

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic Suspension

The Ħal Għargħur Local Council notifies that from Saturday, 11th November, 2023 till Monday, 11th December, 2023, from 9.30 a.m. till 5.00 p.m., Triq l-Indipendenza (from the corner of Triq Caravaggio to the corner of Triq Giuseppe Calì) will be closed for traffic.

10th November, 2023

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Monday, 13th November, 2023, from 9.30 a.m. till 2.00 p.m., Triq Kromb il-Baħar will be closed for traffic. Parking will not be allowed on this day during these times.

10th November, 2023

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Monday, 13th November, 2023, from 9.30 a.m. till 6.00 p.m., Triq il-Kbira will be closed for traffic. Parking will not be allowed on this day during these times.

10th November, 2023

KUNSILL LOKALI L-BIRGU

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali l-Birgu jgħarraf li t-toroq hawn taħt imsemmija se jiġu klassifikati bħala 'Tow Zones', b'konnessjoni ma' attività ta' ffilmjar. Ħadd ma jista' jipparkja fit-toroq imsemmija hawn taħt fid-dati indikati.

Nhar il-Ħamis, 9 ta' Novembru, 2023 sa nhar l-Erbgħa, 22 ta' Novembru, 2023, postijiet immarkati b'tabelli ta' 'No Parking' fi Triq l-Assedju il-Kbir 1565.

L-għeluq tal-imsemmija toroq se jsir skont il-bżonn.

Vetturi li jiksru dan l-avviż ikunu suġġett li jiġu rmunkati.

L-10 ta' Novembru, 2023

BIRGU LOCAL COUNCIL

Suspension of Traffic and Parking

The Birgu Local Council notifies that the streets listed hereunder are to be classified as 'Tow Zones' as indicated in connection with a filming activity. Parking is prohibited along the below mentioned streets on the dates indicated.

On Thursday, 9th November, 2023 till Wednesday, 22nd November, 2023, parking bays marked with 'No Parking' signs on Triq l-Assedju il-Kbir 1565.

Closure of same mentioned streets will be done as required.

Vehicles found in contravention of this notice are subject to be towed.

10th November, 2023

KUNSILL LOKALI BORMLA

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Bormla jgħarraf illi nhar it-Tlieta, 21 ta' Novembru, 2023, u l-Erbgħa, 22 ta' Novembru, 2023, mit-3.00 p.m. sa nofsillejl, Triq San Nikola se tkun magħluqa għat-traffiku;

Nhar it-Tlieta, 21 ta' Novembru, 2023 u l-Erbgħa, 22 ta' Novembru, 2023, mis-6.00 a.m. sa nofsillejl, ħadd ma jista' jipparkja f'Fuq Verdala u f'parti minn Triq Alessandra. It-toroq imsemmija se jkunu magħluqa waqt l-iffilmjar;

Mill-4.00 p.m. tat-Tlieta, 21 ta' Novembru, 2023 sa nofsillejl tal-Erbgħa, 22 ta' Novembru, 2023, ħadd ma jista' jipparkja fi Triq il-Ġublew tal-Fidda.

Vetturi pparkjati se jigu rmunkati.

L-10 ta' Novembru, 2023

BORMLA LOCAL COUNCIL

Suspension of Traffic and Parking

The Bormla Local Council notifies that on Tuesday, 21st November, 2023, and Wednesday, 22nd November, 2023, from 3.00 p.m. till midnight, Triq San Nikola will be closed for traffic;

On Tuesday, 21st November, 2023, and Wednesday, 22nd November, 2023, from 6.00 p.m. till midnight, parking will be prohibited in Fuq Verdala and in parts of Triq Alessandra. These roads will be closed for traffic during filming;

From 4.00 p.m. of Tuesday, 21st November, 2023 till midnight of Wednesday, 22nd November, 2023, parking will be prohibited in Triq il-Ġublew tal-Fidda.

Parked vehicles will be towed.

10th November, 2023

KUNSILL MALTI GĦAS-SETTUR TAL-VOLONTARJAT

Il-Kunsill Malti għas-Settur tal-Volontarjat jgħarraf li l-għaqda Oratorju Salesjan Dingli qiegħda tħabbar pubblikazzjoni għall-sejħa għall-offerta:

Referenza tal-Proġett Reference (VOPS A2.07.2023 – Title: Providing a Safe Space for the Youth minn Oratorju Salesjan Dingli) qed tippubblika d-dokument għall-offerta għall-provvisti bħala parti mill-proġett VOPS A2.07.2023 – Title: Providing a Safe Space for the Youth.

