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NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 1511

KUMMISSARJU GĦALL-ĠUSTIZZJA

NGĦARRFU għall-informazzjoni ta' kulħadd li skont l-Att dwar il-Kummissarji għall-Ġustizzja (Kap. 291), il-Prim Ministru approva t-tiġdid tal-ħatra bħala Kummissarju għall-Ġustizzja għal perjodu ta' sentejn ta':

Lia, Dott. Alessandro

b'seħħ mill-1 ta' Novembru, 2023.
(MJCL/67/2017/1)

Nru. 1512

KUMMISSARJU GĦALL-ĠUSTIZZJA

NGĦARRFU għall-informazzjoni ta' kulħadd li skont l-Att dwar il-Kummissarji għall-Ġustizzja (Kap. 291), il-Prim Ministru approva t-tiġdid tal-ħatra bħala Kummissarju għall-Ġustizzja għal perjodu ta' sentejn ta':

Farrugia Sacco, Dott. Steven

b'seħħ mill-4 ta' Novembru, 2023.
(MJCL/67/2017
MJCL/67/2017/1)

Nru. 1513

WARRANT MILL-MINISTRU GĦALL-ĠUSTIZZJA

NGĦARRFU illi bis-saħħa tas-setgħat mogħtija bl-Artikolu (3) tal-Ordinanza dwar il-Kummissjunajri b'Setgħa li Jagħtu Ġurament (Kap. 79), il-Ministru għall-Ġustizzja ħatar bħala Kummissjunarji b'Setgħa li Jagħtu Ġurament, fil-qadi tad-doveri tagħhom u sakemm jibqgħu fil-kariga, lill-imsemmija hawn taħt:

Uffiċjali/Impjegati Pubbliċi
Sciberras, is-Sa Bernice – Aġent Deputat Reġistratur, Bord dwar il-Kustodja

Avukati
Refalo, Dott. Maria

GOVERNMENT NOTICES

No. 1511

COMMISSIONER FOR JUSTICE

IT is being notified for general information that in accordance with the Commissioners for Justice Act (Cap. 291), the Prime Minister approved the renewal of appointment as Commissioner for Justice for a period of two years of:

Lia, Dr Alessandro

with effect from the 1st November, 2023.

No. 1512

COMMISSIONER FOR JUSTICE

IT is being notified for general information that in accordance with the Commissioners for Justice Act (Cap. 291), the Prime Minister approved the renewal of appointment as Commissioner for Justice for a period of two years of:

Farrugia Sacco, Dr Steven

with effect from the 4th November, 2023.

No. 1513

WARRANT BY THE MINISTER FOR JUSTICE

IT is notified that in exercise of such powers as provided by Article (3) of the Commissioners for Oaths Ordinance (Cap. 79) the Minister for Justice appointed as Commissioners for Oaths, in the performance of their duties and for as long as they remain in such office, the undermentioned:

Public Officers/Employees
Sciberras, Ms Bernice – Acting Deputy Registrar, Guardianship Board

Advocates
Refalo, Dr Maria

Prokuraturi Legali
Saliba, is-Sur Joseph

Legal Procurators
Saliba, Mr Joseph

B'Awtorità
JONATHAN ATTARD
Ministru għall-Ġustizzja

By Authority
JONATHAN ATTARD
Minister for Justice

It-3 ta' Novembru, 2023
MJEG 21/2020/II

3rd November, 2023

Nru. 1514

No. 1514

ĦATRA TA' AĠENT DIRETTUR ĠENERALI FID-DIPARTIMENT TAL-PROTEZZJONI ĊIVILI

IS-SEGRETARJU Permanenti fil-Ministeru għall-Intern, is-Sigurtà, ir-Riforma u l-Ugwaljanza approva l-ħatra temporanja li ġejja:

APPOINTMENT OF ACTING DIRECTOR GENERAL CIVIL PROTECTION

THE Permanent Secretary in the Ministry for Home Affairs, Security, Reforms and Equality has approved the following acting appointment:

ISEM *NAME*	POST *POST*	DIPARTIMENT *DEPARTMENT*	DATA *DATE*
Is-Sur Anthony Pisani	Direttur Ġenerali *Director General*	Protezzjoni Ċivili *Civil Protection*	30.10.2023 - 1.11.2023

It-3 ta' Novembru, 2023

3rd November, 2023

Nru. 1515

No. 1515

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

GOLDSMITHS AND SILVERSMITHS ACT (CAP. 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:

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*
3.11.2023	€60.633	€0.694

It-3 ta' Novembru, 2023

3rd November, 2023

Nru. 1516

NUMRI ĠODDA TA' BIBIEN FIS-SWIEQI

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

No. 1516

NUMBERING OF DOORS AT IS-SWIEQI

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

SKEDA/*SCHEDULE*

IS-SWIEQI

TRIQ L-ISTASIJA

In-naħa tax-xellug meta tidħol minn Triq Ta' l-Ibraġ

Left side entering from Triq Ta' l-Ibraġ

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Grada	1
Villa 6/Villa 7	3
Garaxx	5
Garaxx	7
Grada	9
5, Villa Isabel	11
Nima	13
Grada	15
Bieb bla numru	17
Garaxx	19
Mon Cheri	21
Garaxx	23
Bliss	25
Bieb bla numru	27
Garaxx	29
Petals	31
Garaxx	33
Levant	35
No. Ten	37
Bieb bla numru	39
Garaxx	41
Garaxx	43
Taranaki	45
11	47
Garaxx	49
Garaxx	51
Sit bla bini	53
Sit bla bini	55
Sit bla bini	57
Sit bla bini	59
Sit bla bini	61
Vantage Point, Mais1	63
Vantage Point (Flettijiet)	65
Garaxx	67

In-naħa tal-lemin meta tidħol minn Triq Ta' l-Ibraġ

Right side entering from Triq Ta' l-Ibraġ

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Hibiscus	2
Garaxx	4
Garaxx	6
Bieb bla numru	8
Bieb bla numru	10
Garaxx	12
Bieb bla numru	14
Rambling Rose	16
Garaxx	18
Sit bla bini	20
Sit bla bini	22
Sit bla bini	24
Sit bla bini	26
Sit bla bini	28
Sit bla bini	30
Sit bla bini	32
Sit bla bini	34
Sit bla bini	36
Sit bla bini	38
Garaxx	40
Qawsalla	42
Hacienda	44
Garaxx	46
Espoir (Flettijiet)	48
Bieb bla numru	50
124, Parisienne	52

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Bieb bla numru	69		
Pearl Court, Mais A	71		
Pearl Court	73		
Pearl Court, Mais B	75		
Daħla għall-garaxxijiet	77		
Sundance/Lito's Place	79		
Daħla għall-garaxxijiet	81		
Kilt	83		
Bieb bla numru	85		
Bieb bla numru	87		
Bieb bla numru	89		
Honey Pot	91		
Il-Kenn	93		
Springdale Mansions	95		
Corner View Residence (Flettijiet)	97		
Bieb bla numru	99		

It-3 ta' Novembru, 2023

Nru. 1517

NUMRI ĠODDA TA' BIBIEN F'Ħ'ATTARD

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 383 tat-13 ta' Mejju, 1998, taħt it-titlu 'Numri ġodda ta' bibien f'Ħ'Attard', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

3rd November, 2023

No. 1517

NUMBERING OF DOORS AT Ħ'ATTARD

Amendments

WITH reference to Government Notice No. 383 dated 13th May, 1998, under the title 'Renumbering of doors at Ħ'Attard', the following amendments in **bold** should be made.

Ħ'ATTARD

76. TRIQ IT-TIGAN

In-naħa tax-xellug meta tidħol minn Triq is-Sedqa
Left side entering from Triq is-Sedqa

In-naħa tal-lemin meta tidħol minn Triq is-Sedqa
Right side entering from Triq is-Sedqa

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Plot 16, Madian	1		
Garaxx	3		
Lad Brook	5		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Daħla għall-garaxxijiet	**1**		
The Gold Market Court	**3**		
5, Lad Brook	5		

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	19		
Garaxx	21		

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
La Corbielle	23		
Garaxx	25		
10	27		

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
19 (Garaxx)	19		
Garaxx	**21**		
La Corbielle (Flettijiet)	**23**		
25 (Garaxx)	25		
27	27		

It-3 ta' Novembru, 2023

Nru. 1518

NUMRI ĠODDA TA' BIBIEN FI GWARDAMANĠA/TAL-PIETÀ U L-ĦAMRUN

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 878 tat-23 ta' Settembru, 2011, taħt it-titlu 'Numri ġodda ta' bibien f'Tal-Pietà/Gwardamanġa u l-Ħamrun', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

3rd November, 2023

No. 1518

NUMBERING OF DOORS AT GWARDAMANĠA/TAL-PIETÀ AND IL-ĦAMRUN

Amendments

WITH reference to Government Notice No. 878 dated 23rd September, 2011, under the title 'Renumbering of doors at Pietà/Gwardamanġa and Ħamrun', the following amendments in **bold** should be made.

IL-ĦAMRUN

TRIQ QREJTEN

In-naħa tax-xellug meta tidħol minn Triq l-Isptar, Gwardamanġa *Left side entering from Triq l-Isptar, Gwardamanġa*		In-naħa tal-lemin meta tidħol minn Triq l-Isptar, Gwardamanġa *Right side entering from Triq l-Isptar, Gwardamanġa*	
Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
St Mary	205		
Garaxx	207		
Santa Rita	209		
Sit bla bini	211		
Sit bla bini	213		
Sit bla bini	215		
Sit bla bini	217		
Sit bla bini	219		
Sit bla bini	221		
Sit bla bini	223		
Sit bla bini	225		
Sit bla bini	227		
Sit bla bini	229		
Sit bla bini	231		
Sit bla bini	233		
Sit bla bini	235		
Kennedy Garaxx	237		
Campoll	239		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
205, St Mary	205		
207 (Garaxx)	207		
Daħla għall-garaxxijiet	**209**		
Columbia (Flettijiet)	**211**		
Bieb bla numru	**213**		
B1	**215**		
Harvard (Flettijiet)	**217**		
Bieb bla numru	**219**		
Mais C1	**221**		
Cambridge (Flettijiet)	**223**		
Bieb bla numru	**225**		
1	**227**		
Oxford (Flettijiet)	**229**		
Kennedy (Garaxx)	237		
239, Cam Poll	239		

* In-numri 231, 233 u 235 mhux se jintużaw peress li nfetħu inqas bibien milli kien hemm maħsub oriġinarjament

It-3 ta' Novembru, 2023

Nru. 1519

NUMRI ĠODDA TA' BIBIEN F'MARSAXLOKK

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 171 tat-3 ta' Marzu, 2009, taħt it-titlu 'Numri ġodda ta' bibien f'Marsaxlokk', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

3rd November, 2023

No. 1519

NUMBERING OF DOORS AT MARSAXLOKK

Amendments

WITH reference to Government Notice No. 171 dated 3rd March, 2009, under the title 'Renumbering of doors at Marsaxlokk', the following amendments in **bold** should be made.

MARSAXLOKK

7. TRIQ IS-SALVATUR

In-naħa tax-xellug meta tidħol minn Xatt is-Sajjieda

Left side entering from Xatt is-Sajjieda

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

In-naħa tal-lemin meta tidħol minn Xatt is-Sajjieda

Right side entering from Xatt is-Sajjieda

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Shalom	64
Sit bla bini	66
Sit bla bini	68
Sit bla bini	70
Sit bla bini	72
Sit bla bini	74
Sit bla bini	76
Garaxx	78
22, The Oak Cottage	80

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		64, Shalom	64

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Garaxx	**66**
		Rosa Mistica	**68**
		Claire's Court	**70**
		Sea Spray, Maisonette A	**72**
		Garaxx	**74**
		Garaxx	**76**
		Soleil	**78**
		Moonstone Apartments	**80**
		Garaxx	**82**

8. TRIQ TAX-XERRIEK

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Razija	67
Garaxx	69
Bieb imbarrat	71
Bieb bla numru	73
Marengo	75

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

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

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
67, Razija	67		
69 (Garaxx)	69		
The Osiris	**71**		
75, Marengo	75		

* In-numru 73 mhux se jintuża peress li nfetħu inqas bibien milli kien hemm mibni oriġinarjament

It-3 ta' Novembru, 2023

Nru. 1520

NUMRI ĠODDA TA' BIBIEN FIS-SWIEQI

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 942 tal-11 ta' Settembru, 2012, taħt it-titlu 'Numri ġodda ta' bibien fis-Swieqi', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

3rd November, 2023

No. 1520

NUMBERING OF DOORS AT IS-SWIEQI

Amendments

WITH reference to Government Notice No. 942 dated 11th September, 2012, under the title 'Renumbering of doors at Is-Swieqi', the following amendments in **bold** should be made.

IS-SWIEQI

TRIQ IL-BUGANVILLA

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Casa Nostra	7
Xatba	9

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

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Xatba	11		
Xatba	13		
Kimelle Lodge	15		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
7, Casa Nostra	7		
9 (Grada)	9		
Garaxx	**11**		
Pardi	**11A**		
13 (Grada)	13		
15, Kimelle Lodge	15		

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3rd November, 2023

Nru. 1521

No. 1521

NUMRI ĠODDA TA' BIBIEN F'BUBAQRA, IŻ-ŻURRIEQ

NUMBERING OF DOORS AT BUBAQRA, IŻ-ŻURRIEQ

Emendi

Amendments

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 811 tat-23 ta' Lulju, 2004, taħt it-titlu 'Numri ġodda ta' bibien fiż-Żurrieq', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

WITH reference to Government Notice No. 811 dated 23rd July, 2004, under the title 'Renumbering of doors at Iż-Żurrieq', the following amendments in **bold** should be made.

BUBAQRA, IŻ-ŻURRIEQ

6. TRIQ TA' CIANTAR

In-naħa tax-xellug meta tidħol minn Triq it-Tin

Left side entering from Triq it-Tin

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

In-naħa tal-lemin meta tidħol minn Triq it-Tin

Right side entering from Triq it-Tin

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Bieb bla numru (Dar)	30
Arzella	32
Garaxx	34
Garaxx	36

għandhom jinqraw
should read

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
30	30
Bieb bla numru	**32**
Bieb bla numru	**34**
34 (Garaxx)	**34A**
36	36

It-3 ta' Novembru, 2023

3rd November, 2023

Nru. 1522

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 Triq San Bernard, il-Marsa (indikat fuq il-pjanta fuq paġna 12,662).

Parti minn Triq Tas-Salib, il-Marsa (indikat fuq il-pjanta fuq paġna 12,663)

Sqaq bejn Triq Tad-Dawl u Triq Vassalli, Ħaż-Żebbuġ (indikat fuq il-Pjanta fuq paġna 12,664).

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-6 ta' Novembru, 2023 u is-6 ta' Mejju, 2024, se tibda xogħlijiet f'parti minn Triq San Bernard, il-Marsa. 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.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn 6 ta' Novembru, 2023 u is-6 ta' Mejju, 2024, se tibda xogħlijiet f'parti minn Triq Tas-Salib, il-Marsa. 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.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn 6 ta' Novembru, 2023 u is-6 ta' Mejju, 2024, se tibda xogħlijiet fi Sqaq bejn Triq Tad-Dawl u Triq Vassalli, Ħaż-Żebbuġ. 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.

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.

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

It-3 ta' Novembru, 2023

No. 1522

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 Triq San Bernard, Marsa (indicated on site plan on page 12,662).

Part of Triq Tas-Salib, Marsa (indicated on site plan on page 12,663)

Sqaq between Triq Tad-Dawl and Triq Vassalli, Ħaż-Żebbuġ (indicated on site plan on page 12,664).

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 6th November, 2023 and 6th May, 2024, it will be starting road works in part of Triq San Bernard, Marsa. 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.

The Agency for Infrastructure Malta notifies that between 6th November, 2023 and 6th May, 2024, it will be starting road works in part of Triq Tas-Salib, Marsa. 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.

The Agency for Infrastructure Malta notifies that between 6th November, 2023 and 6th May, 2024, it will be starting road works in Alley between Triq Tad-Dawl and Triq Vassalli, Ħaż-Żebbuġ. 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.

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

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

3rd November, 2023



INFRASTRUCTURE MALTA

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Revision	Alteration	Drawn	Checked	Approved	Date

CHIEF EXECUTIVE OFFICER: Ivan Falzon

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UNIT NAME: IMPLEMENTATION

HEAD OF UNIT: N.V.

PROJECT LEADER: -

DRAWN BY: -

DRAWING TITLE: IL-MARSA po Triq San Bernard - SITE PLAN (Extents of Works are not binding but indicative)

DATE:	FILE NO:	DRAWING NO:
April 2023	-	IMD157/23

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A4	1:2500	A	7



INFRASTRUCTURE MALTA

Revision	Alteration	Drawn	Checked	Approved	Date
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CHIEF EXECUTIVE OFFICER:
Ivan Falzon

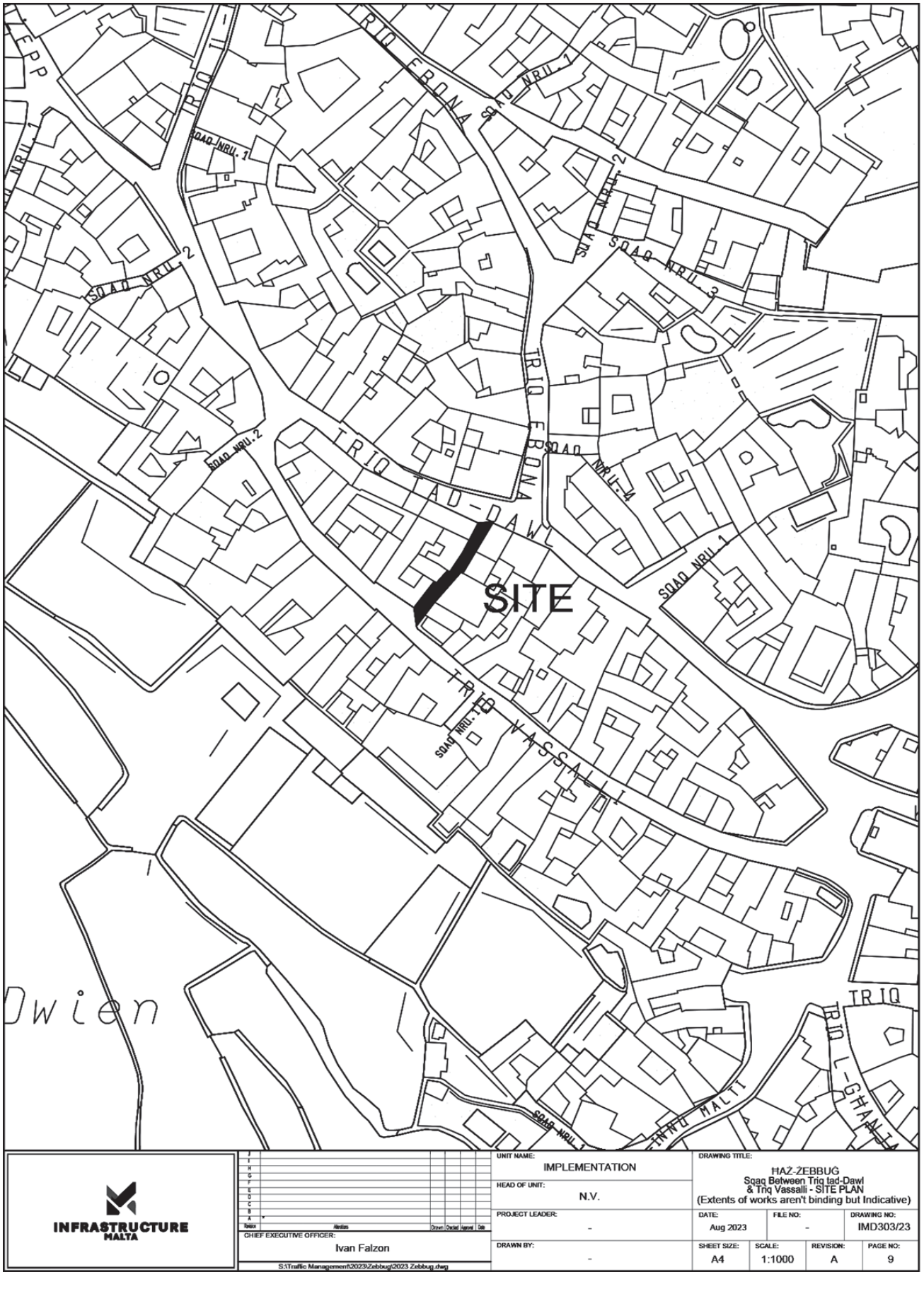
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UNIT NAME: IMPLEMENTATION
HEAD OF UNIT: N.V.
PROJECT LEADER: -
DRAWN BY: -

DRAWING TITLE:
IL-MARSA
po Triq Tas-Salib (Upper Road) - SITE PLAN
(Extents of Works are not binding but indicative)

DATE:	FILE NO:	DRAWING NO:
April 2023	-	IMD156/23

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A4	1:2500	A	6



INFRASTRUCTURE MALTA

CHIEF EXECUTIVE OFFICER: Ivan Falzon

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UNIT NAME: IMPLEMENTATION				DRAWING TITLE: HAZ-ŻEBBUĠ Sqaq Between Triq tad-Dawl & Triq Vassalli - SITE PLAN (Extents of works aren't binding but Indicative)	
HEAD OF UNIT: N.V.					
PROJECT LEADER: -		DATE: Aug 2023	FILE NO: -		DRAWING NO: IMD303/23
DRAWN BY: -		SHEET SIZE: A4	SCALE: 1:1000	REVISION: A	PAGE NO: 9

AVVIŻ TAL-PULIZIJA

Nru. 217

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

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

Il-Ħamrun

Nhar il-Ħadd, 3 ta' Diċembru, 2023, mit-3.30 p.m. sat-8.30 p.m., pellegrinaġġ minn Triq il-Franġiskani (parti quddiem il-Knisja ta' San Franġisk), Triq Villambrosa (direzzjoni lejn l-Imsida), Triq Rodger Debattista, Triq il-Liceo, Triq Wenzu Mallia, Triq il-Qrejten, Triq l-Isptar, Triq l-Ursolini, Triq Danny Cremona, Triq il-Mimosa u Triq Manuel Magri sal-knisja tal-parroċċa.

Hemm bżonn clearance.

Nhar it-Tnejn, 4 ta' Diċembru, 2023, mill-5.30 p.m. sat-8.30 p.m., pellegrinaġġ minn Triq San Franġisk u Triq il-Kapillan Mifsud sal-knisja parrokkjali.

M'hemmx bżonn clearance.

Nhar il-Ħamis, 7 ta' Diċembru, 2023, mit-8.30 a.m. sa nofsinhar, purċissjoni minn Triq il-Kanonku Bonnici (in-naħa ta' fuq), Triq Barth, Triq Ġużè Pace u Triq Manwel Magri sal-knisja parrokkjali.

M'hemmx bżonn clearance.

Nhar il-Ġimgħa, 8 ta' Diċembru, 2023, mit-8.30 a.m. san-12.30 p.m., purċissjoni minn Triq il-Ferrovija, Triq Indrì Cilia, Triq il-Kunċizzjoni, Triq id-Duluri, Triq Mawel Magri sal-knisja parrokkjali, Triq Manwel Magri, Triq il-Fatati u Pjazza Kapillan Mifsud

M'hemmx bżonn clearance.

Għeluq ta' toroq u trasport pubbliku se jkun affettwat.

L-Għarb/Ir-Rabat (Għawdex)/Ix-Xewkija/Għajnsielem/ Il-Qala

Nhar il-Ħamis, 7 ta' Diċembru, 2023, mill-4.00 p.m. sas-7.15 p.m., minn Pjazza San Karrew;

POLICE NOTICE

No. 217

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

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

Ħamrun

On Sunday, 3rd December, 2023, from 3.30 p.m. till 8.30 p.m., pilgrimage through Triq il-Franġiskani (part in front of San Franġisk church), Triq Villambrosa (direction towards Msida), Triq Rodger Debattista, Triq il-Liceo, Triq Wenzu Mallia, Triq il-Qrejten, Triq l-Isptar, Triq l-Ursolini, Triq Danny Cremona, Triq il-Mimosa and Triq Manuel Magri till parish church.

Clearance needed.

On Monday, 4th December, 2023, from 5.30 p.m. till 8.30 p.m., pilgrimage through Triq San Franġisk and Triq il-Kapillan Mifsud till the parish church.

No clearance needed.

On Thursday, 7th December, 2023, from 8.30 a.m. till noon, procession through Triq il-Kanonku Bonnici (upper part), Triq Barth, Triq Ġużè Pace and Triq Manwel Magri till the parish church.

No clearance needed.

On Friday, 8th December, 2023, from 8.30 a.m. till 12.30 p.m., procession through Triq il-Ferrovija, Triq Indrì Cilia, Triq il-Kunċizzjoni, Triq id-Duluri, Triq Mawel Magri till the parish church, Triq Manwel Magri, Triq il-Fatati and Pjazza Kapillan Mifsud

No clearance needed.

Closure of streets and public transport will be affected.

Għarb/Victoria/Xewkija/Għajnsielem/ Qala

On Thursday, 7th December, 2023, from 4.00 p.m. till 7.15 p.m., through Pjazza San Karrew;

Nhar il-Ġimgħa, 8 ta' Diċembru, 2023, min-12.30 p.m. sal-4.00 p.m., minn Pjazza Ta' Pinu, Triq l-Għarb, Triq il-Papa Ġwanni Pawlu II, Triq Sant'Ursula, Pjazza Sabina, Triq Sir Adrian Dingli, Pjazza Indipendenza, Triq ir-Repubblika, Triq Fortunato Mizzi, Triq l-Imġarr, Triq il-Madonna tal-Ħniena, Triq il-Qala, Triq Borġ Għarib, Triq l-Imġarr, Pjazza l-Isqof Michael F. Buttiegieg, Triq it-28 ta' April, 1688, Pjazza San Ġwann (jekk ma jkunux lesti x-xogħlijiet tat-toroq: Triq l-Isqof Michael F. Buttiegieg, Triq il-Vitorja u Triq l-Ifran), Triq il-Kunċizzjoni and Triq San Karrew;

Nhar il-Ġimgħa, 8 ta' Diċembru, 2023, mill-4.00 p.m. sas-6.30 p.m., minn Triq il-Kunċizzjoni, Pjazza San Karrew, Triq Santa Marija, Triq is-Salib u Triq il-Kunċizzjoni.

Trasport pubbliku jista' jkun ukoll affettwat.

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

It-3 ta' Novembru, 2023

AVVIŻ TAL-PULIZIJA

Nru. 218

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

Birkirkara

Nhar il-Ħadd, 12 ta' Novembru, 2023, mill-4.30 p.m. sas-6.00 p.m., minn Triq G. Galea, Triq Emanuel Benjamin Vella, Triq F. Busuttil, Triq K. Galea, Triq Ġużè Orlando, Triq il-Knisja l-Qadima, Triq Karm Zerafa, Triq F. Geneste, Triq il-Qannić, Triq l-Imrieħel, Triq il-Ferrovija, Triq Vittorio Cassar u Triq Tumas Dingli.

Trasport pubbliku se jkun affettwat.

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

It-3 ta' Novembru, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 200 tal-2023

Iffilmjar minn lokalitajiet differenti – Band of Spies

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, javża lill-baħħara u lill-operaturi tal-bastimenti tal-baħar kollha li se jsir iffilmjar f'lokalitajiet differenti.

L-iffilmjar se jsir fil-jiem u l-postijiet kif elenkati hawn taħt.

On Friday, 8th December, 2023, from 12.30 p.m. till 4.00 p.m., through Pjazza Ta' Pinu, Triq l-Għarb, Triq il-Papa Ġwanni Pawlu II, Triq Sant'Ursula, Pjazza Sabina, Triq Sir Adrian Dingli, Pjazza Indipendenza, Triq ir-Repubblika, Triq Fortunato Mizzi, Triq l-Imġarr, Triq il-Madonna tal-Ħniena, Triq il-Qala, Triq Borġ Għarib, Triq l-Imġarr, Pjazza l-Isqof Michael F. Buttiegieg, Triq it-28 ta' April, 1688, Pjazza San Ġwann (if road works are not finished yet: Triq l-Isqof Michael F. Buttiegieg, Triq il-Vitorja and Triq l-Ifran), Triq il-Kunċizzjoni and Triq San Karrew;

On Friday, 8th December, 2023, from 4.00 p.m. till 6.30 p.m., through Triq il-Kunċizzjoni, Pjazza San Karrew, Triq Santa Marija, Triq is-Salib and Triq il-Kunċizzjoni.

Public transport may also be affected.

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

3rd November, 2023

POLICE NOTICE

No. 218

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

Birkirkara

On Sunday, 12th November, 2023, from 4.30 p.m. till 6.00 p.m., through Triq G. Galea, Triq Emanuel Benjamin Vella, Triq F. Busuttil, Triq K. Galea, Triq Ġużè Orlando, Triq il-Knisja l-Qadima, Triq Karm Zerafa, Triq F. Geneste, Triq il-Qannić, Triq l-Imrieħel, Triq il-Ferrovija, Triq Vittorio Cassar and Triq Tumas Dingli.

Public transport will be affected.

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

3rd November, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 200 of 2023

Filming from different localities – Band of Spies

The Ports and Yachting Directorate, Transport Malta, notifies all mariners and sea vessel operators that filming activities will take place at different localities.

Filming will take place on the days and locations as listed below.

Fil-Bajja tar-Rinella fil-Port il-Kbir:

L-iffilmjar huwa skedat li jsir nhar l-Erbgħa, l-1 ta' Novembru, 2023, mid-9.00 a.m. sal-10.30 p.m., minn punt A, kif jidher f'chart 1 fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

Waqt l-iffilmjar, iż-żona murija mdawwra bl-aħmar, għandha tinżamm libera mill-bastimenti kollha. Il-moll qasir fuq in-naħa tal-Punent tal-moll tar-Rinella mhux se jkun disponibbli għall-użu fil-ġurnata u l-ħinijiet imsemmija hawn fuq.

Fl-iskali fil-Bajja tas-Salina:

L-iffilmjar huwa skedat li jsir bejn it-Tlieta, 21 ta' Novembru, 2023, fin-12.30 p.m., u l-Erbgħa, 22 ta' Novembru, 2023, fis-1.30 a.m., minn punt B, kif jidher f'chart 2 fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

L-iskali fiż-żona indikata mhux se jkunu disponibbli għall-użu fid-dati u l-ħinijiet imsemmija hawn fuq.

Jekk l-iffilmjar fil-Bajja tas-Salina msemmija hawn fuq ma jkunx jista' jsir fil-ġurnata mniżżla, minflok isir fil-Bajja ta' San Tumas, fiż-żona kif murija f'chart 4 fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt) fl-istess dati u ħinijiet.

Fil-Moll tal-Braken ħdejn il-maħżen tal-patata, il-Marsa, fil-Port il-Kbir:

L-iffilmjar huwa skedat li jsir bejn il-Ġimgħa, 24 ta' Novembru, 2023, fis-2.30 p.m, u s-Sibt, 25 ta' Novembru, 2023, fit-3.30 a.m., minn punt Ċ, kif jidher fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

Il-moll fiż-żona indikata mhux se jkun disponibbli għall-irmiġġ fid-dati u l-ħinijiet imsemmija hawn fuq.

Il-baħħara li jinnavigaw fil-viċinanzi taż-żoni indikati fid-dati u l-ħinijiet imsemmija għandhom isegwu fuq VHF Channel 12 u għandhom jikkoperaw mal-ekwipaġġ tal-iffilmjar u/jew ma' kwalunkwe uffiċjal tal-infurzar fiż-żoni.

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

Charts affettwati: BA 36, 177, 211

It-3 ta' Novembru, 2023

At Rinella Bay in the Grand Harbour:

Filming is scheduled to be carried out on Wednesday, 1st November, 2023, from 9.00 a.m. till 10.30 p.m., from point A, as shown on chart 1 found on Transport Malta website (www.transport.gov.mt).

During the filming, the area shown circled in red, is to be kept clear from all vessels. The short quay on the western part of Rinella quay will not be available for use on the abovementioned day and times.

At the slipways in Salina Bay:

Filming is scheduled to be carried out between Tuesday, 21st November, 2023, at 12.30 p.m., and Wednesday, 22nd November, 2023, at 1.30 a.m., from point B, as shown on chart 2 found on Transport Malta website (www.transport.gov.mt).

The slipways within the area indicated will not be available for use on the abovementioned dates and times.

If the filming at Salina Bay mentioned-above cannot be held on the day listed it will instead be held at Il-Bajja ta' San Tumas, within the area as shown on chart 4 found on Transport Malta website (www.transport.gov.mt), on the same dates and times.

At Il-Moll tal-Braken near potato shed, Marsa, in the Grand Harbour:

Filming is scheduled to be carried out between Friday, 24th November, 2023, at 2.30 p.m., and Saturday, 25th November, 2023, at 3.30 a.m., from point C, as shown on chart 3 found on Transport Malta website (www.transport.gov.mt).

The quay within the area indicated will not be available for mooring on the abovementioned dates and times.

Mariners navigating in the vicinity of the indicated areas on the mentioned dates and times are to keep watch on VHF Channel 12 and are to cooperate with the filming crew and/or any enforcement officers in the areas.

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

Charts affected: BA 36, 177, 211

3rd November, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 201 tal-2023

Tindif ta' qiegħ il-baħar fil-Ponta tac-Ċirkewwa

Id-Direttorat tal-Portijiet u tal-Yachting, Transport Malta, jgħarraf lill-baħħara li se jsir tindif ta' qiegħ il-baħar minn għaddasa fil-Ponta tac-Ċirkewwa, fiż-żona A, B, C, D, E, u x-xatt ta' bejniethom, kif muri bl-aħmar fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt), nhar is-Sibt, 4 ta' Novembru, 2023, mid-9.00 a.m. sas-2.00 p.m.

L-għaddasa se jkunu qed itajru l-Bandiera tal-Kodiċi Internazzjonali tas-Sinjali 'A'.

Jekk it-tindif ma jkunx jista' jsir fid-data msemmija hawn fuq, tentattiv ieħor isir nhar is-Sibt, 11 ta' Novembru, 2023, jew is-Sibt, 18 ta' Novembru, 2023.

Il-baħħara huma avżati biex joqogħdu attenti u jinnavigaw b'kawtela u b'veloċità baxxa meta jkunu fil-viċinanzi, fid-data u l-ħin stipulati.

Huma għandhom jikkoperaw mal-organizzaturi u josservaw kwalunkwe struzzjonijiet maħruġa fuq VHF Channel 12 u/jew 16 minn Valletta VTS u minn kull Uffiċjal tal-Infurzar fuq il-post.

Chart affettwat: BA 211

It-3 ta' Novembru, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 201 of 2023

Seabed clean-up at Il-Ponta taċ-Ċirkewwa

The Ports and Yachting Directorate, Transport Malta, notifies mariners that a seabed clean-up operation by divers at Il-Ponta taċ-Ċirkewwa, within the area A, B, C, D, E, and the intermediate coastline, as shown in red on the chart found on Transport Malta website (www.transport.gov.mt), will be carried out on Saturday, 4th November, 2023, from 9.00 a.m. till 2.00 p.m.

The divers will be exhibiting the international code of Signals Flag 'A'.

If the clean-up operation cannot be held on the above-mentioned date, another attempt will be made on Saturday, 11th November, 2023, or Saturday, 18th November, 2023.

Mariners are advised to keep a sharp lookout and navigate with extreme caution and at slow speed when in the vicinity, on the stipulated date and time.

They are to cooperate with the organisers and to comply with any instructions issued on VHF channel 12 and/or 16 by Valletta VTS and by any Enforcement Personnel on site.

Chart affected: BA 211

3rd November, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 202 tal-2023

Kanċellazzjoni ta' Avviż Lokali lill-Baħħara Nru. 201 tal-2023 rigward tindif ta' qiegħ il-baħar fil-Ponta taċ-Ċirkewwa

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, javża lill-baħħara li minħabba kundizzjonijiet tat-temp mhux favorevoli t-tindif ta' qiegħ il-baħar fil-Ponta taċ-Ċirkewwa, ġie kkanċellat.

Avviż Lokali lill-Baħħara Nru. 201 tal-2023 huwa b'dan ikkanċellat.

It-3 ta' Novembru, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 202 of 2023

Cancellation of Local Notice to Mariners No. 201 of 2023 regarding Seabed clean-up at Il-Ponta taċ-Ċirkewwa

The Ports and Yachting Directorate, Transport Malta, notifies mariners that due to unfavourable forecast weather conditions the sea-bed clean-up at Il-Ponta taċ-Ċirkewwa, has been cancelled.

Local Notice to Mariners No. 201 of 2023 is hereby cancelled.

3rd November, 2023

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 203 tal-2023

Tindif ta' qiegħ il-baħar f'Paradise Bay – Novembru 2023

Id-Direttorat tal-Portijiet u tal-Yachting, Transport Malta, jgħarraf lill-baħħara li se jsir tindif ta' qiegħ il-baħar minn għaddasa f'Paradise Bay, fiż-żona murija bl-aħmar fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt), nhar is-Sibt, 11 ta' Novembru, 2023, mid-9.00 a.m. sas-2.00 p.m.

Jekk l-attività ta' tindif ma tkunx tista' ssir fid-data msemmija hawn fuq, tentattiv ieħor isir nhar is-Sibt, 18 ta' Novembru, 2023, fl-istess ħinijiet.

L-għaddasa se jkunu qed itajru l-Bandiera tal-Kodiċi Internazzjonali tas-Sinjali 'A'.

Il-baħħara huma avżati biex joqgħodu attenti u jinnavigaw b'kawtela u b'veloċità baxxa meta jkunu fil-viċinanzi, fid-data u l-ħinijiet stipulati.

Huma għandhom jikkoperaw mal-organizzaturi u josservaw kwalunkwe struzzjonijiet maħruġa fuq VHF Channel 12 u/jew 16 minn Valletta VTS u minn kwalunkwe uffiċjali tal-infurzar fuq il-post.

Chart affettwata: BA 211

It-3 ta' Novembru, 2023

TRANSPORT MALTA

Local Notice to Mariners No. 203 of 2023

Seabed clean-up at Paradise Bay – November 2023

The Ports and Yachting Directorate, Transport Malta, notifies mariners that a seabed clean-up activity by divers at Paradise Bay, within the area shown in red on the chart which can be found on Transport Malta website (www.transport.gov.mt), will be held on Saturday, 11th November, 2023, from 9.00 a.m. till 2.00 p.m.

If the clean-up activity cannot be held on the above-mentioned date, another attempt will be made on Saturday, 18th November, 2023, at the same times.

The divers will be exhibiting the international code of Signals Flag 'A'.

Mariners are advised to keep a sharp lookout and navigate with extreme caution and at slow speed when in the vicinity, on the stipulated date and times.

They are to cooperate with the organisers and to comply with any instructions issued on VHF channel 12 and/or 16 by Valletta VTS and by any enforcement personnel on site.

Chart affected: BA 211

3rd November, 2023

TRANSPORT MALTA

Avviż lill-Baħħara Nru. 36 tal-2023

Taħriġ ta' sparar attiv fir-Ranges ta' Pembroke – 7 ta' Novembru 2023 – sigħat estiżi

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf illi b'żieda ma'Avviż lill-Baħħara Nru. 24 tal-2021, il-Forzi Armati ta' Malta se jagħmlu taħriġ ta' sparar attiv nhar It-Tlieta, 7 ta' Novembru, 2023, b'ħinijiet estiżi mill-4.30 p.m. sal-10.00 p.m. (ħin lokali).

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

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

Minn Pożizzjoni A

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

TRANSPORT MALTA

Notice to Mariners No. 36 of 2023

Live firing practice at Pembroke Ranges – 7th November 2023 – extended hours

The Ports and Yachting Directorate, Transport Malta, notifies that further to Notice to Mariners No. 24 of 2021, the Armed Forces of Malta will carry out live firing practice on Tuesday, 7th November, 2023, with extended hours from 4.30 p.m. till 10.00 p.m. (local time).

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

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

From Position A

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

raġġ ta' 4 mili nawtiċi sal-punti

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

Limiti indikati fuq BA charts 194, 2537 u 2538.

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

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

Charts affettwati: BA 2538, 2537, 194

Pożizzjonijiet b'referenza għal WGS 84 DATUM

It-3 ta' Novembru, 2023

a radius of 4 nautical miles to points

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

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

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

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

Charts affected: BA 2538, 2537, 194

Positions referred to WGS 84 DATUM

3rd November, 2023

IL-KUNSILL MALTI GĦAS-SETTUR TAL-VOLONTARJAT

Pożizzjoni ta' Skrivan

Numru tal-Permess ta' Jobsplus 837/2023

Il-Kunsill Malti għas-Settur tal-Volontarjat jistieden applikazzjonijiet għall-pożizzjoni ta' Skrivan fuq kuntratt indefinit.

L-applikanti għandhom ikunu kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża; u

(a) ikollhom kwalifika rikonoxxuta f'Livell 5 tal-MQF, jew ekwivalenti, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti,

Jew

(b) ikollhom kwalifika rikonoxxuta f'Livell 4 tal-MQF jew ekwivalenti, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti.

L-applikazzjonijiet flimkien ma' curriculum vitae għandhom jintbagħtu lill-Kunsill Malti għas-Settur tal-Volontarjat, bil-posta lil: Volunteer Centre, 181, Triq Melita, Il-Belt Valletta VLT 1129, jew permezz ta' ittra elettronika

MALTA COUNCIL FOR THE VOLUNTARY SECTOR

Position of Clerk

Jobsplus Permit Number 837/2023

The Malta Council for the Voluntary Sector invites applications for the position of Clerk on an indefinite contract.

Applicants should be able to communicate in the Maltese and English languages; and

(a) are in possession of a recognised qualification at MQF Level 5, or equivalent, plus one (1) year relevant work experience,

Or

(b) are in possession of a recognised qualification at MQF Level 4 or equivalent, plus three (3) years relevant work experience.

Applications, together with a curriculum vitae should be submitted to the Malta Council for the Voluntary Sector, by post to: Volunteer Centre, 181, Triq Melita, Valletta VLT 1129, or by email to (mcvs.mivc@gov.mt) by not later than

lil (mcvs.mivc@gov.mt) sa mhux aktar tard minn nofsinhar (Ħin Ċentrali Ewropew) tal-Ġimgħa, 17 ta' Novembru, 2023. Aktar informazzjoni tista' tinkiseb mis-sit elettroniku (https://maltacvs.org/vacancies/), jew bin-numru tat-telefown +356 2248 1110, jew permezz ta' ittra elettronika lil (mcvs. mivc@gov.mt).

It-3 ta' Novembru, 2023

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

Espressjoni ta' Interess għal Intervistaturi tar-Riċerka fuq Bażi Part-time mad-Dipartiment tar-Riċerka

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni qed jilqa' applikazzjonijiet mingħand persuni interessati li jixtiequ joffru s-servizzi tagħhom permezz ta' 'Kuntratt għas-Servizz' bħala Intervistaturi tar-Riċerka fuq bażi part-time għal perjodu ta' erbgħa u għoxrin (24) xahar, li jista' jiġi mġedded għal aktar żmien.

1. Il-kandidati magħżula se jiffurmaw parti minn tim ta' Intervistaturi tar-Riċerka, li primarjament ikunu meħtieġa li jiġbru data mill-iskejjel waqt il-ħin tal-iskola. L-Intervistaturi tar-Riċerka jistgħu jiġu mitluba jaħdmu waranofsinhar jew filgħaxija, skont id-diskrezzjoni tal-amministrazzjoni;

2. Id-dmirijiet ta' Intervistatur tar-Riċerka fuq bażi part-time jinkludu:

Ġbir ta' data relatata ma' proġetti tar-riċerka fuq l-edukazzjoni, l-iskejjel u l-partijiet interessati f'konformità ma' metodoloġiji stabbiliti, permezz ta' intervisti ma' individwi jew inkella bit-telefown,

Sapport amministrattiv fi stħarriġ, u proġetti oħrajn kif ikun meħtieġ skont id-diskrezzjoni tal-amministrazzjoni, inklużi data entry, coding u aġġornament tar-reġistri,

Sapport lill-amministrazzjoni f'kompiti amministrattivi bħal skedar,

Rappurtar fuq proċeduri ta' ġbir ta' data li jkunu ġew esegwiti;

3. L-intervistatur għandu jaċċerta li l-ġbir ta' data jsir b'mod kunfidenzjali u b'konformità mad-dispożizzjonijiet tar-Regolament Ġenerali dwar il-Protezzjoni tad-Data (GDPR);

4. L-informazzjoni u d-data miġbura mill-intervistatur waqt il-qadi ta' dmirijietu għandha tkun il-proprjetà assoluta tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-

3rd November, 2023

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Expression of interest for Part-time Interviewer with the Research Department

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) notifies that applications are being received from interested persons willing to provide their services on a 'Contract for Service' basis as part-time Research Interviewers for a period of twenty (24) months, which may be renewed for further periods.

1. Selected candidates will be part of a team of Research Interviewers, primarily required to collect data in schools during school hours. At the discretion of the management, Part-time Research Interviewers may be requested to work in the afternoons and evenings;

2. The duties of a part-time Research Interviewers include:

Collecting data related to research projects, related to education, schools and School stakeholders, in line with set methodologies, by personal or telephone interviewing,

Administrative support in surveys and other projects as deemed necessary by the management, including data entry, coding, and updating of registers,

Assisting the management in administrative tasks such as scheduling,

Reporting on data collection procedures executed at points of data;

3.The interviewer must ensure confidentiality of data collected and comply with the provisions of the General Data Protection Regulation (GDPR);

4. All the information and data collected by the interviewee in the performance of one's asssigned duties shall be the absolute property of the Ministry for Education,

Riċerka u l-Innovazzjoni. L-intervistatur ma jistax jiżvela informazzjoni miġbura mill-intervista jew mill-Ministeru, u lanqas jippubblika artikli relatati mas-servizzi u jirreferi għalihom waqt li jkun qed iwettaq xogħol għal ħaddieħor;

5. Il-kandidati magħżula għandhom, għall-perjodu li matulu jiġu assenjati dawn id-dmirijiet, ikunu responsabbli lejn is-Senior Manager tad-Dipartment tar-Riċerka MEYR u d-delegati tiegħu/tagħha;

6.1. Il-kandidati magħżula jitħallsu bir-rata ta' €10 fis-siegħa sa massimu ta' €10,000 fis-sena għal kull kandidat magħżul. Din ir-rata tinkludi interalia, it-taxxi u l-ispejjeż kollha mġarrba mill-intervistatur waqt li jkun qed jagħmel l-intervisti kif ukoll l-ispejjeż tat-trasport,

6.2. Għal skopijiet ta' ħlasijiet, il-kandidati magħżula għandhom jimlew u jibagħtu timesheets ta' kull xahar flimkien ma' rekord dettaljat u ffirmat tax-xogħol li jkun twettaq fis-sigħat maħduma. L-amministrazzjoni se tapprova biss xogħol ta' kwalità. Il-ħlasijiet maħruġa huma suġġetti għal kwalità u prestazzjoni sodisfaċenti fix-xogħol ipprovdut u l-approvazzjoni mill-amministrazzjoni;

7. Sal-ħin u d-data tal-għeluq ta' din l-espressjoni ta' interess, l-applikanti għandu jkollhom:

i. Ħiliet ta' komunikazzjoni verbali u bil-miktub bil-lingwa Maltija u bil-lingwa Ingliża, u

ii. Pussess ta'

Ċertifikat rikonoxxut fil-Livell 4 tal-MQF

jew

Żewġ (2) kwalifiki fil-Livell Avvanzat f'suġġetti rilevanti għall-post,

iii. Livell eċċellenti ta' ħiliet interpersonali,

iv. Għarfien tajjeb tal-applikazzjonijiet tal-Microsoft Office (preferibbilment f'pussess ta' kwalifika fil-European Computer Driving License – ECDL),

v. Il-ħila li jaħdmu f'tim u fuq proġetti individwali,

vi. Il-kapaċità li jippjanaw u jimmaniġġjaw proġetti varji f'perjodu ta' żmien bi skadenzi stipulati,

vii. Esperjenzi ta' xogħol preċedenti li huwa rilevanti jew simili se jitqiesu bħala vantaġġ. F'dan ir-rigward, l-applikanti għandhom jinnutaw ir-rekwiżit li jippreżentaw kopja tal-'employment history' tagħhom mingħand Jobsplus bħala prova biex jiġġustifikaw il-livell tal-esperjenza msemmija fl-applikazzjoni;

Sport, Youth, Research and Innovation. The interviewer shall not divulge information obtained through the interview or through the Ministry, nor publish ariticles relating to the services or refer to them when carrying out any services for others;

5. Selected candidates shall, for the period during which they are assigned such duties, be accountable to the Senior Manager – MEYR Research Unit and any of their delegates;

6.1. Selected candidates will be paid at the rate of €10 per hour up to a maximum of €10,000 per year for every chosen candidate. This rate includes interalia, all taxes and costs incurred by the interviewer in contacting interviewees as well as transport costs,

6.2. For payment purposes, selected candidates are to send monthly timesheets together with a signed detailed record of work performed for hours worked. Only quality work presented will be endorsed by top management. Payment will be issued subject to quality and satisfactory performance in the work provided and endorsement of top management;

7. By the closing time and date of this expression of interest, applicants must have:

i. Sound written and verbal communication skills in the Maltese and English languages, and

ii. Possession of:

A recognised Certificate at MQF Level 4

or

Two (2) Advanced Level subject qualifications relevant to the post,

iii. Excellent Level of interpersonal skills,

iv. Good knowledge of Microsoft Office applications (preferably qualified with a European Computer Driving License – ECDL),

v. The ability to work in a team and individual projects,

vi. The ability to plan and manage multiple projects within stipulated deadlines,

vii. Relevant or previous similar work experiences will be considered as an asset. In this regard, applicants should note the requirement to present a copy of their Jobsplus employment history as a testimonial to justify claimed experience;

8. L-applikanti eliġibbli jiġu mitluba jattendu għal intervista sabiex tiġi assessjata l-adegwadezza tagħhom għal dawn id-dmirijiet;

9. Il-kandidati magħżula huma mistennija jattendu sessjonijiet ta' taħriġ u tagħrif. Dawn jistgħu jsiru waqt il-ħinijiet tal-uffiċċju u għalhekk huma mistennija jagħmlu l-arranġamenti tagħhom biex jiġu rilaxxati minn fuq il-post tax-xogħol tagħhom. L-ebda remunerazzjoni addizzjonali ma hija applikabbli għall-attendenza għal dawn is-sessjonijiet;

10. Kwalunkwe kwalifiki u esperjenza msemmija fl-applikazzjoni għandha tkun sostnuta minn ċertifikati u/jew testimonjanzi u l-kopji tagħhom għandhom ikunu mehmuża mal-applikazzjoni;

11. Iċ-ċertifikati oriġinali u/jew it-testimonjanzi għandhom dejjem jintwerew għall-verifika waqt l-intervista;

12.1. Bl-eċċezzjoni ta' dawk il-kwalifiki msemmija f'paragrafi 12.2 u 12.3 hawn taħt, l-applikanti huma meħtieġa jipproduċu dikjarazzjoni ta' rikonoxximent mill-Malta Qualifications Recognition Information Centre (MQRIC) fi ħdan il-Malta Further and Higher Education Authority (MFHEA), li għandha tkun miksuba permezz ta' sottomissjoni online fis-sit (https://services.mfhea.mt/CertificationApplication.aspx). Din id-dikjarazzjoni għandha tiġi mehmuża mal-espressjoni ta' interess u maċ-ċertifikati oriġinali ippreżentati fl-intervista,

12.2. Qabel ma jintalbu d-dikjarazzjonijiet ta' rikonoxximent skont paragrafu 12.1 hawn fuq fir-rigward tal-kwalifiki tagħhom, il-kandidati għandhom l-ewwel jikkonsultaw mal-lista ta' korsijiet akkreditati minn istituzzjonijiet illiċenzjati tal-MFHEA li tista' tiġi aċċessata minn (https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/). L-applikanti huma eżentati milli jissottomettu dikjarazzjoni ta' rikonoxximent kif imsemmi fil-paragrafu 12.1 jekk ikunu qed jippreżentaw kwalifiki msemmijin fil-lista ta' hemmhekk. Lista bħal din għandha tiġi pprintjata u, flimkien mal-kwalifika, għandha tiġi ppreżentata mill-applikant,

12.3. L-ebda dikjarazzjoni ta' rikonoxximent mill-MQRIC ma hija meħtieġa fir-rigward ta' kwalifiki maħruġa minn istituzzjonijiet akkreditati Maltin, li huma l-Università ta' Malta, l-MCAST u l-ITS, jew kwalunkwe kwalifika Maltija li tkun ġiet akkreditata mill-MFHEA u li fuq iċ-ċertifikati tkun qed tiddikjara li l-istess MFHEA qed tqis iċ-ċertifikat fil-Livell 7 tal-MQF,

12.4. Fil-każ ta' kwalifiki mhux koperti minn paragrafi 12.2 u 12.3, l-applikanti għandhom jissottomettu d-dikjarazzjoni ta' rikonoxximent kif miktub f'paragrafu 12.1. L-applikanti li mhumiex fil-pussess ta' tali dikjarazzjoni xorta jistgħu jissottomettu espressjoni ta' interess, sakemm jippreżentaw

8. Eligible applicants will be requested to attend for an interview to assess their suitability for these duties;

9. Selected candidates will be expected to attend training and briefing sessions. These may take place during office hours and for this purpose, selected applicants will be expected to make their own arrangements to be released from their place of work. No additional remuneration is applicable for attendance of these sessions;

10. Any qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application;

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

12.1. With the exception of those qualifications referred to in paragraphs 12.2 and 12.3 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further and Higher Education Authority (MFHEA), which is to be obtained by submitting an online 'Application for the Recognition of Qualifications' at (https://mfhea.mt/academic-qualifications/). Such statement should be attached to the expression of interest and the original presented at the interview,

12.2. Prior to requesting recognition statements as per paragraph 12.1 above in respect of their qualifications, candidates should first consult the "List of Accredited Courses Offered by Licensed Institutions" of the MFHEA which may be accessed on (https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/). Applicants are exempt from submitting a recognition statement as mentioned in paragraph 12.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant,

12.3. No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS, or any Maltese qualification that has been accredited by the MFHEA, which on the certificates states: 'The Malta Further and Higher Education Authority deems this certificate to be MQF 7',

12.4. In the case of qualifications not covered by 12.2 and 12.3, applicants are to submit the recognition statement as described in paragraph 12.1. Applicants who are not in possession of such a statement may still submit an expression of interest, provided that they submit a copy of the statement

kopja tad-dikjarazzjoni lid-dipartiment/direttorat hekk kif issir disponibbli għalihom, u, f'kwalunkwe każ, sa mhux aktar tard minn erba' (4) xhur mid-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti jistgħu jiġu evalwati proviżorjament filwaqt li jkunu għadhom jistennew l-ekwivalenza tal-kwalifika/i tagħhom mill-MQRIC. Jekk ir-rapport ta' ekwivalenza jirriżulta fin-negattiv jew ma jiġix ippreżentat fi żmien erba' (4) xhur mid-data tal-għeluq tas-sejħa għall-applikazzjonijiet, dawn l-applikanti jiġu skwalifikati mill-proċess tal-għażla. Barra minn hekk, suġġett għad-disponibbiltà ta' postijiet vakanti, l-inkarigu ma jistax jiġi ffirmat qabel ma jasal ir-rapport ta' ekwivalenza pożittiva mingħand l-MQRIC;

to the receiving department/directorate as soon as it is available, and, in any case, by not later than four (4) months for the closing date of the call for applications. Applicants may be assessed provisionally whilst still awaiting MQRIC equivalence of their qualification/s. Should the equivalence report be in the negative or not presented within four (4) months from the closing date of the call for applications, such applicants will be disqualified from the selection process. Moreover, subject to availability of vacancies, the undertaking of the assignment cannot be signed before the positive equivalence report is received from MQRIC;

13. Ir-riżultat tal-proċess tal-għażla jiġi ppubblikat u esibit fuq in-noticeboard tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, Bini tal-Edukazzjoni, Triq l-Assedju l-Kbir, Il-Furjana FRN 1810;

13. The result of the selection process will be published and exhibited on the noticeboard of the Ministry for Education, Sport, Youth, Research and Innovation, Education Building, Triq l-Assedju l-Kbir, Floriana FRN 1810;

14. L-applikazzjonijiet għandhom jiġu sottomessi biss permezz tal-portal online għar-Reklutaġġ tal-Edukazzjoni fis-sit (https://edurecruitment.gov.mt) . L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista ta' kwalifiki fil-pussess tal-applikant) u ċertifikat tal-kondotta tal-Pulizija maħruġ sal-aħħar xahar qabel is-sottomissjoni tal-applikazzjoni,

14. Applications are to be submitted through the Online Education Recruitment Portal only on (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant) and a Police conduct certificate issued within the last month before the submission of the application,

Id-data tal-għeluq tas-sottomissjoni tal-applikazzjonijiet hija f'nofsinhar nhar it-Tnejn, 27 ta' Novembru, 2023. Se tintbagħat ittra elettronika ġġenerata mill-kompjuter bħala rikonoxximent tal-applikazzjoni;

The closing date of the receipt of applications is noon on Monday, 27th November, 2023. A computer-generated e-mail will be sent as an acknowledgement of the application;

15. Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta għas-sottomissjoni tal-applikazzjoni tagħhom;

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

16. Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (jiġifieri applikazzjonijiet tard) mhumiex permessi;

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

17. L-applikanti jingħataw sa jumejn (2) ta' xogħol wara d-data tal-għeluq jew sa jumejn (2) ta' xogħol mid-data tan-notifika, liema minnhom tasal l-aħħar, biex jissottomettu kwalunkwe dokumenti li mhumiex korretti jew kompluti jew li huma nieqes.

17. 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.

Mistoqsijiet dwar servizzi speċifiċi meħtieġa u kundizzjonijiet jistgħu jsiru permezz ta' ittra elettronika lil (jeannine.vassallo@gov.mt), jew permezz tan-numru tat-telefown 2598 2284.

Enquiries about specific services required and conditions can be made by email to (jeannine.vassallo@gov.mt) or by telephone number 2598 2284.

It-3 ta' Novembru, 2023

3rd November, 2023

MINISTERU GĦAS-SAĦĦA U MINISTERU GĦALL-ANZJANITÀ ATTIVA

Pożizzjoni ta' Higher Specialist Trainee (Speċjalitajiet Varji) fil-Ministeru għas-Saħħa u fil-Ministeru għall-Anzjanità Attiva

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

Din is-sejħa qed tieħu post is-sejħa ta' Higher Specialist Trainee (Varji) ippubblikata fil-Gazzetta tal-Gvern Nru. 12079 datata 20 ta' Ottubru, 2023. Applikanti li diġà applikaw fit-termini tal-imsemmija sejħa hawn fuq m'għandhomx għalfejn jerġgħu japplikaw.

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa, u s-Segretarju Permanenti, Ministeru għall-Anzjanità Attiva, jilqgħu applikazzjonijiet għall-pożizzjoni ta' Higher Specialist Trainee (Speċjalitajiet Varji) fil-Ministeru għas-Saħħa u fil-Ministeru għall-Anzjanità Attiva.

1.2 Vakanzi jeżistu fl-ispeċjalitajiet li ġejjin:

1. Mediċina tal-Aċċident u Emerġenza fid-Dipartiment tal-Aċċident u Emerġenza fil-Ministeru għas-Saħħa;

2. Anesteżija u Kura Intensiva fid-Dipartiment tal-Anesteżija, Kura Intensiva u Maniġġ tal-Uġigħ fil-Ministeru għas-Saħħa;

3. Mediċina Awdjovestibulari fid-Dipartiment tal-ENT fi ħdan id-Dipartiment tal-Kiruġija fil-Ministeru għas-Saħħa;

4. Baromediċina fid-Dipartiment tal-Mediċina fil-Ministeru għas-Saħħa;

5. Kardjoloġija fid-Dipartiment tal-Kardjoloġi fil-Ministeru għas-Saħħa;

6. Kirurġija Kardjotoraċika fid-Dipartiment tas-Servizzi Kardijaċi fil-Ministeru għas-Saħħa;

7. Onkoloġija Klinika fid-Dipartiment tal-Imatoloġija u Onkoloġija fil-Ministeru għas-Saħħa;

8. Dermatoloġija fid-Dipartiment tad-Dermatoloġija u Venereoloġija fil-Ministeru għas-Saħħa;

9. Dijabete, Endokrinoloġija u Mediċina Ġenerali/Interna fid-Dipartiment tal-Mediċina fil-Ministeru għas-Saħħa;

10. Gastroenteroloġija u Mediċina Ġenerali/Interna fil-Dipartiment tal-Mediċina fil-Ministeru għas-Saħħa;

MINISTRY FOR HEALTH AND MINISTRY FOR ACTIVE AGEING

Position of Higher Specialist Trainee (Various Specialities) in the Ministry for Health and in the Ministry for Active Ageing

Nomenclatures denoting the male gender include also the female gender.

This call supersedes the call for Higher Specialist Trainee (Various) published in the Government Gazette No. 12079 published on the 20th October, 2023. Applicants who submitted an application in terms of the above-mentioned call need not re-apply.

1. The Director General (People Management), Ministry for Health, and the Permanent Secretary, Ministry for Active Ageing, invites applications for the position of Higher Specialist Trainee (Various Specialties) in the Ministry for Health and in the Ministry for Active Ageing.

1.2 Vacancies exist in the following specialties:

1. Accident and Emergency Medicine in the Department of Accident and Emergency in the Ministry for Health;

2. Anaesthetics and Intensive Care in the Department of Anaesthesia, Intensive Care and Pain Management in the Ministry for Health;

3. Audiovestibular Medicine in the Department of Ear, Nose and Throat within the Department of Surgery in the Ministry for Health;

4. Baromedicine in the Department of Medicine in the Ministry for Health;

5. Cardiology in the Department of Cardiology in the Ministry for Health;

6. Cardiothoracic Surgery in the Department of Cardiac Services in the Ministry for Health;

7. Clinical Oncology in the Department of Haematology and Oncology in the Ministry for Health;

8. Dermatology in the Department of Dermatology and Venereology in the Ministry for Health;

9. Diabetes, Endocrinology and General/Internal Medicine in the Department of Medicine in the Ministry for Health;

10. Gastroenterology and General/Internal Medicine in the Department of Medicine in the Ministry for Health;

11. Kirurġija Ġenerali fid-Dipartiment tal-Kirurġija fil-Ministeru għas-Saħħa;

12. Ġenetika fid-Dipartiment tal-Patoloġija fil-Ministeru għas-Saħħa;

13. Ġerjatrija fid-Dipartiment tal-Ġerjatrija fil-Ministeru għall-Anzjanità Attiva;

14. Mediċina Ġenito-urinarja fid-Dipartiment tad-Dermatoloġija u Venereoloġija fil-Ministeru għas-Saħħa;

15. Imatoloġija fid-Dipartiment tal-Onkoloġija u Imatoloġija fil-Ministeru għas-Saħħa;

16. Istopatoloġija fid-Dipartiment tal-Patoloġija fil-Ministeru għas-Saħħa;

17. Mard Infettiv u Mediċina Ġenerali/Interna fid-Dipartiment tal-Mediċina fil-Ministeru għas-Saħħa;

18. Mikrobijoloġija Medikali (inkluż Batterjoloġija, Viroloġija, Mikoloġija, Parasitoloġija u Kontroll Infettiv) fid-Dipartiment tal-Patoloġija fil-Ministeru għas-Saħħa;

19. Neonatoloġija fid-Dipartiment għas-Saħħa tat-Tfal u Adolexxenti fil-Ministeru għas-Saħħa;

20. Newroloġija fid-Dipartiment tan-Newroxjenza fil-Ministeru għas-Saħħa;

21. Newrokirurġija fid-Dipartiment tan-Newroxjenza fil-Ministeru għas-Saħħa;

22. Nefroloġija u Mediċina Ġenerali/Interna fid-Dipartiment tal-Mediċina fil-Ministeru għas-Saħħa;

23. Ostetriċja u Ġinekoloġija fid-Dipartiment tal-Ostetriċja u Ġinekoloġija fil-Ministeru għas-Saħħa;

24. Kirurġija Ortopedika fid-Dipartiment tal-Kirurġija Ortopedika, Trawma u Mediċina tal-Isport fil-Ministeru għas-Saħħa;

25. Otorinolaringoloġija fid-Dipartiment tal-ENT fi ħdan id-Dipartiment tal-Kirurġija fil-Ministeru għas-Saħħa;

26. Pedjatrija fid-Dipartiment għas-Saħħa tat-Tfal u Adolexxenti fil-Ministeru għas-Saħħa;

27. Pedjatrija b'interess speċjali fin-Newroloġija Pedjatrika fid-Dipartiment għas-Saħħa tat-Tfal u Adolexxenti fil-Ministeru għas-Saħħa;

11. General Surgery in the Department of Surgery in the Ministry for Health;

12. Genetics in the Department of Pathology in the Ministry for Health;

13. Geriatrics in the Department of Geriatrics in the Ministry for Active Ageing;

14. Genito-urinary Medicine in the Department of Dermatology and Venereology in the Ministry for Health;

15. Haematology in the Department of Oncology and Haematology in the Ministry for Health;

16. Histopathology in the Department of Pathology in the Ministry for Health;

17. Infectious Diseases and General/Internal Medicine in the Department of Medicine in the Ministry for Health;

18. Medical Microbiology (including Bacteriology, Virology, Mycology, Parasitology and Infection Control) in the Department of Pathology in the Ministry for Health;

19. Neonatology in the Department of Child and Adolescent Health in the Ministry for Health;

20. Neurology in the Department of Neuroscience in the Ministry for Health;

21. Neurosurgery in the Department of Neuroscience in the Ministry for Health;

22. Nephrology and General/Internal Medicine in the Department of Medicine in the Ministry for Health;

23. Obstetrics and Gynaecology in the Department of Obstetrics and Gynaecology in the Ministry for Health;

24. Orthopaedic Surgery in the Department of Orthopaedic Surgery, Trauma and Sports Medicine in the Ministry for Health;

25. Othorhinolaryngology in the Department of Ear, Nose and Throat with the Department of Surgery in the Ministry for Health;

26. Paediatrics in the Department of Child and Adolescent Health in the Ministry for Health;

27. Paediatrics with special interest in Paediatric Neurology in the Department of Child and Adolescent Health in the Ministry for Health;

28. Pedjatrija b'interess speċjali fil-Pedjatrija tal-Komunità bi dmirijiet ta' On-Call fuq l-NPICU fid-Dipartiment għas-Saħħa tat-Tfal u Adolexxenti fil-Ministeru għas-Saħħa;

29. Pedjatrija b'interess speċjali fl-Onkoloġija Pedjatrika fid-Dipartiment għas-Saħħa tat-Tfal u Adolexxenti fil-Ministeru għas-Saħħa;

30. Pedjatrija b'interess speċjali fil-Mediċina Respiratorja Pedjatrika fid-Dipartiment għas-Saħħa tat-Tfal u Adolexxenti fil-Ministeru għas-Saħħa;

31. Pedjatrija b'interess speċjali fin-Nefroloġija Pedjatrika fid-Dipartiment għas-Saħħa tat-Tfal u Adolexxenti fil-Ministeru għas-Saħħa;

32. Kirurġija Pedjatrika fid-Dipartiment tal-Kirurġija fil-Ministeru għas-Saħħa;

33. Mediċina Paljattiva fid-Dipartiment tal-Imatoloġija u Onkoloġija fil-Ministeru għas-Saħħa;

34. Psikjatrija fid-Dipartiment tal-Psikjatrija fil-Ministeru għas-Saħħa;

35. Mediċina għas-Saħħa Pubblika fid-Dipartiment għas-Saħħa Pubblika fil-Ministeru għas-Saħħa;

36. Mediċina tar-Riabilitazzjoni fl-Isptar tar-Riabilitazzjoni Karin Grech fil-Ministeru għas-Saħħa;

37. Mediċina Respiratorja u Mediċina Ġenerali/Interna fid-Dipartiment tal-Mediċina fil-Ministeru għas-Saħħa;

38. Rumatoloġija u Mediċina Ġenerali/Interna fid-Dipartiment tal-Mediċina fil-Ministeru għas-Saħħa;

39. Uroloġija fid-Dipartiment tal-Kirurġija fil-Ministeru għas-Saħħa;

40. Kirurġija Vaskulari fid-Dipartiment tal-Kirurġija fil-Ministeru għas-Saħħa;

Tul tal-Assenjament u Kundizzjonijiet

2.1 Huwa maqbul li limitu totali ta' għaxar (10) snin full-time, jew żmien ekwivalenti, jingħata sabiex jiġi komplut it-taħriġ speċjalizzat (inkluż kemm Higher Specialist Training kif ukoll Basic Specialist Training), bl-esklużjoni tal-maternity, parental, sick, responsibility jew study leave, tali leave ta' studju m'għandux ikun parti mill-programm ta' taħriġ approvat. Il-kompjutazzjoni tal-għaxar (10) snin mill-bidu tat-taħriġ speċifiku fl-ispeċjalità xierqa ma jinkludix il-perjodu tal-Foundation. Fejn persuna maħtura ma tikkompletax it-taħriġ tagħha fil-perjodu ta' għaxar (10)

28. Paediatrics with special interest in Community Paediatrics with on-call duties on NPICU in the Department of Child and Adolescent Health in the Ministry for Health;

29. Paediatrics with special interest in Paediatric Oncology in the Department of Child and Adolescent Health in the Ministry for Health;

30. Paediatrics with special interest in Paediatric Respiratory Medicine in the Department of Child and Adolescent Health in the Ministry for Health*;*

31. Paediatrics with special interest in Paediatric Nephrology in the Department of Child and Adolescent Health in the Ministry for Health;

32. Paediatric Surgery in the Department of Surgery in the Ministry for Health;

33. Palliative Medicine in the Department of Haematology and Oncology in the Ministry for Health;

34. Psychiatry in the Department of Psychiatry in the Ministry for Health;

35. Public Health Medicine in the Department of Public Health in the Ministry for Health;

36. Rehabilitation Medicine at Karin Grech Rehabilitation Hospital in the Ministry for Health;

37. Respiratory Medicine and General/Internal Medicine in the Department of Medicine in the Ministry for Health;

38. Rheumatology and General/Internal Medicine in the Department of Medicine in the Ministry for Health;

39. Urology in the Department of Surgery in the Ministry for Health;

40. Vascular Surgery in the Department of Surgery in the Ministry for Health;

Duration of Assignment and Conditions

2.1 It is agreed that a total limit of ten (10) years full-time, or equivalent duration, would be given to complete specialist training (including both Higher Specialist Training and Basic Specialist Training), excluding maternity, parental, sick, responsibility or study leave, such study leave must not be part of the approved training programme. The ten (10) year computation from the start of the specific training in the appropriate specialty does not include the Foundation period. Wherever an appointee does not complete his/her training within the ten (10) year period, the Ministry retains the right

snin, il-Ministeru jżomm id-dritt li jagħmel redeployment tal-persuna maħtura fis-Staff Grade xieraq skont l-esiġenzi tas-Servizz. Tali tobba jibqgħu fl-istess skala ta' salarju li jkunu ottjenew u jkunu rreferuti bħala Medical Officer in Staff Grade.

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

2.3 Qed jiġi hawnhekk innutat li l-Liġi Sussidjarja 452.81 intitolat 'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss' mhix applikabbli fil-każ tal-proċess tal-għażla bis-saħħa tar-Regolament 3 (2) (c) tiegħu.

2.4 Persuna maħtura titħalla teżerċita l-professjoni privatament kemm-il darba:

(a) dan isir strettament barra mill-ħinijiet uffiċjali tax-xogħol tagħha; u

(b) dan ma jfixkilx jew ma jmurx kontra d-dmirijiet uffiċjali tagħha jew l-esiġenzi tas-servizz.

2.5 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 rreklamata għandha l-istess speċjalizzazzjoni li huwa għandu bħalissa.

2.6 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. Is-salarju marbut mal-pożizzjoni ta' Higher Specialist Trainee huwa ekwivalenti għall-massimu ta' Skala ta' Salarju 6 (li fis-sena 2023 huwa €33,024.17 fis-sena), bi grad sustantiv ta' Senior Staff Grade li jibda mit-tielet tarġa ta' Skala ta' Salarju 6 (li fis-sena 2023 huwa €30,638.85) flimkien ma' Specialisation Allowance ta' €6,230 fis-sena għall-ewwel sentejn u titla' għal €6,750 mit-tielet sena 'l quddiem, li titħallas fi tlettax-il pagament ugwali kull sena.

Dmirijiet

4.1 Id-dmirijiet għal din il-pożizzjoni ta' Higher Specialist Trainee jinkludu li:

i. Ikun parti mid-Dipartiment indikat u jirrispondi lill-Konsulenti rispettivi u fl-aħħar nett lill-Chairperson Kliniku tad-Dipartiment;

to re-deploy the appointee in the appropriate Staff Grade according to the exigencies of the service. Such doctors shall remain in the same salary scale they would have attained and shall be referred to as Medical Officer in Staff Grade.

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

2.3 It is hereby being noted that the Subsidiary Legislation 452.81 entitled 'Contracts for Service for a Fixed Term Regulations' is not applicable in the case of this selection process by virtue of Regulation 3 (2) (c) thereof.

2.4 An appointee will be allowed to undertake private practice provided that:

(a) it is carried out strictly outside official working hours; and

(b) it does not interfere or conflict with the official duties or the exigencies of the service.

2.5 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.

2.6 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. The Salary attached to the position of a Higher Specialist Trainee is equivalent to the maximum of Salary Scale 6 (which in the year 2023 is €33,024.17 per annum) with a substantive grade of Senior Staff Grade which starts at the third step of Salary Scale 6 (which in the year 2023 is €30,638.85) together with a Specialisation Allowance of €6,230 per annum for the first two (2) years and rising to €6,750 as from the third year onwards, which shall be paid in thirteen equal instalments every year.

Duties

4.1 The job duties for the position of Higher Specialist Trainee include:

i Forming part of the Department indicated and is accountable to the respective Consultants and ultimately to the Clinical Chairperson of the Department;

ii Jifforma parti integrali tal-programm ta' taħriġ fid-dipartiment rilevanti li hu adatt għal dawk il-kandidati li jixtiequ jsegwu karriera fl-ispeċjalità magħżula;

iii Ikun meħtieġ jieħu sehem fl-attivitajiet akkademiċi u ta' tagħlim inkluż riċerka u verifika, u f'laqgħat tad-dipartiment rilevanti;

iv Ikun involut fl-immaniġġjar tad-dipartiment u li jerfa' responsabbiltajiet amministrattivi meta meħtieġ;

v Ikompli max-xogħol ta' Basic Specialist Trainee iżda f'livell ogħla ta' responsabbiltà u jrid ikun kapaċi jagħmel dijanjożi u jiġġestixxi problemi iktar ikkumplikati u jrid jiżviluppa l-ħiliet kliniċi tiegħu u jirrispondi direttament lill-Konsulent inkarigat mill-ispeċjalità;

vi Jipprovdi servizz ta' għassa residenzjali skont roster stabbilita li tista' tinkludi dmirijiet ta' billejl u jieħu inkunsiderazzjoni l-ħtiġiet tat-taħriġ kif jistgħu jkunu applikabbli minn żmien għal żmien kif ukoll l-esiġenzi tas-servizz;

vii Iżomm ruħu aġġornat mal-iżviluppi kurrenti fil-qasam rispettiv u jipparteċipa f'laqgħat ta' wara l-gradwazzjoni kemm f'Malta kif ukoll barra filwaqt attivitajiet ta' riċerka jkunu inkoraġġiti u jkun mistenni jiġġenera materjal għall-pubblikazzjoni f'pubblikazzjonijiet mediċi kemm lokali kif ukoll barranin;

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

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

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

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

4.3 Persuni maħtura jiġu stazzjonati fil-ministeru rispettiv skont l-esiġenzi tas-servizz u l-ittri tal-ħatra jinħarġu mis-Segretarju Permanenti tal-Ministeru rispettiv.

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

ii Forming an integral part of the training programme of the relevant department and is suitable for candidates wishing to pursue a career in the chosen specialty;

iii Required to participate in teaching and academic activities including research and audit, and meetings of the relevant department;

iv Be involved in the management of the department and to take administrative responsibilities when necessary;

v Continuing with the duties of the Basic Specialist Trainee but at a higher level of responsibility and should be able to diagnose and manage more complicated problems and should develop his/her clinical skills and will be directly answerable to the Consultant in charge of the specialty;

vi Provides resident on-call in accordance with an established roster which may include night duty and will take into consideration training requirements as may be applicable from time to time as well as the exigencies of the service;

vii Keeps abreast with the current developments in the respective field and participates in postgraduate meetings locally and abroad whereas research activities will be encouraged and be expected to generate material for publication in local and foreign medical publications;

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

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

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

4.2 An appointee may be requested to perform duties in any of the health care services in Malta and/or Gozo General Hospital at the discretion of the management.

4.3 Appointees shall be posted in the respective ministry according to the exigencies of the service and letters of appointment shall be issued by the Permanent Secretary of the respective Ministry.

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

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

iii. fil-pussess bis-sħiħ ta' warrant (reġistrazzjoni bis-sħiħ bħala tabib mal-Kunsill Mediku ta' Malta) u sa mhux aktar tard mill-31 ta' Marzu, 2024, fil-pussess ta' Ċertifikat ta' Tlestlija tal-Basic Specialist Training (CCBST) maħruġ mill-Kumitat għall-Akkreditazzjoni ta' Ispeċjalisti (SAC) ta' Malta jew ekwivalenti u fil-każ ta' Mediċina Palljattiva

iii. fully warranted (full registration as a Medical Practitioner with the Medical Council of Malta) and by not later than 31st March, 2024, must be in possession of a certificate of completion of Basic Specialist Training (CCBST) issued by the Specialist Accreditation Committee (SAC) of Malta or equivalent and in case or Palliative

u Ġenetika, Ċertifikat ta' Tlestija ta' Taħriġ speċjalizzat (CCST) fil-Mediċina tal-Familja jekk se japplikaw b'dan iċ-Ċertifikazzjoni jew ekwivalenti.

Qed jiġi kkjarifikat li qabel il-ħatra, persuna li qed tapplika għall-pożizzjoni ta' Higher Specialist Trainee:

1. fil-Mediċina tal-Aċċident u Emerġenza teħtieġ CCBST fil-Mediċina tal-Aċċident u Emerġenza jew ekwivalenti;

2. fl-Anestezija u Kura Intensiva teħtieġ CCBST fl-Anestezija u Kura Intensiva jew ekwivalenti;

3. fil-Mediċina Awdjovestibulari teħtieġ jew CCBST fil-Kirurġija jew CCBST fil-Mediċina Ġeneral/Interna jew CCBST fil-Pedjatrija jew CCST fil-Mediċina tal-Familja jew ekwivalenti jew l-isem ikun imniżżel fuq ir-Reġistru għall-Ispeċjalisti għall-Otorinolaringoloġija;

4. fil-Baromediċina teħtieġ CCBST jew fil-Mediċina Ġenerali/Interna jew CCBST fl-Anestezija u Kura Intensiva jew CCBST fil-Mediċina tal-Aċċident u Emerġenza jew ekwivalenti;

5. fil-Kardjoloġija teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

6. fil-Kirurġija Kardjotoraċika teħtieġ CCBST fil-Kirurġija jew ekwivalenti;

7. fl-Onkoloġija Klinika teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

8. fid-Dermatoloġija teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

9. fid-Dijabete, Endokrinoloġija u Mediċina Ġenerali/Interna teħtieġ CCBST fil-Mediċina Ġeneral/Interna jew ekwivalenti;

10. fil-Gastroenteroloġija u Mediċina Ġenerali/Interna teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

11. fil-Kirurġija Ġenerali teħtieġ CCBST fil-Kirurġija jew ekwivalenti;

12. fil-Ġenetika teħtieġ CCBST jew fil-Mediċina Ġenerali/Interna jew CCBST fil-Pedjatrija jew CCST fil-Mediċina tal-Familja jew ekwivalenti;

13. fil-Ġerjatrija teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

14. fil-Mediċina Ġenito-urinarja teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

Medicine and Genetics, certificate of completion of Specialist Training (CCST) for Family Medicine if they intend applying with this certification or equivalent.