MALTA COUNCIL FOR THE VOLUNTARY SECTOR

The Malta Council for the Voluntary Sector notifies that Oratorju Salesjan Dingli is requesting the call for tender:

Project Reference (VOPS A2.07.2023 – Title: Providing a Safe Space for the Youth by Oratorju Salesjan Dingli) is publishing a tender document for supplies as part of the VOPS A2.07.2023 – Title: Providing a Safe Space for the Youth project.

Dawk li huma interessati għandhom iniżżlu d-dokument tat-tender u informazzjoni oħra mill-paġna ta' Facebook (www.facebook.com/salesjanidingli).

L-offerta tagħlaq il-Ħamis, 30 ta' Novembru, 2023.

Dan il-proġett ġie ffinanzjat permezz tal-Voluntary Organisations Project Scheme amministrat mill-Kunsill Malti għas-Settur tal-Volontarjat f'isem il-Ministeru għall-Inklużjoni, il-Volontarjat u d-Drittijiet tal-Konsumatur (MIVC).

L-10 ta' Novembru, 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, 1 ta' Diċembru, 2023. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għall-:

CFT 020-4382/23. Provvista ta' 'cardioplegia delivery cannula'

CFT 009-4383/23. Provvista ta' kiri ta' karozza b'emissjonijiet baxxi għall-Isptar Ġenerali ta' Għawdex

CFT 009-4384/23. Provvista ta' fittings tal-għamara

CFT 019-4385/23. Provvista ta' 'high visibility vest' għal infermiera tad-Dipartiment tal-Emerġenza, l-Isptar Mater Dei u l-Isptar Ġenerali ta' Għawdex b'impatt ambjentali ridott

CFT 009-4386/23. Provvista ta' 'portable electronic sphygmomanometer units' għal diversi kliniċi

CFT 021-4388/23. Provvista ta' 'Budesonide prolonged-release 3mg capsules

CFT 020-4389/23. Provvista ta' 'capsule tension rings' għal kirurġija oftalmika

CFT 020-4390/23. Provvista ta' 'ambu bag adults'

CFT 020-4391/23. Provvista ta' 'soft tip cannula

CFT 020-4392/23. Provvista ta' 'disposable diathermy probe compatible with Alcon infinity machine'

CFT 020-4393/23. Provvista ta' '4% scrub Chlorhexidine Solution *500ml bottles plus pump'

CFT 020-4394/23. Provvista ta' 'high performance gowns extra extra large'

CFT 021-4395/23. Provvista ta' 'emollient bath or shower preparation (fragrance-free)' adattat għall-użu f'kundizzjonijiet ta' ġilda xotta

CFT 021-4396/23. Provvista ta' 'Rivaroxaban 1mg/ml oral granules'

CFT 021-4397/23. Provvista ta' 'Cefuroxime 750mg injections'

CFT 021-4398/23. Provvista ta' 'amphotericin 50mg injections'

Prospective bidders are invited to download the tender document and additional information from the Oratorju Salesjan Dingli's Facebook page (www.facebook.com/salesjanidingli).

Deadline for submissions is Thursday, 30th November, 2023.

This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector supported by the Ministry for Inclusion, Voluntary Organisations and Consumer Rights (MIVC).

10th November, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (Procurement and Supplies), Ministry for Health, notifies that:

Electronic tenders in respect of the following notices will be received till 9.30 a.m. of Friday, 1st December, 2023. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 020-4382/23. Supply of cardioplegia delivery cannula

CFT 009-4383/23. Supply of hire of a low emission car for the Gozo General Hospital

CFT 009-4384/23. Supply of furniture fittings

CFT 019-4385/23. Supply of high visibility vest for Emergency Department nurses, Mater Dei Hospital and Gozo General Hospital, with a reduced environmental impact

CFT 009-4386/23. Supply of portable electronic sphygmomanometer units for various clinics