It is being clarified that before being appointed, applicants applying for the Higher Specialist Trainee position in:

1. Accident and Emergency Medicine would require a CCBST in Accident and Emergency or equivalent;

2. Anaesthetics and Intensive Care would require a CCBST in Anaesthesia and Intensive Care or equivalent;

3. Audiovestibular Medicine would require either a CCBST in Surgery or CCBST in General/Internal Medicine or CCBST in Paediatrics or CCST in Family Medicine or equivalent or be listed on the Specialist Register of Otorhinolaryngology;

4. Baromedicine would require either a CCBST in General/Internal Medicine or CCBST in Anaesthesia and Intensive Care or CCBST in Accident and Emergency Medicine or equivalent;

5. Cardiology would require a CCBST in General/Internal Medicine or equivalent;

6. Cardiothoracic Surgery would require a CCBST in Surgery or equivalent;

7. Clinical Oncology would require a CCBST in General/Internal Medicine or equivalent;

8. Dermatology would require a CCBST in General/Internal Medicine or equivalent;

9. Diabetes, Endocrinology and General/Internal Medicine would require a CCBST in General/Internal Medicine or equivalent;

10. Gastroenterology and General/Internal Medicine would require a CCBST in General/Internal Medicine or equivalent;

11. General Surgery would require a CCBST in Surgery or equivalent;

12. Genetics would require either a CCBST in General/Internal Medicine or CCBST in Paediatrics or CCST in Family Medicine or equivalent;

13. Geriatrics would require a CCBST in General/Internal Medicine or equivalent;

14. Genito-urinary Medicine would require a CCBST in General/Internal Medicine or equivalent;

15. fl-Imatoloġija teħtieġ jew CCBST fil-Mediċina Ġenerali/Interna jew CCBST fl-Imatoloġija jew CCBST fil-Pedjatrija jew ekwivalenti;

16. fl-Istopatoloġija teħtieġ CCBST fl-Istopatoloġija jew ekwivalenti;

17. fil-Mard Infettiv u Mediċina Ġenerali/Interna teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

18. fil-Mikrobijoloġija Medikali (inkluż Batterjoloġija, Viroloġija, Mikoloġija, Parasitoloġija u Kontroll ta' Infezzjoni) teħtieġ CCBST fil-Mikrobijoloġija Medikali jew ekwivalenti;

19. fin-Neonatoloġija teħtieġ CCBST fil-Pedjatrija jew ekwivalenti;

20. fin-Newroloġija teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

21. fin-Newrokirurġija teħtieġ CCBST fil-Kirurġija jew ekwivalenti;

22. fin-Nefroloġija u Mediċina Ġenerali/Interna teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

23. fl-Ostetriċja u Ġinekoloġija teħtieġ CCBST fl-Ostetriċja u Ġinekoloġija jew ekwivalenti;

24. fil-Kirurġija Ortopedika teħtieġ CCBST fil-Kirurġija jew ekwivalenti;

25. fl-Otorinolaringoloġija teħtieġ CCBST fil-Kirurġija jew ekwivalenti;

26. fil-Pedjatrija teħtieġ CCBST fil-Pedjatrija jew ekwivalenti;

27. fil-Pedjatrija b'interess speċjali fin-Newroloġija Pedjatrika teħtieġ CCBST fil-Pedjatrija jew ekwivalenti;

28. fil-Pedjatrija b'interess speċjali fil-Pedjatrija tal-Komunità bi dmirijiet ta' on-call fuq l-NPICU teħtieġ CCBST fil-Pedjatrija jew ekwivalenti;

29. fil-Pedjatrija b'interess speċjali fl-Onkoloġija Pedjatrika teħtieġ CCBST fil-Pedjatrija jew ekwivalenti;

30. fil-Pedjatrija b'interess speċjali fil-Mediċina Respiratorja Pedjatrika teħtieġ CCBST fil-Pedjatrija jew ekwivalenti;

15. Haematology would require either a CCBST in General/Internal Medicine or CCBST in Haematology or CCBST in Paediatrics or equivalent;

16. Histopathology would require a CCBST in Histopathology or equivalent;

17. Infectious Diseases and General/Internal Medicine would require a CCBST in General/Internal Medicine or equivalent;

18. Medical Microbiology (including Bacteriology, Virology, Mycology, Parasitology and Infection Control) would require a CCBST in Medical Microbiology or equivalent;

19. Neonatology would require a CCBST in Paediatrics or equivalent;

20. Neurology would require a CCBST in General/Internal Medicine or equivalent;

21. Neurosurgery would require a CCBST in Surgery or equivalent;

22. Nephrology and General Medicine would require a CCBST in General/Internal Medicine or equivalent;

23. Obstetrics and Gynaecology would require a CCBST in Obstetrics and Gynaecology or equivalent;

24. Orthopaedic Surgery would require a CCBST in Surgery or equivalent;

25. Othorhinolaryngology would require a CCBST in Surgery or equivalent;

26. Paediatrics would require a CCBST in Paediatrics or equivalent;

27. Paediatrics with special interest in Paediatric Neurology would require a CCBST in Paediatrics or equivalent;

28. Paediatrics with special interest in Community Paediatrics with on-call duties on NPICU would require a CCBST in Paediatrics or equivalent;

29. Paediatrics with special interest in Paediatric Oncology would require a CCBST in Paediatrics or equivalent;

30. Paediatrics with special interest in Paediatric Respiratory Medicine would require a CCBST in Paediatrics or equivalent;

31. fil-Pedjatrija b'interess speċjali fin-Nefroloġija Pedjatrika teħtieġ CCBST fil-Pedjatrija jew ekwivalenti;

32. fil-Kirurġija Pedjatrika teħtieġ CCBST fil-Kirurġija jew ekwivalenti;

33. fil-Mediċina Paljattiva teħtieġ jew CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti jew CCBST fl-Anestezija u l-Kura Intensiva jew ekwivalenti jew CCST tal-Mediċina tal-Familja jew ekwivalenti;

34. fil-Psikjatrija teħtieġ CCBST fil-Psikjatrija jew ekwivalenti;

35. fil-Mediċina għas-Saħħa Pubblika teħtieġ CCBST fil-Mediċina għas-Saħħa Pubblika jew ekwivalenti;

36. fil-Mediċina tar-Riabilitazzjoni teħtieġ CCBST jew fil-Mediċina Ġeneral/Interna jew CCBST fil-Kirurġija jew ekwivalenti;

37. fil-Mediċina Respiratorja teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

38. fir-Rumatoloġija u Mediċina Ġenerali/Interna teħtieġ CCBST fil-Mediċina Ġenerali/Interna jew ekwivalenti;

39. fl-Uroloġija teħtieġ CCBST fil-Kirurġija jew ekwivalenti;

40. fil-Kirurġija Vaskulari teħtieġ CCBST fil-Kirurġija jew ekwivalenti;

Hija r-responsabbiltà tal-applikanti fil-pussess ta' Ċertifikat ta' Tlestija tal-Basic Specialist Training (CCBST) jew taħriġ ekwivalenti maħruġ minn instituzzjonijiet ta' akkreditazzjoni oħra barra mill-Kumitat dwar l-Approvazzjoni ta' Speċjalisti (SAC) ta' Malta, li juru dikjarazzjoni ta' rikonoxximent dwar il-komparabbiltà ta' ċertifikazzjoni ta' tlestija tal-Basic Specialist Training, liema dikjarazzjoni tkun trid tiġi mehmuża mal-applikazzjoni, bl-oriġinali tintwera waqt l-intervista. Kandidati mhux fil-pussess tad-dikjarazzjoni meħtieġa xorta jkunu jistgħu japplikaw, dment li jibagħtu kopja tad-dikjarazzjoni, maħruġa mill-Kumitat għall-Akkreditazzjoni tal-Ispeċjalisti (SAC) ta' Malta, lid-Diviżjoni riċeventi kif tkun għad-dispożizzjoni tagħhom u, fi kwalunkwe każ mhux aktar tard minn xahar mid-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Applikanti li jonqsu milli jippreżentaw id-dikjarazzjoni meħtieġa fi żmien xahar għal raġunijiet lil hinn mill-kontroll tagħhom, jistgħu jitolbu għal estensjoni ta' dan il-limitu ta' żmien, sa xahar (1) ieħor lill-Kap tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Estensjonijiet lil hinn minn dan il-perjodu għandhom jiġu sottomessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

31. Paediatrics with special interest in Paediatric Nephrology would require a CCBST in Paediatrics or equivalent;

32. Paediatric Surgery would require a CCBST in Surgery or equivalent;

33. Palliative Medicine would require either a CCBST in General/Internal Medicine or a CCBST in Anaesthesia and Intensive Care or a CCST in Family Medicine or equivalent;

34. Psychiatry would require a CCBST in Psychiatry or equivalent;

35. Public Health Medicine would require a CCBST in Public Health Medicine or equivalent;

36. Rehabilitation Medicine would require either a CCBST in General/Internal Medicine or CCBST in Surgery or equivalent;

37. Respiratory Medicine and General/Internal Medicine would require a CCBST in General/Internal Medicine or equivalent;

38. Rheumatology and General/Internal Medicine would require a CCBST in General/Internal Medicine or equivalent;

39. Urology would require a CCBST in Surgery or equivalent;

40. Vascular Surgery would require a CCBST in Surgery or equivalent.

It is the responsibility of applicants in possession of a certificate of completion of Basic Specialist Training (CCBST) or equivalent training awarded by an accreditation body other than the Specialist Accreditation Committee (SAC) of Malta to produce a recognition statement on comparability of the Certification of Completion of Basic Specialist Training, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of the required statement may still apply, provided that they submit a copy of the statement, issued by the Specialist Accreditation Committee (SAC) of Malta, to the receiving division as soon as available and, in any case, by not later than one (1) month from 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 (1) month from the Head of Department receiving the applications, indicating clearly the reasons for the delay. Extensions beyond this period are to be submitted for the consideration of the Public Service Commission.

Fil-każ tal-Mediċina Paljattiva u Ġenetika, hija r-responsabbiltà tal-applikanti fil-pussess ta' Ċertifikat ta' Tlestija tat-Taħriġ Speċjalizzat (CCST) fil-Mediċina tal-Familja jew taħriġ ekwivalenti maħruġ minn instituzzjonijiet ta' akkreditazzjoni oħra barra mill-Kumitat dwar l-Approvazzjoni ta' Speċjalisti (SAC) ta' Malta, li jippreżentaw dikjarazzjoni ta' rikonoxximent dwar il-komparabbiltà ta' ċertifikazzjoni ta' tlestija tas-Specialist Training fil-Mediċina tal-Familja, jekk l-applikant se japplika b'din iċ-ċertifikazzjoni, liema dikjarazzjoni tkun trid tiġi mehmuż mal-applikazzjoni bl-oriġinali tintwera waqt l-intervista. Kandidati mhux fil-pussess tad-dikjarazzjoni meħtieġa xorta jkunu jistgħu japplikaw, dment li jibagħtu kopja tad-dikjarazzjoni, maħruġa mill-Kumitat għall-Akkreditazzjoni tal-Ispeċjalisti (SAC) ta' Malta, lid-diviżjoni riċeventi kif tkun għad-dispożizzjoni tagħhom u fi kwalunkwe każ mhux aktar tard minn xahar mid-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Applikanti li jonqsu milli jippreżentaw id-dikjarazzjoni meħtieġa fi żmien xahar għal raġunijiet lil hinn mill-kontroll tagħhom, jistgħu jitolbu għal estensjoni ta' dan il-limitu ta' żmien, sa xahar (1) ieħor lill-Kap tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Estensjonijiet lil hinn minn dan il-perjodu għandhom jiġu sottomoessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

In the case of Palliative Medicine and Genetics, it is the responsibility of applicants in possession of a certificate of completion of Specialist Training (CCST) in Family Medicine or equivalent training awarded by an accreditation body other than the Specialist Accreditation Committee (SAC) of Malta to produce a recognition statement on comparability of the Certification of Completion of Specialist Training in Family Medicine, if applicant intends to apply through this certification, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of the required statement may still apply, provided that they submit a copy of the statement, issued by the Specialist Accreditation Committee (SAC) of Malta, to the receiving division as soon as available and, in case, by not later than one (1) month from 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 (1) month from the Head of Department receiving the applications, indicating clearly the reasons for they delay. Extensions beyond this period are to be submitted for the consideration of the Public Service Commission.

Qed jiġi kkjarifikat li sa mhux aktar tard mill-31 ta' Marzu, 2024, l-applikanti għandu jkollhom ir-rekwiżiti kollha msemmija hawn fuq, li jridu fi kwalunkwe każ jinkisbu qabel il-ħatra.

It is being clarified that, applicants must have all the abovementioned requirements by not later than 31st March, 2024, which should in any case, be obtained before appointment.

Uffiċjali pubbliċi li japplikaw għal din il-pożizzjoni jridu 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 għall-ħatra preċedenti mhux ikkonfermata mhix possibbli,

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

5.2 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 mis-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.

5.2 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry/department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a certificate of conduct issued by the 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.

5.3 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.2 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

5.3 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.2 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.4 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%.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

7.3 Ir-riżultat se jkun validu għal sitt (6) xhur mid-data tal-pubblikazzjoni.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, ħlief għall-Gerjatrija, fejn fil-każ tal-Ġerjatrija l-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttorat tal-Human Resources Corporate Services, Ministeru għall-Anzjanità Attiva, 46, Livell 5, Palazzo Spinola, Triq San Kristofru, Il-Belt Valletta VLT 1464, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data

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

7.3 The result will be valid for six (6) months from the date of publication.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15 Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, except for Geriatrics, and in the case of Geriatrics, applications are to be submitted for the attention of the Human Resources, Corporate Services Directorate, Ministry for Active Ageing, 46, Level 5, Palazzo Spinola, Triq San Kristofru, Valletta VLT 1464, 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

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, 17 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.

8.5 L-applikanti għandhom jindikaw b'mod ċar għal liema speċjalitajiet indikati f'paragrafu 1.2 qed japplikaw. Applikanti għandhom aktar minn hekk iniżżlu l-ispeċjalitajiet li għalihom qed japplikaw f'ordni ta' preferenza fil-Formola ta' Dikjarazzjoni li tista' tiġi aċċessata permezz tal-Online Government Recruitment Portal (http://recruitment.gov.mt).

Aktar minn hekk, fil-każ ta' applikanti li jixtiequ japplikaw għal aktar minn speċjalità waħda, formola tal-applikazzjoni separata flimkien mad-dokumentazzjoni ta' sapport għandha tiġi sottomessa għal kull speċjalità li għaliha qed japplikaw.

8.6 Qed jiġi nnutat li fil-każ li l-Formola ta' Dikjarazzjoni ma tasalx għand id-Diviżjoni riċeventi sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, il-Ministeru jirriżerva d-dritt li jassenja l-persuna magħżula fi speċjalità skont l-esiġenzi tal-Servizz Pubbliku.

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,

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, 17th 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.

8.5 Applicants must indicate clearly which of the specialties indicated in paragraph 1.2 they are applying for. Applicants must furthermore list the specialties being applied for in order of preference in the Declaration Form which may be accessed through the Online Government Recruitment Portal (http://recruitment.gov.mt).

Furthermore in the case of applicants who wish to apply for more than one specialty, a separate application form, together with supporting documentation, must be submitted for each specialty applied for.

8.6 It is noted that in the event that a complete preference declaration form is not received by the receiving division by the closing time and date of this call for applications, the Ministry reserves the right to assign a successful applicant to a specialty in accordance with the exigencies of the Public Service.

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,

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, għall-ispeċjalitajiet kollha ħlief tal-Ġerjatrija u mill-Human Resources Corporate Services Directorate, Ministeru għall-Anzjanità Attiva, 46, Livell 5, Palazzo Spinola, Triq San Kristofru, Il-Belt Valletta VLT 1464, għall-Ġerjatrija biss.

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet. Is-sit elettroniku, numru tat-telefown u l-indirizz elettroniku tad-Dipartiment għas-Saħħa huma (https://deputyprimeminister.gov.mt), +356 2299 2609 u (recruitment.health@gov.mt), u għall-Ministeru tal-Anzjanità Attiva huma (www.mfaa.gov.mt) u (hr.mfaa@gov.mt).

It-3 ta' Novembru, 2023

MINISTERU GĦAS-SAĦĦA

Post ta' Allied Assistant fil-Ministeru għas-Saħħa

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

1. Id-Direttur Ġenerali (People Management) Ministeru għas-Saħħa, tilqa' applikazzjonijiet għall-post ta' Allied Assitant fil-Ministeru għas-Saħħa.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Allied Assistant (Livell 4 tal-MQF) huwa ta' Skala ta' Salarju 13, li fis-sena 2023 huwa ta' €18,950.90 fis-sena, li jiżdied bi €335.50 fis-sena sa massimu ta' €20,963.90.

2.3 Persuna fil-grad ta' Allied Assistant (Livell 4 tal-MQF) titla' fi Skala 12 (li fis-sena 2023 hu €20,270.04 x €354 - €22,394.04) mat-tlestija ta' ħames (5) snin servizz sodisfaċenti full-time jew ekwivalenti fil-grad ta' Allied Assistant fi Skala ta' Salarju 13.

2.4 Persuna fil-grad ta' Allied Assistant (Livell 4 tal-MQF) li jikseb b'suċċess kwalifika Livell 5 tal-MQF rilevanti għall-qasam tax-xogħol tiegħu jitqiegħed fi Skala ta' Salarju 12 bħala Allied Assitant (Livell 5 tal-MQF). Is-snin kolla ta' servizz jiġu kkunsidrati fuq bażi 'notional'.

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, for all specialties except for Geriatrics which may be obtained from the Human Resources Corporate Services Directorate, Ministry for Active Ageing, 46, Level 5, Palazzo Spinola, 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 Department for the Ministry for Health are: (https://deputyprimeminister.gov.mt), +356 2299 2604 and (recruitment.health@gov.mt), and for the Ministry of Active Ageing (www.mfaa.gov.mt) and (hr.mfaa@gov.mt).

3rd November, 2023

MINISTRY FOR HEALTH

Post of Allied Assistant within the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

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

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 Allied Assistant (MQF Level 4) is Salary Scale 13, which in the year 2023 is equivalent to €18,950.90 per annum, rising by annual increments of €335.50 up to a maximum of €20,963.90.

2.3 An Allied Assistant (MQF Level 4) with five (5) years full time or equivalent satisfactory service in the grade of Allied Assistant Salary Scale 13 shall progress to Scale 12 (€20,270.04 x €354 - €22,394.04).

2.4 An Allied Assistant (MQF Level 4) who successfully attains an MQF Level 5 relevant qualification to their area of work shall be placed in Salary Scale 12 as Allied Assistants (MQF Level 5). All years of service shall be taken into consideration on a notional basis.

2.5 Persuna fil-grad ta' Allied Assistant (Livell 5 tal-MQF) b'minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti jitqiegħed fi Skala ta' Salarju 12, (li fis-sena 2023 hu €20,270.04 x €354.00 - €22,394.04).

2.6 Persuna fil-grad ta' Allied Assistant (Livell 5 tal-MQF) tiġi promossa għall grad ta' Senior Allied Assistant fi Skala 10 (li fis-sena 2023 hu €23,029.57 x €407.67 - €25,475.59) mat-tlestija ta' ħames (5) snin servizz sodisfaċenti.

2.7 Persuna fil-grad ta' Allied Assistant fil-pussess ta' Livell 6 tal-MQF (b'minimu ta' 180 krettu ECTS/ECVET) li hija relatata mal-qasam tax-xogħol jitpoġġa minnufih fi Skala ta' Salarju 10 (€23,029.57 x €407.67 - €25,475.59) bħala Senior Allied Assistant.

2.8 Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

2.9 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.

2.10 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

3.1 Id-dmirijiet għal dan il-post ta' Allied Assistant jinkludu li:

i. Jassisti lill-professjonisti tal-kura tas-saħħa fl-implimentazzjoni ta' programmi u jaħdem b'mod effettiv bħala parti ta' tim multidixxiplinarju;

ii. Jaqdi dmirijiet ta' rutina li jistgħu jinkludu li jirrispondi sejħiet bit-telefown, Jieħu messaġġi, reġistrazzjoni ta' kampjuni b'mod manwali jew kompjuterizzat, jirrekordja statistika, jikkordina appuntamenti, jirreġistra dettalji ta' klijenti, photocopying, jagħmel qadjiet, iwettaq sorting tal-kampjuni u dmirijiet simili;

iii. Iżomm it-tagħmir u l-apparat fi stat ta' ndafa biex ikun dejjem disponibbli għall-użu mill-istaff u l-pazjenti. Fejn meħtieġ, iwettaq diżinfettazzjoni jew dekontaminazzjoni u sterilizzazzjoni ta' tagħmir u żoni kliniċi;

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

2.5 An Allied Assistant in possession of a related MQF Level 5 (with a minimum of 60 ECTS/ECVET credits or equivalent), shall be placed on Salary Scale 12, which in the year 2023 is €20,270.04, rising by annual increments of €354.00 up to a maximum of €22,394.04.

2.6 An Allied Assistant (MQF Level 5) will be promoted to the grade of Senior Allied Assistant in Scale 10 (€23,029.57 x €407.67 - €25,475.59) on completion of five (5) years service in the grade of Allied Assistant.

2.7 An Allied Assistant in possession of an MQF Level 6 (with a minimum of 180 ECTS/ECVET credits) that i related to the area of work shall be placed immediately on Salary Scale 10 as Senior Allied Assistant (€23,029.57 x €407.67 - €25,475.59)

2.8 Lateral applications in the same grade from public officers are not allowed.

2.9 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 competent union.

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

3.1 The job duties for the post of Allied Assistant include:

i. Assists health care professionals in implementing programmes and works effectively within a multidisciplinary team;

ii. Carries out routine duties such as answers telephone calls, takes messages, manual and/or computerised registration of samples, records statistics, books appointments, registers client details, photocopies, runs errands, sorts samples and similar duties;

iii. Maintains equipment and apparatus in a state of cleanliness in preparation for patient and staff use. Where necessary, disinfection or decontamination and sterilisation of equipment and clinical areas will be carried out;

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

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within 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.

ii. (a) profiċjenti fil-lingwa Maltija. Madankollu, kandidati li mhumiex profiċjenti fil-lingwa Maltija xorta ser jiġu kkunsidrati imma għandhom jipprovdu evidenza ta' profiċjenza bażika fil-lingwa Maltija qabel il-konferma tal-ħatra li hi fi żmien sitt (6) xhur, billi jgħaddu b'suċċess mill-eżami fil-Basic Medical Maltese for the Healthcare Profession Part 1 tal-Università ta' Malta. Il-kors li uffiċjalment iwassal għal dan l-eżami huwa l-Course in Basic Medical Maltese for the Healthcare Profession Part 1 immexxi mid-Dipartiment tal-Malti tal-Università ta' Malta. Allied Assistants impjegati li ma jiksbux dan iċ-ċertifikat fi żmien ta' prova ta' sitt (6) xhur, jingħataw estensjoni ta' darba ta' sitt (6) xhur biex jiksbu b'suċċess dan iċ-ċertifikat, qabel il-konferma talħatra tagħhom. Kwalunkwe ħlas relatat mal-kors jew assessjar tiegħu jridu jiġu mħallsa mill-kandidati prospettivi magħżula.

U

(b) profiċjenti fil-lingwa Ingliża billi:

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

JEW

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

JEW

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

U

iii (a). fil-pusses ta' kwalifika f'Livell 4 tal-MQF jew f'Advanced Diploma in Applied Science jew Advanced Diploma in Health Sciences jew Advanced Diploma in Health and Social Care b'minimu ta' 120 krettu ECTS/ECVET jew ekwivalenti*, jew kwalifika kumparabbli minn istituzzjoni rikonoxxuta.

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

ii. (a) proficient in the Maltese language. However, candidates who do not possess proficiency in the Maltese language will still be considered but must provide evidence of basic proficiency in the Maltese Language before confirmation of appointment, which is six (6) months, by being successful in the examination in Basic Medical Maltese for the Healthcare Profession Part 1 of the University of Malta. The course officially leading to this examination is the Course in Basic Medical Maltese for the Healthcare Profession Part 1 run by the Department of Maltese of the University of Malta. Allied Assistants engaged who would have not obtained this certification within the probationary period of six (6) months, will be given a onetime extension of six (6) months to successfully obtain this certification, prior to confirmation of their appointment. Any related course and assessment fees are to be paid by prospective selected candidates.

AND

(b) proficient in the English language by:

providing proof by the interview date, that the primary qualification was undertaken in the English Language;

OR

providing by the interview date, a valid certificate of IELTS (International English Language Testing System) of average band score of 6 or above in the listening, reading, writing and speaking domains. A certified equivalent qualification to IELTS (Overall Band Score 6) e.g. GCSE/Cambridge: Grade C, TOEFL (IBT): 60-8 CEFR: B2 will also be accepted.

OR

providing documentation showing at least 6-month Full Time Equivalent certified work experience as an Allied Assistant in the United Kingdom, Ireland or any other English Speaking country where English is the primary and/or the official language.

AND

iii (a). in possession of a MQF Level 4 qualification in either Advanced Diploma in Applied Science or Advanced Diploma in Health Sciences or Advanced Diploma in Health and Social Care with a minimum of 120 ECTS/ECVET credits or equivalent*, or comparable qualification from a recognised institution.

Jew

iii (b). fil-pusses ta' kwalifika f'Livell 5 tal-MQF kif diterminata mill-maniġment b'minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*.

*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.

iv. L-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 mhix 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' Masterrikonoxxuta 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, xortajiġu 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-iskadenzagħall-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'

OR

iii (b). in possession of a MQF Level 5 qualification as determined by management with a minimum of 60 ECTS/ECVET credits or equivalent*.

*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.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVETcredits*.

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

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

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

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

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

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

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

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

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.

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 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 iddispożizzjonijiet 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).

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

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

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

Submission of Supporting Documents

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted for the attention of the People Management Division, Ministry for Health, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list

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-Ġimgħa, 17 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 elettroniku u l-indirizz elettroniku tad-diviżjoni huma (https://health.gov.mt) u (recruitment.health@gov.mt).

It-3 ta' Novembru, 2023

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, 17th 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:

applicable benefits, conditions and rules/regulations;

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

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

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

3rd November, 2023

MINISTERU GĦAS-SAĦĦA

Post ta' Allied Health Professional (Audiology) fuq bażi full-time/part-time fil-Ministeru għas-Saħħa

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

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

Termini u Kundizzjonijiet

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

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

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

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

2.4 Persuna fil-grad ta' Allied Health Professional tiġi promossa għall-grad ta' Senior Allied Health Professional fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23) wara tliet (3) snin servizz sodisfaċenti fil-grad ta' Allied Health Professional fi Skala ta' Salarju 9. Persuna fil-ħatra ta' Allied Health Professional li fil-kors tad-dmirijiet tagħha tikseb Postgraduate Master f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, għandha titla' minnufih għal Skala ta' Salarju 8 bħala Senior Allied Health Professional.

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

MINISTRY FOR HEALTH

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

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

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

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

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

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

2.4 An Allied Health Professional will be promoted to the grade of Senior Allied Health Professional in Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23) on completion of three (3) years satisfactory service in the grade of Allied Health Professional in Salary Scale 9. An Allied Health Professional who in the course of his/her duties obtains a relevant and recognised Postgraduate Master Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD a MQF Level 8 shall immediately progress to Salary Scale 8 as Senior Allied Health Professional.

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

tiġi promossa għall-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55) kemm mid-data tal-otteniment tas-snin tas-servizz stipulat kif ukoll it-tlestija b'suċċess tas-CAF.

Persuna fil-ħatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) fil-pussess ta' Postgraduate Master f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, b'mill-inqas sentejn (2) servizz sodisfaċenti bħala Senior Allied Health Professional u ċertifikat ta' tlestija b'suċċess tal-Competency Programme u Evaluation Framework (CAF), għandhom jiġu promossi fil-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55).

Fil-każ ta' uffiċjali li ma jkollhomx iċ-ċertifikat ta' tlestija b'suċċess tal-Competency Programme u Evaluation Framework mat-tlestija ta' sentejn (2) servizz sodisfaċenti fil-grad, għandu jiġi promoss għal Allied Health Practitioner bilkundizzjoni li tikseb din iċ-ċertifikazzjoni fi żmien sena (1) mill-ħatra ta' Allied Health Practitioner fi Skala ta' Salarju 7. Uffiċjali li jonqsu milli jippreżentaw tali ċertifikazzjoni fil-qafas ta' żmien stipulat għandhom jerġgħu lura awtomatikament għal Senior Allied Health Professional fi Skala ta' Salarju 8.

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

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

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

Dmirijiet

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

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

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

the grade of Allied Health Practitioner in Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55) as from the date of satisfaction of both the stipulated years of service and the successful certification of the CAF.

A Senior Allied Health Professional (Salary Scale 8), in possession of a recognised and relevant Postgraduate Master Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD a MQF Level 8 with at least two (2) years satisfactory service as Senior Allied Health Professional and certificate of successful completion of the Competency Programme and Evaluation Framework (CAF), shall be promoted to the grade of Allied Health Practitioner in Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55).

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

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

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

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

Duties

3.1 The job duties for the post of Allied Health Professional (Audiology) include;

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

ii. Presents clear, accurate and timely documentation;

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

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

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

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

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

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

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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(b) profiċjenti fil-lingwa Ingliża billi:

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

JEW

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

Jew

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

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

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

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 fil-Livell MQF 7, jew ekwivalenti*, trid tikkompromett minimu ta' 90 krettu ECTS/ECVET.

*Kwalifiki ta' Master rikonoxxuti b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent ta' Master MQRIC li tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master rikonoxxuta mill-

AND

(b) be proficient in the English language by:

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

OR

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

OR

providing documentation showing at least six (6) month full-time equivalent certified work experience as registered Allied Health Professional in the United Kingdom, Ireland, or any other English speaking Country where English if the primary and/or the Official language.

AND

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

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

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 60 ECTS/ECVET is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application. A recognised Master qualification from

Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVETS.

(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' Marzu, 2024. 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 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.

the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 4.1 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 March, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

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

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

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

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

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

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

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

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

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

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 case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the selection board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni 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). 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, 17 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.

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, 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, 17th 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.

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)

It-3 ta' Novembru, 2023

MINISTERU GĦAS-SAĦĦA

Post ta' Scientific Officer 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 fil-Ministeru għas-Saħħa biex jaqdi dmirijiet fiċ-Ċentru Nazzjonali tal-Veleni ta' Malta

Termini u Kundizzjonijiet

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

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.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

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

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

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

3rd November, 2023

MINISTRY OF HEALTH

Post of Scientific Officer 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 in the Ministry for Health to perform duties in the Malta National Poisons Centre.

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 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 fl-istess grad minn uffiċjali pubbliċi mhumiex permessi.

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

Dmirijiet

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

i. Ikun membru attiv tat-tim professjonali interdixxiplinarju fi ħdan iċ-Ċentru Nazzjonali tal-Veleni ta' Malta u jaħdem f'kollaborazzjoni mal-professjonisti l-oħra kollha rilevanti tal-kura tas-saħħa fil-kuntesti rispettivi;

ii. Jaġixxi bħala riżorsa u punt ta' kuntatt aċċessibbli għall-pubbliku ġenerali, infermiera, persunal mediku u professjonisti tal-kura tas-saħħa alleati f'setturi differenti tas-saħħa billi jwieġeb mistoqsijiet dwar avvelenament, bit-telefown, ittra, jew ittra elettronika u jkun jista' jirreferi mistoqsijiet lill-persunal mediku jew tal-laboratorju, kif xieraq u kif applikabbli;

iii. Ikun familjari mad-diversi antidoti użati fit-trattament tal-avvelenament u jkun konxju tal-postijiet li fihom jinżammu dawn l-antidoti;

iv. Jibda u jidħol f'inizjattivi ta' riċerka li għandhom x'jaqsmu mal-kuntesti rispettivi fi ħdan iċ-Ċentru Nazzjonali tal-Veleni ta' Malta;

v. Jipparteċipa fi programmi ta' sensibilizzazzjoni taċ-Ċentru Nazzjonali tal-Veleni ta' Malta eż. titkellem ma' studenti, paramediċi jew gruppi ta' ġenituri dwar ix-xogħol taċ-ċentru u l-prevenzjoni ta' avvelenament aċċidentali;

vi. Ikun responsabbli għall-iżvilupp professjonali tiegħu u jżomm aġġornat ma' avvanzi ġodda fit-tossikoloġija klinika;

2.3 A Scientific Officer will progress to Salary 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 in the same grade from public officers are not allowed.

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

Duties

3.1 The job duties for the post of Scientific Officer include:

i. Be an active member of the interdisciplinary professional team within the Malta National Poisons Centre and work in collaboration with all other relevant health care professionals in the respective contexts;

ii. Act as a resource and an accessible point of contact for the general public, nursing, medical staff and allied health care professionals across different health sectors by answering enquiries about poisoning, by telephone, letter, or email and be able to refer enquiries to medical or laboratory staff, as appropriate and as applicable;

iii. Be familiar with the various antidotes used in the treatment of poisoning and be aware of the locations at which these antidotes are held;

iv. Initiate and engage in research initiatives pertaining to the respective contexts within the Malta National Poisons Centre;

v. Participate in Malta National Poison Centre outreach programmes e.g. speaking to students, paramedics or parents groups about the work of the centre and the prevention of accidental poisoning;

vi. To be responsible for own professional development and keep up to date with new advancements in clinical toxicology;

vii. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jistgħu jkunu qed joperaw fi ħdan il-Ministeru għas-Saħħa;

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

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

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

3.3 Persuni magħżula jistgħu jkunu meħtieġa jwettqu dmirijiet fuq bażi ta' xift inkluż dmirijiet ta' billejl skont il-rosters stabbiliti.

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 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

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

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

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

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

3.3 Selected candidates may be required to perform duties on a shift basis including night duty according to the established rosters.

Eligibility Requirements

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

(i) a. citizens of Malta; or

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

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

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

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

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and

Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan 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) (a) Profiċjenti fil-lingwa Maltija. Madankollu, kandidati li mhumiex profiċenti fil-lingwa Maltija xorta ser jiġu kkunsidrati imma għandhom jipprovdu evidenza ta' profiċjenza bażika fil-lingwa Maltija qabel il-konferma fil-ħatra li hi fi żmien sena mill-ingaġġ, billi jgħaddu b'suċċess mill-eżami fil-Basic Medical Maltese for the Healthcare Profession Part 1 tal-Università ta' Malta. Il-kors li uffiċjalment iwassal għal dan l-eżami huwa l-Course in Basic Medical Maltese for the Healthcare Profession Part 1 immexxi mid-Dipartiment tal-Malti tal-Università ta' Malta.

U

(b) profiċjenti fil-lingwa Ingliża billi:

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

Jew

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

Jew

jipprovdu dokumentazzjoni li turi tal-inqas sitt (6) xhur esperjenza ta' xogħol iċċertifikata full-time bħala Scientific Officer fir-Renju Unit jew fl-Irlanda jew kwalunkwe pajjiż ieħor li jitkellmu l-Ingliż fejn l-Ingliż huwa l-lingwa primarja u/jew uffiċjali.

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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) (a) Proficient in the Maltese Language. However, candidates who do not possess proficiency in the Maltese language will still be considered but must provide evidence of basic proficiency in the Maltese Language before confirmation of appointment, which is within one (1) year of engagement by being successful in the examination in Basic Medical Maltese for the Healthcare Profession Part 1 at the University of Malta. The course officially leading to this examination is the Course in Basic Medical Maltese for the Healthcare Profession Part 1 run by the Department of Maltese of the University of Malta.

AND

(b) proficient in the English language by:

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

OR

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

OR

providing documentation showing at least 6-month Full Time Equivalent certified work experience as a Scientific Officer or equivalent or superior in the United Kingdom, Ireland or any other English Speaking country where English is the primary and/or the official language.

AND

(iii) Fil-pussess ta' kwalifika rikonoxxuta fil-Livell MQF 6 (suġġett għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti) f'dixxiplini xjentifiċi rilevanti, li fosthom jistgħu jinkludu Xjenza tal-Laboratorju, Bijoloġija u Kimika.

(iv) Tingħata kunsiderazzjoni xierqa lill-kandidati li għandhom esperjenza u għarfien espert fil-ġestjoni ta' pazjenti avvelenati jew li għandhom kwalifika rikonoxxuta fir-rigward ta' clinical toxicology, medical toxicology jew pharmacotoxicology, jew ekwivalenti.

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 għallkisba 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

(iii) In possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in relevant scientific disciplines, amongst which may include Laboratory Science, Biology and Chemistry.

(iv) Due consideration would be given to candidates that have prior experience and expertise in the management of poisoned patients or who are in possession of a recognised qualification related to clinical toxicology, medical toxicology or pharmacotoxicology or equivalent.

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

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

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

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

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

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

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

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

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

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

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

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

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

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 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

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

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

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

4.8 L-applikanti prospettivi għandhom 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.

and state whether they have ever been in Government Service, giving details.

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

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

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

Submission of Supporting Documents

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

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

Selection Procedures

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz 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, 17 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 flindirizz (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.

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, 17th 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:

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.

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).

It-3 ta' Novembru, 2023

MINISTERU GĦAS-SAĦĦA

Post ta' Senior Technical Officer fil-Ministeru għas-Saħħa

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa, tilqa' applikazzjonijiet għall-post ta' Senior Technical Officer biex iwettaq dmirijiet fil-Biomedical Department fil-Ministeru għas-Saħħa.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Senior Technical 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' Senior Technical Officer titla' fi Skala 10 (€23,029.57 x €407.67 - €25,475.59) fis-sena 2023 wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna maħtura tkun intitolata għal benefiċċji oħra u suġġetta għall-kundizzjonijiet u obbligi oħra li jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern ta' Malta u l-Unjins kompetenti.

2.5 Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Senior Technical Officer jinkludu li:

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

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

3rd November, 2023

MINISTRY FOR HEALTH

Post of Senior Technical Officer in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health, invites applications for the post of Senior Technical Officer to perform duties at the Biomedical Department in the Ministry for Health.

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 Senior Technical 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 Senior Technical Officer will progress to Scale 10 (€23,029.57 x €407.67 - €25,475.59) on completion of five (5) years service in the grade, subject to satisfactory performance.

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

2.5 Lateral applications in the same grade from public officers are not allowed.

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

Duties

3. The job duties for the post of Senior Technical Officer include:

i. Jagħmel manutenzjoni korrettiva u preventiva fuq kull tagħmir mediku u relatat fi kwalunkwe entità li taqa' taħt ir-responsabbiltà tal-Ministeru għas-Saħħa;

ii. Iżomm rekords aġġornati tat-tagħmir fi ħdan it-taqsima tiegħu/tagħha;

iii. Ikun responsabbli għall-kontroll tal-materjal li qed jintuża mis-sezzjoni tiegħu/tagħha;

iv. Ikun responsabbli mill-kontroll tal-Workshops rispettivi tal-Inġinerija Bijomedika u kull tagħmir misjub fis-siti tax-xogħol;

v. Jissorvelja, jidderieġi u jikkontrolla l-istaff fil-Workshops tal-Inġinerija Bijomedika rispettivi u fuq is-siti tax-xogħol;

vi. Aġġudikazzjoni tal-offerti meta jintgħażel tagħmir ġdid biex jintuża mill-Ministeru għas-Saħħa;

vii. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jistgħu jkunu qed joperaw fi ħdan il-Ministeru għas-Saħħa, b'mod partikolari s-Software tal-Inventarju tal-Tagħmir Mediku dedikat li jintuża mid-Dipartiment tal-Inġinerija Bijomedika;

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

ix. 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

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 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

i. Undertaking corrective and preventive maintenance on all medical and related equipment in any entity falling under the responsibility of the Ministry for Health;

ii. Maintaining updated records of the equipment within his/her section;

iii. Being responsible for the control of material being used by his/her section;

iv. Being responsible for the upkeep of the respective Biomedical Engineeing Workshops and any equipment found on the sites of work;

v. Supervising, directing and controlling the staff in the respective Biomedical Engineering Workshops and on the sites of work;

vi. Adjudication of tenders when selecting new equipment to be used by the Ministry for Health;

vii. Making use of the Information Technology systems which may be in operation within the Ministry for Health, particularly the dedicated Medical Equipment Inventory Software in use by the Biomedical Engineering Department;

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

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

Eligibility Requirements

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

i. a. 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-lingwi tal-Malti u l-Ingliż;

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

iii. fi grad ta' Technical Officer; JEW

iii. in the grade of Technical Officer; OR

iv. a. ikollhom Higher Technician Diploma (HTD) f' Livell 5 tal-MQF (li jkollha minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*), f'qasam tekniku relatat jew kwalifika komparabbli f'Livell 5 tal-MQF;

iv. a. in possession of a Higher Technician Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*, in a relevant technical area or a comparable qualification in a related technical area or a comparable qualification at MQF Level 5;

JEW

OR

b. ikollhom kwalifika rikonoxxuta (sentejn (2) full-time jew ekwivalenti) f' Livell 4 tal-MQF (suġġetta għal minimu ta' 120 krettu ECTS/ECVET jew ekwivalenti*) f' qasam tekniku relatat, jew kwalifika komparabbli flimkien ma' sentejn (2) esperjenza xierqa u ppruvata.

b. in possession of a recognised (two-year full-time or equivalent) qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent*) in a relevant technical area, or a comparable qualification plus two (2) years proven appropriate experience.

Il-Higher Technician Diploma (HTD) hija meqjusa bħala kwalifika f'Livell 5 tal-Malta Qualifications Framework (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*). Persuna li jkollha kwalifika rikonoxxuta f'Livell 4 tal-MQF (suġġetta għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) segwita b'sentejn esperjenza xierqa u ppruvata, titqies bħala li tissodisfa l-klawsola 'Higher Technician Diploma' jew kwalifika xierqa u ekwivalenti li tinsab f'paragrafu 4.1 (a).

The Higher Technical Diploma is rated at Level 5 within the Malta Qualification Framework (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*). A person in possession of an MQF Level 4 appropriate recognised qualification (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) followed by two (2) years proven appropriate experience shall be deemed to satisfy the clause 'Higher Technician Diploma or a recognised comparable professional qualification at MQF Level 5 found under paragraph 4.1 (a).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 riżultat ta' din is-sejħa għall-applikazzjonijiet, skont il-każ.

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 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.

4.8 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 tal-People Management Division, Ministeru għasSaħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 17 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.

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, 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, 17th 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 mill-People Management Division, Ministeru għas-Saħħa, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

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 VLT1171. These general provisions are to be regarded as an integral part of this call for applications.

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

It-3 ta' Novembru, 2023

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Post ta' Scientific Officer fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittjiet tal-Annimali

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

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd u d-Drittjiet tal-Annimali, jilqa' applikazzjonijiet għall- post ta' Scientific Officer fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali.

3rd November, 2023

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Post of Scientific Officer in the Ministry for Agriculture, Fisheries and Animal Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries and Animal Rights, invites applications for the post of Scientific Officer in the Ministry for Agriculture, Fisheries and Animal Rights.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Scientific Officer huwa ta' Skala ta' Salarju 10, li fis-sena 2023 huwa ta' €23,029.57 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €24,475.59.

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 fil-grad ta' Scientific Officer fi Skala 9 għandha twettaq il-Competency Programme and Evaluation Framework u mill-inqas għaxar (10) snin servizz sodisfaċenti fil-grad ta' Scientific Officer jew tmien (8) snin jekk ikollha kwalifika ta' Master rikonoxxuta fil-Livell 7 tal-MQF, tiġi promossa għall-grad ta' Senior Scientific Officer fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23).

2.5 Persuna fil-grad ta' Senior Scientific Officer titla' fi Skala 7 (€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) wara sentejn (2) servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Il-persuna nnominata tkun intitolata għal benefiċċji oħra u suġġetta għal kundizzjonijiet u obbligi li jkunu mniżżlin fi kwalunkwe ftehim bejn il-Gvern ta' Malta u l-union kompetenti.

2.7 Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Scientific Officer jinkludu li:

i. Jipparteċipa fl-immaniġġjar ta' inizjattivi ta' riċerka u żvilupp fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali;

ii. Jiżviluppa u jimmaniġġja, f'konsultazzjoni mal-line managers, programmi rikorrenti ta' riċerka;

Terms and Conditions

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

2.2 The salary for the post of Scientific Officer is Salary Scale 10, which in the year 2023is 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 two (2) years service in the grade, subject to satisfactory performance.

2.4 A Scientific Officer in Salary Scale 9 will undertake a Competency Programme and Evaluation Framework and at least ten (10) years' satisfactory service in the grade of Scientific Officer or eight (8) years if in possession of a recognised Master Degree at MQF Level 7, shall be promoted to the grade of Senior Scientific Officer in Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23).

2.5 A Senior Scientific Officer will progress to Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55 in 2023) on completion of two (2) years service in the grade, subject to satisfactory performance.

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

2.7 Lateral applications in the same grade from public officers are not allowed.

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

Duties

3. The job duties for the post of Scientific Officer include:

i. Participates in the management of research and development initiatives in the Ministry for Agriculture, Fisheries and Animal Rights;

ii. Develops and manages, in consultation with line managers, ongoing programmes of research;

iii. Jiġbor statistika u informazzjoni kif mitluba mill-Ministeru, b'mod speċjali f'dak li għandu x'jaqsam ma' kwistjonijiet relatati mal-Unjoni Ewropea u l-Mediterran;

iv. Jipparteċipa f'attivitajiet ta' konsulenza li għandhom x'jaqsmu ma' kwistjonijiet xjentifiċi;

v. Jisgura li data xjentifika u data oħra jiġu miżmuma u rreġistrati kif meħtieġ;

vi. Ifassal u jimplimenta l-baġit, b'mod partikolari għall-programmi u proġetti tal-Unjoni Ewropea;

vii. Iżomm ruħu aġġornat mal-aħħar żviluppi f'riċerka xjentifika u jipparteċipa f'sessjonijiet ta' taħriġ organizzati;

viii. Ifassal rapporti xjentifiċi u tekniċi;

ix. Jipparteċipa f'xogħol barra mill-uffiċċju kif meħtieġ;

x. Iwettaq kwalunkwe xogħol ieħor fil-laboratorju jew analiżi kif meħtieġ;

xi. Jirrappreżenta lill-management f'konferenzi lokali u internazzjonali, f'laqgħat u f'workshops kif meħtieġ;

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

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

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

iii. Gathers statistics and information as requested by the Ministry, particularly in relation to EU and Mediterranean related issues;

iv. Participates in advisory activities related to scientific matters;

v. Ensures the proper recording and filing of scientific data and other data as required;

vi. Draws up and implements budgets, in particular for EU related programmes and projects;

vii. Keeps abreast with latest developments in scientific research and participates in any organised training sessions;

viii. Draws up scientific and technical reports;

ix. Participates in fieldwork as necessary;

x. Performs any necessary laboratory work or analysis;

xi. Represents the management at local and international conferences, meetings and workshops as required;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. 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;

U

iii. fil-pussess ta' kwalifika ta' Baċellerat rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għall-minimu ta' krettu 180 ECTS/ECVET jew ekwivalenti*) fix-Xjenza Naturali, jew f'dixxiplini relatati max-Xjenza.

*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.

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;

AND

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.

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

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

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

(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 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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 case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the selection board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittjiet tal-Annimali, permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal- kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 17 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.

Submission of Supporting Documents

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Agriculture, Fisheries and Animal Rights, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 17th 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.

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mill-Assistent Direttur (People Management), Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa, LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

It-3 ta' Novembru, 2023

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Pożizzjoni ta' Project Manager fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali

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

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet għall-pożizzjoni ta' Project Manager fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali. Din il-pożizzjoni hi ffinanzjata mill-Unjoni Ewropea, Malta, Implimentazzjoni tal-Ġbir u r-Rappurtar ta' Data Dwar il-Bejgħ u l-Użu ta' Antimikrobiċi fl-Annimali għall-Perjodu 2022-2027.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Project Manager fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, li jista' jiġi mġedded għal perjodi oħra.

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 thePeople and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Assistant Director (People Management), Corporate Services Directorate, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa, LQA 3300. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt).

3rd November, 2023

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Position of Project Manager in the Ministry for Agriculture, Fisheries and Animal Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries and Animal Rights, invites applications for the position of Project Manager in the Ministry for Agriculture, Fisheries and Animal Rights. This position is financed by the European Union, Malta Implementation of the Collection and Reporting of Data on Sales and Use of Antimicrobials in Animals for Period 2022-2027.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Project Manager in the Ministry for Agriculture, Fisheries and Animal Rights, which may be renewed for further periods.

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

2.3 Peress li din il-pożizzjoni hi marbuta ma' terminu ta' żmien fiss, jew tlestija ta' biċċa xogħol speċifika, il-pożizzjoni ta' Project Manager taqa' taħt Regolament 7 (4) tal-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Uffiċjal li jkollu pożizzjoni ta' natura definita (jiġifieri b'raġuni oġġettiva), li jinsab fl-aħħar erba' (4) xhur tat-terminu definit tiegħu, jista' japplika lateralment, anke jekk il-pożizzjoni reklamata għandha l-istess speċjalizzazzjoni li huwa għandu bħalissa.

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

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju marbut mal-pożizzjoni ta' Project Manager huwa ekwivalenti għal inkriment inqas mill-massimu ta' Skala ta' Salarju 5 (ekwivalenti għal €34,534.30 fl-2023), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

3.2 Persuna magħżula tkun intitolata wkoll għall:

i) Performance bonus sa massimu ta' 15% tas-salarju bażiku tagħha. Ir-rata attwali tiġi stabbilita b'diskrezzjoni tas-Segretarju Permanenti (MAFA);

ii) Communication allowance ta' €1,600 fis-sena.

Dmirijiet

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

i. Jassisti lid-Direttur, Direttorat għar-Regolazzjoni Veterinarja jew ir-rappreżentanti tiegħu fil-formulazzjoni u l-implimentazzjoni tal-istrateġiji tal-ICT tad-Direttorat relatati mal-ġbir, analiżi u trażmissjoni ta' dejta dwar bejgħ u użu ta' prodotti mediċinali veterinarji li fihom antimikrobiċi lill-Aġenzija Ewropea għall-Mediċini (EMA) f'komformità mal-ispeċifikazzjonijiet tas-European Surveillance of Veterinary Antimicrobial Consumption (ESVAC) jew istituzzjonijiet oħra bl-istess għan;

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

2.3 Since this position is time-barred or linked to a specific task, the position of Project Manager constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

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

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

Salary Pegged to the Position

3.1 The Salary attached to the position of Project Manager is equivalent to the maximum of Salary Scale 5 less an increment (equivalent to €34,534.30 in 2023), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the latter.

3.2 A selected candidate will also be entitled to:

i) A performance bonus of up to 15% of his/her basic salary. The actual rate will be established at the discretion of the Permanent Secretary (MAFA);

ii) An all inclusive communication allowance of €1,600 per annum.

Duties

4. The job duties for the position of Project Manager include:

i. Assists the Director, Veterinary Regulation Directorate or his representative in the formulation and implementation of the Directorate 's Antimicrobial Resistance (AMR) ICT related strategies with regard to the collection, collation and transmission of data on sales and use of veterinary medicinal products containing antimicrobials to the European Medicines Agency in line with the specifications of the European Surveillance of Veterinary Antimicrobial Consumption (ESVAC) or other institutions with the same objective;

ii. Jieħu rwol ewlieni fl-iżvilupp ta' sistema ta' informazzjoni ta' ġestjoni relatata mal-ġbir, analiżi u t-trażmissjoni ta' data dwar il-bejgħ u l-użu ta' prodotti mediċinali veterinarji li fihom antimikrobiċi lill-Aġenzija Ewropea għall-Mediċini (EMA) jew istituzzjonijiet oħra bl-istess għan;

iii. Jassisti fil-programmi u l-inizjattivi assoċjati (u l-baġits assoċjati magħhom) li jallinjaw mal-mandat tal-Gvern u l-Istrateġiji Nazzjonali jew tal-Unjoni Ewropea fuq ir-reżistenza għall-antimikrobiċi;

iv. Iwettaq riċerka adegwata dwar ix-xejriet tas-suq u teknoloġiċi biex iressaq rakkomandazzjonijiet għall-applikazzjoni tal-ICTs. Tali applikazzjonijiet huma maħsuba biex jilħqu l-għanijiet stabbiliti mill-ministeru fuq ir-reżistenza antimikrobika (AMR);

v. Jassisti mid-Direttur, Direttorat għar-Regolazzjoni Veterinarja jew ir-rappreżentanti tiegħu, biex jiżgura l-ottimizzazzjoni sħiħa u r-ritorn fuq l-investiment minn kwalunkwe investiment fl-ICT;

vi. Jimmaniġġja proġetti u servizzi li jitwasslu internament jew lil fornituri estern. Jimmaniġġja kwalunkwe kunsinnabbli kuntrattwali lid-Direttorat, b'mod effiċjenti u effettiv;

vii. Skont l-esiġenzi tax-xogħol, iwettaq l-attivitajiet li ġejjin: ippjanar adegwat, identifikazzjoni ta' riskji u kwistjonijiet li jistgħu jinqalgħu, rakkomandazzjoni ta' soluzzjonijiet adegwati u implimentazzjoni tal-pjan ta' azzjoni miftiehem;

viii. Jikkollabora mal-MITA, CIO u partijiet terzi f'termini ta' proġetti u servizzi kif applikabbli, filwaqt li jikkordina kull sforz fir-rigward tal-ippjanar, amministrazzjoni u ġestjoni tal-infrastruttura tal-Gvern;

ix. Jimmaniġġja l-akkwist ta' soluzzjonijiet u tagħmir tal-ICT ta' kwalità u kosteffettivi, inkluż l-offerti; tħejjija tal-kuntratt u negozjati li jiżguraw allinjament mar-regolamenti tal-Akkwist tal-Gvern;

x. Jimmonitorja u jiżgura li l-fornituri kkuntrattati qed iwasslu servizzi u prodotti skont l-obbligi kuntrattwali;

xi. Janalizza r-rekwiżiti tal-ġestjoni tal-informazzjoni permezz ta' tekniki xierqa ta' ġbir ta' informazzjoni u jevalwa l-applikazzjonijiet biex jipprovdi lil parti tal-'business' bl-informazzjoni u s-sistemi meħtieġa li tippermetti l-parti tal-'business' twassal is-servizz tagħha aħjar lill-klijenti, primarjament l-Aġenzija Ewropea għall-Mediċini u l-fornituri tad-dejta;

ii. Takes a leading role in the development of a management information system relating to the collection, analysis and transmission of data on sales and use of veterinary medicinal products containing antimicrobials to the European Medicines Agency or other institutions with the same objective;

iii. Assist with the associated programmes and initiatives (and associated budgets) which align to the government mandate the and National or European Union 's antimicrobials resistance (AMR) Strategies;

iv. Carries out adequate research about market and technological trends to put forward recommendations to the for the application of ICTs. Such applications are intended to achieve the antimicrobial resistance (AMR) ministry's set objectives;

v. Assists the Director, Veterinary Regulation Directorate or his representative to ensure that full optimization and return on investment is secured from any ICT investment;

vi. Manages projects and services being delivered internally or external suppliers. Manages any contracted deliverable to the Directorate in an efficient and effective manner;

vii. Depending on the exigencies of the business, carries out the following activities: adequate planning, identification of risks and issues that may arise, recommendation of adequate solutions and the implementation of the agreed;

viii. Liaises with MITA, CIO and 3rd parties in terms of projects and services as applicable, while coordinating any effort in relation to the planning, administration and management of the Government infrastructure;

ix. Manages the procurement of quality, cost-effective ICT solutions and equipment, including tender; contract preparation and negotiations ensuring alignment to the Government Procurement regulations;

x. Monitors and ensures that contracted suppliers are delivering services and products in accordance with contractual obligations;

xi. Analyses information management requirements through appropriate information gathering techniques and evaluates applications to provide the business part with the necessary information and systems that enable the business part to deliver a better service to their clients, primarily the European Medicines Agency (EMA) and data providers;

xii. Jassigura li Direttorat għar-Regolazzjoni Veterinarja qed jadotta approċċ ta' ġestjoni tal-bidla għall-introduzzjoni ta' applikazzjonijiet ġodda, u jipproponi kwalunkwe proċess intern effiċjenti u effettiv li jiffaċilita t-twassil ta' servizzi u prodotti tal-ICT u l-benefiċċji maħsuba tagħhom;

xiii. Jipprovdi gwida, pariri u taħriġ lill-impjegati tad-Dipartiment tas-Saħħa u t-Trattament Xieraq tal-Annimali u lill-partijiet interessati fir-rigward tal-provvista ta' dejta, b'mod partikolari dejta ta' bejgħ u użu ta' prodotti mediċinali veterinarji li fihom antimikrobiċi;

xiv. Jikkollabora mat-taqsimiet differenti fi ħdan il-ministeru, kwalunkwe dipartiment ieħor tal-gvern, u korpi regolatorji bħall-Aġenzija Maltija għat-Teknoloġija tal-Informazzjoni (MITA), id-Dipartiment tal-Kuntratti, l-Affarijiet tal-Baġit, il-Management Efficiency Unit (MEU), l-Assoċjazzjoni Maltija ta' Min iħaddem (MEA) u l-Malta Enterprise (ME);

xv. Iżid l-għarfien u l-promozzjoni tar-Regolament Ġenerali dwar il-Protezzjoni tad-Dejta billi jagħmel kuntatt mal-Uffiċjal għall-Protezzjoni tad-Dejta tal-Ministeru kif ukoll mas-subordinati kemm waqt id-disinn kif ukoll l-istadji operattivi tas-sistemi tal-informazzjoni biex tiġi żgurata l-konformità;

xvi. Jipparteċipa b'mod attiv fi gruppi ta' ħidma, task forces, eċċ., kif inkarigat mid-Direttur, Direttorat għar-Regolazzjoni Veterinarja jew ir-rappreżentanti tiegħu. Jibni u jżomm relazzjoni ta' ħidma eċċellenti mal-partijiet interessati rilevanti. Jiġġestixxi kwalunkwe riżorsi (umani, finanzjarji, eċċ.) li jistgħu jiġu assenjati taħt ir-responsabbiltà tiegħu mid-Direttur, Direttorat għar-Regolazzjoni Veterinarja jew ir-rappreżentanti tiegħu;

xvii. Responsabbli li jipprovdi aġġornamenti regolari tal-kompiti assenjati lilu minn żmien għal żmien;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

xii. Ensures that the Animal Health and Welfare Department Veterinary Regulation Directorate is adopting a change management approach to the introduction of new applications, proposing any efficient and effective internal processes that facilitate the delivery of ICT services and products and their intended benefits;

xiii. Provides guidance, advice and training to the Animal Health and Welfare Department employees and stakeholders with regard to the provision of data, in particular sales and use data of veterinary medicinal products containing antimicrobials;

xiv. Liaises with the different sections within the Ministry, any other government departments, and regulating bodies such as Malta Information Technology Agency (MITA), the Department of Contracts, Budget Affairs, the Management Efficiency Unit (MEU), the Malta Employers Association (MEA) and the Malta Enterprise (ME);

xv. Increases awareness and promotion of the General Data Protection Regulation by liaising with the Ministry Data Protection Officer as well as subordinates both during the design as well as the operational stages of information systems to ensure compliance;

xvi. Actively participates in working groups, task forces, etc., as tasked by the Director, Veterinary Regulation Directorate or his representative. Builds and maintains an excellent working relationship with relevant stakeholders. Manages any resources (human, financial, etc.) that may be assigned under his responsibility by Director, Veterinary Regulation Directorate or his representative;

xvii. Responsible for providing regular updates of the tasks assigned to him from time to time;

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

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

xx. Performs any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

U

iii. ikollhom kwalifika ta' Master rikonoxxuta fil-livell 7 tal-MQF (suġġett għall-minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fl-ICT and/or Management jew kwalifika professjonali rikonoxxuta komparabbli fil-Livell 7 tal-MQF

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

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

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

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

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

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within 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 or English languages;

AND

iii. in possession of a recognised Master qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent*) in ICT and/or Management or a recognised comparable professional qualification at

fl-ICT, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti f'ambjent formali u matur tal-ICT, fej il-kandidat ikollu esperjenza prattika u kapaċi jimmaniġja sistemi tal-IT, b'mod partikolari databases;

*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-aplikazzjoni. Kwalifika ta' Master rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

JEW

iv. kwalifika ta' Baċellerat rikonoxxuta fil-livell 6 tal-MQF (suġġett għall-minimu ta' 180 krettu ECTS/ECVET krettu jew ekwivalenti*) fl-ICT and/or Management jew kwalifika professjonali rikonoxxuta komparabbli fil-Livell 6 tal-MQF fl-ICT, flimkien ma ħames (5) snin esperjenza ta' xogħol rilevanti f'ambjent formali u matur tal-ICT.

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

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.

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

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

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

5.3 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

MQF Level 7 in ICT, plus three (3) years relevant work experience in a formal and mature ICT environment, where the candidate has hands-on experience and is capable of handling IT systems, in particular databases;

*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.

OR

iv. a recognised Bachelor qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in ICT and/or Management, or a recognised comparable professional qualification, at MQF Level 6 in ICT, plus five (5) years 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.

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.

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

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

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

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

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.

5.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

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%.

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.

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

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

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

Submission of Supporting Documents

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

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

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 5.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 17 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.gov.mt/generalprovisions/GeneralProvisionsMT.pdf)

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.5, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Agriculture, Fisheries and Animal Rights, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 17th 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 latter, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

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

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be

jew jinkisbu mingħand l-Assistent Direttur (People Management), Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

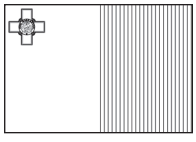
Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

It-3 ta' Novembru, 2023

obtained from the Assistant Director (People Management), Corporate Services Directorate, Agriculture Research Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt).

3rd November, 2023



Pożizzjoni ffinanzjata mill-Unjoni Ewropea
Malta, Implimentazzjoni tal-Ġbir u r-Rappurtar ta' Data Dwar il-Bejgħ u l-Użu ta' Antimikrobiċi fl-Annimali għall-Perjodu 2022-2027
Rata ta' Kofinanzjament: 100% Fondi tal-UE



Position financed by the European Union Malta
Implementation of the Collection and Reporting of Data on Sales and Use of Antimicrobials in Animals for Period 2022-2027
Co-financing rate: 100% EU Funds

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

Pożizzjoni ta' Technical Attaché (Affarijiet Interni – Kwistjonijiet Orizzontali) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, jilqa' applikazzjonijiet ghall-pożizzjoni ta' Technical Attaché (Affarijiet Interni – Kwistjonijiet Orizzontali) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Technical Attaché fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea fi Brussell (il-Belġju).

2.2 Il-pożizzjoni ta' Technical Attaché hija suġġetta għal perjodu ta' prova ta' sena (1).

2.3 Peress li din hi pożizzjoni ta' Technical Attaché li hi waħda ta' fiduċja, din tikkostitwixxi raġuni oġġettiva li taqa' taħt Regolament 7(4) (b) (ii) tal-Liġi Sussidjarja 452.81 intitolat 'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Uffiċjal li jkollu pożizzjoni ta' natura definita (jiġifieri b'raġuni oġġettiva), li jinsab fl-aħħar erba' (4) xhur tatterminu definit tiegħu, jista' japplika lateralment, anke jekk

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

Position of Technical Attaché (Home Affairs – Horizontal Issues) in the Ministry for Foreign and European Affairs and Trade

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade, invites applications for the position of Technical Attaché (Home Affairs – Horizontal Issues) in the Ministry for Foreign and European Affairs and Trade.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Technical Attaché in the Permanent Representation of Malta to the EU in Brussels (Belgium).

2.2 The position of Technical Attaché is subject to a probationary period of one (1) year.

2.3 Since this is a position of trust, the position of Technical Attaché constitutes an objective reason which falls under Regulation 7(4) (b) (ii) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

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

il-pożizzjoni reklamata għandha l-istess speċjalizzazzjoni li huwa għandu bħalissa.

2.5 L-aċċettazzjoni ta' ħatra f'din il-pożizzjoni definita tfisser li kwanlunkwe 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.

2.6 Nuqqas ta' sehem sodisfaċenti mogħti mit-Technical Attaché matul kull waqt tal-ingaġġ iwassal għat-terminazzjoni ta' dan il-ftehim.

2.7 Il-kandidat magħżul ikun marbut bit-termini u l-kundizzjonijiet stipulati fil-Ftehim ta' Technical Attaché.

2.8 a. L-ingaġġ bħala Technical Attaché huwa fuq bażi full-time u l-kandidat magħżul se jkun stazzjonat fi Brussell (il-Belġju).

b. Il-persuna magħżula hija mistennija li tkun imxiet lejn Brussell fi żmien xahar (1) minn meta tkun infurmata li tkun għaddiet b'suċċess mill-proċess tal-applikazzjoni.

2.9 Impjegati li jkunu jaħdmu mas-Settur Pubbliku u jkunu magħżula għall-pożizzjoni ta' Technical Attaché jridu jagħmlu l-arranġamenti tagħhom mal-entità li timpjegahom biex jiġu rilaxxati fil-perjodu li huma jkunu se jservu bħala Technical Attaché. Dan l-arranġament irid isir qabel jiġi ffirmat il-Ftehim ta' Technical Attaché.

2.10 Fil-każ li l-persuna magħżula tkun ġejja minn entità fis-Settur Pubbliku u li tkun rilaxxata mill-entità konċernata biex tokkupa l-pożizzjoni ta' Technical Attaché, il-persuna magħżula terġa' tibda taħdem ma' dik l-entità fil-mument li hija ma tibqax tokkupa l-pożizzjoni ta' Technical Attaché.

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju ta' Malta u l-Allowances ta' Post Aġġustament marbut mal-pożizzjoni ta' Technical Attaché huwa ekwivalenti għal inkriment inqas mill-massimu ta' Skala ta' Salarju 7 (ekwivalenti ghal €30,353.38 fl-2023), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi laħħar. Barra minn hekk, it-Technical Attaché se jirċievi l-benefiċċji u l-allowances kif spjegati fil-'Conditions of Service for Officers Serving Overseas'.

3.2 F'każijiet fejn il-persuna magħżula tkun diġà qed isservi fil-pożizzjoni ta' Technical Attaché b'salarju, benefiċċji u allowances li huma ogħla minn dawk stabbiliti f'paragrafu 3.1 hawn fuq, il-kumpens applikabbli f'dawn

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.

2.6 Unsatisfactory performance as Technical Attaché during any time of this assignment period will lead to termination of the agreement.

2.7 The selected candidate will be bound by the terms and conditions stipulated in the Agreement of Technical Attaché.

2.8 a. The engagement as Technical Attaché is on a full-time basis and the selected candidate will be stationed in Brussels (Belgium).

b. The selected candidate must be able to move to Brussels within one (1) month of being informed that she/he has been successful in the application process.

2.9 Public Sector employees selected for the positon of Technical Attaché must make their own arrangements with their employing entity with regards to their release for the period during which they are to serve as Technical Attaché before signing their Agreement as Technical Attaché.

2.10 In the case of a selected candidate emanating from a Public Sector entity and who is granted release by the entity in order to take up the position of Technical Attaché, the selected candidate will resume his/her employment with such entity once he/she no longer holds the position of Technical Attaché.

Salary Pegged to the Position

3.1 The Malta Salary and the Post Adjustment Allowances attached to the position of a Technical Attaché is equivalent to the maximum step of Salary Scale 7 less an increment (equivalent to €30,353.38 in 2023), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one (1) year service, whichever is the latter. In addition, the Technical Attaché will be granted the financial allowances and benefits provided for in the Conditions of Service for Officers Serving Overseas.

3.2 In cases where the selected candidate is already currently serving in the position of Technical Attaché at a salary scale, benefits and allowances that are higher than those established at section 3.1 above, the applicable

il-każijiet eċċezzjonali ta' ħatra mill-ġdid għandu jkun tal-ogħla skala ta' salarju, benefiċċji u allowances.

3.3 Għat-tul tal-Ftehim, it-Technical Attaché jkun marbut mal-'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; CONDSER Ġunju 2015 V1.1) li jistgħu jigu aġġornati minn żmien għal żmien.

Dmirijiet

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

It-Technical Attaché hu l-espert tekniku dwar il-Politika tal-UE fir-rigward ta' kwistjonijiet orizzontali relatati mal-Affarijiet Interni fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea. Dan jinkludi kwistjonijiet relatati mal-fruntieri esterni, il-politika dwar il-viżi, id-drogi, il-protezzjoni ċivili u l-ġestjoni tal-kriżijiet, fost oqsma oħra. It-Technical Attaché jirrapporta direttament lir-Rappreżentant Permanenti ta' Malta għall-Unjoni Ewropea. It-Technical Attaché hu responsabbli li jipprovdi pariri lir-Rappreżentant Permanenti u lill-entitajiet oħra governattivi u li jikkordina kull ħidma u jsegwi kwalunkwe kwistjoni teknika fuq is-suġġetti diversi tal-Politika tal-UE relatata mas-sigurtà interna u l-koperazzjoni fl-infurzar tal-liġi fi ħdan ir-Rappreżentanza Permanenti. It-Technical Attaché huwa wkoll responsabbli li jżomm aġġornat lir-Rappreżentant Permanenti fi kwalunkwe kwistjoni rilevanti fil-qasam li tiegħu huwa responsabbli. Il-kandidat irid ikollu l-isfond meħtieġ biex jifhem il-kumplessitajiet u jagħti rispons lura dwar kwistjonijiet diversi marbuta mal-acquis relatat mal-qasam li għalih huwa responsabbli, kif ukoll biex iressaq il-pożizzjoni ta' Malta bil-ħsieb li din titqies b'mod adegwat mill-Istituzzjonijiet, il-Korpi u l-Aġenziji tal-UE fil-kontribuzzjonijiet rilevanti tagħhom, inkluż fil-proposti leġiżlattivi.

Din id-Deskrizzjoni tal-Pożizzjoni hija indikattiva tal-kompiti u r-responsabbiltajiet.

Qasam Estern

i. Jirrappreżenta lil Malta fil-laqgħat tal-korpi preparatorji tal-Kunsill kif mitlub, fil-laqgħat tal-Gruppi ta' Ħidma tal-Kummissjoni u fil-Kumitati tal-Komitoloġija kif mitlub, kif ukoll f'fora oħra tal-UE kif meħtieġ; li jressaq il-pożizzjoni ta' Malta f'dawn il-laqgħat u li jipparteċipa f'diskussjonijiet hekk kif ikun iddettaljat fin-Noti ta' Istruzzjoni li għalihom it-Technical Attaché jrid ikun jista' jikkontribwixxi wkoll;

ii. Jikteb u jibgħat ir-rapporti ta' dawn il-laqgħat immedjatament wara li jintemmu l-laqgħat u dan f'konformità mal-Lista ta' Distribuzzjoni approvata, kif ukoll li jiġbed l-attenzjoni, permezz ta' telefonata jew

compensation upon re-appointment in such exceptional cases shall be the higher applicable salary scale, benefits and allowances.

3.3 For the duration of the Agreement, the Technical Attaché shall abide by the 'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; CONDSER June 2015 V1.1) and which may be updated from time t time.

Duties

4. The job duties for the position of Technical Attaché include:

The Technical Attaché is the technical expert on EU policy on horizontal issues relating to Home Affairs at the Permanent Representation of Malta to the European Union. This includes issues relating to external borders, visa policy, drugs, civil protection and crisis management, amongst other issues. The Technical Attaché reports directly to the Permanent Representative of Malta to the European Union. The Technical Attaché is responsible for providing advice to the Permanent Representative and to other relevant entities within the Government, as well as coordinating any tasks and following any issues on the various topics of EU policy relating to internal security and law enforcement cooperation within the Permanent Representation. The Technical Attaché is also responsible for keeping the Permanent Representative abreast of any relevant issues in the area of responsibility. The candidate must have the necessary background that enables him to understand the complexities and give feedback on the different issues stemming from the EU acquis related to the area of responsibility, as well as to put forward Malta's position with a view to having it adequately taken into account by EU Institutions, Bodies and Agencies in their relevant contributions, including in legislative proposals.

This Position Description is indicative of the tasks and responsibilities.

External

i. Representing Malta in meetings of the Council preparatory bodies as detailed, Commission Working Group and Comitology Committee meetings as detailed as well as in other EU fora as required; putting forward Malta's position in such meetings and participating in discussions in accordance with the Instruction Notes to which the Technical Attaché must also be able to contribute;

ii. Compiling and sending reports of such meetings immediately after the completion of the meeting in line with the approved Distribution List as well as alerting, by telephone/message, the ministry concerned, the EU

messaġġ, dwar kwistjonijiet ta' importanza immedjata, lill-ministeru kkonċernat, lid-Dipartiment ta' Kordinazzjoni tal-UE u lill-Kabinett tar-Rappreżentant Permanenti;

iii. Isegwi/shadowing (skont il-każ) il-laqgħat ta' Gruppi ta' Ħidma u Kumitati tal-Kunsill kif dettaljat, kif ukoll laqgħat tal-Gruppi ta' Ħidma tal-Kummissjoni u tal-Kumitati tal-Komitoloġija li huma rilevanti għall-qasam ta' responsabbiltà ta' din il-pożizzjoni, u li għalihom jattendu uffiċjali minn Malta;

iv. Isegwi, u jirrapporta lura, dwar il-ħidma u l-iżviluppi fid-diversi Istituzzjonijiet, Korpi u Aġenziji tal-UE kif ukoll fi Stati Membri fil-qasam li tiegħu jkun responsabbli u jinvolvi ruħu b'mod attiv ma' rappreżentanti ta' Stati Membri oħra, is-Segretarjat tal-Kunsill, kif ukoll il-Kummissjoni, il-Parlament Ewropew u Istituzzjonijiet, Korpi u Aġenziji, biex titressaq il-pożizzjoni ta' Malta, kif meħtieġ;

v. Jikkordina s-segwitu ta' kull kwistjoni li tista' tinqala' fil-laqgħat hawn fuq imsemmija/rapporti/jew proposti kif meħtieġ, kemm mat-taqsimiet l-oħra tar-Rappreżentanza Permanenti kif ukoll mal-istrutturi kkonċernati tal-Gvern f'Malta;

vi. Jipparteċipa fil-Kunsill u f'laqgħat oħra ministerjali relatati mal-UE, fil-laqgħat tal-Coreper kif ukoll f'kull laqgħa li ssir fil-marġini kif meħtieġ u dan għal dawk il-kwistjonijiet/suġġetti relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;

vii. Jikkompila u jibgħat rapporti f'waqthom ta' laqgħat imsemmija f'(vi) immedjatament wara li tintemm id-diskussjoni fuq tali suġġett skont il-proċeduri stabbiliti;

viii. Jieħu l-inizjattiva biex jiġu organizzati laqgħat b'mod regolari ma' kontropartijiet jew ma' rappreżentanti oħra mill-Istati Membri l-oħra, mill-Kunsill, mill-Kummissjoni, mill-Parlament Ewropew u minn Istituzzjonijiet, Korpi u Aġenziji tal-UE oħra sabiex jissaħħu l-kuntatti ta' Malta u jiġu żviluppati kuntatti produttivi li jħallu l-frott, ma' Stati Membri oħra u mal-Istituzzjonijiet, il-Korpi u l-Aġenziji l-oħra kollha tal-UE bil-ħsieb li jiġi żgurat li l-pożizzjoni ta' Malta tkun mifhuma, apprezzata u meqjusa;

ix. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti.

Qasam Intern

i. Isegwi, kuljum, dawk l-oqsma li jaqgħu taħt il-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni, partikolarment dawk li huma ta' ħassib partikolari għal Malta u jirrapporta dwar dawn;

Coordination Department and the Permanent Representative in the event of immediate issues;

iii. Following/Shadowing (as the case may be) Council Working Party and Committee meetings as detailed, as well as Commission Working Group and Comitology Committee meetings that are relevant to this position's area of responsibility, which are attended by officers from Malta;

iv. Following up and reporting on the work and developments related to the relevant policy area in the various EU Institutions, Bodies and Agencies and in other Member States, as well as engaging actively with representatives of other Member States, the Council Secretariat as well as the Commission, European Parliament and other EU Institutions, Bodies and Agencies to put forward Malta's position as required;

v. Coordinating the follow-up of any issues arising at the above-mentioned meetings/reports/proposals as required, both with the other units of the Permanent Representation as well as with the appropriate Government structures in Malta;

vi. Participating in the Council and other EU-related Ministerial meetings, Coreper meetings as well as any meetings held in the margins as required for those items related to this position's area of responsibility;

vii. Compiling and sending timely reports of the meetings referred to in (vi) immediately after the completion of the meeting according to established procedures;

viii. Taking the initiative to set up and hold regular meetings with counterparts from, or representatives of the other Member States, the Council, Commission, European Parliament and other EU Institutions, Bodies and Agencies in order to strengthen Malta's contacts and develop fruitful and productive networks with other Member States and all the other EU Institutions, Bodies and Agencies with a view to ensuring that Malta's position is understood, appreciated and taken on board;

ix. Any other task assigned by the Permanent Representative.