CFT 021-4388/23. Supply of Budesonide prolonged-release 3mg capsules

CFT 020-4389/23. Supply of capsule tension rings for ophthalmic surgery

CFT 020-4390/23. Supply of ambu bag adults

CFT 020-4391/23. Supply of soft tip cannula

CFT 020-4392/23. Supply of disposable diathermy probe compatible with Alcon infinity machine

CFT 020-4393/23. Supply of 4% scrub Chlorhexidine Solution *500ml bottles plus pump

CFT 020-4394/23. Supply of high performance gowns extra extra large

CFT 021-4395/23. Supply of emollient bath or shower preparation (fragrance-free) suitable for use in dry skin conditions

CFT 021-4396/23. Supply of 'Rivaroxaban 1mg/ml oral granules'

CFT 021-4397/23. Supply of cefuroxime 750mg injections

CFT 021-4398/23. Supply of amphotericin 50mg injections

CFT 009-4399/23. Provvista u konsenja ta' 'handheld tonometer'

CFT 021-4400/23. Provvista ta' 'Naltrexone 50mg tablets'

CFT 020-4401/23. Provvista ta' 'arterial puncture sealing device'

CFT 021-4402/23. Provvista ta' 'Fluticasone Propionate 50Mcg inhaler'

Id-dokument tal-offerta huwa mingħajr ħlas.

Id-dokumenti tal-offerti jinkisbu biss mill-Electronic Public Procurement System (www.etenders.gov.mt). Ir-reġistrazzjoni hija meħtieġa sabiex ikun jista' jintuża s-sit elettroniku. Operaturi ekonomiċi Maltin għandu jkollhom l-eID tal-organizzazzjoni tagħhom sabiex ikunu jistgħu jidħlu f'dan is-sit elettroniku. Aktar tagħrif jinkiseb mis-sezzjoni tal-FAQ tal-istess sit.

Il-pubbliku jista' jattendi waqt il-ftuħ u l-iskedar tal-offerti fil-ħinijiet u d-dati msemmija hawn fuq.

L-10 ta' Novembru, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

B'referenza għall-offerta elettronika 'CFT 020-4364/23. Colour coded drug labels' ippubblikata fil-Gazzetta tal-Gvern tal-Ġimgħa, 3 ta' Novembru, 2023, id-data tal-għeluq ġiet estiża għat-Tnejn, 27 ta' Novembru, 2023.

L-10 ta' Novembru, 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, 13 ta' Novembru, 2023.

ERU0611U23A
ERU0611U23B
ERU0611U23C
ERU0611U23D
ERU0611U23 – Medicinal
ERU0711U23A
ERU0711U23B
ERU0711U23C
ERU0711U23D
ERU0711U23 – Devices
ERU0711U23 – Medicinal

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

CFT 009-4399/23. Supply and delivery of handheld tonometer

CFT 021-4400/23. Supply of Naltrexone 50mg tablets

CFT 020-4401/23. Supply of arterial puncture sealing device

CFT 021-4402/23. Supply of Fluticasone Propionate 50Mcg inhaler

These tender document are free of charge.

Tender documents are only obtainable from the Electronic Public Procurement System (www.etenders. gov.mt). Registration is required in order to make use of this website. Maltese economic operators need to be in possession of their organisation eID in order to access this website. More information is available from the FAQ section of the same website.

The public may attend during the opening and scheduling of tenders at the times and dates specified above.

10th November, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

With reference to the electronic tender 'CFT 020-4364/23. colour coded drug labels', published in the Government Gazette of Friday, 3rd November, 2023 the closing date will be extended till Monday, 27th November, 2023.

10th November, 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 Monday, 13th November, 2023.

ERU0611U23A
ERU0611U23B
ERU0611U23C
ERU0611U23D
ERU0611U23 – Medicinal
ERU0711U23A
ERU0711U23B
ERU0711U23C
ERU0711U23D
ERU0711U23 – Devices
ERU0711U23 – Medicinal

Emergency Response Unit (ERU) Competitive Calls can be downloaded from the CPSU website.

Sottomissjonijiet għal din is-sejħa għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

L-10 ta' Novembru, 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, 14 ta' Novembru, 2023.