Internal

i. Following, on a daily basis, items falling under this position's area/s of responsibility, particularly those which are of particular concern to Malta and reporting on these;

ii. Isegwi u jżomm rekord tal-iskadenzi interni u barranin relatati mal-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni u jżomm kuntatt mat-Taqsimiet rilevanti fir-Rappreżentanza Permanenti kif ukoll mal-istrutturi tal-Gvern xierqa f'Malta, sabiex jiġi assigurat li dawn l-iskadenzi jintlaħqu b'mod f'waqtu u b'mod effiċjenti;

iii. Iżomm rekord tal-iżviluppi relatati mal-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni, jiġbor u jiskrutinja dokumentazzjoni rilevanti maħruġa mill-Istituzzjonijiet tal-UE u fora oħra tal-UE, kif ukoll rapporti tal-midja u jibgħat kwalunkwe dokumentazzjoni, informazzjoni u pariri meħtieġa lir-Rappreżentant Permanenti u uffiċjali oħra (fi Brussell jew ibbażati f'Malta) kif xieraq;

iv. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni ta' kull eżerċizzju ta' ġbir ta' informazzjoni;

v. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni tad-dossiers u notamenti meħtieġa għal-laqgħat tal-Coreper II, Coreper I u PSC, kif ukoll kwalunkwe laqgħa oħra tar-Rappreżentant Permanenti;

vi. Jipprovdi kontribut lill-ministeru konċernat għall-kumpilazzjoni tad-dossiers u notamenti meħtieġa għall-Kunsill u għal-laqgħat ministerjali oħra relatati mal-UE;

vii. Tħejjija ta' Briefing u Background Notes kif ukoll Instruction Notes u Speaking Notes relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni kif u meta jkun meħtieġ;

viii. Jiġi assigurat illi l-proċeduri rilevanti jiġu segwiti skont il-linji gwida stabbiliti/manwali speċifiċi tas-Servizz Pubbliku Malti u tar-Rappreżentanza Permanenti;

ix. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti

Rekwiżiti tal-Eliġibbiltà

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

i. ikunu ċittadini ta' Malta;

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża; għarfien fil-lingwa Franċiża jkun meqjus bħala vantaġġ;

iii. ikollhom kwalifika ta' Master rikonoxxuta f'Livell 7 tal-MQF (suġġett għall-minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti)* f'qasam li jwassalhom biex jaqdu dmirijiethom b'mod effettiv fil-qasam li jkunu applikaw għalih, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti;

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ii. Following up and keeping track of internal and external deadlines related to this position's area/s of responsibility and liaising with the relevant Units within the Permanent Representation as well as with the appropriate Government structures in Malta, in order to ensure that these deadlines are met in a timely and efficient manner;

iii. Keeping track of developments related to this position's area/s of responsibility, collating and scrutinising relevant documentation issued by the EU institutions and other EU fora as well as media reports and forwarding any necessary documentation, information and advice to the Permanent Representative and other officers (Brussels or Malta-based) as appropriate;

iv. Providing input, as required, to the Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of any data collation exercise;

v. Providing input to the Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of the necessary dossiers and briefs, Coreper II, Coreper I and PSC meetings, as well as any other meetings of the Permanent Representative;

vi. Providing input to the ministry concerned for the compilation of the necessary dossiers and briefs for Council and other EU-related ministerial meetings;

vii. Drawing up Briefing and Background Notes as well as Instruction Notes and Speaking Notes related to this position's area of responsibility as and when required;

viii. Ensuring relevant procedures are followed as per standard/specific manual/s guidelines of the Maltese Public Service and the Permanent Representation;

ix. Any other task assigned by the Permanent Representative.

Eligibility Requirements

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

i. citizens of Malta;

ii. proficient in the Maltese and English languages; knowledge of French is considered an asset;

iii. in possession of a recognised Master qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area plus one (1) year relevant work experience;

OR

fil-pussess ta' kwalifika ta' Baċellerat rikonoxxut fil-Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti)* f'qasam li jwassalhom biex jaqdu dmirijiethom b'mod effettiv fil-qasam li jkunu applikaw għalih, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti.

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

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

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

(ii) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 iii, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 5.1 iii.

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

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

in possession of a recognised Bachelor qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area, plus three (3) years relevant work experience.

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

iv. Public officers applying for this position must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position or in a lower grade/position.

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

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 5.1 iii will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clauses 5.1 iii.

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

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

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.

5.3 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li 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.

5.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

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

5.6 L-applikanti prospettivi għandhom 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

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.

the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

5.3 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP47 is to be requested by 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 or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

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

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

Submission of Supporting Documents

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

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

Proċeduri tal-Għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 200 u l-marka li persuna trid iġġib biex tgħaddi hija 100.

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

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk 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, 17 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;

Selection Procedures

7.1 Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 200 and the pass mark is 100.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.5, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director for Corporate Services, Ministry for Foreign and European Affairs and Trade, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by 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, 17th 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;

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għallapplikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma (www.foreign.gov.mt), (+356) 2204 3030, u (recruitment.mfet@gov.mt).

It-3 ta' Novembru, 2023

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

Pożizzjoni ta' Technical Attaché (Nicolaidis) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, jilqa' applikazzjonijiet għall-pożizzjoni ta' Technical Attaché (Nicolaidis) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Technical Attaché fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea fi Brussell (il-Belġju).

2.2 Il-pożizzjoni ta' Technical Attaché hija suġġetta għal perjodu ta' prova ta' sena (1).

2.3 Peress li din hi pożizzjoni ta' Technical Attaché li hi waħda ta' fiduċja, din tikkostitwixxi raġuni oġġettiva li taqa' taħt Regolament 7(4) (b) (ii) tal-Liġi Sussidjarja 452.81 intitolat 'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss.

2.4 Uffiċjal li jkollu pożizzjoni ta' natura definita (jiġifieri b'raġuni oġġettiva), li jinsab fl-aħħar erba' (4) xhur tatterminu definit tiegħu, jista' japplika lateralment, anke jekk il-pożizzjoni reklamata għandha l-istess speċjalizzazzjoni li huwa għandu bħalissa.

medical examination;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Human Resources Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, Triq San Pawl, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Department are (www.foreign.gov.mt), (+356) 2204 3030, and (recruitment.mfet@gov.mt).

3rd November, 2023

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

Position of Technical Attaché (Nicolaidis) in the Ministry for Foreign and European Affairs and Trade

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade, invites applications for the position of Technical Attaché (Nicolaidis) in the Ministry for Foreign and European Affairs and Trade.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Technical Attaché in the Permanent Representation of Malta to the EU in Brussels (Belgium).

2.2 The position of Technical Attaché is subject to a probationary period of one (1) year.

2.3 Since this is a position of trust, the position of Technical Attaché constitutes an objective reason which falls under Regulation 7(4) (b) (ii) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

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

2.5 L-aċċettazzjoni ta' ħatra f'din il-pożizzjoni definita tfisser li kwanlunkwe 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.

2.6 Nuqqas ta' sehem sodisfaċenti mogħti mit-Technical Attaché matul kull waqt tal-ingaġġ iwassal għat-terminazzjoni ta' dan il-ftehim.

2.7 Il-kandidat magħżul ikun marbut bit-termini u l-kundizzjonijiet stipulati fil-Ftehim ta' Technical Attaché.

2.8 a. L-ingaġġ bħala Technical Attaché huwa fuq bażi full-time u l-kandidat magħżul se jkun stazzjonat fi Brussell (il-Belġju).

b. Il-persuna magħżula hija mistennija li tkun imxiet lejn Brussell fi żmien xahar (1) minn meta tkun infurmata li tkun għaddiet b'suċċess mill-proċess tal-applikazzjoni.

2.9 Impjegati li jkunu jaħdmu mas-Settur Pubbliku u jkunu magħżula għall-pożizzjoni ta' Technical Attaché jridu jagħmlu l-arranġamenti tagħhom mal-entità li timpjegahom biex jiġu rilaxxati fil-perjodu li huma jkunu se jservu bħala Technical Attaché. Dan l-arranġament irid isir qabel jiġi ffirmat il-Ftehim ta' Technical Attaché.

2.10 Fil-każ li l-persuna magħżula tkun ġejja minn entità fis-Settur Pubbliku u li tkun rilaxxata mill-entità konċernata biex tokkupa l-pożizzjoni ta' Technical Attaché, il-persuna magħżula terġa' tibda taħdem ma' dik l-entità fil-mument li hija ma tibqax tokkupa l-pożizzjoni ta' Technical Attaché.

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju ta' Malta u l-Allowances ta' Post Aġġustament marbut mal-pożizzjoni ta' Technical Attaché huwa ekwivalenti għal inkriment inqas mill-massimu ta' Skala ta' Salarju 7 (ekwivalenti ghal €30,353.38 fl-2023), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar. Barra minn hekk, it-Technical Attaché se jirċievi l-benefiċċji u l-allowances kif spjegati fil-'Conditions of Service for Officers Serving Overseas'.

3.2 F'każijiet fejn il-persuna magħżula tkun diġà qed isservi fil-pożizzjoni ta' Technical Attaché b'salarju, benefiċċji u allowances li huma ogħla minn dawk stabbiliti f'paragrafu 3.1 hawn fuq, il-kumpens applikabbli f'dawn il-każijiet eċċezzjonali ta' ħatra mill-ġdid għandu jkun tal-ogħla skala ta' salarju, benefiċċji u allowances.

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.

2.6 Unsatisfactory performance as Technical Attaché during any time of this assignment period will lead to termination of the Agreement.

2.7 The selected candidate will be bound by the terms and conditions stipulated in the Agreement of Technical Attaché.

2.8 a. The engagement as Technical Attaché is on a full-time basis and the selected candidate will be stationed in Brussels (Belgium).

b. The selected candidate must be able to move to Brussels within one (1) month of being informed that she/he has been successful in the application process.

2.9 Public Sector employees selected for the positon of Technical Attaché must make their own arrangements with their employing entity with regards to their release for the period during which they are to serve as Technical Attaché before signing their Agreement as Technical Attaché.

2.10 In the case of a selected candidate emanating from a Public Sector entity and who is granted release by the entity in order to take up the position of Technical Attaché, the selected candidate will resume his/her employment with such entity once he/she no longer holds the position of Technical Attaché.

Salary Pegged to the Position

3.1 The Malta Salary and the Post Adjustment Allowances attached to the position of a Technical Attaché is equivalent to the maximum step of Salary Scale 7 less an increment (equivalent to €30,353.38 in 2023), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one (1) year service, whichever is the latter. In addition, the Technical Attaché will be granted the financial allowances and benefits provided for in the Conditions of Service for Officers Serving Overseas.

3.2 In cases where the selected candidate is already currently serving in the position of Technical Attaché at a salary scale, benefits and allowances that are higher than those established at section 3.1 above, the applicable compensation upon re-appointment in such exceptional cases shall be the higher applicable salary scale, benefits and allowances.

3.3 Għat-tul tal-Ftehim, it-Technical Attaché ikun marbut mal-'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; Condser Ġunju 2015 V1.1) li jistgħu jiġu aġġornati minn żmien għal żmien.

Dmirijiet

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

It-Technical Attaché hu l-espert tekniku dwar il-Politika Estera u ta' Sigurtà Komuni (PESK) fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea. It-Technical Attaché jirrapporta direttament lir-Rappreżentant Permanenti ta' Malta għall-Unjoni Ewropea u jappoġġja lir-Rappreżentant ta' Malta fuq il-Kumitat Politiku u ta' Sigurtà (KPS) fil-kordinazzjoni orizzontali tal-Unità tar-Relazzjonijiet Esterni fi ħdan ir-Rappreżentanza Permanenti. It-Technical Attaché jappoġġja wkoll iċ-ċiklu għat-tħejjijiet u s-segwitu għal-laqgħat tal-Kunsill Affarijiet Barranin. It-Technical Attaché jservi bħala d-delegat ta' Malta għall-Grupp Nicolaidis, li jassisti u jagħti pariri dwar l-aspetti kollha relatati mat-tħejjija tal-aġenda u l-proċedimenti tal-KPS. Il-Grupp jinnegozja wkoll il-Konklużjonijiet tal-Kunsill u dokumenti oħra tal-PESK, b'mod partikolari meta jkunu ta' natura orizzontali (eżempji mill-passat jinkludu Konklużjonijiet tal-Kunsill dwar id-diplomazija dwar il-klima u l-enerġija).

It-Technical Attaché hu responsabbli li jipprovdi pariri lir-Rappreżentant Permanenti u lill-entitajiet oħra governattivi u li jikkordina kull ħidma u jsegwi kwalunkwe kwistjoni teknika fuq is-suġġetti diversi tal-politika tal-UE relatata mal-qasam li għalih huwa responsabbli fi ħdan ir-Rappreżentanza Permanenti. It-Technical Attaché huwa wkoll responsabbli li jżomm aġġornat lir-Rappreżentant Permanenti fi kwalunkwe kwistjoni rilevanti fil-qasam li tiegħu għalih huwa responsabbli. Il-kandidat irid ikollu l-isfond meħtieġ biex jifhem il-kumplessitajiet u jagħti rispons lura dwar kwistjonijiet diversi marbuta mal-Acquis relatat mal-qasam li għalih huwa responsabbli, kif ukoll biex iressaq il-pożizzjoni ta' Malta bil-ħsieb li din titqies b'mod adegwat mill-Istituzzjonijiet, il-Korpi u l-Aġenziji tal-UE fil-kontribuzzjonijiet rilevanti tagħhom, inkluż fil-proposti leġiżlattivi. It-Technical Attaché jista' jintalab ukoll jaħdem fuq kwistjonijiet usa' relatati mal-PESK, inkluż billi jsegwi korpi preparatorji oħra relatati ma' dan il-qasam. Ħtiġa tajba tal-Franċiż, bħala waħda mil-lingwi ta' ħidma tal-PESK użata fil-kuntest tar-Relazzjonijiet Esterni, hija meqjusa ta' vantaġġ.

Din id-Deskrizzjoni tal-Pożizzjoni hija indikattiva tal-kompiti u r-responsabbiltajiet.

3.3 For the duration of the Agreement, the Technical Attaché shall abide by the 'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; Condser June 2015 V1.1) and which may be updated from time t time.

Duties

4. The job duties for the position of Technical Attaché include:

The Technical Attaché is the technical expert on Common Foreign and Security Policy (CFSP) at the Permanent Representation of Malta to the European Union. The Technical Attaché reports directly to the Permanent Representative of Malta to the European Union and supports the Political and Security Committee (PSC) Representative in the smooth horizontal coordination of the External Relations Unit within the Permanent Representation. The Technical Attaché also supports the cycle for preparations and follow-up to Foreign Affairs Council meetings. The Technical Attaché acts as Malta's delegate to the Nicolaidis Group, which assists and advises the PSC on all aspects related to the preparation of the PSC agenda and proceedings. The Group also negotiates Council Conclusions and other Common Foreign and Security Policy (CFSP) documents particularly when they are of a horizontal nature (past examples include Council Conclusions on climate and energy diplomacy).

The Technical Attaché is responsible for providing advice to the Permanent Representative and to other relevant entities within the government, as well as coordinating any tasks and following any issues on the various topics of EU policy relating to the area/s of responsibility within the Permanent Representation. The Technical Attaché is also responsible for keeping the Permanent Representative abreast of any relevant issues in the area of responsibility. The candidate must have the necessary background that enables him to understand the complexities and give feedback on the different issues stemming from the EU acquis related to the area/s of responsibility, as well as to put forward Malta's position with a view to having it adequately taken into account by EU Institutions, Bodies and Agencies in their relevant contributions, including in legislative proposals. The Technical Attaché could also be required to work on broader issues related to CFSP, including following other preparatory bodies related to this field. A good command of French, as one of the working languages of CFSP used in the External Relations context, is considered an asset.

This Position Description is indicative of the tasks and responsibilities.

Qasam Estern

i. Jirrappreżenta lil Malta fil-laqgħat tal-korpi preparatorji tal-Kunsill kif mitlub, fil-laqgħat tal-Gruppi ta' Ħidma tal-Kummissjoni u fil-Kumitati tal-Komitoloġija kif mitlub, kif ukoll f'fora oħra tal-UE kif meħtieġ; li jressaq il-pożizzjoni ta' Malta f'dawn il-laqgħat u li jipparteċipa f'diskussjonijiet hekk kif ikun iddettaljat fin-Noti ta' Istruzzjoni li għalihom it-Technical Attaché jrid ikun jista' jikkontribwixxi wkoll;

ii. Jikteb u jibgħat ir-rapporti ta' dawn il-laqgħat immedjatament wara li jintemmu l-laqgħat u dan f'konformità mal-Lista ta' Distribuzzjoni approvata, kif ukoll li jiġbed l-attenzjoni, permezz ta' telefonata jew messaġġ, dwar kwistjonijiet ta' importanza immedjata, lill-ministeru kkonċernat, lid-Dipartiment ta' Kordinazzjoni tal-UE u lill-Kabinett tar-Rappreżentant Permanenti;

iii. Isegwi/shadowing (skont il-każ) il-laqgħat ta' Gruppi ta' Ħidma u Kumitati tal-Kunsill kif dettaljat, kif ukoll laqgħat tal-Gruppi ta' Ħidma tal-Kummissjoni u tal-Kumitati tal-Komitoloġija li huma rilevanti għall-qasam ta' responsabbiltà ta' din il-pożizzjoni, u li għalihom jattendu uffiċjali minn Malta;

iv. Isegwi, u jirrapporta lura, dwar il-ħidma u l-iżviluppi fid-diversi Istituzzjonijiet, Korpi u Aġenziji tal-UE kif ukoll fi Stati Membri fil-qasam li tiegħu jkun responsabbli u jinvolvi ruħu b'mod attiv ma' rappreżentanti ta' Stati Membri oħra, is-Segretarjat tal-Kunsill, kif ukoll il-Kummissjoni, il-Parlament Ewropew u Istituzzjonijiet, Korpi u Aġenziji, biex titressaq il-pożizzjoni ta' Malta, kif meħtieġ;

v. Jikkordina s-segwitu ta' kull kwistjoni li tista' tinqala' fil-laqgħat hawn fuq imsemmija/rapporti/jew proposti kif meħtieġ, kemm mat-taqsimiet l-oħra tar-Rappreżentanza Permanenti kif ukoll mal-istrutturi kkonċernati tal-Gvern f'Malta;

vi. Jipparteċipa fil-Kunsill u f'laqgħat oħra ministerjali relatati mal-UE, fil-laqgħat tal-Coreper kif ukoll f'kull laqgħa li ssir fil-marġini kif meħtieġ u dan għal dawk il-kwistjonijiet/suġġetti relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;

vii. Jikkompila u jibgħat rapporti f'waqthom ta' laqgħat imsemmija f'(vi) immedjatament wara li tintemm id-diskussjoni fuq tali suġġett skont il-proċeduri stabbiliti;

viii. Jieħu l-inizjattiva biex jiġu organizzati laqgħat b'mod regolari ma' kontropartijiet jew ma' rappreżentanti oħra mill-Istati Membri l-oħra, mill-Kunsill, mill-Kummissjoni, mill-Parlament Ewropew u minn Istituzzjonijiet, Korpi u Aġenziji tal-UE oħra sabiex jissaħħu l-kuntatti ta' Malta u jiġu żviluppati kuntatti produttivi li jħallu l-frott, ma' Stati

External

i. Representing Malta in meetings of the Council preparatory bodies as detailed, Commission Working Group and Comitology Committee meetings as detailed as well as in other EU fora as required; putting forward Malta's position in such meetings and participating in discussions in accordance with the Instruction Notes to which the Technical Attaché must also be able to contribute;

ii. Compiling and sending reports of such meetings immediately after the completion of the meeting in line with the approved Distribution List as well as alerting, by telephone/message, the ministry concerned, the EU Coordination Department and the Permanent Representative in the event of immediate issues;

iii. Shadowing/Following (as the case may be) Council Working Party and Committee meetings as detailed, as well as Commission Working Group and Comitology Committee meetings that are relevant to this position's area of responsibility, which are attended by officers from Malta;

iv. Following up and reporting on the work and developments related to the relevant policy area in the various EU Institutions, Bodies and Agencies and in other Member States, as well as engaging actively with representatives of other Member States, the Council Secretariat as well as the Commission, European Parliament and other EU Institutions, Bodies and Agencies to put forward Malta's position as required;

v. Coordinating the follow-up of any issues arising at the above-mentioned meetings/reports/proposals as required, both with the other units of the Permanent Representation as well as with the appropriate Government structures in Malta;

vi. Participating in the Council and other EU-related ministerial meetings, Coreper meetings as well as any meetings held in the margins as required for those items related to this position's area of responsibility;

vii. Compiling and sending timely reports of the meetings referred to in (vi) immediately after the completion of the meeting according to established procedures;

viii. Taking the initiative to set up and hold regular meetings with counterparts from, or representatives of the other Member States, the Council, Commission, European Parliament and other EU Institutions, Bodies and Agencies in order to strengthen Malta's contacts and develop fruitful and productive networks with other Member States and all

Membri oħra u mal-Istituzzjonijiet, l-Korpi u l-Aġenziji l-oħra kollha tal-UE bil-ħsieb li jiġi żgurat li l-pożizzjoni ta' Malta tkun mifhuma, apprezzata u meqjusa;

ix. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti.

Qasam Intern

i. Isegwi, kuljum, dawk l-oqsma li jaqgħu taħt il-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni, partikolarment dawk li huma ta' ħassib partikolari għal Malta u jirrapporta dwar dawn;

ii. Isegwi u jżomm rekord tal-iskadenzi interni u barranin relatati mal-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni u jżomm kuntatt mat-taqsimiet rilevanti fir-Rappreżentanza Permanenti kif ukoll mal-istrutturi tal-Gvern xierqa f'Malta, sabiex jiġi assigurat li dawn l-iskadenzi jintlaħqu b'mod f'waqtu u b'mod effiċjenti;

iii. Iżomm rekord tal-iżviluppi relatati mal-qasam/oqsma ta' responsabbiltà ta' din il-pożizzjoni, jiġbor u jiskrutinja dokumentazzjoni rilevanti maħruġa mill-Istituzzjonijiet tal-UE u fora oħra tal-UE, kif ukoll rapporti tal-midja u jibgħat kwalunkwe dokumentazzjoni, informazzjoni u pariri meħtieġa lir-Rappreżentant Permanenti u uffiċjali oħra (fi Brussell jew ibbażati f'Malta) kif xieraq;

iv. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni ta' kull eżerċizzju ta' ġbir ta' informazzjoni;

v. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni tad-dossiers u notamenti meħtieġa għal-laqgħat tal-Coreper II, Coreper I u PSC, kif ukoll kwalunkwe laqgħa oħra tar-Rappreżentant Permanenti;

vi. Jipprovdi kontribut lill-ministeru konċernat għall-kumpilazzjoni tad-dossiers u notamenti meħtieġa għall-Kunsill u għal-laqgħat ministerjali oħra relatati mal-UE;

vii. Tħejjija ta' Briefing u Background Notes kif ukoll Instruction Notes u Speaking Notes relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni kif u meta jkun meħtieġ;

viii. Jiġi assigurat illi l-proċeduri rilevanti jiġu segwiti skont il-linji gwida stabbiliti/manwali speċifiċi tas-Servizz Pubbliku Malti u tar-Rappreżentanza Permanenti;

ix. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti.

the other EU Institutions, Bodies and Agencies with a view to ensuring that Malta's position is understood, appreciated and taken on board;

ix. Any other task assigned by the Permanent Representative.

Internal

i. Following, on a daily basis, items falling under this position's area/s of responsibility, particularly those which are of particular concern to Malta and reporting on these;

ii. Following up and keeping track of internal and external deadlines related to this position's area/s of responsibility and liaising with the relevant units within the Permanent Representation as well as with the appropriate Government structures in Malta, in order to ensure that these deadlines are met in a timely and efficient manner;

iii. Keeping track of developments related to this position's area/s of responsibility, collating and scrutinising relevant documentation issued by the EU institutions and other EU fora as well as media reports and forwarding any necessary documentation, information and advice to the Permanent Representative and other officers (Brussels or Malta-based) as appropriate;

iv. Providing input, as required, to the Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of any data collation exercise;

v. Providing input to the Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of the necessary dossiers and briefs, Coreper II, Coreper I and PSC meetings, as well as any other meetings of the Permanent Representative;

vi. Providing input to the ministry concerned for the compilation of the necessary dossiers and briefs for Council and other EU-related ministerial meetings;

vii. Drawing up Briefing and Background Notes as well as Instruction Notes and Speaking Notes related to this position's area of responsibility as and when required;

viii. Ensuring relevant procedures are followed as per standard/specific manual/s guidelines of the Maltese Public Service and the Permanent Representation;

ix. Any other task assigned by the Permanent Representative.

Rekwiżiti tal-Eliġibbiltà

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

i. ikunu ċittadini ta' Malta;

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża; għarfien fil-lingwa Franċiża jkun meqjus bħala vantaġġ;

iii. ikollhom kwalifika ta' Master rikonoxxuta f'Livell 7 tal-MQF (suġġett għall-minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti)* f'qasam li jwassalhom biex jaqdu dmirijiethom b' mod effettiv fil-qasam li jkunu applikaw għalih, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti;

JEW

fil-pussess ta' kwalifika ta' Baċellerat rikonoxxut fil-Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti)* f'qasam li jwassalhom biex jaqdu dmirijiethom b'mod effettiv fil-qasam li jkunu applikaw għalih, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti.

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

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

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

(ii) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 iii, xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

Eligibility Requirements

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

i. citizens of Malta;

ii. proficient in the Maltese and English languages; knowledge of French is considered an asset;

iii. in possession of a recognised Master qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area plus one (1) year relevant work experience;

OR

in possession of a recognised Bachelor qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area, plus three (3) years relevant work experience.

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

iv. Public officers applying for this position must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position or in a lower grade/position.

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

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 5.1 iii will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 5.1 iii.

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

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

5.3 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti li diġà qegħdin fis-Servizz Pubbliku ta' Malta, il-GP47 għandu jintalab mill-HR Unit tal-ministeru/dipartiment li 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.

5.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

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

5.6 L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clauses 5.1 iii.

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

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

5.3 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP47 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 or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

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

5.6 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their

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

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

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

Proċeduri tal-Għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 200 u l-marka li persuna trid iġġib biex tgħaddi hija 100.

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

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk 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, 17 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.

qualifications from MQRIC or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

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

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

Selection Procedures

7.1 Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 200 and the pass mark is 100.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.5, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director for Corporate Services, Ministry for Foreign and European Affairs and Trade, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by 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, 17th 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.

Dispożizzjonijiet Ġenerali Oħra

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

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

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għallapplikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma (www.foreign.gov.mt), (+356) 2204 3030 u (recruitment.mfet@gov.mt).

It-3 ta' Novembru, 2023

SERVIZZ PUBBLIKU TA' MALTA

Post ta' Assistant Manager (Procurement) fis-Servizz Pubbliku ta' Malta

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

1. Is-Segretarju Permanenti (Nies u Standards), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post t' Assistant Manager (Procurement) fis-Servizz Pubbliku ta' Malta.

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.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

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

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Human Resources Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, Triq San Pawl, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Department are (www.foreign.gov.mt), (+356) 2204 3030 and (recruitment.mfet@gov.mt).

3rd November, 2023

MALTA PUBLIC SERVICE

Post of Assistant Manager (Procurement) in the Malta Public Service

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (People and Standards), Office of the Prime Minister, invites applications for the post of Assistant Manager (Procurement) in the Malta Public Service.

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 Dawk appuntati jridu jtemmu b'suċċess kors offrut mill-Istitut għas-Servizzi Pubbliċi, magħmul apposta għall-uffiċjali li jaħdmu fil-qasam tal-Procurement (f'livell 4 tal-MQF), fi żmien sentejn (2) mid-data tal-ħatra.

2.4 Is-salarju ta' Assistant Manager (Procurement) 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.

2.5 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).

2.6 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) jew (iii) (d) 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.

2.7 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.

2.8 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.

2.9 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

2.3 Appointees are to successfully complete a training course organised by the Institute for the Public Services for officers performing duties in Procurement (at MQF Level 4), within two (2) years of their date of appointment.

2.4 The salary for the post of Assistant Manager (Procurement) 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.

2.5 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).

2.6 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) or (iii) (d) 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.

2.7 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.

2.8 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.

2.9 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

jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-Procurement, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

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

i. Jifhem, u josserva l-implementazzjoni ta' stadji differenti taċ-ċiklu tax-xiri pubbliku, b'għarfien tal-interazzjonijiet relatati bejn il-fażijiet, u r-riskji involuti;

ii. Jitgħallem u jżomm aġġornat mal-iżviluppi nazzjonali tal-leġiżlazzjoni tax-xiri pubbliku, ir-rekwiżiti tal-politika dwar ix-xiri pubbliku, ir-regoli, il-linji gwida, iċ-ċirkulari u materjal ieħor relatat max-xiri pubbliku sabiex jappoġġja id-deċiżjonijiet tal-organizzazzjoni dwar xiri pubbliku;

iii. Jopera b'mod profiċjenti s-sit elektroniku tax-xiri pubbliku u diversi għodod elettroniċi disponibbli sabiex jappoġġja l-proċeduri tax-xiri pubbliku;

iv. Iżomm id-databases tal-IT aġġornati b'informazzjoni korretta tal-offerti ppubblikati matul iċ-ċiklu tax-xiri pubbliku;

v. Jifhem, jinteraġixxi, jibni u jżomm relazzjoni effettiva ma' partijiet interessati interni u esterni sabiex jiġi mifhum u milħuqa l-obbligazzjonijiet u l-bżonnijiet tal-organizzazzjoni inkluż iżda mhux limitati biex jinforma lill-Contracting Authority li l-offerti nfetħu, jissorvelja li s-sottomissjoni tar-Rapporti ta' Evalwazzjoni isiru fil-ħin u jibgħat in-noti ta' tfakkir meħtieġa;

vi. Jifhem u japplika l-prinċipji ta' trasparenza, mhux diskriminatorji u trattament ugwali, kif ukoll etiku, privatezza, kunfidenżjalità u l-istandards tal-integrità relatati fis-suq ta' konsultazzjoni u impenji mal-forniturі;

vii. Iwettaq kompiti bażiċi ta' ppjanar ta' xiri pubbliku, bħal ġbir u konsolidament ta' kontribuzzjonijiet minn diversi dipartiment;

viii. Jifhem l-iskop u l-benefiċċji ta' xiri pubbliku sostenibbli sabiex jintlaħqu l-għanijiet ta' sostenibbiltà tal-organizzazzjoni (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), kompetizzjoni ġenwina (ekwità aktar minn ugwaljanza) u parteċipazzjoni tal-SME);

ix. Jipprovdi pariri sabiex jappoġġja l-istrateġija tax-xiri pubbliku fil-proċess ta' teħid ta' deċiżjonijiet; eż. jiġbor fil-

at their own request to carry out duties elsewhere in the area of Procurement, in accordance with established vacancies.

2.10 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 (Procurement) include:

i. 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;

ii. Learns and keeps abreast of developments in national procurement legislation, public procurement policy requirements, rules, guidelines, circulars and other procurement related material to support the organisation's procurement decisions;

iii. Operates proficiently the electronic Public Procurement System and other electronic tools available for supporting procurement procedures;

iv. Keeping of IT databases updated with correct information of tenders published and throughout the whole procurement cycle;

v. Understands, interacts, builds and maintains an effective relationship with internal and external stakeholders to understand and fulfil organisational obligations and needs including but not limited to informing Contracting Authorities that offers have been unlocked, monitoring the timely submission of the Evaluation Reports and sending the necessary reminders;

vi. Understands and applies the principles of transparency, non-discrimination and equal treatment, as well as ethical, privacy, confidentiality and integrity standards in market consultations and engagements with suppliers;

vii. Performs basic procurement planning tasks, such as collecting and consolidating contributions from various departments;

viii. Understands the scope and benefits of sustainable procurement for achieving the organisation's sustainability objectives (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), genuine competition (equity more than equality) and SME participation);

ix. Provides input to support the procurement strategy decision-making process; e.g. summarise and

qosor u jirrapporta informazzjoni miġbura dwar l-għażliet ta' akkwist. Jikkomunika b'mod effettiv u konċiż ma' firxa ta' fornituri billi jadatta l-messaġġ kif xieraq;

x. Jappoġġja l-ivvettjar/jipprepara dokumenti tax-xiri pubbliku bħal struzzjonijiet lil min jagħmel l-offerta, l-annessi li jridu jiġu kompluti/imtellgħin fis-sistema elettronika, ibbażati fuq regolamenti nazzjonali u tal-UE, politiki, kundizzjonijiet linji gwida u mudelli;

xi. Jappoġġja l-evalwazzjoni u l-proċess ta' wara l-għoti, li jinkludi, iżda mhux limitat għal: l-ivvetjar/preparazzjoni ta' dokumentazzjoni għal, fost l-oħrajn, il-General/ Departmental Contracts Committee, Tender Evaluation Committees u l-abbozzar ta' kuntratti u addenda;

xii. Jappoġġja il-konsenja tal-kuntratt u modifikazzjoni ta' funzjonijiet f'konformità mal-ħin tal-proġett, l-ispiża, il-benefiċċji u riskji varjabbli;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

report information gathered on procurement options. Communicates in an effective and concise manner with a range of stakeholders by tailoring the message accordingly;

x. Supports the vetting/preparation of procurement documents such as instructions to tenderers, annexes to be completed/uploaded, based on relevant EU and national regulations, policies, conditions, guidelines and templates;

xi. Supports the evaluation and post-award process, including, but not limited to: the vetting/preparation of documentation for, amongst others, the General/ Departmental Contracts Committee, Tender Evaluation Committees; and the drafting of contract agreements and addenda;

xii. Supports the contract delivery and modification functions in line with project time, cost, quality, scope, benefits and risks variables;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence

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 Ingliża;

U

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-maniġment jew kwalifika rikonoxxuta komparabbli;

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-maniġment jew kwalifika rikonoxxuta komparabbli;

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li wieħed (1) minnhom irid ikun f'oqsma rilevanti kif determinat mill-maniġment) jew kwalifika komparabbli pertinenti rikonoxxuta;

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li wieħed (1) minnhom irid ikun f'oqsma rilevanti kif determinat mill-maniġment);

JEW

permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007; or

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

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within 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 English language;

AND

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by management or a recognised comparable qualification;

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by management or a recognised comparable qualification;

OR

c. (i) In possession of two (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation Level (one (1) of which must be in relevant areas as determined by management) or a recognised pertinent comparable qualification;

OR

(ii) In possession of three (3) subjects at Advanced Level (one (1) of which must be in relevant areas as determined by management);

OR

d. Uffiċjali pubbliċi li lestew b'suċċess il-proċess tar-Recognition of Prior Learning (RPL) u li kienu ċċertifikati bħala eliġibbli biex japplikaw għal pożizzjoni ogħla skont il-livell indikat fuq iċ-ċertifikat maħruġ mill-Istitut għas-Servizzi Pubbliċi.

*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 (2) suġġetti fil-Livell Avvanzat flimkien ma' tliet (3) 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.

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 jew li għadhom mhumiex ċertifikati li lestew b'suċċess il-proċess tar-Recognition of Prior Learning (RPL) hekk kif speċifikat f'paragrafu 4.1 (iii)

d. Public officers who have completed successfully the Recognition of Prior Learning (RPL) process and were certified as eligible to apply for a higher position in line with the level indicated on the certificate issued by the Institute for the Public Services.

*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 (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) 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 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 or who are not yet certified that they have successfully completed the Recognition of Prior Learning (RPL) process specified in paragraph 4.1 (iii) (d), will still be considered provided

(d), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika/Ċertifikazzjoni tal-RPL. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika/Ċertifikazzjoni tal-RPL sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika/Ċertifikazzjoni tal-RPL 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/Ċertifikazzjoni tal-RPL jew ikunu approvati għall-kisba tal-kwalifika/Ċertifikazzjoni tal-RPL 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 tal-intervista, il-bord tal-għażla għandu jitlob lill-kandidat jiddikjara kull bidla fl-istatus tal-ħatra attwali tiegħu/tagħha mid-data tas-sottomissjoni tal-applikazzjoni.

that they submit evidence that they are in the final phase of their course leading to such qualification/RPL Certification. Appointees must obtain, or be approved, for the award of such qualification/RPL Certification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification/RPL Certification 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/RPL Certification 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 changes in status of his/her current appointment from the date of submission of application.

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-Direttur (People Resourcing and Compliance), Diviżjoni dwar Nies u Standards, Uffiċċju tal-Prim Ministru, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 17 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.

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

Submission of Supporting documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director (People Resourcing and Compliance), People and Standards Division, 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, 17th 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 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-Direttur (People Resourcing and Compliance), Diviżjoni dwar Nies u Standards, Uffiċċju tal-Prim Ministru, 3, Pjazza 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-dipartiment/diviżjoni/direttorat huma (https://publicservice.gov.mt/en/people/Pages/Home.aspx) u (prc.opm@gov.mt).

It-3 ta' Novembru, 2023

SERVIZZ PUBBLIKU TA' MALTA

Post ta' Manager I (Procurement) fis-Servizz Pubbliku ta' Malta

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

1. Is-Segretarju Permanenti (Nies u Standards), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Manager I (Procurement) fis-Servizz Pubbliku ta' Malta.

Termini u Kundizzjonijiet

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

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 Director (People Resourcing and Compliance), People and Standards Division, Office of the Prime Minister, 3, Castille Place, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving department/division/directorate are (https://publicservice.gov.mt/en/people/Pages/Home.aspx) and (prc.opm@gov.mt).

3rd November, 2023

MALTA PUBLIC SERVICE

Post of Manager I (Procurement) in the Malta Public Service

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (People and Standards), Office of the Prime Minister, invites applications for the post of Manager I (Procurement) in the Malta Public Service.

Terms and Conditions

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

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

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

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) wara sentejn (2) servizz bħala Manager I fi Skala ta' Salarju 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 9 titla' fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) wara ħames (5) snin servizz bħala Manager I fi Skala ta' Salarju 9, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 8 titla' fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) wara tliet (3) snin servizz bħala Manager I fi Skala ta' Salarju 8, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

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

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

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

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

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

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in 2023) on completion of two (2) years service as Manager I in Salary Scale 10, subject to satisfactory performance.

2.5 A Manager I in Salary Scale 9 will progress to Salary Scale 8(€26,048.25 x €486.83 - €28,969.23 in 2023) on completion of five (5) years service as Manager I in Salary Scale 9, subject to satisfactory performance.

2.6 A Manager I in Salary Scale 8 will progress to Salary Scale 7(€27,697.53 x €531.17 - €30,884.55 in 2023) on completion of three (3) years service as Manager I in Salary Scale 8, subject to satisfactory performance.