ERU0811U23A
ERU0811U23B
ERU0811U23 – Medicinal
ERU0811U23 – Devices

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-10 ta' Novembru, 2023

KUNSILL LOKALI MARSASKALA

Il-Kunsill Lokali Marsaskala jgħarraf illi:

Sejħiet għall-offerti għandhom jintlaqgħu mil-Kunsill Lokali ta' Marsaskala permezz tal-ePPS sal-11.00 a.m. tat-Tnejn, 11 ta' Diċembru, 2023, għal:

Avviż Nru. KLM2023/09. Tindif u żamma ta' latrini pubbliċi fil-lokalità ta' Marsaskala bl-użu ta' materjali u prattiki li ma jagħmlux ħsara 'l-ambjent.

Id-dokumenti tal-offerta huma bla ħlas u jiġu mniżżla mill-ePPS (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u tista' tarahom jew tniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kwalunkwe offerta, anke l-aktar waħda vantaġġjuża.

L-10 ta' Novembru, 2023

Submissions for this call for competition are to be submitted as per instructions given in the dossier.

10th November, 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 Tuesday, 14th November, 2023.

ERU0811U23A
ERU0811U23B
ERU0811U23 – Medicinal
ERU0811U23 – Devices

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.

10th November, 2023

MARSASKALA LOCAL COUNCIL

The Marsaskala Local Council notifies that:

Tenders will be received at the Marsaskala Local Council through ePPS, up to 11.00 a.m. on Monday, 11th December, 2023, for:

Advt No. KLM2023/09. Cleaning and upkeep of public conveniences in the locality of Marsaskala using environmentally friendly materials and practices.

Tender documents are free of charge and may be downloaded from the ePPS (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

10th November, 2023

KUNSILL LOKALI ĦAL LIJA

Il-Kunsill Lokali Ħal Lija jgħarraf illi:

Sad-9.30 a.m. ta' nhar it-Tnejn, 11 ta' Diċembru, 2023, fil-Kunsill Lokali Ħal Lija jintlaqgħu offerti għal:

Avviż Nru. LLC T 07/2023. Offerta ta' servizzi – servizzi professjonali ta' perit għall-Kunsill Lokali Ħal Lija.

Id-dokumenti tal-offerta huma bla ħlas u jiġu mniżżla mill-ePPS (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fis-sit elettroniku u tista' tarahom jew tniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

L-10 ta' Novembru, 2023

ĦAL LIJA LOCAL COUNCIL

The Ħal Lija Local Council notifies that:

Tenders will be received at the Ħal Lija Local Council through ePPS, up to 9.30 a.m. on Monday, 11th December, 2023, for:

Advt No. LLC T 07/2023. Services tender – professional services of an architect to the Ħal Lija Local Council.

Tender documents are free of charge and may be downloaded from the ePPS (www.etenders.gov.mt).

Any clarifications or addenda to the quotation document will be available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

10th November, 2023

KUNSILL LOKALI L-GŻIRA

Il-Kunsill Lokali l-Gżira jgħarraf illi:

Sejħiet għall-offerti għandhom jintlaqgħu mill-Kunsill Lokali l-Gżira permezz tal-ePPS sad-9.00 a.m. ta' nhar il-Ġimgħa, 15 ta' Diċembru, 2023, għal:

Avviż Nru. GLC21-StrCl/01/2023. Servizzi ta' tindif tat-toroq għall-Kunsill Lokali l-Gżira b'mod li jitħares 'l-ambjent.

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba, imniżżla u milqugħa BISS minn fuq is-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

L-10 ta' Novembru, 2023

GŻIRA LOCAL COUNCIL

The Gżira Local Council notifies that:

Tenders will be received on behalf of the Gzira Local Council, through ePPS, up to 9.00 a.m. on Friday, 15th December, 2023, for:

Advt No. GLC21-StrCl/01/2023. Street cleaning services for the Gżira 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 downloaded from the same website.

The Local Council reserves the right to refuse any offer, even the most advantageous one.

10th November, 2023

AVVIŻI TAL-QORTI – *COURT NOTICES*

2258

B'digriet tat-Tribunal għal Talbiet Żgħar, tal-11 ta' Awwissu, 2023, ġiet ordnata l-pubblikazzjoni tal-estratt li jidher hawn taħt għall-finijiet ta' notifika skont l-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12) fil-konfront ta' Abdullah Karakus.

By a decree of the Small Claims Tribunal of the 11th August, 2023, the publication of the following extract was ordered for the purpose of service on the respondent Abdullah Karakus in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

Has Construction Limited (C97070) ta' 243A, Triq it-Torri, Tas-Sliema, ippreżentat Talba, fid-9 ta' Awwissu, 2023, fejn talbet lit-Tribunal sabiex jikkundanna lil Abdullah Karakus (KI 0272087A) ta' Freda, Triq it-Tamar, San Pawl il-Baħar, sabiex iħallas lis-soċjetà attriċi s-somma ta' €1,319.83, liema ammont huwa dovut lis-soċjetà attriċi.

Bl-ispejjeż u bl-imgħaxijiet legali

Il-kawża (Avviż numru 280/2023IS) hija differita għat-22 ta' Novembru, 2023, fin-12.30 p.m.

Reġistru tal-Qorti tal-Maġistrati (Malta), illum 8 ta' Novembru, 2023

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Has Construction Limited (C97070) of 243A, Triq it-Torri, Tas-Sliema, filed a Claim on the 9th August, 2023, whereby they asked the Tribunal to condemn Abdullah Karakus (ID 0272087A) of Freda, Triq it-Tamar, St Paul's Bay, to pay the plaintiff company the sum of €1,319.83, which amount is due to the plaintiff company.

With costs and legal interests

The case (Claim number 280/2023IS) is deferred on the 22nd November, 2023, at 12.30 p.m.

Registry of the Courts of Magistrates (Malta), today 8th November, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

2259

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla fl-1 ta' Novembru, 2023, fuq rikors ta' Dr Isabelle Gatt (KI 328261M) ġie ffissat il-jum tat-Tlieta, 30 ta' Mejju, 2024, f'nofsinhar (12.00 p.m.) għall-bejgħ bl-irkant, li għandu jsir f'Kamra Numru 78, Biswit l-Arkivju, Livell -1, Qrati tal-Ġustizzja, Triq ir-Repubblika, il-Belt Valletta, tal-utile dominju temporanju hawn taħt deskritt.

L-utile dominju temporanju għaż-żmien li fadal ta' disa' u disgħin sena (99) li bdew jiddekkorru mill-ħmistax ta' Awwissu tas-sena elf disa' mija wieħed u tletin (15.8.1931) tal-porzjon art li tifforma parti mill-Klawsura magħrufa bħala 'Bur tal-Knisja', kontrada ta' San Niklaw, limiti tas-Siġġiewi, tal-kejl ta' ċirka ħamest itmien u żewġ sigħajn (5T.2S), flimkien mar-razzett li jinsab fl-istess art u jikkonfina kollox mit-Tramuntana u mill-Punent ma' beni tal-Mensa Arċiveskovili ta' Malta, min-Nofsinhar ma' Triq San Niklaw u mil-Lvant ma Triq il-Provvidenza, jew irjieħ verjuri, suġġetta għal sehma miċ-ċens annwu u temporanju għaż-żmien li fadal ta' ħames liri Maltin u għaxar xelini (Lm5.10) ossija tnax-il ewro u wieħed u tmenin ċenteżmu tal-ewro (€12.81), kif aħjar deskritta fil-kuntratt tal-ħamsa ta' Frar tas-sena elf disa' mija sitta u sittin (5.2.1966) fl-atti tan-Nutar Paul Pullicino u kif ukoll fil-kuntratt tal-ħmistax ta' Awwissu tas-sena elf disa' mija wieħed u tletin (15.8.1931) fl-atti tan-Nutar Edoardo Calleja Schembri bil-parteċipazzjoni ta' oblaturi estranei u l-offerti jibdew minn mija u tmienja u tletin elf ewro (€138,000).

L-imsemmi l-utile dominju temporanju huwa proprjetà ta' Dr Isabelle Gatt (KI 328261M), Malcolm Mallia (KI 037389M), Matthias Mallia (KI 0263690M), Pauline Mallia (KI 0143248M).