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

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

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

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

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

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

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

Dmirijiet

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

i. Jipprovdi riċerka u jiġbor informazzjoni dwar il-proċess tal-ippjanar tax-xiri pubbliku f'konformità mal-għan u l-politika tal-organizazzjoni. Jipparteċipa fl-ippjanar effiċjenti, effettiv u mmaniġġjar ekonomiku tal-finanzi u r-riżorsi umani (eż. immaniġġjar ta' tim) disponibbli;

ii. Iżomm ruħu aġġornat mal-iżviluppi u jipprovdi deċiżjonijiet ta' xiri pubbliku u pariri ċara u soluzzjonijiet f'konformità ma' livell leġiżlazzittiv nazzjonali u l-UE, rekwiżiti ta' politika tax-xiri pubbliku, regoli, linji gwida, ċirkulari u materjal ieħor relatat max-xiri pubbliku;

iii. Jopera b'mod profiċjenti s-sit elettroniku tax-xiri pubbliku u diversi għodod elettroniċi disponibbli għall-implimentazzjoni tal-proċeduri tax-xiri pubbliku u b'hekk jiżgura livell għoli ta' trasparenza fil-proċess tax-xiri pubbliku;

iv. Jaġixxi b'mod awtonomu biex jidentifika l-bżonnijiet għal, u l-immaniġġjar ta' standards ta' proċeduri ta' xiri pubbliku, flimkien mal-ġbir ta' informazzjoni rilevanti minn sorsi varji b'mod strutturat (eż. billi jintużaw mudelli);

v. Iwettaq, janalizza, jinterpreta u jirrevedi r-riċerka tas-suq f'konformità mal-prinċipji ta' trasparenza, mhux diskriminatorji u trattament ugwali, kif ukoll etiku, privatezza, kunfidenzjalità u l-istandards tal-integrità f'konsultazzjonijiet tas-suq u impenji mal-fornituri;

vi. Jappoġġja l-implimentazzjoni tal-fażijiet kollha taċ-ċiklu tal-ħajja tax-xiri pubbliku, u jifhem kif kull waħda tinteraġixxi mal-oħrajn;

vii. Jappoġġja l-implimentazzjoni tal-approċċ sostenibbli tax-xiri pubbliku biex jintlaħqu l-għanijiet

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

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

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

Duties

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

i. Provides research and gathers input for the procurement planning process in line with the organisational objective and related policies. Participates in the planning for efficient, effective and economical management of financial and human resources (e.g. team management) available;

ii. Keeps abreast of developments and provides procurement decisions and clear advice and solutions in line with: national and EU level legislation, public procurement policy requirements, rules, guidelines, circulars and ither procurement related material;

iii. Operates proficiently the electronic Public Procurement System and other electronic tools available for the implementation of procurement procedures thus ensuring a higher level of transparency in the procurement process;

iv. Acts autonomously in identifying needs for, and the management of standard procurement procedures, together with gathering relevant information from multiple sources in a structured manner (e.g. using templates);

v. Conducts, analyses, interprets and reviews market research in line with the principles of transparency, non-discrimination and equal treatment, as well as ethical, privacy, confidentiality and integrity standards in market consultations and engagements with suppliers;

vi. Supports the implementation of all phases of the procurement lifecycle, understanding how each interacts with the others;

vii. Supports the implementation of sustainable procurement approaches for achieving the organisation's

tal-organizzazzjoni rigward is-sostenibbiltà (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), kompetizzjoni ġenwina (ekwità iktar mill-ugwaljanza) u l-parteċipazzjoni tal-SME;

viii. Jiġbor l-informazzjoni meħtieġa sabiex jagħmel deċiżjonijiet u rakkomandazzjonijiet abbażi ta' data, riskju u strateġija tax-xiri pubbliku. Jikkomunika b'mod effettiv u konċiż ma' firxa ta' partijiet interessati billi jadatta l-messaġġ kif xieraq;

ix. Jivverifika/jabbozza u jippubblika dokumentazzjoni f'konformità mar-regolamenti tal-UE u nazzjonali, politiki, regoli, kundizzjonijiet, linji gwida u mudelli;

x. Jipparteċipa b'mod attiv fil-valutazzjoni tal-offerti, evalwazzjoni u l-proċess ta' wara l-għoti li jinkludi, iżda mhux limitat għal-verifikazzjoni/preparazzjoni ta' dokumenti għal/jew minn, fost l-General/Departmental Contracts Committee, Tender Evaluation Committees, u l-abbozz ta' kuntratti u addenda;

xi. Jipparteċipa b'mod attiv fil-konsenja tal-kuntratti u funzjonijiet ta' modifika f'konformità mal-ħin tal-proġett, spiża, benefiċċji u riskji varjabbli;

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 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

sustainability objectives (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), genuine competition (equity more than equality) and SME participation;

viii. Gathers the information necessary to make data driven, risk based, procurement strategy decisions and recommendations. Communicate in an effective and concise manner with a range of stakeholders by tailoring the message accordingly;

ix. Vets/drafts and/or publishes procurement documentation in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates;

x. Participates actively in the tender assessment, evaluation and post-award process including, but not limited to: the vetting/preparation of documentation for/or by, amongst others, the General/Departmental Contracts Committee, Tender Evaluation Committees; and the drafting of contract agreements and addenda;

xi. Participates actively in the contract delivery and modifications functions in line with project time, cost, quality, scope, benefits and risks variables;

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. 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 Ingliża;

U

iii. a. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-maniġment jew kwalifika rikonoxxuta komparabbli;

JEW

b. Uffiċjali pubbliċi li lestew b'suċċess il-proċess tar-Recognition of Prior Learning (RPL) u li kienu ċċertifikati bħala eliġibbli biex japplikaw għal pożizzjoni ogħla skont il-livell indikat fuq iċ-ċertifikat maħruġ mill-Istitut għas-Servizzi Pubbliċi.

*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.

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

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

ii. able to communicate in the English language;

AND

iii. a. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by management or a recognised comparable qualification;

OR

b. Public officers who have completed successfully the Recognition of Prior Learning (RPL) process and were certified as eligible to apply for a higher position in line with the level indicated on the certificate issued by the Institute for the Public Services.

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

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

4.2 (i) Kwalifiki f'livell ogħla minn dak imsemmi hawn fuq jiġu aċċettati għal finijiet ta' eliġibbiltà, sakemm jissodisfaw ir-rekwiżiti tas-suġġett speċifikat. Kwalifika ta' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*.

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

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

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) (a) jew kif indikat f'paragrafu 4.2 jew li għadhom mhumiex ċertifikati li lestew b'suċċess il-proċess tar-Recognition of Prior Learning (RPL) hekk kif speċifikat f'paragrafu 4.1 (iii) (b), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika/Ċertifikazzjoni tal-RPL. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika/Ċertifikazzjoni tal-RPL sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka/Ċertifikazzjoni tal-RPL 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/Ċertifikazzjoni tal-RPL jew ikunu approvati għall-kisba tal-kwalifika/Ċertifikazzjoni tal-RPL 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

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

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

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

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

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

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

(b) Appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification/RPL Certification 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

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).

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

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 changes in status of his/her current appointment from the date of submission of application.

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

Submission of Supporting Documentation

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur (People Resourcing and Compliance), Diviżjoni dwar Nies u Standards, Uffiċċju tal-Prim Ministru, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta 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, 17 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;

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 (People Resourcing and Compliance), People and Standards Division, 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, 17th 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;

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-Direttur (People Resourcing and Compliance), Diviżjoni dwar Nies u Standards, Uffiċċju tal-Prim Ministru, 3, Pjazza Kastilja, Il-Belt Valletta. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-dipartiment/diviżjoni/direttorat huma (https://publicservice.gov.mt/en/people/Pages/Home.aspx) u (prc.opm@gov.mt).

It-3 ta' Novembru, 2023

SERVIZZ PUBBLIKU TA' MALTA

Post ta' Manager II (Procurement) fis-Servizz Pubbliku ta' Malta

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

1. Is-Segretarju Permanenti (Nies u Standards), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Manager II (Procurement) fis-Servizz Pubbliku ta' Malta.

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 (Procurement) 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.

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 Director (People Resourcing and Compliance), People and Standards Division, Office of the Prime Minister, 3, Castille Place, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving department/division/directorate are (https://publicservice.gov.mt/en/people/Pages/Home.aspx) and (prc.opm@gov.mt).

3rd November, 2023

MALTA PUBLIC SERVICE

Post of Manager II (Procurement) in the Malta Public Service

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (People and Standards), Office of the Prime Minister, invites applications for the post of Manager II (Procurement) in the Malta Public Service.

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 (Procurement) 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 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 fil-qasam tal-Procurement, 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 (Procurement) jinkludu li:

i. Jikkordina l-preparamenti tal-pjan tax-xiri pubbliku tal-organizzazzjoni u jagħmel rakkomandazzjonijiet għall-ippjanar finali u kronoloġiku f'konformità mal-għanijiet u l-politika tal-organizzazzjoni;

ii. Japplika aspetti diversi tal-leġiżlazzjoni tax-xiri pubbliku, kif ukoll oqfsa legali li jħallu impatt fuq ix-xiri pubbliku f'konformità ma' leġiżlazzjoni fuq livell Nazzjonali u l-UE, rekwiżiti ta' xiri pubbliku, regoli, linji gwida, ċirkulari u materjal ieħor relatat max-xiri pubbliku;

iii. Jopera b'mod proficjenti is-sistema elettronika tax-xiri pubbliku u jgħin biex jiżgura li l-utenti kollha ikollhom aċċess u taħriġ xieraq u jaġixxi bhala aġent tal-ġestjoni tal-

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

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

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

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

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

i. Coordinates the preparation of the organisation's procurement plan and make recommendations for the final planning and timeline in line with the organisational objective and related policies;

ii. Applies diverse aspects of the procurement legislation, as well as other legal frameworks impacting procurement in line with: National and EU level legislation, public procurement policy requirements, rules, guidelines, circulars and other procurement related material;

iii. Operates proficiently the electronic Public Procurement System and helps ensure that all users have the appropriate access and training and acts as a change management agent

bidla matul l-implimentazzjoni tas-sistema l-ġdida adottata riċentement/moduli u għodod;

iv. Imexxi il-proċess olistiku tal-analiżi ta' ħtiġiet, interpretazzjoni ta' data u relazzjonijiet mal-fornituri skont il-prinċipji tax-xiri pubbliku;

v. Imexxi, jamministra, janalizza, jinterpreta u jirrivedi l-analiżi tas-suq, f'konformità mal-prinċipji ta' trasparenza, ta' kontra id-diskriminazzjoni u ta' trattament ugwali, kif ukoll mal-istandards tal-privatezza, etika, kunfidenzjalità u integrità filwaqt li jiżgura il-kompletezza u li l-istrateġiji tax-xiri pubbliku huma ddisinjata biex jirriflettu l-kundizzjonijiet tas-suq, għanijiet tal-politika u opportunitajiet identifikati;

vi. Jimplimenta fażijiet differenti taċ-ċiklu tal-ħajja tax-xiri pubbliku u jantiċipa sfidi potenzjali rilevanti, impatti u riskji;

vii. Jimplimenta approċċi tax-xiri pubbliku sostenibbli biex jintlaħqu l-għanijiet tal-organizzazzjoni rigward is-sostenibbiltà (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), kompetizzjoni ġenwina (ekwità iktar mill-ugwaljanza) u l-parteċipazzjoni tal-SME u jimmaniġġja ir-riżorsi disponibbli biex jiġu implimentati fi ħdan l-organizzazzjoni;

viii. Jipprovdi pariri bbażati fuq l-aħjar għarfien dwar l-aħjar użu ta proċeduri varji dwar ix-xiri pubbliku u tekniki sabiex tiġi mfassla l-istrateġija tax-xiri pubbliku. Jikkomunika informazzjoni kumplessa b'mod ċar, trasparenti, u li jħalli impatt lil firxa ta'partijiet interessati billi jfassal il-messaġġ kif xieraq;

ix. Jiddisinja/jevalwa, ilesti u/jew jippubblika dokumentazzjoni tal-offerta sabiex jgħin jimmassimizza l-valur għall-flus u jiżgura li l-metodoloġija korretta tkun applikata għall-offerti tax-xiri pubbliku f'konformità mar-regolamenti, politiki, regoli, kundizzjonijiet, linji gwida u mudelli rilevanti tal-UE u nazzjonali;

x. Jissorvelja/jamministra/jirrevedi x-xogħol tal-kumitati tal-evalwazzjoni, u l-preparazzjoni ta' dokumentazzjoni rilevanti għal-valutazzjoni tal-offerta, valutazzjoni u proċess ta' wara l-għoti, li jinkludi, iżda mhux limitat għal, dawk għal/jew mill-General/Departmental Contracts Committee u l-abbozzar ta' ftehim ta kuntratti u addenda;

xi. Imexxi u jikkontrolla l-konsenja tal-kuntratt u l-funzjonijiet ta' modifiki f'konformità mal-ħin tal-proġett, l-ispiża, il-kwalità, l-skop, il-benefiċċji u l-varjabbli tar-riskji;

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

during the implementation of a newly adopted system/ modules or tools;

iv. Manages the full process of needs analysis, data interpretation and supplier relations in accordance with public procurement principles;

v. Manages, conducts, analyses, interprets and reviews market analysis, in line with the principles of transparency, non-discrimination and equal treatment, as well as ethical privacy, confidentiality and integrity standards whilst ensuring its completeness and that procurement strategies are designed to reflect market conditions, policy goals, and opportunities identified;

vi. Implements the different phases of the procurement lifecycle and anticipates relevant potential challenges, risks and impacts;

vii. Implements sustainable procurement approaches for achieving the organisation's sustainability objectives (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), genuine competition (equity more than equality) and SME participation and manages the resources available to implement them within the organisation;

viii. Provides knowledge-based advice on the best use of various procurement procedures and techniques in order to design the procurement strategy. Conveys complex information in a straightforward, transparent and impactful manner to a range of stakeholders by tailoring the message accordingly;

ix. Designs/vets, completes and/or publishes tender documentation that helps maximise value for money and ensure that the correct methodology is applied to the issued public procurement tenders in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates;

x. Oversees/Conducts/Reviews the work of evaluation committees, and the preparation of relevant documentation for the tender assessment, evaluation and post-award processes including, but not limited to, those for/or by the General/Departmental Contracts Committee and the drafting of contract agreements and addenda;

xi. Leads and controls the contract delivery and modifications functions in line with project time, cost, quality, scope, benefits and risks variables;

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

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 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.

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within 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. kapaċi jikkomunikaw bil-lingwa Ingliża;

U

iii. a. ikollhom Master degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-maniġment jew kwalifika rikonoxxuta komparabbli;

JEW

b. Uffiċjali pubbliċi li lestew b'suċċess il-proċess tar-Recognition of Prior Learning (RPL) u li kienu ċċertifikati bħala eliġibbli biex japplikaw għal pożizzjoni ogħla skont il-livell indikat fuq iċ-ċertifikat maħruġ mill-Istitut għas-Servizzi Pubbliċi.

*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.

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

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

4.3 Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) (a) jew kif indikat f'paragrafu 4.2, jew li għadhom mhumiex ċertifikati li lestew b'suċċess il-proċess tar-Recognition of Prior

ii. able to communicate in the English language;

AND

iii. a. in possession of a recognised Master degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by management or a recognised comparable qualification;

OR

b. Public officers who have completed successfully the Recognition of Prior Learning (RPL) process and were certified as eligible to apply for a higher position in line with the level indicated on the certificate issued by the Institute for the Public Services.

*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) 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) or else as indicated in paragraph 4.2 or who are not yet certified that they have successfully completed the Recognition of Prior Learning (RPL) process specified

Learning (RPL) hekk kif speċifikat f'paragrafu 4.1 (iii) (b), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika/Ċertifikazzjoni tal-RPL. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika/Ċertifikazzjoni tal-RPL sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika/Ċertifikazzjoni tal-RPL 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/Ċertifikazzjoni tal-RPL jew ikunu approvati għall-kisba tal-kwalifika/Ċertifikazzjoni tal-RPL 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 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.

in paragraph 4.1 (iii) (b), will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification/RPL Certification. Appointees must obtain, or be approved, for the award of such qualification/RPL Certification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification/RPL Certification 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/RPL Certification 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 closing time and date of this call for applications but also on the date of appointment.

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

4.7 L-applikanti prospettivi għandhom 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.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur (People Resourcing and Compliance), Diviżjoni dwar Nies u Standards, Uffiċċju tal-Prim Ministru, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 17 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.

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.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director (People Resourcing and Compliance), People and Standards Division, 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, 17th 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 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 id-Direttur (People Resourcing and Compliance), Diviżjoni dwar Nies u Standards, Uffiċċju tal-Prim Ministru, 3, Pjazza 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-dipartiment/diviżjoni/direttorat huma (https://publicservice.gov.mt/en/people/Pages/Home.aspx) u (prc.opm@gov.mt).

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 Director (People Resourcing and Compliance), People and Standards Division, Office of the Prime Minister, 3, Castille Place, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving department/division/directorate are (https://publicservice.gov.mt/en/people/Pages/Home.aspx) and (prc.opm@gov.mt).

It-3 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.

3rd 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 6 (six) 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 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. Jieħu ħsieb il-kordinazzjoni tas-Segretarjat tat-Tribunal Industrijali u xogħol ieħor relatat;

ii. Jassisti chairpersons tat-Tribunal Industrijali permezz ta' xogħol amministrattiv tal-każijiet tat-Tribunal;

iii. Jattendi s-seduti tat-Tribunal Industrijali fil-Qorti;

iv. Jikkollabora mal-partijiet kollha involuti fil-każijiet u jsegwi dak li jkun qed iseħħ;

v. Jipprepara d-dokumenti sabiex jinħarġu t-taħrikiet tax-xhieda, u proċessi oħra fir-rigward tas-seduti tat-Tribunal;

vi. Jipprepara l-files u l-listi għas-seduti u jieħu n-noti waqt dawn is-seduti;

vii. Iżomm is-sistema ta' informazzjoni tad-dipartiment u l-files aġġornati bl-iżvilupp tal-każijiet;

viii. Iħejji r-rappurtar annwali tal-unit u rappurtar ieħor sabiex jiġi inkluż fir-Rapport Annwali tad-Dipartiment jew jiġu ppreżentati lill-partijiet interessati;

ix. Iżomm aġġornat dwar it-tibdil u l-proġetti li jseħħu mir-Riforma tat-Tribunal Industrijali u mill-operat, sabiex jimplimenta t-tibdil meħtieġ;

x. Iwettaq dmirijiet oħra kif ordnat mid-Direttur Ġenerali (DIER);

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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. Liaison for the co-ordination of the Industrial Tribunal Secretariat and associated operations;

ii. Assisting the Industrial Tribunal chairpersons with regards to the administrative work of the cases;

iii. Attends the sittings of the Industrial Tribunal at Court;

iv. Liaising between all the parties involved in the cases and ensuring follow-ups;

v. Preparing documents for the summoning of witnesses and for other processes with regards to Tribunal sittings;

vi. Preparing files and lists for the sittings and taking notes during such sittings;

vii. Updating the department's information system and files in view of the ongoing developments of cases;

viii. Drafting the unit's annual reporting and other reporting, to be included in the Department's Annual Report or to be presented to stakeholders;

ix. Keeping abreast with any changes and projects resulting from the Industrial Reform and operations, so as to implement the necessary changes;

x. Carrying out any other duties as directed by the Director General (DIER);

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

Eligibility Requirements

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

i. a. citizens of Malta; or

b. 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 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 Kommunikazzjoni 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

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fir-Riżorsi Umani jew Relazzjonijiet Industrijali jew Management jew Liġi jew Finanzi jew Ekonomija jew Komunikazzjoni jew Studji Ewropej 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).

*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.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 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;

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).

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

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

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

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

4.7 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 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

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 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

permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 17 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' Kastillja, 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).

It-3 ta' Novembru, 2023

portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 17th 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).

3rd November, 2023

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U L-INTRAPRIŻA

Post ta' Warden (Environment) fil-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża

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

1. Id-Direttur Ġenerali għall-Operat f'isem is-Segretarju Permanenti, Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża, jilqa' applikazzjonijiet għall-post ta' Warden (Environment) fil-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Warden (Environment) huwa ta' Skala ta' Salarju 16, li fis-sena 2023 huwa ta' €15,372.57 fis-sena, li jiżdied b'€263 fis-sena sa massimu ta' €16,950.57.

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

2.4 Persuna fil-grad ta' Warden (Environment) tkompli tipprogressa aktar għall-grad ta' Warden (Environment) fi Skala 14 (€17,672.36 x €316.83 - €19,573.34 fis-sena 2023) wara għaxar (10) snin servizz fil-grad, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Warden (Environment) jinkludu li:

MINISTRY FOR THE ENVIRONMENT, ENERGY AND ENTERPRISE

Post of Warden (Environment) in the Ministry for the Environment, Energy and Enterprise

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Operations) on behalf of the Permanent Secretary, Ministry for the Environment, Energy and Enterprise, invites applications for the post of Warden (Environment) in the Ministry for the Environment, Energy and Enterprise.

Terms and Conditions

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

2.2 The salary for the post of Warden (Environment) is Salary Scale 16, which in the year 2023 is equivalent to, €15,372.57 per annum, rising by annual increments of €263 up to a maximum of €16,950.57.

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

2.4 A Warden (Environment) will further progress to Scale 14 (€17,672.36 x €316.83 - €19,573.34 in the year 2023) on completion of ten (10) years, subject to satisfactory performance.

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

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

Duties

3. The job duties for the post of Warden (Environment) include:

i. Jippromovi l-għarfien tal-bijodiversità tas-sit taħt superviżjoni, kif ukoll il-patrimonju naturali u kulturali taż-żona;

ii. Jikkordina u jorganizza laqgħat u sezzjonijiet ta' informazzjoni għall-pubbliku;

iii. Jiddisinja u jimplimenta programmi edukattivi u rikreazzjonali, inkluż visti fuq is-sit u żjarat gwidati għall-pubbliku ġenerali, tfal tal-iskola u gruppi oħrajn, fuq is-sit taħt superviżjoni;

iv. Jipprepara, jikkummisjona, jipproduċi u jiddistribwixxi materjal informattiv rilevanti;

v. Jiddistribwixxi biljetti lill-viżitaturi;

vi. Jimmaniġġja bejgħ, ipproċessar ta' pagamenti u żamma ta' rekords ta' dħul u nfiq;

vii. Jikkontrolla l-folla;

viii. Iżomm kalendarju ta' avvenimenti, djarji u rapporti fuq il-postijiet taħt il-kustodja;

ix. Jorganizza rondi ta' sorveljanza tas-sigurtà tas-sit taħt superviżjoni;

x. Jattendi workshops/korsijiet xierqa għall-iskop ta' taħriġ kontinwu;

xi. Jattendi laqgħat għall-iskop ta' tqassim u/jew ġbir u ta' informazzjoni bżonjuża biex jitwettaq ix-xogħol;

xii. Kwalunkwe dover ieħor relatat max-xogħol skont l-istruzzjonijiet tas-superjur rispettiv;

xiii. Jiftiehem mas-superjur rispettiv biex tiġi assigurata aktar responsabbiltà;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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. Promotes awareness and knowledge of the biodiversity at site under supervision as well as the area's natural and cultural heritage;

ii. Co-ordinates and organises public information events and meetings;

iii. Designs and implements educational and recreational programmes, including site visits and guided tours at site under supervision, for the general public, school children and other interest groups;

iv. Prepares, commissions, produces and distributes relevant information materials;

v. Distributes tickets to visitors;

vi) Manages sales, processes payments and keeps records of income and expenses;

vii. Controls crowds;

viii. Keeps calendars of events, diaries and reports of places under custody;

ix. Organises and carries out security surveillance patrols at site under supervision;

x. Attends appropriate workshops/courses for the purpose of ongoing training;

xi. Attends meetings for the purpose of conveying and/or gathering information required to perform functions;

xii. Any other job-related duties as instructed by the respective superior;

xiii. Liaises with the respective superior to ensure more accountability;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

b. 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 dispozizzjonijiet 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 leġiżlazzjoni tal-UE u dispozizzjonijiet 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 ohra li ghandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari taghhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispozizzjonijiet 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 teħtieg il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

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

ii. kapaċi jikkomunikaw bil-lingwa Maltija kif ukoll bil-lingwa Ingliża;

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

iii. ikollhom fil-pussess tagħhom ħames (5) passes fil-Livell Ordinarju, fil-Livell 3 tal-MQF, inkluż il-Malti, l-Ingliż u żewġ (2) suġġetti tax-Xjenza.

iii. in possession of five (5) Ordinary level passes at MQF Level 3 including Maltese, English and two (2) Science Subjects.

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/pozizzjoni 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' Dicembru, 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 mehtiega nkisbu sa dik id-data jista' jinghata l-marki skont dan, jiġifieri l-bord tal-għażla jista' jagħċel li jagħti waħda mill-marki l-aktar baxxi jekk issostanzjat minn traskrizzjoni disponibbli

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

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 Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

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

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

4.4 Ufficjali 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 rekwizit ieħor ta' eligibbiltà għall-post/ pozizzjoni 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-kaz 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-Uffiċju 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 eligibbli 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, izda wkoll fid-data tal-ħatra.

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

4.8 L-applikanti prospettivi għandhom jaraw id-dispozizzjonijiet ġenerali marbuta ma' din is-sejħa għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta'

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 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,

dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-ghazla 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' xoghol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali għall-Operat, Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża, permezz tal-Online Government Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun mahruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Centrali Ewropew) ta' nhar il-Ġimgħa, 17 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.

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, 17th 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.

Dispożizzjonijiet Ġenerali Oħra

8. Dispozizzjonijiet 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-rizultat;

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi (Attn: Assistent Direttur, Riżorsi Umani), Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża, 6, Triq Ħal Qormi, Santa Venera SVR 1302. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-dipartiment/diviżjoni/direttorat huma (sustainability.gov.mt) u (humanresources.meee@gov.mt).

It-3 ta' Novembru, 2023

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U L-INTRAPRIŻA

Post ta' Assistant Manager 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' Assistant Manager fil-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża.

Termini u Kundizzjonijiet

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

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

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 thePeople and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Energy and Enterprise, 6, Triq Ħal Qormi, Santa Venera SVR 1302. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving department/division/directorate are (sustainability.gov.mt) and (humanresources.meee@gov.mt).

3rd November, 2023

MINISTRY FOR THE ENVIRONMENT, ENERGY AND ENTERPRISE

Post of Assistant Manager in the Ministry for the Environment, Energy and Enterprise

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Operations), Permanent Secretary, Ministry for the Environment, Energy and Enterprise, invites applications for the post of Assistant Manager in the Ministry for the Environment, Energy and Enterprise.

Terms and Conditions

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

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

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

2.3 Is-salarju ta' 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 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 fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

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.

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 (€23,029.57 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 in the same grade from public officers are not allowed.

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

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

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

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

Dmirijiet

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

i. Jassisti fit-tmexxija ġenerali u l-esekuzzjoni tas-Strategic Communications Unit fl-MEEE;

ii. Iwettaq xogħol relatat mal-branding u l-promozzjoni;

iii. Jassisti fl-organizzazzjoni u l-kordinazzjoni ta' konferenzi, attivitajiet u laqgħat importanti oħra;

iv. Jassisti fl-ippjanar tal-attivitajiet mill-idea inizjali sal-iċken dettall tal-attività;

v. Jgħin fl-ippjanar ta' loġistika tal-attivitajiet u ħtiġiet oħra relatati ma' konferenzi u attivitajiet, inkluż il-postijiet tal-attività, trasport u proviżjonijiet oħrajn;

vi. Jissuġġerixxi possibbiltajiet kreattivi bħal temi u ideat;

vii. Jinvolvi ruħu direttament fl-abbozzar ta' programmi tal-attivitajiet u jassigura li jintlaħqu l-miri stabbiliti;

viii. Jappoġġja lill-Kap tat-Taqsima sabiex jiġu pprovduti l-faċilitajiet meħtieġa f'attivitajiet nazzjonali u internazzjonali;

ix. Isegwi u jimplimenta miżuri approvati skont il-pjan ta' azzjoni rispettiv u jirrapporta dwar il-progress tagħhom;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

Duties

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

i. Assists in general management and execution of the Strategic Communications Unit within the MEEE;

ii. Carries out work related to branding and promotion;

iii. Assists in the organisation and co-ordination of conferences, events and other important meetings;

iv. Assists in the planning of events from the time that the initial idea is conceived to the events' last detail;

v. Aids in the planning of event logistics and other requirements related to conferences and events including venues, transport and other supplies;

vi. Suggests creative possibilities such as themes and ideas;

vii. Provides directs input in the drafting of event programmes and ensures the execution of deliverables;

viii. Supports the Head of Unit in the provision of the facilities required during national and international events;

ix. Follows and implements approved measures in accordance with the respective action plan and reports on their progress;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan l-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-Marketing jew Communications jew Events jew Management Studies jew Project Management jew Business Administration jew Creativity and Innovation.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Marketing jew Communications jew Events jew Management Studies jew Project Management jew Business Administration jew Creativity and Innovation.

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 Marketing or Communications or Events or Management Studies or Project Management or Business Administration or Creativity and Innovation.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Marketing or Communications or Events or Management Studies or Project Management or Business Administration or Creativity and Innovation.

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: Marketing u Economics) jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed minn dawn is-suġġetti Marketing jew Economics)

*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 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.

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: Marketing and Economics) 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: Marketing or Economics).

*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 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 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.

4.3 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 changes in status of his/her current appointment from the date of submission of application.

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 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 ta' Direttur Ġenerali għall-Operat, Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża, 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, 17 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.

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 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, 17th 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 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/diviżjoni/direttorat huma (sustainability.gov.mt) u (humanresources.meee@gov.mt).

It-3 ta' Novembru, 2023

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U L-INTRAPRIŻA

Post ta' Manager II 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' Manager II fil-Ministeru għall-Ambjent, l-Enerġija u l-Intrapriża.

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 Director, Human Resources), Ministry for the Environment, Energy and Enterprise, 6, Triq Ħal Qormi, Santa Venera SVR 1302. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving department/division/directorate are (sustainability.gov.mt) and (humanresources.meee@gov.mt).

3rd November, 2023

MINISTRY FOR THE ENVIRONMENT, ENERGY AND ENTERPRISE

Post of Manager II 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 Manager II in the Ministry for the Environment, Energy and Enterprise.

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 fis-sena 2023 huwa ta' €27,697.53 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €30,884.55.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€29,446.19 x €596.33 - €33,024.17 fis-sena 2023) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

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

2.7 Applikazzjonijiet laterali fl-istess grad minn uffiċjali pubbliċi mhumiex aċċettabbli.

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.

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 the year 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 in the same grade from public officers are not allowed.

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 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. Jissorvelja funzjonijiet magħżula tad-Dipartiment, biex jiżgura li dawn jitwettqu b'mod effiċjenti, effettiv, u f'konformità mal-policies uffiċjali tal-Gvern;

ii. Jiġbor u jevalwa data kif meħtieġ mill-maniġment superjuri;

iii. Iwettaq funzjonijiet operattivi relatati ma' funzjonijiet korporattivi speċifiċi, ta' implimentazzjoni jew funzjonijiet oħra;

iv. Iżomm sistemi ta' reġistrazzjoni diġitali aġġornati u tipprovdi lill-maniġment bl-informazzjoni meħtieġa biex tieħu deċiżjonijiet infurmati;

v. Jiżviluppa u jimplimenta programmi ta' taħriġ u żvilupp kif meħtieġ mid-dipartiment;

vi. Jippjana u jorganizza żvilupp u avvenimenti oħra;

vii. Jgħin fil-proċessi ta' akkwist rilevanti għall-qasam tax-xogħol tiegħu/tagħha u jaġixxi bħala maniġer tal-kuntratt, kif u meta meħtieġ;

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

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

x. 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

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. Supervises select functions of the Department, to ensure that they are performed efficiently, effectively, and in conformity with the Government's official policies;

ii. Compiles and assesses data as required by senior management;

iii. Performs operational functions relating to specific corporate, implementation or other functions;

iv. Maintains updated digital recording systems and provides management with the required information to take informed decisions;

v. Develops and implements training and development programs as required by the department;

vi. Plans and organises development and other events;

vii. Assists in procurement processes relevant to his/her area of work and acts as contract manager, as and when necessary;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

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

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

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

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

U

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 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 Human Resources Management jew Public Policy jew Management jew Public Administration jew Law jew Communications jew Project Management jew Quality Management jew Research jew Public Projects jew People Management jew

employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within 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;

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 Work and Human Resources Management or Training and Development 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 Human Resources Management or Public Policy or Management or Public Administration or Law or Communications or Project Management or Quality Management or Research or Public Projects or People Management or Accountancy

Accountancy jew Marketing jew Psychology jew kwalifika professjonali komparabbli rikonoxxuta fil-Livell 7 tal-MQF fl-Accountancy.

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

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

or Marketing or Psychology or a recognised comparable professional qualification at MQF Level 7 in Accountancy.

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

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position 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) 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-Uffiċju 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 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 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 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 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, 17 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;

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, 17th 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;

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 indirizz elettroniku tad-dipartiment/diviżjoni/direttorat huma (sustainability.gov.mt) u (humanresources.meee@gov.mt).

It-3 ta' Novembru, 2023

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

Post ta' Manager I fil-Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza

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

1. Is-Segretarju Permanenti, Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza, jilqa' applikazzjonijiet għall-post ta' Manager I fil-Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza.

Termini u Kundizzjonijiet

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

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

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

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 -

submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Energy and Enterprise, 6, Triq Ħal Qormi, Santa Venera, SVR 1302. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are (sustainability.gov.mt) and (humanresources.meee@gov.mt).

3rd November, 2023

MINISTRY FOR HOME AFFAIRS, SECURITY, REFORMS AND EQUALITY

Post of Manager I in the Ministry for Home Affairs, Security, Reforms and Equality

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Home Affairs, Security, Reforms and Equality, invites applications for the post of Manager I in the Ministry for Home Affairs, Security, Reforms and Equality.

Terms and Conditions

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

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

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

2.4 A Manager I in Salary Scale 10 will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in 2023) on

€27,178.77 fis-sena 2023) wara sentejn (2) servizz bħala Manager I fi Skala ta' Salarju 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 9 titla' fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) wara ħames (5) snin servizz bħala Manager I fi Skala ta' Salarju 9, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 8 titla' fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55 fis-sena 2023) wara tliet (3) snin servizz bħala Manager I fi Skala ta' Salarju 8, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

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

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

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

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

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

completion of two (2) years service as Manager I in Salary Scale 10, subject to satisfactory performance.

2.5 A Manager I in Salary Scale 9 will progress to Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23 in 2023) on completion of five (5) years service as Manager I in Salary Scale 9, subject to satisfactory performance.

2.6 A Manager I in Salary Scale 8 will progress to Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55 in 2023) on completion of three (3) years service as Manager I in Salary Scale 8, subject to satisfactory performance.

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

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

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

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

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

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

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

Dmirijiet

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

i. Jipprovdi appoġġ lil immigranti permezz tal-provvista ta' informazzjoni dwar il-proċedura tar-ritorn, preċiżament fuq ritorn sforzat, volontarju u volontarju assistit u integrazzjoni mill-ġdid fil-pajjiż ta' oriġini f'kordinazzjoni mal-partijiet interessati rilevanti kollha;

ii. Iqajjem kuxjenza dwar l-eżistenza ta' appoġġ volontarju assistit għar-ritorn u l-integrazzjoni mill-ġdid (jekk applikabbli) u dwar il-possibbiltà ta' ritorn;

iii. Jassisti lil nies li rċevew Deċiżjoni uffiċjali ta' Ritorn biex jirriflettu fuq jew jikkunsidraw ritorn volontarju lejn pajjiżhom, u jappoġġjawhom f'dan il-proċess ta' riflessjoni;

iv. Iħejji lill-persuna għall-proċess ta' ritorn, jew isir riferiment għal servizzi oħra għall-organizzazzjoni tar-ritorn tagħhom f'kordinazzjoni mal-partijiet interessati rilevanti kollha;

v. Jaħdem flimkien ma' kollegi oħra, NGOs u professjonisti li jaħdmu ma' immigranti inklużi iżda mhux limitati għal IOM, UNHCR, AWAS, Servizzi ta' Detenzjoni, Pulizija ta' l-Immigrazzjoni, FSWS, Ministeru għas-Saħħa, komunitajiet ta' immigranti u xelters bil-ħsieb ta' ffaċilitar tar-ritorn;

vi. Jikordina u jorganizza sessjonijiet ta' informazzjoni fi gruppi u individwali fiċ-ċentri miftuħa u dawk magħluqa kif ukoll fil-komunità;

vii. Jassisti lil persuni potenzjalment ripatrijati matul il-ħinijiet tal-ftuħ tal-uffiċċju, kif ukoll wara il-ħin tal-uffiċċju li ukoll jinkludi tmiem il-ġimgħa, kif meħtieġ, biex jimlew il-formola ta' applikazzjoni tagħhom u jsegwu mal-partijiet interessati rilevanti dwar kwalunkwe ħtiġiet ta' vulnerabbiltà u/jew meta jkun hemm bżonn;

viii. Jirreġistra u jsegwi r-referenzi, filwaqt li jżomm ruħu aġġornat bis-sitwazzjoni soċjoekonomika u politika f'pajjiżi terzi differenti;

ix. Iżomm l-kunfidenzjalità, il-konfini u approċċ professjonali f'kull ħin;

x. Jiżviluppa u jaġġorna b'mod regolari l-profili ta' pajjiżi terzi jżomm ruħu aġġornat dwar il-politika u l-immaniġġjar tar-ritorn;

xi. Jassisti lil immigranti matul it-tluq tagħhom fl-ajruport u fejn applikabbli, matul il-fażijiet waqt it-titjiriet;

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

Duties

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

i. Provide support to migrants through the provision of information on the return procedure, precisely on forced, voluntary and assisted voluntary return and reintegration in the country of origin in coordination with all pertinent stakeholders;

ii. Raise awareness on the existence of assisted voluntary return and reintegration support (if applicable) and on the possibility to return;

iii. Assist the people who have received an official Return Decision to reflect on or to consider a voluntary return to their country, and supporting them in this reflection process;

iv. Prepare the person for the return process, or referring them to other services to organise their return in coordination with all pertinent stakeholders;

v. Work in liaison with other staff, NGOs, and professionals working with migrants including but not limited to IOM, UNHCR, AWAS, Detention Services, Immigration Police, FSWS, Ministry for Health, migrant communities and homeless shelters with a view to facilitating return;

vi. Coordinate and organising group and individual information sessions in the open and closed centres as well as in the community;

vii. Assist potential returnees during office opening hours as well as out of office hours, including weekends, as needed, to fill in their application form and follow up with relevant stakeholders on any vulnerability needs and/or when needed;

viii. Record and follow up on referrals, while keeps up to date with the socio-economic and political situation in different third countries;

ix. Maintain confidentiality, boundaries and a professional approach at all times;

x. Develop and update regularly third country profiles and keep up to date on return policy and management;

xi. Assist migrants during their departure at the airport and assisting them, where applicable, during in-flight phases;

xii. Jipparteċipa f'laqgħat u sessjonijiet ta' taħriġ rilevanti f'Malta u barra minn Malta;

xiii. Iwettaq kull xogħol ieħor, li s-superjuri u d-direttur CI jista' jiddelega lilu/lilha, kif ikun meħtieġ;

xiv. Iwettaq kull dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti.

xv. Kull dmir ieħor bħala direttur 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 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'.

xii. Participate in relevant meetings and training sessions in Malta and abroad;

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

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

xv. Any other duties as director 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'.

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;

U

iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fis-Social Science jew Social Policy jew Youth Studies jew Community Studies jew European Studies jew International Relations jew Diplomacy jew Psychology jew Work and Human Resources Management jew Public Administration jew Business Management jew Business Administration jew Evidence Based Management.

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

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

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

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

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

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

AND

iii. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Social Science or Social Policy or Youth Studies or Community Studies or European Studies or International Relations or Diplomacy or Psychology or Work and Human Resources Management or Public Administration or Business Management or Business Administration or Evidence Based Management.

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

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

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

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

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

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

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

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

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

(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

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

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

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

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

(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)

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-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tat-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta 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 17 ta' Novembru, 2023. Ittra elettronika ġġenerata mill-

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

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

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Human Resources Section, Ministry for Home Affairs, Security, Reforms and Equality, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday 17th November, 2023. A computer-generated email will be sent

kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

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

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

It-3 ta' Novembru, 2023

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

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

3rd November, 2023

MINISTERU GĦAX-XOGĦLIJIET PUBBLIĊI U L-IPPJANAR

Post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar

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

1. Id-Direttur (People Management), Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar, jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar.

Termini u Kundizzjonijiet

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

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

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

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

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

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

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

MINISTRY FOR PUBLIC WORKS AND PLANNING

Post of Assistant Manager (Accounting and Finance) in the Ministry for Public Works and Planning

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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/lilha kif jista' jkun meħtieġ;

xiii. Kwalunkwe dmir ieħor skont 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 leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

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

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

viii. 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) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'. Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan 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*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 4 tal-MQF f'Accountancy.

JEW

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

*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.

JEW

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

JEW

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

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 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 Diploma at MQF Level 4 in Accountancy.

OR

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

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

OR

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

OR

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

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 kwalifika jew żewġ (2) suġġetti fil-Livell Avvanzat flimkien ma' tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola, fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat, jew kwalifika rikonoxxuta komparabbli, kif indikat fil-4.1 (iii) (a) u (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-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.

(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.

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) 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) 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 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 changes in status of his/her current appointment from the date of submission of application.

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

Submission of Supporting Documents

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tar-Reklutaġġ, Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar, permezz 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, 17 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;

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Public Works and Planning, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 17th 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:

applicable benefits, conditions and rules/regulations;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Diviżjoni dwar Nies u Standards (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsMT.pdf) jew jinkisbu mid-Direttorat tal-People Management, Blokk H (Ent B), Triq Antonio Maurizio Valperga, il-Furjana FRN1710. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tas-Sezzjoni huma (https://publicworks.gov.mt/) u (recruitment.mpwp@gov.mt)..