N.B. L-imsemmi utile dominju temporanju jinbiegħ bħalma ġie deskritt fl-atti tas-subbasta 54/23 u wara

By decree given by the Civil Court, First Hall, on the 1st November, 2023, on the application of Dr Isabelle Gatt (ID 328261M) Tuesday, 30th May, 2024, at noon (12.00 p.m.), has been fixed for the sale by auction, to be held in Room Number 78, Nearby the Courts Archives, Level -1, Courts of Justice, Triq ir-Repubblika, Valletta, of the temporary utile dominium:

The temporary utile dominium for the remaining period of ninety nine years (99) that commenced from the fifteen of August of the year one thousand one hundred and thirty one (15.8.1931) of the portion of land that forms part from klawsura known as 'Bur tal-Knisja', district of San Niklaw, limits of Siġġiewi, around measures of five turmoil and two sigħajn (5T.2S), together with the farm situated in the same land and together bounded on the north and west by property of the Mensa Archbisop's of Malta, south by Triq San Niklaw and east by Triq il-Provvidenza, or other correct compass points, subject to a share from the annaul and temporary ground rent for the remaining time of five Maltese lira and ten cents (Lm5.10) ossia twelve euro and eighty one euro cents (€12.81), as better described in the contract of the fifth February of the year one thousand nine hundred and sixty six (5.2.1966) in the acts of Notary Paul Pullicino and also in the contract of the fifteen of August of the year one thousand nine hundred and thirty one (15.8.1931) in the acts of Notary Edoardo Calleja Schembri with the participants of extraneous bidders and the offers begins from one thousand and thirty eight thousand euro (€138,000).

The said temporary utile dominium is the property of Dr Isabelle Gatt (ID 328261M), Malcolm Mallia (ID 037389M), Matthias Mallia (ID 0263690M), Pauline Mallia (ID 0143248M).

N.B. The said temporary utile dominium will be sold as described in the acts of judicial sales number 54/23 after

sentenza mogħtija fit-tletin ta' Ġunju tas-sena elfejn tlieta u għoxrin (30.6.2023) mill-Onor. Imħallef Miriam Hayman, Rikors bin-numru tliet mija u sittax tas-sena elfejn u dsatax (316/2019) fl-ismijiet Malcolm Mallia et vs Dr Isabelle Gatt.

a judgement given on the thirty of June of the year two thousand and twenty-three (30.6.2023) by the Judge Miriam Hayman, Application number three hundred and sixteen of the year two thousand and nineteen (316/2019) in the names Malcolm Mallia et vs Dr Isabelle Gatt.

Reġistru tal-Qrati Superjuri, illum it-Tlieta, 7 ta' Novembru, 2023

Registry of the Superior Courts, this Tuesday, 7th November, 2023

MARVIC FARRUGIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

2260

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-1 ta' Novembru, 2023, u dan wara Rikors b'numru 1118/2023, ordnat:

IT IS hereby notified that in virtue of the powers conferred by Section 257 of the Civil Code, the Court of Revision of Notarial Acts, by a Decree dated the 1st November, 2023, and upon an application numbered 1118/2023, ordered:

Lid-Direttur tar-Reġistru Pubbliku li meta jiġi biex jirreġistra l-Att tat-Twelid ta' Maureen Clancy Pritzker fir-Reġistru Pubbliku ta' Malta, jagħmel l-annotazzjonijiet jew korrezzjonijiet opportuni fl-Att tagħha, biex l-isem 'Maureen Katherine' jiġi sostitwit bl-isem 'Maureen Clancy'. Tordna wkoll li jagħmel l-istess korrezzjoni u annotazzjoni fl-Att taż-Żwieġ esteru tagħha meta dan jiġi biex ikun reġistrat fir-Reġistru Pubbliku ta' Malta ai termini tal-Art. 244 tal-Kodiċi Ċivili.

To the Director of the Public Registry so, when he comes to register the Act of Birth of Maureen Clancy Pritzker in the Public Registry of Malta, make the appropriate annotations or corrections in her Act of Birth, so that the name 'Maureen Katherine' is replaced by the name 'Maureen Clancy'. Also orders, to make the same correction and annotation in her foreign Act of Marriage, when it comes to be registered in the Public Registry of Malta under the terms of Art. 244 of the Civil Code.

Qorti ta' Reviżjoni tal-Atti Nutarili

Court of Revision of Notarial Acts

Illum il-Ġimgħa, 3 ta' Novembru, 2023

Today Friday 3rd November, 2023

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

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

2261

B'digriet tat-2 ta' Novembru, 2023, mogħti mill-Prim'Awla tal-Qorti Ċivili, din il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifiki skont l-artiklu 187(3) tal-Kodiċi tal-Proċedura u Organizzazzjoni Ċivili (Kap. 12).

By a decree given on the 2nd November, 2023, by the Civil Court First Hall, the Court ordered that the extract hereunder mentioned be published for the purpose of service according to Article 187(3) of the Code of Organisation and Civil Procedure (Cap. 12).

B'rikors preżentat fil-Qorti Ċivili, Prim'Awla, fid-29 ta' Lulju, 2023, minn Bank of Valletta Malta plc, Subbasta bin-numru 43/22 fl-ismijiet Bank of Valletta Malta plc bin-numru tar-reġistrazzjoni C2833 vs Jean Paul Bajada qed jintalab il-bejgħ bl-irkant ta':

By the application filed in the Civil Court, First Hall, on the 29th July, 2022, by Bank of Valletta Malta plc, Judicial Sale file numbered 43/22 in the names Bank of Valletta Malta plc with the registration number C2833 vs Jean Paul Bajada is being asked that the Court orders the sale by auction of the:

Il-garaxx mingħajr numru uffiċjali, iżda magħruf bin-numru sitta (6), formanti parti minn blokk konsistenti f'sitt maisonettes u kumpless ta' garaxxijiet li jinsab f'semi basement level, fi Triq ir-Rattan, Il-Mellieħa. L-imsemmi garaxx huwa aċċessibbli minn entratura komuni li hija bla

The garage unnumbered officially, but known by number six (6), forming part of a block consisting of six maisonettes and a complex of garages situated in semi-basement level, fi Triq ir-Rattan, Mellieħa. The said garage is accessible from a common entrance which is unnumbered and unnamed that

numru u bla isem li tiżbokka fl-imsemmija triq, inkluż ukoll sehem proporzjonali tal-partijiet komuni kollha tal-imsemmi semi-basement level, ċjoè l-entrata, id-drive in u passaġġ komuni. Il-garaxxijiet fl-imsemmi kumpless għandhom is-sistema tad-drains u drenaġġ tal-proprjetà sovrastanti għalihom għaddejja minn ġo fihom.

L-imsemmi blokk li minnu jifforma parti l-imsemmi semi-basement level, jikkonfina mil-Lvant mal-imsemmija Triq, u mill-irjieħ l-oħra kollha ma' proprjeta tal-aħwa Pio u Joseph Chetcuti u r-rispettivi nisa tagħhom jew l-aventi kawża tagħhom. L-imsemmi garaxx igawdi mis-servitujiet kollha attivi jew passivi riżultanti mill-pożizzjoni tiegħu, bid-drittijiet, ġustijiet u pertinenzi kollha tiegħu, u dan ġie akkwistat permezz ta' kuntratt datat fis-sitta u għoxrin ta' Settembru tas-sena elfejn u ħamsa (26/09/2005), in atti Nutar Dott. Maronia Fenech.

L-imsemmija proprjetà tappartjeni lil Jean Paul Bajada (KI 588181M).

Reġistru tal-Qrati Superjuri, illum il-Ħamis, 9 ta' Novembru, 2023

MARVIC FARRUGIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

abuts in the said street, including also proportional share of all the common parts of the said semi-basement level, i.e. the entrance, the drive in and common passage. The garages in the said complex have the system of drains and drainage of the overlying property passes running through them

The said block of which the said semi-basement level forms a part, bounded from the east by the said street, and the other compass points by property of brothers Pio and Joseph Chetcuti and their respective spouses or their successors in title. The said garage enjoys all the active and passive servitudes resulting its position, with all its right and appurtenances, and this was acquired by a contract dated twenty-sixth of September of the year two thousand and five (26/09/2005), in acts of Notary Doctor Maronia Fenech.

The said property belongs to Jean Paul Bajada (ID 588181M).

Registry of the Superior Courts, this Thursday, 9th November, 2023

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

2262

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fid-9 ta' Ottubru, 2023, fl-atti tar-Rikors Ġuramentat numru 330/2023TA, li ġie ppreżentat fis-27 ta Marzu, 2023, fl-ismijiet: Aquilina Nolan et vs Aquilina Mario, 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: Taħtar Nutar Pubbliku sabiex jippubblika l-att opportun f'dik id-data, ħin u lok li jiġu ffissati minn din l-Onorabbli Qorti u tinnomina kuraturi deputati sabiex jirrappreżentaw l-eventwali kontumaċja. Bl-ispejjeż kontra l-konvenuti minn issa inġunti għas-subizzoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-20 ta' Novembru, 2023, fid-9.30 a.m.