It-3 ta' Novembru, 2023

MINISTERU GĦAX-XOGĦLIJIET PUBBLIĊI U L-IPPJANAR

Post ta' Assistant Manager (Riżorsi Umani) fil-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar

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

1. Id-Direttur (People Management), Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Riżorsi Umani) fil-Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar.

Termini u Kundizzjonijiet

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

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

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

2.4 Persuna fil-grad ta' Assistant Manager (Riżorsi Umani) 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.

publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be viewed by accessing the website of the People and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the People Management Directorate, Ministry for Public Works and Planning, Block H (Ent B), Triq Antonio Maurizio Valperga, Floriana FRN1710. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are (https://publicworks.gov.mt/) and (recruitment.mpwp@gov.mt).

3rd November, 2023

MINISTRY FOR PUBLIC WORKS AND PLANNING

Post of Assistant Manager (Human Resources) in the Ministry for Public Works and Planning

Nomenclatures denoting the male gender include also the female gender.

1. The Director (People Management), Ministry for Public Works and Planning invites applications for the post of Assistant Manager (Human Resources) in the Ministry for Public Works and Planning.

Terms and Conditions

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

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

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

2.4 An Assistant Manager (Human Resources) in Salary Scale 11, 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.

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

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

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

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

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

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

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

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

2.7 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tar-riżorsi umani, 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 Human Resources, in accordance with established vacancies.

2.8 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 (Riżorsi Umani) jinkludu li:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

xiv. 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, konformità tal-proċessi delegati u mmaniġġjar tal-ġestjoni tar-rekords/data/statistika aġġornati tal-impjegati li fuqhom jittieħdu d-deċiżjonijiet strateġiċi tar-Riżorsi Umani. Dan ir-rwol huwa kumplimentari għal dak ta' People Management.

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

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

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

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

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

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

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

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

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

xiv. 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/statistics upon which Strategic Human Resources Management decisions are taken. This role is complementary to that of People Management.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

*Kwalifika rikonoxxuta komparabbli ma' 60 krettu ECTS/ECVET, hekk kif applikabli, hija aċċettata biss suġġett għal

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

*A recognised qualification comparable to 60 ECTS/ECVET credits, as applicable, is only accepted subject to an

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

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

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 (iii) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

(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

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.

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

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

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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.

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

Proċeduri tal-Għażla

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

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 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tar-Reklutaġġ, Ministeru għax-Xogħlijiet Pubbliċi u l-Ippjanar, permezz tar-Recruitment Portal **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 17 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-Direttorat tal-People Management, Ministeru

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.4, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the recruitment section, Ministry for Public Works and Planning, through the Online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 17th 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 Directorate, Block

għax-Xogħlijiet Pubbliċi u l-Ippjanar, Blokk H, Entratura B, Triq Antonio Maurizio Valperga, Il-Furjana FRN1710. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (https://publicworks.gov.mt/) u (recruitment.mpwp@gov.mt).

It-3 ta' Novembru, 2023

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

Post ta' Education Support Practitioner fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR), jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Taħriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-post ta' Education Support Practitioner fi ħdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni fil-qasam li ġej: Career Advisor

Termini u Kundizzjonijiet

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

2.2. Is-salarju ta' Education Support Practitioner 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' Education Support Practitioner fi Skala ta' Salarju 10 titla' fi Skala ta' Salarju 9 (€24,494.79 x €447.33 - €27,178.77 fis-sena 2023) wara ħames (5) snin servizz bħala Education Support Practitioner fi Skala ta' Salarju 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4. Persuna fil-grad ta' Education Support Practitioner fi Skala ta' Salarju 9 titla' fi Skala ta' Salarju 8 (€26,048.25 x €486.83 - €28,969.23 fis-sena 2023) wara tmien (8) snin servizz bħala Education Support Practitioner fi Skala ta' Salarju 9, jekk tkun qdiet dmirha b'mod sodisfaċenti.

H (Ent B) Triq Antonio Maurizio Valperga, Floriana. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (https://publicworks.gov.mt/) and (recruitment.mpwp@gov.mt).

3rd November, 2023

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Education Support Practitioner in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR), would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the post of an Education Support Practitioner within the Ministry for Education, Sport, Youth, Research and Innovation in the following area: Career Advisor

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 an Education Support Practitioner is Salary Scale 10, which in year 2023 is €23,029.57 per annum, rising by annual increments of €407.67 up to a maximum of €25,475.59.

2.3. An Education Support Practitioner in Salary Scale 10 will progress to Salary Scale 9 (€24,494.79 x €447.33 - €27,178.77 in 2023) on completion of five (5) years service as an Education Support Practitioner in Salary Scale 10, subject to satisfactory performance.

2.4. An Education Support Practitioner in Salary Scale 9 will progress to Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23 in 2023) on completion of eight (8) years service as an Education Support Practitioner in Salary Scale 9, subject to satisfactory performance.

2.5. Persuna fil-grad ta' Education Support Practitioner (Skala ta' Salarju 10) jew Education Support Practitioner (Skala ta' Salarju 9) jew Educational Support Practitioner (Skala ta' Salarju 8) li jiksbu kwalifika rilevanti ta' Livell 7 tal-MQF kif determinat mill-Management minn żmien għal żmien għandhom immedjatament jitpoġġew fi Skala ta' Salarju 8 bħala Senior Education Support Practitioner u għandhom ikomplu jagħmlu progress skont id-disposizzjonijiet li jirregolaw il-grad ta' Senior Education Support Practitioner kif jinstab fil-ftehim bejn il-Gvern ta' Malta u l-Għaqda tal-Għalliema (MUT) li jappartjenu lill-Gradi ta' Servizzi ta' Appoġġ għall-Istudenti ġewwa d-Direttorat għas-Servizzi Edukattivi (DSE) fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR).

2.5. An Education Support Practitioner (Salary Scale 10) or an Education Support Practitioner (Salary Scale 9) or an Educational Support Practitioner (Salary Scale 8) who obtain a relevant MQF Level 7 qualification as determined by Management from time to time shall immediately be placed in Salary Scale 8 as a Senior Education Support Practitioner and shall continue to progress as per provisions regulating the grade of Senior Education Support Practitioner as found in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) pertaining to the Student Support Services Grades within the Directorate for Educational Services (DES) at the Ministry for Education, Sport, Youth, Research and Innovation (MEYR).

2.6. Persuna maħtura tkun intitolata għal tali benefiċċji oħra, u suġġetta għal tali kundizzjonijiet u obbligi oħra kif jistgħu jkunu stipulati fi kwalunkwe ftehim pertinenti bejn il-Gvern u l-union kompetenti.

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

2.7. 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.

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

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

Dmirijiet

3.1. Id-dmirijiet ta' Education Support Practitioner (ESP) fil-qasam ta' Career Advisor jinkludu:

i. Jgħin lill-istudenti jagħmlu deċiżjonijiet tajba dwar il-karrieri tagħhom billi jipprovdilhom informazzjoni u jagħtihom suġġerimenti dwar l-opportunitajiet kurrenti fl-edukazzjoni, fit-taħriġ u fl-impjiegi;

ii. Jiffaċilita l-opportunità għall-istudenti biex jiżviluppaw pjanijiet dwar il-karriera msejsa fuq il-ħiliet, l-interessi, il-valuri u l-abbiltajiet tagħhom;

iii. Jgħin lill-istudenti jħejju d-dokumentazzjoni għax-xogħol bħal résumés, applikazzjonijiet kemm għall-impjieg kif ukoll għal xi kors, kif iħejju ruħhom għal intervista u strateġiji oħra ta' kif wieħed ifittex il-mogħdijiet tal-karrieri;

iv. Iżomm ruħu aġġornat ma' informazzjoni dwar is-suq tax-xogħol, leġiżlazzjoni, żviluppi professjonali u

Duties

3.1. The duties of an Education Support Practitioner (ESP) in the area of Career Advisor include:

i. Helps students make appropriate career decisions by providing information and advice on available education, training and employment opportunities;

ii. Facilitates the opportunity for students to develop career plans based on their skills, interests, values and abilities;

iii. Helps students with résumés, job and course applications, interview skills, and other career path finding strategies;

iv. Keeps up to date with labour market information, legislation, professional and academic developments by

akkademiċi billi jżur lill-employers, lil min jipprovdi t-taħriġ u avvenimenti ta' taħriġ organizzati minn entitajiet edukattivi u professjonali;

v. Jorganizza u jipparteċipa fi programmi ta' edukazzjoni dwar karrieri, jissuġġerixxi kelliema, u jikkontribwixxi fil-preżentazzjonijiet ta' sessjonijiet;

vi. Jaħdem f'kollaborazzjoni mill-qrib mat-tim edukativ psikosoċjali tal-kulleġġ, mal-amministrazzjonijiet tal-iskola, mas-Servizz Nazzjonali ta' Sapport għall-Iskejjel u professjoniisti impjegati ma' entitajiet oħra governattivi u anki nongovernattivi biex jiġi assigurat l-użu massimu ta' riżorsi għall-benefiċju tal-istudenti;

vii. Jassigura li r-rekords u s-sistemi ta' lloggjar dwar l-interventi kollha mal-istudenti jinżammu sew filwaqt li jiggarantixxi li l-kunfidenzjalità tinżamm dejjem skont il-provvisti legali eżistenti;

viii. Ikun marbut li jagħti rendikont ta' għemilu lill-Principal Education Support Practitioner fil-qasam ta' Career Advisor, lill-Education Officer (Career Guidance), u d-Direttur tas-Servizzi Nazzjonali ta' Sapport għall-Iskejjel;

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

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

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

3.2. Aktar dettalji dwar id-dmirijiet ta' Education Support Practitioner fil-qasam ta' Career Advisor jistgħu jinkisbu mis-sit elettroniku (https://educationservices.gov.mt/en/vacancies/Pages/Vacancies.aspx).

3.3. Persuna fil-pożizzjoni ta' Education Support Practitioner fil-qasam ta' Career Advisor tista' tintbagħat taqdi dmirijiet fil-kulleġġi tal-Istat, skejjel primarji u/jew sekondarji, resource centres, learning support centres u istituzzjonijiet edukattivi oħrajn biex tikkontribwixxi għall-implimentazzjoni tal-programm edukattiv individwali jew tal-studenti bi bżonnijiet speċjali f'livell nazzjonali.

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

visiting employers, training providers and training events run by educational and professional bodies;

v. Organises and participates in careers education programmes, suggests speakers and contributes to the delivery of sessions;

vi. Works in close collaboration with the college education psycho-social team, school management teams, the National School Support Services and other professionals employed with other government entities and also non-governmental agencies, thereby ensures maximum utilization of resources for the benefit of the students;

vii. Ensures that records and logging systems are well kept regarding all interventions carried out with each student while ensures confidentiality at all times in accordance with existing legal provisions;

viii. Be accountable to the Principal Education Support Practitioner in the area of Career Advisor, the Education Officer (Career Guidance), and the Director, National School Support Services;

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

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

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

3.2. Further details of the job description for the post of an Education Support Practitioner in the area of Career Advisor can be obtained from the website (https://educationservices.gov.mt/en/vacancies/Pages/Vacancies.aspx).

3.3. An Education Support Practitioner in the area of Career Advisor can be deployed to perform duties in State colleges, primary and/or secondary schools, resource centres, learning support centres and any other educational institutions to contribute to the implementation of the individual educational programme of students with special needs at national level.

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

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

iii. fil-pussess ta' liċenzja valida tas-sewqan; U

iii. in possession of a valid driving license; AND

iv. fil-pussess ta' degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fl-Edukazzjoni jew fis-Social Policy jew fil-Youth Work jew fil-Psikoloġija jew fis-Soċjoloġija.

iv. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Education or Social Policy or Youth Work or Psychology or Sociology.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija accetata biss suggett ghal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tigi 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. Kwalifika ta' Master f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*.

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

(ii) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 2.5 u 4.1 (iv) jew kif indikat f'paragrafu 4.2 (i), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 2.5 u 4.1 (iv) jew 4.2 (i).

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

*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.

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

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

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 2.5 and 4.1 (iv) or else as indicated in paragraph 4.2 (i) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clauses 2.5 and 4.1 (iv) or 4.2 (i).

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date 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/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

4.3. Il-kriterji ta' eliġibbiltà rispettivi stabbiliti għal kull grad fil-ftehim bejn il-Gvern ta' Malta u l-Malta Union of Teachers (MUT) li għandhom x'jaqsmu mal-Gradi tas-Servizzi ta' Appoġġ għall-Istudenti fid-DES fil-MEYR iffirmat fit-2 ta' Awwissu, 2021 se jqisu wkoll is-snin preċedenti kollha ta' servizz sodisfaċenti fil-gradi u l-kwalifiki rilevanti akkumulati mill-applikanti. B'hekk, tagħmel lill-applikanti li jkollhom il-ħtieġa akkumulata, eliġibbli għal kwalunkwe kariga, wara sejħa għall-applikazzjoni kif stipulat fil-ftehim. Bħala tali, servizz fi rwoli ogħla jew ekwivalenti fil-ħin tal-applikazzjoni, li jista' jinkludi rwoli mhux regolati mill-ftehim, ma jeskludix kandidati potenzjali fl-applikazzjoni u l-kisba tal-eliġibbiltà għal gradi ekwivalenti u/jew aktar baxxi regolati fil-ftehim.

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

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

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

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

4.6. L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Fil-każ ta' applikanti

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. The respective eligibility criteria established for every grade in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) pertaining to Student Support Services Grades within DES a MEYR signed on 2nd August, 2021 will also take into consideration all previous years of satisfactory service in the relevant grades and qualifications accrued by applicants. Thus, it will make applicants possessing accrued requirement, eligible for any post, following a call for application as stipulated in agreement. As such, service in higher or equivalent roles at the time of application, which may include roles not regulated by the agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades regulated by the agreement.

4.4. 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.

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

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

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

4.6. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already

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.

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.

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

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

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

4.9. 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).

4.9. 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 tal-Edukazzjoni (https://edurecruitment.gov.mt).

Submission of Supporting Documents

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

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

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

Proċeduri tal-Għażla

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

Selection Procedures

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

6.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.6, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1. L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, permezz tal-Online Recruitment Portal tal-Edukazzjoni **biss** (https://edurecruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra 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, 20 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).

6.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.6, have proven relevant work experience.

Submission of Applications

7.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the Online Education Recruitment Portal **only** (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal.

The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 20th 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 thePeople and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf).

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

It-3 ta' Novembru, 2023

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

Post ta' Uffiċjal Edukattiv fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Taħriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR), jilqa' applikazzjonijiet għall-post ta' Uffiċjal Edukattiv fi ħdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni:

(i) Uffiċjal Edukattiv (Service Provision) (EO – SP) fil-qasam li ġej: Migrants Unit*.

*Dan il qasam ilu jeżisti għal anqas minn ħames (5) snin.

Termini u Kundizzjonijiet

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

2.2. Is-salarju ta' Uffiċjal Edukattiv huwa ta' Skala ta' Salarju 5, li fis-sena 2023 huwa ta' €31,330.95 fis-sena, li jiżdied b'€640.67 fis-sena sa massimu ta' €35,174.97.

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

2.4. Il-grad ta' Uffiċjal Edukattiv huwa grad maniġerjali b'sigħat ta' servizz ġenerali.

2.5. Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-

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

3rd November, 2023

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Education 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 Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR), invites applications for the post of an Education Officer within the Ministry for Education, Sport, Youth, Research and Innovation:

(i) Education Officer (Service Provision) (EO – SP) for the following curricular area: Migrants Unit*.

*This area has existed for less than five (5) years.

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 an Education Officer is Salary Scale 5, which in the year 2023 is €31,330.95 per annum, rising by annual increments of €640.67 up to a maximum of €35,174.97.

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

2.4. The grade of an Education Officer is a management post conditioned to general service hours.

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

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Uffiċjal Edukattiv jinkludu li:

i. Jiżgura li jitħarsu l-policies u l-provvedimenti stipulati fl-Att dwar l-Edukazzjoni, kif ukoll policies u provvedimenti oħra tal-MEYR;

ii. Jintegra l-perspettiva tal-ġeneru fi programmi u inizjattivi tad-direttorati;

iii. Jgħin fit-tħejjija ta' estimi finanzjarji u ppjanar ekonomiku;

iv. Jiġbor u jżomm data u statistika rilevanti;

v. Jiġbor, janalizza, jirriċerka u jevalwa data sabiex tintuża biex ikunu ppjanati u mmaniġġjati servizzi, proġetti u sistemi;

vi. Jissostitwixxi l-Assistent Direttur/Kap tal-Unit kif meħtieġ;

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

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

Aktar dettalji dwar ir-rwol ta' EO – SP marbuta mas-suġġett/qasam ta' dan il-post jistgħu jiġu aċċessati mis-sit eletroniku: (https://educationservices.gov.mt/en/vacancies/Pages/Vacancies.aspx).

Rekwiżiti tal-Eliġibbiltà

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

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

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

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

Duties

3. The job duties for the post of Education Officer include:

i. Ensures that the policies and provisions laid down in the Education Act, as well as other policies and provisions of MEYR are adhered to;

ii. Integrates the gender perspective in programmes and initiatives of the directorates;

iii. Assists in the preparation of budgets and business planning;

iv. Collects and maintains relevant data and statistics;

v. Gathers, analyses, researches and evaluates data and uses it to plan and manage services, projects and systems;

vi. Deputises for the Assistant Director/Head of Unit as instructed;

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

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

Further details of the role of an EO – SP according to subject/area may be accessed from (https://educationservices.gov.mt/en/vacancies/Pages/Vacancies.aspx).

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 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; u

iii. fil-pussess ta' Warrant Permanenti ta' Għalliem; u

iv. għandhom mhux anqas minn għaxar (10) snin skolastiċi esperjenza ta' tagħlim flimkien ma' erba' (4) snin skolastiċi servizz fil-grad ta' Assistent Kap ta' Skola, Kap ta' Dipartiment, INCO (grad qed jiġi assimilat fil-grad ta' Kap ta' Dipartiment) jew School Counsellor fi skola liċenzjata; u

v. għandhom mhux anqas minn erba' (4) snin skolastiċi esperjenza fit-tagħlim fis-suġġett/grupp ta' suġetti jew qasam li għalih/għalihom applikaw; u

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; and

iii. be in possession of a Teacher's Permanent Warrant; and

iv. have not less than ten (10) scholastic years teaching experience in addition to four (4) scholastic years service in the grade of Assistant Head of School, Head of Department, INCO (grade is being assimilated into the grade of HOD) or School Counsellor in a licensed school; and

v. have at least four (4) scholastic years teaching experience in the particular subject/group of subjects or area applied for; and

vi. fil-pussess ta' mhux anqas minn kwalifika sħiħa f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fil-qasam partikolari li għalih applikaw jew kwalifika kumparabbli; u

vii. ikunu qed iservu jew ikunu servew fl-aħħar tliet (3) snin fi skejjel liċenzjati/istituzzjonijiet edukattivi reġistrati u/jew awtoritajiet edukattivi nominati kif provdut mil-leġiżlazzjoni Maltija fis-seħħ minn żmien għal żmien.

viii. F'każijiet fejn vakanza għal Uffiċjal Edukattiv hija għal suġġett jew qasam fi żmien ħames (5) snin mill-introduzzjoni tiegħu fil-kurrikulu approvat, jew l-ebda kandidat ma jintgħażel wara żewġ (2) sejħiet konsekuttivi, l-eliġibbiltà tiġi miftuħa għal kandidati li jissodisfaw il-kriterji l-oħra kollha f'4.1 (i), (ii), (iii), (vi) u (vii) iżda jistgħu ma jissodisfawx is-snin ta' esperjenza stabbiliti f'4.1 (iv) u (v) hawn fuq, tadotta din il-kriterja bħala valutazzjoni minflok il-kriterja tal-eliġibbiltà.

Kif tipprovdi l-klawsola 34(2) tal-Ftehim Settorali bejn il-Gvern ta' Malta u l-Malta Union of Teachers iffirmat fit-23 ta' Awissu, 2010, Instructors li kisbu l-grad ta' Għalliem (Personal Basis) u li jissodissfaw il-kriterji ta' eliġibbiltà imsemmijja f'paragrafu 4.1 (i), (ii), (iii), (iv), (v), (vi), (vii) u (viii) hawn fuq, jitqiesu eliġibbli ukoll. Qed ikun iċċarat li s-snin ta' esperjenza fit-tagħlim fil-grad ta' Instructor jitqiesu bħala snin ta'esperjenza fit-tagħlim għal fini ta' paragrafu 4.1 (iv), (v) u (vii) hawn fuq.

*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.

ix. 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 jew ekwivalenti*.

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

vi. be in possession of a full qualification at least at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in the area applied for or a comparable qualification; and

vii. be serving or have been serving in the past three (3) years within licensed schools/registered educational institutions and/or designated educational authorities as provided for by Maltese legislation in force from time to time.

viii. In cases where a vacancy for Education Officer is for a subject or area within five (5) years of its introduction into the approved curriculum, or no candidate is selected after two (2) consecutive calls, eligibility will be open to candidates who meet all other criteria in 4.1 (i), (ii), (iii), (vi) and (vii) but may not satisfy the years of experience established in 4.1 (iv) and (v) above, adopting such criteria as assessment rather than eligibility criteria.

As provided by clause 34(2) of the Sectoral Agreement signed between the Government of Malta and the Malta Union of Teachers on 23rd August, 2010, Instructors who have been re-designated as Teachers (Personal Basis) and who satisfy the eligibility criteria outlined in paragraph 4.1 (i), (ii), (iii), (iv), (v), (vi), (vii) and (viii) above, shall be likewise eligible. It is being clarified that years of teaching experience in the grade of Instructor shall be reckonable as teaching experience in terms of paragraph 4.1 (iv), (v) and (vii) above.

*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.

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

4.2. (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

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

(ii) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 2.5 u 4.1 (iv) jew kif indikat f'paragrafu 4.2 (i), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata, kif imsemmi f'paragrafu 2.5 u 4.1 (iv) jew 4.2 (i).

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' 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. Barra min hekk, skont il-ftehim settorjali tal-edukazzjoni ffirmat mill-Gvern u mill-Għaqda tal-Għalliema ta' Malta (MUT) fil-21 ta' Diċembru, 2017, il-kriteriji tal-eliġibbiltà msemmijia fil-partagrafi 4.1 (i) sa (viii) hawn fuq, jieħdu f'kunsiderazzjoni, is-snin kollha preċedenti ta' servizz sodisfaċenti fil-grad rilevanti u l-kwalifiki akkumulati mill-applikanti. B'hekk, servizz f'rwoli ogħla jew ekwivalenti sal-ħin u d-data ta' din is-sejħa għall-applikazzjonijiet, li jista' jinkludi rwoli mhux regolati minn dan l-istess ftehim, ma jeskludix kandidati potenzjali milli japplikaw u jiksbu l-eliġibbiltà għal gradi ekwivalenti u/jew gradi anqas.

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

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 2.5 and 4.1 (vi) or else as indicated in paragraph 4.2 (i) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clauses 2.5 and 4.1 (vi) 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. Furthermore, as per the education sectoral agreement signed by the Government and the Malta Union of Teachers (MUT) on 21st December, 2017, the eligibility criteria mentioned in paragraphs 4.1 (i) to (viii) above, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants. As such, service in higher or equivalent roles by the closing time and date of the call for applications, which may include roles not regulated by the same agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades.

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

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

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

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

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

4.5. 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.

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

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

4.6. 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 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. 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.

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

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

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

4.9. 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 60%.

6.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.6, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1. L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Isport, iż- Żgħażagħ, ir-Riċerka u l-Innovazzjoni, permezz tal-Online Recruitment Portal tal-Edukazzjoni **biss** (https://edurecruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra 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, 20 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.

4.9. 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 60%.

6.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.6, have proven relevant work experience.

Submission of Applications

7.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the Online Education Recruitment Portal **only** (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal.

The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 20th 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. L-applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-għeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

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

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

It-3 ta' Novembru, 2023

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

Post ta' Senior Education Support Practitioner fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR), jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerrat. 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' Senior Education Support Practitioner fi ħdan il-Ministeru għall- Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni fil-qasam li ġej: Psychotherapy

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 thePeople 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.

3rd November, 2023

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Senior Education Support Practitioner in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation, invites applications for the post of Senior Education Support Practitioner within the Ministry for Education, Sport, Youth, Research and Innovation in the following area: Psychotherapy

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Senior Education Support Practitioner 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' Senior Education Support Practitioner titla' fi Skala ta' Salarju 7 (€27,697.53 x €531.17 - €30,884.55) wara 5 snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna maħtura tkun intitolata għal tali benefiċċji oħra, u suġġetta għal tali kundizzjonijiet u obbligi oħra kif jistgħu jkunu stipulati fi kwalunkwe ftehim pertinenti bejn il-Gvern u l-unjin kompetenti.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Senior Education Support Practitioner jinkludu li:

i. Jgħin lill-istudenti jtejbu qagħdiet psikoloġiċi u emozzjonali billi jesplora s-sentimenti u l-imġiba tagħhom;

ii. Jipprovdi assessjar u trattament ta' problemi soċjali, emozzjonali u ta' mġiba li jesperjenzaw it-tfal u l-adolexxenti;

iii. Jaħdem flimkien ma' professjonisti oħra biex jippjanaw kif l-aħjar jgħinu lit-tfal u lill-familji tagħhom (fl-iskejjel, sptarijiet, servizzi tat-tfal u servizzi ta' ħarsien tat-tfal);

iv. Jaħdem bħala parti minn tim multidixxiplinarju magħmul minn psikjatri, psikoloġi, counsellors, social workers, kordinaturi tal-inklużjoni, u l-maniġment tal-iskejjel biex joħloq u jimplimenta programmi terapewtiċi;

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 a Senior Education Support Practitioner 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 Senior Education Support Practitioner will progress to Scale 7 (€27,697.53 x €531.17 - €30,884.55) on completion of 5 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.

Duties

3. The job duties for the post of Senior Education Support Practitioner include:

i. helping students overcome a range of psychological and emotional issues by exploring their feelings and behaviour;

ii. Providing assessment and intervention for social, emotional and behavioural problems experienced by children and adolescents;

iii. Working alongside other professionals in planning how best to help a child and the child's family (in schools, hospitals, children's services and child protection services);

iv. Working as a part of a multidisciplinary team comprising psychiatrists, psychologists, counsellors, social workers, HoD (Inclusion), and school leadership team (SLT) to design and implement therapeutic programmes;

v. Jaħdem mal-familja tal-istudent, mal-istaff tal-iskola u mal-maniġment tal-iskola (SLT) b'mod terapewtiku biex jgħin għal imġiba aħjar u jtejjeb il-benesseri tal-istudent;

vi. Jassigura li x-xogħol u r-rwol tal-psikoterapista jkunu mfissra sew lill-istaff tal-iskola, lill-ġenituri u lill-istudenti;

vii. Jibqa' aġġornat dwar żviluppi fit-teorija u jkompli jitħarreġ fuq bażi professjonali;

viii. Jgħin u jiggwida lill-guidance teachers fl-immaniġġjar tal-każijiet, li jikkordina l-ħidma tat-tim tal-guidance u jara li jtejjeb l-effiċjenza tat-tim tal-guidance fl-iskola;

ix. Jipprepara rapporti u jżomm ir-rekords tal-interventi mal-istudenti, filwaqt li jassigura l-kunfidenzjalità fil-ħinijiet kollha skont il-proviżjonijiet legali eżistenti;

x. Jagħmel ir-referrals neċessarji skont il-policies u l-proċeduri stabbiliti;

xi. Jipparteċipa f'sessjonijiet professjonali tas-superviżjoni;

xii. Kwalunkwe kompitu ieħor li d-Direttur NSSS jew delegat jassenjalu/lilha, kif jista' jkun meħtieġ;

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

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

Il-post ta' Senior Education Support Practitioner (Psychotherapist) huwa fuq bażi full-time u l-persuna magħżula tista' taħdem fuq massimu ta' ġimgħa ta' xogħol ta' sitt (6) ijiem b'medja ta' erbgħin (40) siegħa fil-ġimgħa fuq medda ta' sena kalendarja skont skeda ta' xogħol kif stabbilita mid-Direttur Ġenerali (DSE), u taqa' taħt ir-regolamenti li jkunu fis-seħħ minn żmien għal żmien fis-Servizz Pubbliku ta' Malta b'mod ġenerali, kif ukoll regolamenti li jkunu fis-seħħ fid-DSE. Persuna tista' tiġi trasferita skont l-esiġenzi tas-Servizz Pubbliku ta' Malta.

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. Working with the student's family, school staff and SLT in a therapeutic manner to support behaviour change and enhance the wellbeing of the student;

vi. Promoting the role of a psychotherapist and provide training and CoPE sessions to school support staff, parents and students;

vii. Keeping abreast of developments in theory and undertake continuing professional development;

viii. Helping and giving advice to guidance teachers in the management of cases, co-ordinating the work of the guidance team and striving to improve the efficacy of the guidance team at school;

ix. Preparing reports and maintaining records about students, while ensuring confidentiality at all times according to existing legal provisions.

x. Making the necessary referrals according to established policies and procedures;

xi. Participating in professional supervision sessions;

xii. Undertakes any other tasks, which the Director NSSS or delegate assigns to him/her, as may be required

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

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

The Post of Senior Education Support Practitioner (Psychotherapist) is on a full-time basis and may be conditioned to a maximum of a six (6) day working week of an average weekly working time of forty hours averaged over a calendar year on a time-table established by the Director General, DES and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the DES in particular and involves liability to transfer according to the exigencies of the Malta Public Service.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

iii. ingħataw il-Warrant rikonoxxut maħruġ mill-Kunsill tal-Professjoni tal-Psikoterapija biex jippratikaw f'Malta; u

iii. have been awarded a recognised warrant issued by the council of the Psychotherapy Profession in order to practice in Malta; and

iv. ikollhom Master degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu tal-ECTS/ECVET jew ekwivalenti*) fil-Psikoterapija.

iv. in possession of a recognised Master degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Psychotherapy.

*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'

*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

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.

(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. u 4.1 iv. jew kif indikat f'paragrafu 4.2 (i), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2023. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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

(c) Marki għal kwalifiki rilevanti addizzjonali jistgħu jingħataw biss għal kwalifiki miksuba sad-data tal-għeluq tas-sejħa għall-applikazzjonijiet. Kandidat li jista' jipprovdi evidenza li l-ECTS meħtieġa nkisbu sa dik id-data jista' 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 Il-kriterji ta' eliġibbiltà rispettivi stabbiliti għal kull grad fil-ftehim bejn il-Gvern ta' Malta u l-Malta Union of Teachers (MUT) li għandhom x'jaqsmu mal-Gradi tas-Servizzi ta' Appoġġ għall-istudenti fid-DES fl-MEYR iffirmat fit-2 ta' Awissu, 2021, se jqisu wkoll is-snin preċedenti

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

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

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clauses 4.1 iii, 4.1 iv and 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 The respective eligibility criteria established for every grade in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) pertaining to Student Support Services Grades within DES and MEYR signed on 2nd August, 2021, will also take into consideration

kollha ta' servizz sodisfaċenti fil-gradi u l-kwalifiki rilevanti akkumulati mill-applikanti. B'hekk tagħmel lill-applikanti li jkollhom il-ħtieġa akkumulata, eliġibbli għal kwalunkwe kariga, wara sejħa għall-applikazzjoni kif stipulat fil-ftehim. Bħala tali, servizz fi rwoli ogħla jew ekwivalenti fil-ħin tal-applikazzjoni, li jista' jinkludi rwoli mhux regolati mill-ftehim, ma jeskludix kandidati potenzjali fl-applikazzjoni u l-kisba tal-eliġibbiltà għal gradi ekwivalenti u/jew aktar baxxi regolati fil-ftehim.

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

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

Kwalunkwe kriterju ieħor ta' eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa għall-applikazzjonijiet.

4.5 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/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.

4.6 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 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.

all previous years of satisfactory service in the relevant grades and qualifications accrued by applicants. Thus, it will make applicants possessing accrued requirement, eligible for any post, following a call for application as stipulated in agreement. As such, service in higher or equivalent roles at the time of application, which may include roles not regulated by the agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades regulated by the agreement.

4.4 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.

4.5 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the class/stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of 'service in the grade' as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications

4.6 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry/department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce 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.

4.7 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.

4.8 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.

4.9 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 tar-Recruitment Portal tal-Edukazzjoni **biss** (https://edurecruitment.gov.mt). L-applikazzjonijiet għandhom

4.7 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.

4.8 Applicants are obliged to immediately inform the selection board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry/department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the selection board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.9 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their 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 4.6, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the Online Education Recruitment Portal **only** (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include

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, 20 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.

It-3 ta' Novembru, 2023

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, 20th 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 thePeople 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.

3rd November, 2023

MINISTERU GĦALL-ĠUSTIZZJA

Post ta' Uffiċjal fi Grad 12 (Assistent Uffiċjal għall-Kondotti) 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' Uffiċjal fi Grad 12 (Assistent Uffiċjal għall-Kondotti) fil-Ministeru għall-Ġustizja.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.2 Is-salarju ta' Uffiċjal fi Grad 12 (Assistent Uffiċjal għall-Kondotti) 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.

2.3 Persuna fil-grad ta' Uffiċjal fi Grad 12 (Assistent Uffiċjal għall-Kondotti) tiġi promossa għal Uffiċjal fi Grad 11 (Assistent Uffiċjal għall-Kondotti) fi 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 wara sentejn (2) servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Il-persuni maħtura jkunu mistennija jaħdmu fuq bażi ta' xiftijiet fi tmiem il-ġimgħa u l-festi pubbliċi u wkoll li jservu l-pubbliku ġenerali fuq bażi ta' roster. L-uffiċjali jkunu meħtieġa jaħdmu erbgħin (40) siegħa fil-ġimgħa. Il-kandidati magħżula se jkunu intitlolati għal Shift Allowance kif stipulat fil-Manwal tal-Allowances. Barra minn hekk, il-persuni maħtura jkunu wkoll intitolati għal ħlas ta' allowance fissa ta' 10% tas-salarju bażiku.

2.5 Applikazzjonijiet laterali minn uffiċjali pubbliċi li diġà għandhom ħatra fl-istess grad li qiegħda tkun reklamata huma permessi biss jekk il-qasam ta' speċjalizzazzjoni tal-post vakanti huwa differenti minn dak tal-applikant u jeħtieġ kwalifika speċifika relatata bħala rekwiżit ta' eliġibbiltà, li l-applikant irid jissodisfa.

2.6 L-aċċettazzjoni ta' ħatra f'dan il-grad tfisser li kwanlunkwe applikazzjoni pendenti fi ħdan is-Servizz Pubbliku awtomatikament titqies bħala rinunzjata, sakemm dawn tal-aħħar ma jkunux applikazzjonijiet għal pożizzjonijiet SAAC/ADAC jew applikazzjonijiet għal pożizzjoni definita.

MINISTRY FOR JUSTICE

Post of Officer in Grade 12 (Assistant Conducts Officer) 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 Officer in Grade 12 (Assistant Conducts Officer) in the Ministry for Justice.

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 Officer in Grade 12 (Assistant Conducts Officer) is Salary Scale 12, which in the year 2023 is equivalent to €20,270.04 per annum, rising by annual increments of €354 up to a maximum of €22,394.04.

2.3 An Officer in Grade (Assistant Conducts Officer) will be promoted to the grade of Officer in Grade 11 (Assistant Conducts Officer) in 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 completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 Appointees will be expected to work on a shift basis during weekends and public holidays and also serve the general public on a roster basis. Officers will be required to work forty (40) hours weekly. Selected candidates will be entitled to a Shift Allowance as stipulated in the Manual of Allowances. In addition, appointees shall also be entitled to the payment of a fixed allowance of 10% of the basic salary.

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. Id-dmirijiet għall-post ta' Uffiċjal fi Grad 12 (Assistent Uffiċjal għall-Kondotti) jinkludu li:

i. Jaqdi lill-pubbliku ġenerali u lill-awtoritajiet kompetenti fil-ħruġ taċ-Ċertifikati tal-Kondotta u/jew Fedina Penali riċevuti permezz ta' diversi kanali operattivi, jiġifieri talbiet wiċċ imb wiċċ (front-office) kif ukoll applikazzjonijiet online, fi żmien stipulat u bl-aktar mod effiċjenti;

ii. Iżomm ir-rekords kriminali kollha aġġornati għall-manutenzjoni tar-Reġistru Nazzjonali tar-Rekords Kriminali miżmum mill-Uffiċċju tar-Rekords Kriminali;

iii. Idaħħal returns sottomessi lill-Uffiċċju tar-Rekords Kriminali mill-Uffiċjali tal-Prosekuzzjoni;

iv. Iwettaq dmirijiet relatati mas-Sistema Ewropea ta' Informazzjoni tar-Rekords Kriminali (ECRIS) u eventwalment ECRIS-Ċittadini ta' Pajjiżi Terzi (ECRIS-TCN) u jattendi laqgħat u taħriġ kif u meta meħtieġ;

v. Jattendi programmi ta' taħriġ u jattendi/jipparteċipa għal-laqgħat kif meħtieġ;

vi. Iżomm ruħu aġġornat mal-iżviluppi ECRIS/ECRIS-TCN;

vii. Jassisti fil-kumpilazzjoni u l-evalwazzjoni ta' data u rapporti statistiċi, u jassisti fil-ġbir ta' data bi tweġiba għall-PQs;

viii. Jimmaniġġja l-pagamenti, kemm manwalment kif ukoll b'mod elettroniku, inkluż il-ħruġ ta' fatturi u riċevuti, u jassisti fi kwistjonijiet relatati mal-finanzi;

ix. Dmirijiet oħra kif assenjati, li s-superjuri jistgħu jiddelegaw minn żmien għal żmien, kemm jekk ikunu ta' natura amministrattiva jew relatati mal-proċessi ta' operazzjoni għal Ċertifikati ta' Kondotta u Fedina Penali jew dmirijiet relatati mal-paralegali;

x. 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

Duties

3. The job duties for the post of Officer in Grade 12 (Assistant Conducts Officer) include:

i. Serves the general public and competent authorities in the issuance of the respective Conduct Certificates and/or Conviction Sheets received through various operational channels, namely face-to-face requests (front-office) as well as online applications, within stipulated timeframes and in the most efficient manner;

ii. Keeps all criminal records up-to-date for the upkeep maintenance of the National Criminal Records Register maintained by the Criminal Record Office;

iii. Inputs returns submitted to the Criminal Record Office by Prosecuting Officers;

iv. Carries out duties related to the European Criminal Record Information System (ECRIS) and eventually ECRIS-Third Country Nationals (ECRIS-TCN) and attends meetings and training as and when required;

v. Attends training programmes and attends/participates in meetings as required;

vi. Keeps abreast with ECRIS/ECRIS-TCN developments;

vii. Assists in the compilation and evaluation of statistical data and reports, and assists in the collection of data in reply to PQs;

viii. Handles payments, whether manually or electronically, including issuing of invoices and receipts, and assists in financial related matters;

ix. Other duties as assigned, which superiors may delegate from time to time, be of an administrative nature or related to the operation processes for Conduct Certificates and Conviction Sheets or paralegal related duties;

x. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in

fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż 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;

iii. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġetta għall-minimu ta' 120 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management, jew Management Studies, jew Studji Ewropej, jew Business Administration, jew Accountancy, jew Kreattività u Innovazzjoni, jew Quality Assurance Management, jew Liġi, jew Marketing, jew Communications, jew Ekonomija, jew Soċjoloġija, jew Computing, jew Kriminoloġija, jew Public Policy, jew Psikoloġija, jew Youth and Community Studies, jew Labour

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;

iii. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent*) in Project Management, or Management Studies, or European Studies, or Business Administration, or Accountancy, or Creativity and Innovation, or Quality Assurance Management, or Law, or Marketing, or Communications, or Economics, or Sociology, or Computing, or Criminology, or Public Policy, or Psychology, or Youth and Community Studies, or Labour Studies, or Laws of

Studies, jew Laws of Procedure, jew Politika u l-Governanza, jew Kummerċ u Servizzi Finanzjarji, jew Statistika, jew kwalifika rikonoxxuta komparabbli professjonali fil-Livell 4 tal-MQF fl-Accountancy, flimkien ma' ħames (5) snin esperjenza ta' xogħol rilevanti;

JEW

iv. Uffiċjali pubbliċi fi Skala ta' Salarju bejn 13 u 16 u jkunu fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management, jew Management Studies, jew Studji Ewropej, jew Business Administration, jew Accountancy, jew Kreattività u Innovazzjoni, jew Quality Assurance Management, jew Liġi, jew Marketing, jew Communications, jew Ekonomija, jew Soċjoloġija, jew Computing, jew Kriminoloġija, jew Public Policy, jew Psikoloġija, jew Youth and Community Studies, jew Labour Studies, jew Laws of Procedure, jew Politika u l-Governanza, jew Kummerċ u Servizzi Finanzjarji, jew Statistika jew kwalifika rikonoxxuta komparabbli professjonali fil-Livell 4 tal-MQF fl-Accountancy;

*Kwalifika rikonoxxuta komparabbli ma' 120 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni;

JEW

v. Uffiċjali tal-Puliżija rtirati b'mill-inqas għaxar (10) snin servizz sodisfaċenti fil-Korp tal-Pulizija.