Notifika Intimat: Aquilina Mario, 99, Paulman Court, Flat 2, Triq San Pawl, In-Naxxar

Reġistru tal-Qrati Superjuri, illum 6 ta' Novembru, 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 9th October, 2023, in the acts of the Sworn Application number 330/2023TA, which was presented on the 27th March, 2023, in the names: Aquilina Nolan et vs Aquilina Mario, was ordered the following publication 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: Appoint a Public Notary in order to publish the deed on a date, time and place as determined by this Honorable Court and nominate deputy curators to represent the eventual defaulters. With the costs against the defendants who are now summoned so that a reference to their evidence be made.

The Sworn Application in the names mentioned above is postponed to 20th November, 2023, at 9.30 a.m.

Notification Respondent: Aquilina Mario, 99, Paulman Court, Flat 2, Triq San Pawl, Naxxar

Registry of the Superior Courts, today 6th November, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

2263

ARB/C053/2021 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fis-7 ta' Novembru, 2023, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Donatella Frendo Dimech, LLD). Kumpilazzjoni Numru 371/2021, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

REDENT ZAMMIT, diżokkupat, ta' 51 sena, iben Andrew u Lorenza xebba Galea, imwieled Tal-Pietà, Malta, fit-13 ta' Awwissu, 1972, residenti ġewwa 169, St Mary, Triq il-Merħba, Il-Fgura, u detentur ta' karta tal-identità Maltija bin-numru 348672M.

MARCIA YVETTE ZAMMIT;

CHANTELLE ZAMMIT;

ANDREW ZAMMIT; U

MARY ROSE PISCOPO;

Il-Qorti TAWTORIZZA lill-imputat REDENT ZAMMIT sabiex iħallas is-somma ta' sitt mija u sebgħa u għoxrin ewro u tmienja u ħamsin ċenteżmu (€627.58) lil GasanMamo Insurance Limited rappreżentanti t-tiġdid tal-polza tal-assigurazzjoni u l-liċenzja tat-triq tal-vettura miżmuma f'isem l-imputat, hekk kif imniżżel fid-digriet tal-Qorti iddatat 7 ta' Novembru, 2023. Illi dan il-ħlas għandu jiġi esegwit mill-kont tal-bank intestat f'isem l-imputat li jispiċċa –5001 li huwa miżmum mal-HSBC Bank Malta plc.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 5 (3) tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta u 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. Donatella Frendo Dimech, LLD), fil-15 ta' Lulju, 2021, li ġiet ippublikata fil-Gazzetta tal-Gvern fl-20 ta' Lulju, 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' REDENT ZAMMIT, Marcia Yvette Zammit, Chantelle Zammit, Andrew Zammit u Mary Rose Piscopo.

Illum 10 ta' Novembru, 2023

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

ARB/C053/2021 – VARIATION OF SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 7th November, 2023 given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Donatella Frendo Dimech LLD). Compilation Number 371/2021, in the case:

The Republic of Malta

Versus

REDENT ZAMMIT, unemployed, 51 years, son of Andrew and Lorenza née Galea, born in Tal-Pietà, Malta, on the 13th August, 1972, residing at 169, St. Mary, Triq il-Merħba, Fgura, and holder of Maltese identity card bearing number 348672M.

MARCIA YVETTE ZAMMIT;

CHANTELLE ZAMMIT;

ANDREW ZAMMIT; AND

MARY ROSE PISCOPO;

The Court AUTHORISED the accused REDENT ZAMMIT to pay the sum of six hundred and twenty-seven Euro and fifty-eight cents (€627.58) to GasanMamo Insurance Limited representing the renewal of the insurance policy and road licence of the vehicle held in the name of the accused, as mentioned in the Court decree dated 7th November, 2023. This payment must be carried out from the bank account registered in the name of the accused ending in –5001 held at the HSBC Bank Malta 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 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 Donatella Frendo Dimech, LLD) on the 15th July, 2021, which was published in the Government Gazette on the 20th July, 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 REDENT ZAMMIT, Marcia Yvette Zammit, Chantelle Zammit, Andrew Zammit and Mary Rose Piscopo.

Today 10th November, 2023

MR ANTON SEVASTA
Director, Asset Recovery Bureau

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