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.

Procedure, or Politics and Governance, or Commerce and Financial Services, or Statistics, or a recognised comparable professional qualification at MQF Level 4 in Accountancy, plus five (5) years relevant work experience;

OR

iv. Public officers in Salary Scale between 13 and 16 and in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent*) in Project Management, or Management Studies, or European Studies, or Business Administration, or Accountancy, or Creativity and Innovation, or Quality Assurance Management, or Law, or Marketing, or Communications, or Economics, or Sociology, or Computing, or Criminology, or Public Policy, or Psychology, or Youth and Community Studies, or Labour Studies, or Laws of Procedure, or Politics and Governance, or Commerce and Financial Services, or Statistics, or a recognised comparable professional qualification at MQF Level 4 in Accountancy;

*A recognised qualification comparable to 120 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

OR

v. Retired Police Officers with at least ten (10) years satisfactory service within the Police Force.

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) 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 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

(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 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

(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 Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the class/stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of 'service in the grade' as stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.5 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested

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 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/transkrizzjonijiet 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%.

by the HR Unit of the ministry/department issuing the call for applications from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a certificate of conduct issued by the 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 applications, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the selection board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.8 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates/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 4.6, 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 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, 17 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 L-applikanti li għandhom bżonn għajnuna biex jissottomettu applikazzjoni online, għandhom ifittxu din l-għajnuna mill-HR Unit tad-dipartiment attwali tagħhom, jew mill-HR Unit tad-dipartiment fejn qed japplikaw. Dawn l-applikanti għandhom jiżguraw li l-persuna li tapplika għan-nom tagħhom, fil-fatt, qed tapplika għall-post battal meħtieġ u tehmeż id-dokumentazzjoni korretta.

7.3 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar tletin (30) minuta biex jissottemettu l-applikazzjoni tagħhom.

7.4 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.5 L-applikanti jingħataw sa jumejn (2) ta' xogħol wara d-data tal-għeluq jew sa jumejn (2) ta' xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

8. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
pubblikazzjoni tar-riżultat;
eżami mediku;

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.6, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for 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 17th 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 Applicants who need assistance in submitting an online application, are to seek such assistance from the HR Unit of their current Department, or the HR Unit of the Department where they are applying. Such applicants are to ensure that the person applying on their behalf is, in fact, applying for the vacancy required and attaching the correct documentation.

7.3 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.4 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.5 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;

reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
publication of the result;
medical examination;

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).

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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 thePeople and Standards Division (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may be obtained from the Corporate Services Directorate, Ministry for Justice, Spinola Palace Business Centre, Level 3, Triq San Kristofru, Valletta VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://www.justice.gov.mt) and (recruitment.justice@gov.mt).

3rd November, 2023

AĠENZIJA NAZZJONALI TAL-LITTERIŻMU

Sejħa għal Animaturi tal-Qari u l-Irrakkontar tal-Istejjer għal Għawdex full-time mal-Aġenzija Nazzjonali tal-Litteriżmu

Numru tal-Permess tal-Jobsplus: 825/2023

Sad-data tal-għeluq ta' din is-sejħa, l-applikanti jrid ikollhom dawn ir-rekwiżiti:

1. Wieħed minn:

(a) Mill-inqas żewġ ċertifikati fil-Livell Avvanzat jew l-ekwivalenti, preferibbilment fil-Malti u/jew fl-Ingliż, JEW

(b) MCAST Advanced Diploma in Children's Care, Learning and Development jew BTEC National Diploma in Childcare jew kwalifika ekwivalenti fil-Livell 4 tal-MQF jew ogħla, JEW

(c) mill-inqas erba' snin esperjenza fil-grad ta' Kindergarten Educator (KGE jew KGE1 jew KGE2) jew għalliema supplimentari fi skola primarja; U

2. Livell 3 tal-MQF fil-Malti u l-Ingliż (ĊES Gradi minn 1 sa 5, jew GCE Gradi minn A sa Ċ), jew ekwivalenti; U

3. Ħakma tajba tal-ħiliet fl-IT (speċjalment MS Office).

Tingħata preferenza lill-kandidati li għandhom Baċellerat fil-Livell 6 tal-MQF, jew kwalifika ogħla, speċjalment dawk bi kwalifika li twassal għall-professjoni ta' għalliem/a, BA fl-Istudji tat-Teatru, jew BA f'xi lingwa.

NATIONAL LITERACY AGENCY

Call for full-time Reading and Storytelling Animators for Gozo within the National Literacy Agency

Jobsplus permit number: 825/2023

Applicants must at the closing date of receipt of applications satisfy the following eligibility criteria:

1. One of the following:

(a) Two A-levels at MQF Level 4 or equivalent, preferably in Maltese and/or English, OR

(b) MCAST Advanced Diploma in Children's Care, Learning and Development or BTEC National Diploma in Children's Care, Learning and Development or equivalent at MQF Level 4 or higher, OR

(c) 4 years in the grade of Kindergarten Educator (KGE or KGE1 or KGE2) or supply teacher in a primary school; AND

2. O-levels in Maltese and English at MQF Level 3, SEC (Grades 1-5) or GCE Certificates (Grades A – C), or equivalent; AND

3. Proficiency in IT Office skills.

Preference will be given to candidates who have a degree at MQF Level 6 or higher, particularly those with a teaching degree, BA in Theatre Studies, or BA in any language.

Il-kwalifiki u l-esperjenza għandhom ikunu msieħba b'ċertifikati u/jew testimonjanzi. Kopji ta' dawn għandhom jinhemżu mal-applikazzjoni. Kopji elettroniċi huma aċċettabbli. Iċ-ċertifikati u/jew it-testimonjanzi oriġinali għandhom jiġu ppreżentati għall-verifikazzjoni waqt l-intervista.

Deskrizzjoni dettaljata tar-rwol u informazzjoni dwar il-kundizzjonijiet tal-impjieg, tinkiseb minn (https://educationservices.gov.mt/nla) jew permezz ta' ittra elettronika lil (nlarecruitment@ilearn.edu.mt), jew bin-numru tat-telefown 2598 3325.

Il-kandidati għandhom jibagħtu l-ittra tal-applikazzjoni flimkien mal-ġabra tal-kwalifiki u l-esperjenzi fil-format tal-European Curriculum Vitae, kopja taċ-ċertifikati rilevanti tagħhom, ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija u l-lista tax-xogħol li għamlu tul ħajjithom mill-Jobsplus, permezz ta' ittra elettronika lil (nlarecruitment@ilearn.edu.mt) jew bil-posta reġistrata lil: Reklutaġġ, L-Aġenzija Nazzjonali tal-Litteriżmu, Iċ-Ċentru Nazzjonali tal-Kurrikulu, Triq Ġużè Abela Scolaro, Il-Ħamrun HMR 1304, sa mhux aktar tard mill-Ġimgħa, 17 ta' Novembru, 2023, f'nofsinhar.

Applikazzjonijiet bil-posta għandhom jintbagħtu rreġistrati u kmieni biżżejjed biex jaslu qabel id-data tal-għeluq. L-applikanti jiġu mgħarrfa li tkun waslet l-applikazzjoni fi żmien tlett ijiem ta' xogħol. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

It-3 ta' Novembru, 2023

MALTA INFORMATION TECHNOLOGY AGENCY

Opportunità ta' Karriera fis-Sigurtà tal-Informazzjoni

Analyst

Permess tal-Jobsplus 621/2020

Il-pajsaġġ li dejjem jevolvi tat-theddid ċibernetiku jippreżenta sfidi li qed jikbru li jeħtieġu individwi b'interess qawwi fis-Sigurtà tal-Informazzjoni. Il-MITA bħalissa qed tfittex individwu dinamiku, motivat u tas-sengħa biex jaħdem fi ħdan it-tim tas-Security Governance li jifforma parti mid-Dipartiment tas-Sigurtà u l-Governanza tal-Informazzjoni biex jaqdi r-rwol ta' Analyst. Din il-pożizzjoni tippreżenta opportunità eżistenti biex tikkontribwixxi għall-isforzi ta' governanza, ġestjoni tar-riskju u konformità tal-Aġenzija. Huwa wkoll ideali għal individwi li jaspiraw li javvanzaw fil-karriera tagħhom tas-Sigurtà tal-Informazzjoni f'ambjent professjonali.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

A detailed job description, including conditions of employment, can be obtained from (https://educationservices.gov.mt/nla) or by email to (nlarecruitment@ilearn.edu.mt) or by telephone number 2598 3325.

Candidates should submit their letter of application together with a summary of qualifications and experience (CV) in a European Curriculum Vitae Format, a copy of their relevant scanned certificates, a valid police conduct certificate and their Jobsplus employment history by email to (nlarecruitment@ilearn.edu.mt), or by registered post to: Recruitment, National Literacy Agency, NCC, Triq Ġużè Abela Scolaro, Ħamrun HMR 1304, by not later than Friday, 17th November, 2023, at noon.

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. Applications will be acknowledged within three working days. Late applications will not be considered.

3rd November, 2023

MALTA INFORMATION TECHNOLOGY AGENCY

A Career Opportunity in Information Security

Analyst

Jobsplus Permit 621/2020

The ever-evolving landscape of cyber threats presents growing challenges that require individuals with a keen interest in Information Security. MITA is currently seeking for a dynamic, motivated and skilled individual to work within its Security Governance Team that forms part of the Information Security and Governance Department to fulfil the role of Analyst. This position presents an existing opportunity to contribute to the Agency's governance, risk management and compliance efforts. It is also ideal for individuals aspiring to advance in their Information Security career in a professional environment.

Dmirijiet u Responsabbiltajiet

1. Jikkollabora mat-timijiet tal-MITA biex jirrevedi u jaġġorna l-politika u l-proċeduri rilevanti dwar is-sigurtà tal-informazzjoni applikabbli għall-MITA u l-Gvern ta' Malta;

2. Iwettaq kontrolli ta' konformità fuq l-infrastruttura, il-proċessi u d-dokumentazzjoni tal-ICT tal-MITA biex jivverifika l-aderenza mal-kontrolli definiti fi ħdan politiki u proċeduri relatati;

3. Jgħin fit-twettiq ta' valutazzjoni tar-riskju tas-sigurtà biex jiġu identifikati b'mod proattiv ir-riskji tas-sigurtà, jivvaluta l-impatt tagħhom u jissuġġerixxi kontrolli ta' kumpens biex dawn ir-riskji jittaffew b'mod effettiv;

4. Appoġġ lill-membri tat-tim matul diversi proċessi ta' awditjar intern u estern għal ċertifikazzjonijiet rilevanti u rekwiżiti ta' konformità bħal ISO27001;

5. Iwettaq sessjonijiet ta' taħriġ iffukati fuq is-sigurtà;

6. Jipparteċipa b'mod kollaborattiv bħala membru tat-tim u wkoll b'mod indipendenti, fuq diversi proġetti.

Din il-pożizzjoni hija ideali għal persuna li qed tfittex li tifforma parti minn tim dinamiku b'attitudni li tista' tagħmel, tippossjedi ħiliet ta' komunikazzjoni qawwija, soluzzjoni ta' problemi u tmexxija. L-adattabbiltà, l-attenzjoni għad-dettalji u mentalità ta' tagħlim kontinwu huma importanti wkoll. Il-kandidat għandu jkun plejer ta' tim u interessat ukoll li juża teknoloġiji avvanzati biex jaħdem b'mod aktar effiċjenti.

Espożizzjoni minn qabel f'oqsma relatati mal-ġestjoni tal-politika tas-Sigurtà tal-Informazzjoni, l-istandards internazzjonali tas-Sigurtà tal-Informazzjoni u l-Ġestjoni tar-Riskju tas-Sigurtà tal-Informazzjoni se jitqiesu bħala vantaġġ.

Rekwiżiti ta' Eliġibilità

Il-kandidat li jintgħażel huwa mistenni li jkollu wieħed minn dawn is-sett ta' kwalifiki u/jew esperjenza li ġejjin:

Diploma relatata mal-ICT (Livell 5 tal-MQF); JEW

Diploma relatata mal-ICT (Livell 4 tal-MQF) flimkien ma' sena esperjenza f'qasam relatat mal-ICT; JEW

Sentejn esperjenza f'qasam relatat mal-ICT.

Studenti li waslu biex jiggradwaw jistgħu jiġu offruti opportunità ta' impjieg suġġett għall-għoti tar-riżultati finali.

Duties and Responsibilities

1. Collaborate with MITA teams to review and update relevant information security policy and procedures applicable to MITA and the Government of Malta;

2. Perform compliance checks on MITA's ICT infrastructure, processes and documentation to verify adherence to controls defined within related policies and procedures;

3. Assist in conducting security risk assessment to proactively identify security risks, assessing their impact and suggest compensating controls to effectively mitigate these risks;

4. Support team members during various internal and external audit processes for relevant certifications and compliance requirements such as ISO2700;

5. Conduct security focused training sessions;

6. Participate collaboratively as a team member and also independently, on various projects.

This position is ideal for a person who is seeking to form part of a dynamic team with a can-do attitude, possesses strong communication, problem-solving and leadership skills. Adaptability, attention to details and a continuous learning mindset are also important. The candidate should be a team player and also interested in using state of the art technologies to work more efficiently.

Prior exposure in areas relating to Information Security policy management, international Information Security standards and Information Security Risk Management will be considered an asset.

Eligibility Requirements

The successful candidate is expected to hold either of the following set of qualifications and/or experience:

An ICT related diploma (MQF Level 5); OR

An ICT related diploma (MQF Level 4) together with one-year experience in an ICT related area; OR

Two years' experience in an ICT related area.

Students about to graduate may be offered an employment opportunity subject to the provision of final results.

*Il-kwalifiki, l-esperjenza, u l-kompetenzi tal-kandidati se jiġu vvalutati skont il-qafas tal-Career Progression tal-Aġenzija. Il-kandidat li jirnexxi jista' jkun ingaġġat jew fil-Livell Associate – Livell ta' Karriera 2, fil-Livell Standard – Livell ta' Karriera 3, jew fil-Livell Senior – Livell ta' Karriera 4. Dan jiddependi fuq il-livell ta' kompetenza murija waqt l-intervista

CV dettaljata flimkien ma' ittra elettronika ta' akkumpanjament għandhom jintbagħtu sa mhux aktar tard mill-Ħamis, 9 ta' Novembru, 2023, lil (careers.mita@gov.mt).

It-3 ta' Novembru, 2023

MALTA INFORMATION TECHNOLOGY AGENCY

Opportunità ta' karriera fl-Inġinerija

Specialist – Facilities (M&E)

Permess tal-Jobsplus 834/2023

MITA qed tfittex li timpjega Inġinier b'esperjenza biex jokkupa r-rwol ta' Specialist – Facilities, biex jassumi r-responsabbiltà għall-funzjonijiet tal-faċilitajiet tal-binja inkluż it-Tier III Data Centre tal-MITA, li jiżgura livell għoli ta' funzjonalità u effiċjenza operattiva.

Dan ir-rwol jinvolvi prinċiparjament responsabbiltà għaċ-ċentru tad-dejta u l-funzjonijiet tal-kmamar mgħammra b'apparat li jinkludu sistemi HVAC, ġeneraturi, sistemi ta' UPS, distribuzzjoni elettrika, protezzjoni min-nar u sistemi ta' kontroll tas-sigurtà tal-aċċess, BMS u CCTV. Ix-xogħol jinkludi l-kordinazzjoni ta' forniturи ta' partijiet terzi, is-superviżjoni tal-operazzjonijiet tekniċi u l-ippjanar u li x-xogħol isir direttament jew permezz tal-forniturи, programmi ta' manutenzjoni għas-sistemi elettriċi u mekkaniċi kollha f'konformità mal-istandards tal-industrija.

Il-kandidat magħżul jista' jkollu waħda minn dawn il-kwalifiki u/jew esperjenza li ġejjin, kollha f'qasam relatat jew mal-Inġinerija Elettrika u/jew Mekkanika:

i. Kwalifika (Livell 7 tal-MQF jew ogħla) U ħames (5) snin esperjenza, li tlieta (3) minnhom iridu jkunu f'livell ta' tmexxija; JEW

ii. Kwalifika (Livell 6 tal-MQF) U sitt (6) snin esperjenza, li tlieta (3) minnhom iridu jkunu f'livell ta' tmexxija; JEW

iii. Għaxar (10) snin esperjenza ta' xogħol, li tlieta (3) minnhom iridu jkunu f'livell ta' tmexxija.

*Candidates' qualifications, experience, and competencies will be assessed in line with the Agency's Career Progression framework. The successful candidate may be engaged at either the Associated Level – Career Level 2, the Standard Level – Career Level 3, or the Senior Level – Career Level 4. This depends on the level of competency shown during the interview

A detailed CV together with a covering email is to be submitted by not later than Thursday, 9th November, 2023 to (careers.mita@gov.mt).

3rd November, 2023

MALTA INFORMATION TECHNOLOGY AGENCY

A career opportunity in Engineering

Specialist – Facilities (M&E)

Jobsplus Permit 834/2023

MITA is seeking to employ an experienced engineer to occupy the role of Specialist – Facilities to assume responsibility for the building facilities functions including MITA's Tier III Data Centre, ensuring high level of functionality and maximum operational efficiency.

The role involves mainly responsibility for the data centre and back of house support rooms including HVAC systems, generators, UPS systems, electrical distribution, fire protection and security management systems such as access control, BMS and CCTV. The work includes managing third party suppliers, overseeing technical operations and planning and executing directly or through suppliers, maintenance programmes for all electrical and mechanical systems in line with industry standards.

The selected candidate will have one of the following mix of qualifications and/or experience, all in an area related to either Electrical and/or Mechanical Engineering:

i. A qualification (MQF Level 7 or higher) AND five (5) years' experience, three (3) of which must be at a leadership level; OR

ii. A qualification (MQF Level 6) AND six (6) years' experience, three (3) of which must be at a leadership level; OR

iii. Ten (10) years' work experience, three (3) of which must be at a leadership level.

CV dettaljata flimkien ma' ittra elettronika ta' akkumpanjament għandhom jintbagħtu sa mhux aktar tard mill-Ġimgħa, 17 ta' Novembru, 2023, lil (careers.mita@gov.mt).

It-3 ta' Novembru, 2023

MALTA INFORMATION TECHNOLOGY AGENCY

Opportunità ta' karriera fl-Inġinerija

Leader – Facilities (M&E)

Permess tal-Jobsplus 833/2023

MITA qed tfittex li timpjega gradwat fl-inġinerija biex jokkupa r-rwol ta' Leader – Facilities, biex jikkordina l-funzjonijiet tal-faċilitajiet tal-binja inkluż it-Tier III Data Centre tal-MITA, biex ikun żgurat livell għoli ta' operattività.

B'ħidma taħt id-direzzjoni, ir-rwol jinvolvi l-kordinazzjoni taċ-ċentru tad-dejta u l-funzjonijiet tal-kmamar mgħammra b'apparat li jinkludu sistemi HVAC, ġeneraturi, sistemi UPS, distribuzzjoni elettrika, protezzjoni min-nar u sistemi ta' kontroll tas-sigurtà tal-aċċess, BMS u CCTV. Ix-xogħol jinkludi l-kordinazzjoni ta' forniturи ta' partijiet terzi, is-superviżjoni tal-operazzjonijiet tekniċi u l-ippjanar u li x-xogħol isir direttament jew permezz tal-forniturи, programmi ta' manutenzjoni għas-sistemi elettriċi u mekkaniċi kollha f'konformità mal-istandards tal-industrija.

Dan ir-rwol huwa ideali għal gradwati riċenti tal-inġinerija li jixtiequ jiksbu esperjenza ta' xogħol f'ambjent professjonali.

Kandidati eliġibbli għandu jkollhom wieħed mis-settijiet ta' kwalifiki u/jew esperjenza li ġejjin, kollha f'qasam relatat jew mal-Inġinerija Elettrika u/jew Mekkanika:

i. Kwalifika fil-Livell 7 tal-MQF jew ogħla; JEW

ii. Kwalifika fil-Livell 6 tal-MQF U sena (1) esperjenza addizzjonali; JEW

iii. Kwalifika fil-Livell 5 tal-MQF U tliet (3) snin esperjenza addizzjonali; JEW

iv. Kwalifika fil-Livell 4 tal-MQF U erba' (4) snin esperjenza addizzjonali; JEW

v. Ħames snin esperjenza.

CV dettaljata, flimkien ma' ittra elettronika ta' akkumpanjament għandhom jintbagħtu sa mhux aktar tard mill-Ġimgħa, 17 ta' Novembru, 2023, lil (careers.mita@gov.mt).

It-3 ta' Novembru, 2023

A detailed CV together with a covering email are to be submitted by not later than Friday, 17th November, 2023, to (careers.mita@gov.mt).

3rd November, 2023

MALTA INFORMATION TECHNOLOGY AGENCY

A career opportunity in Engineering

Leader – Facilities (M&E)

Jobsplus Permit 833/2023

MITA is seeking to employ an engineering graduate to occupy the role of Leader – Facilities to coordinate the building facilities functions including MITA's Tier III Data Centre, ensuring maximum operational efficiency.

Working under direction, the role involves coordinating the data centre and back of house support rooms functions including HVAC systems, generators, UPS systems, electrical distribution, fire protection and security management systems such as access control, BMS and CCTV. The work includes coordinating third party suppliers, supervising technical operations and planning and executing directly or through suppliers, maintenance programmes for all electrical and mechanical systems in line with industry standards.

This role is ideal for recent engineering graduates who would like to gain experience working in a professional environment.

Eligible candidates must have one of the following sets of qualifications and/or experience, all in an area related to either Electrical and/or Mechanical Engineering:

i. A qualification at MQF Level 7 OR higher; OR

ii. A qualification at MQF Level 6 AND an additional one (1) year experience; OR

iii. A qualification at MQF Level 5 AND an additional three (3) years' experience; OR

iv. A qualification at MQF Level 4 AND an additional four (4) years' experience; OR

v. Five years' experience.

A detailed CV, together with a covering email is to be submitted by not later than Friday, 17th November, 2023, to (careers.mita@gov.mt).

3rd November, 2023

MALTA INFORMATION TECHNOLOGY AGENCY

Technical Services Officer – ICT Services Management

Permess tal-Jobsplus 225/2016

Opportunità fl-ICT ta' xogħol f'Data Centre State of the Art

Opportunità għal Technical Services Officers biex jipprovdu l-ewwel linja ta' appoġġ tekniku f'ambjent li joffri sfida, iżda fl-istess waqt jagħti sodisfazzjon.

MITA tilqa' kandidati li għandhom għarfien f'diversi oqsma tal-ICT bħal Local Area Networks, Operating Systems u Desktop Technology flimkien mal-abbiltà li jintegraw mal-klijenti tal-MITA.

Dawn il-pożizzjonijiet jipprovdu bażi fundamentali eċċellenti għal karriera b'saħħitha fl-ICT mal-MITA, li jinkludu taħriġ professjonali relatat maċ-ċertifikazzjoni industrijali. MITA tiggarantixxi ambjent tax-xogħol sabiħ u professjonali fejn l-isforzi tal-impjegati jiġu rikonoxxuti. Barra mill-pakkett tajjeb ta' remunerazzjoni, dawn il-pożizzjonijiet joffru numru ta' perkaċċi intenzjonati biex jipprovdu esperjenza tax-xogħol pożittiva li jinkludu politiki favur il-familja intenzjonati biex jistabbilixxu l-bilanċ it-tajjeb bejn ix-xogħol u l-ħajja.

Il-kandidati magħżulin se jiġu impjegati fuq terminu ta' kuntratt indefinit.

Rekwiżiti għall-Eliġibbiltà:

Waħda milli ġejjin f'qasam tal-ICT:

i) Kwalifika f'Livell 5 tal-MQF jew ogħla; JEW

ii) Kwalifika f'qasam relatat fil-Livell 4 tal-MQF u sena (1) esperjenza f'qasam relatat; JEW

iii) Sentejn esperjenza f'qasam relatat.

Il-kandidati jistgħu jiġu offruti l-pożizzjoni bħala Livell Assoċjat – Livell tal-Karriera 2, jew il-Livell Standard – Livell tal-Karriera 3, skont il-livell ta' kompetenza.

Gradwati ġodda jistgħu jiġu offruti opportunità ta' impjieg suġġett għall-għoti ta' riżultati finali. Se jiġi pprovdut taħriġ.

CV dettaljata flimkien ma' ittra elettronika ta' akkumpanjament għandhom jintbagħtu sa mhux aktar tard mill-Ħamis, 9 ta' Novembru, 2023, lil (careers.mita@gov.mt).

It-3 ta' Novembru, 2023

MALTA INFORMATION TECHNOLOGY AGENCY

Technical Services Officer – ICT Services Management

Jobsplus Permit 225/2016

An ICT Opportunity to work in a State-of-the-Art-Data Centre

An opportunity has arisen for Technical Services Officers to provide first line technical support in a challenging and rewarding environment.

MITA welcomes candidates having knowledge in various ICT areas such as Local Area Networks, Operating Systems and Desktop Technology together with the ability to integrate with MITA's clients.

These positions provide an excellent fundamental basis for a solid career in ICT with MITA, including professional training in related Industry Certifications. MITA guarantees a professional and enjoyable work environment where employees' efforts are rewarded. Apart from a good remuneration package, these positions enjoy a number of perks intended to provide an enjoyable and positive work experience which include a set of family friendly policies intended to establish the right work-life balance.

Successful candidates will be employed on an indefinite term contract.

Eligibility Requirements:

One of the following in an ICT area:

i) A qualification at MQF Level 5 or higher; OR

ii) A qualification in a related area at MQF Level 4 and one (1) year experience in a related area; OR

iii) 2 years' experience in a related area.

Candidates may be offered the position as an Associate Level – Career Level 2, or the Standard Level – Career Level 3 depending, on competency level.

Fresh graduates may be offered an employment opportunity subject to the provision of final results. Training will be provided.

A detailed CV together with a covering email is to be submitted by not later than Thursday, 9th November, 2023, to (careers.mita@gov.mt).

3rd November, 2023

MALTA INFORMATION
TECHNOLOGY AGENCY

Technical Service Officer – Workstation Management and Change Management

Permess tal-Jobsplus 379/2017

MITA qed tfittex li timpjega persuni biex jaħdmu f'tim u jiffukaw fuq l-aħħar teknoloġiji tal-workstation u tal-ICT. Il-kandidati magħżula jkunu wkoll jirrelataw u jaħdmu ma' diversi partijiet interessati fi ħdan il-Gvern kollu ta' Malta, filwaqt li jipprovdu direzzjoni lill-oqsma tal-ewwel linja matul is-sitwazzjonijiet tagħhom ta' kuljum waqt li jkunu qed jamministraw iktar minn 20,000 workstation u aktar minn 700 network fil-Gvern kollu.

Min huwa interessat li:

Jaħdem f'tim dinamiku
Jitgħallem dwar teknoloġiji moderni u kurrenti
Jipprovdi sodisfazzjon lill-klijent u l-aspettativi tiegħu
Immotivat dwar l-awtomizzazzjoni

Min huwa tajjeb biex:

Imantni l-innovazzjoni
Jippjana u jikkordina
Jikkomunika b'mod fluwenti fil-kitba u jitkellem bl-Ingliż
Isolvi problemi tekniċi
Jaħdem b'superviżjoni minima
Jimmaniġja aspetti mhux tekniċi tas-servizzi

Benefiċċji:

Bilanċ bejn ix-xogħol u l-ħajja
Polza ta' assikurazzjoni tas-saħħa
Pjan ta' mobile voice u data estensiv
Arranġamenti ta' xogħol flessibbli u xogħol mid-dar
Benesseri tal-impjegat
Żvilupp tal-karriera
Premji relatati mal-performance

Ikun ukoll espost għal:

Post tax-xogħol fejn il-kollegi huma bħal familja u ħbieb

Taħriġ u monitoraġġ kontinwu
Bini ta' relazzjonijiet professjonali ma' utenti f'livell għoli tal-Gvern
Provvediment ta' valur permezz ta' proġetti ta' importanza nazzjonali u soċjali

MALTA INFORMATION
TECHNOLOGY AGENCY

Technical Service Officer – Workstation Management and Change Management

Jobsplus Permit 379/2017

MITA is looking for people with passion to join the Workstation Management and Change Management Teams MITA is seeking to employ individuals to work within a team, focussing on cutting-edge and latest workstation and ICT technologies. Chosen candidates will also be liaising and working with numerous stakeholders across all the Government of Malta, providing direction to first-line areas during their day-to-day issues administering over 20,000 workstations and more than 700 networks across the Government.

Those interested in:

Working in a dynamic team
Learning about cutting-edge and latest technologies
Flare for customer satisfaction and expectations
Motivated about automation

Those good at:

Maintaining innovation
Planning and coordinating
Communicating fluently both written and verbally in English.
Technical problem solving
Working with minimum supervision
Managing non-technical aspects of the service

Benefits:

Work-life balance
Health insurance
Extensive mobile voice and data plan
Flexible time work arrangements and remote working
Employee well-being
Career development
Performance-based rewards

Chosen candidates will also be exposed to:

A workplace where co-workers are like family and friends
Ongoing training and mentoring
Building business relationships with high-profile Government users
Provide value through projects of national and social importance.

Rekwiżiti ta' Eliġibbiltà

Il-kandidati magħżula għandhom ikunu fluwenti fil-Malti u fl-Ingliż u jiġu impjegati b'kuntratt indefinit. Il-kandidati eliġibbli għandu jkollhom waħda minn dawn il-kumbinazzjonijiet ta' kwalifiki u/jew esperjenza relatati mal-ICT.

Jew:

1. Kwalifika fl-ICT f'Livell 5 tal-MQF jew ogħla; JEW
2. Kwalifika fl-ICT f'Livell 4 tal-MQF u sena (1) esperjenza f'qasam tal-ICT; JEW
3. Sentejn (2) esperjenza f'qasam tal-ICT.

Studenti ġodda jistgħu jiġu offruti opportunità ta' xogħol suġġett li jippovdu r-riżultati finali.

Il-kandidati jistgħu jiġu offruti l-pożizzjoni fuq Livell ta' Associate – Livell ta' Karriera 2, jew Livell Standard – Livell ta' Karriera 3, jew Livell ta' Senior – Livell ta' Karriera 4; dan jiddependi mil-livell ta' kompetenza. Taħriġ ikun ipprovdut.

CV dettaljat flimkien ma' ittra elettronika ta' akkumpanjament għandhom jintbagħtu sa mhux aktar tard mis-Sibt, 11 ta' Novembru, 2023, lil (careers.mita@gov.mt)

It-3 ta' Novembru, 2023

Eligibility requirements

Successful candidates must be fluent in both Maltese and English will be employed on an indefinite term contract. Eligible candidates will hold either of the following combinations of qualifications and/or experience related to ICT.

Either:

1. An ICT related diplomaat MQF Level 5; OR
2. An ICT related diploma at MQF Level 4 together with one (1) year experience in an ICT related area; OR
3. Two (2) years' experience in an ICT related area.

Students may be offered an employment opportunity subject to the provision of final results.

Candidates may be offered the position as an Associate Level – Career Level 2; or the Standard Level – Career Level 3, or Senior Level – Career Level 4, depending on competency level. Training will be provided.

An updated CV together with a covering email are to be submitted by not later than Saturday, 11th November, 2023, to (careers.mita@gov.mt)

3rd November, 2023

DIPARTIMENT TAL-EŻAMIJIET

Eżami għall-Applikazzjoni għall-Awtorizzazzjoni għall-persuni li jagħmlu installazzjoni tal-Elettriku skont ir-Regolamenti dwar l-Installazzjonijiet Elettriċi (L.S. 545.24) – Frar, 2024

1. Id-Direttur tal-Eżamijiet u l-Bord tal-Eżamijiet Pubbliċi Lokali jgħarrfu li se jsiru eżamijiet tat-Teorija tal-Elettriku u tat-Teknoloġija tal-Installazzjoni Elettrika bejn it-Tnejn, 5 ta' Frar 2024 u l-Ħamis, 8 ta' Frar, 2024, sabiex l-applikanti li jgħaddu jkunu jistgħu japplikaw għand ir-Regolatur għas-Servizzi tal-Enerġija u l-Ilma (REWS) għall-ħruġ ta' Awtorizzazzjoni 'A' u 'B', kif stipulat fl-Att dwar ir-Regolatur għas-Servizzi tal-Enerġija u l-Ilma (Kap. 545) u r-Regolamenti dwar l-Installazzjonijiet Elettriċi (L.S.545.24).

2. Id-Direttur tal-Eżamijiet u l-Bord tal-Eżamijiet Pubbliċi Lokali jgħarrfu wkoll li l-Eżami Prattiku u l-Intervista marbutin mal-Awtorizzazzjoni għall-persuni li jagħmlu installazzjoni tal-elettriku 'A' u 'B' se jsiru bejn it-Tnejn, 8 ta'April, 2024 u s-Sibt, 20 ta'April, 2024.

DEPARTMENT OF EXAMINATIONS

Authorisation Examination for the Application of Authorisation of a Service Provider for Electrical Installations as per Electrical Installations Regulations (S.L.545.24) – February, 2024

1. The Director of Examinations and the Board of Local Public Examinations notify that the examinations for Electrical Theory and Electrical Installation Technology will be held between Monday, 5th February, 2024 and Thursday, 8th February, 2024, to enable successful candidates to apply for the issue of Authorisations 'A' and 'B' at the Regulator for Energy and Water Services (REWS) as stipulated in the Regulator for Energy and Water Services Act (Cap. 545) and Electrical Installations Regulations (S.L.545.24).

2. The Director of Examinations and the Board of Local Public Examinations also notify that the Practical /Interview Examination in connection with the Authorisation of a service provider for electrical installation 'A' and 'B' will be held between Monday, 8th April, 2024 and Saturday, 20th April, 2024

3. Kopja tas-sillabu tista' tinkiseb mis-sit elettroniku tad-Dipartiment tal-Eżamijiet (https://myexams.gov.mt/mt/local-licences-examinations/).

4. L-eżamijiet huma mqassma kif ġej:

(a) Eżami għall-Awtorizzazzjoni 'A' – Single Phase

Karta I (Eżami bil-miktub)

Ħin: Sagħtejn (2)
Marka: 100% (Mass.), Pass mark 50%

Karta II (Eżami bil-miktub)

Ħin: Tliet (3) sigħat
Marka: 100% (Mass.), Pass mark 50%

Eżami Prattiku u l-Intervista

Ħin: Siegħa (1)
Prattiku: Marka (Mass. 70%)
Intervista: Marka (Mass. 30%)
Marka globali: 100% (Mass.), Pass mark 50%

(b) Eżami għall-Awtorizzazzjoni 'B' – Three Phase

Karta I (Eżami bil-miktub)

Ħin: Sagħtejn (2)
Marka: 100% (Mass.), Pass mark 50%

Karta II (Eżami bil-miktub)

Ħin: Tliet (3) sigħat
Marka: 100% (Mass.), Pass mark 50%

Eżami Prattiku u l-Intervista

Ħin: Siegħa (1)
Prattiku: Marka (Mass. 70%)
Intervista: Marka (Mass. 30%)
Marka globali: 100% (Mass.), Pass mark 50%

5. Il-kandidati jridu jgħaddu miż-żewġ karti tal-kitba fl-istess sessjoni tal-eżamijiet sabiex ikunu eliġibbli għall-Eżami Prattiku u l-Intervista.

6. L-applikanti li għaddew miż-żewġ karti bil-miktub iżda m'għaddewx fl-Eżami Prattiku u l-Intervista m'għandhomx għalfejn jerġgħu jpoġġu għall-karti bil-miktub sakemm l-Eżami Prattiku u l-Intervista jsiru fi żmien li ma jaqbiżx is-sentejn mis-sessjoni tal-eżami bil-miktub.

7. Biex il-kandidati jkunu jistgħu japplikaw mar-REWS għall-Awtorizzazzjoni 'A' jew Awtorizzazzjoni 'B' iridu

3. A copy of the syllabus of the examination may be obtained from the website of the Department of Examinations (https://myexams.gov.mt/local-licences-examinations/).

4. The examination will be held as follows:

(a) Authorisation 'A' Examination – Single Phase

Paper I (Written)

Time allowed: Two (2) hours
Marks: 100% (Max.), Pass mark 50%

Paper II (Written)

Time allowed: Three (3) hours
Marks: 100% (Max.), Pass mark 50%

Practical Test and Interview

Time allowed: One (1) hour
Practical test: Mark (Max. 70%)
Interview: Mark (Max. 30%)
Global mark: 100% (Max.), Pass mark 50%

(b) Authorisation 'B' Examination – Three Phase

Paper I (Written)

Time allowed: Two (2) hours
Marks: 100% (Max.), Pass mark 50%

Paper II (Written)

Time allowed: Three (3) hours
Marks: 100% (Max.), Pass mark 50%

Practical Test and Interview

Time allowed: One (1) hour
Practical test: Mark (Max. 70%)
Interview: Mark (Max. 30%)
Global mark: 100% (Max.), Pass mark 50%

5. Candidates need to pass from both written papers of the same examination session to be eligible for the Practical/Interview test.

6. Candidates who passed in both written papers but did not pass in the Practical/Interview Test do not need to sit for the written papers again as long as the Practical/Interview Test is taken within a period not exceeding 2 years from the Written Test.

7. To be able to apply with REWS for Authorisation 'A' or for Authorisation 'B', candidates must obtain a pass mark

jkunu kisbu pass mark fiz-żewġ karti (Paper I u Paper II) kif ukoll kisbu pass mark fl-Eżami Prattiku u l-Intervista.

8. Il-kandidati jistgħu japplikaw online mis-sit (https://myexams.gov.mt/applications/) bejn it-Tnejn, 13 ta' Novembru, 2023 u l-Ġimgħa, 24 ta' Novembru, 2023.

9. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

10. Il-Bord tal-Eżamijiet Pubbliċi Lokali għandu s-setgħa li jittratta sommarjament ma' kull kandidat li, waqt li jkun qiegħed isir l-eżami, jinstab ħati ta' mġiba ħażina jew ta' xi ksur tal-istruzzjonijiet maħruġa biex jiġu ggwidati l-kandidati.

11. Il-Bord tal-Eżamijiet Pubbliċi Lokali jżomm id-dritt li jħassar l-eżami jekk tinstab xi irregolarità. Tħassir bħal dan jista' jkun dwar l-eżami kollu, ukoll jekk l-irregolarità li tinstab tkun dwar karta waħda biss jew stadju partikulari tal-eżami.

It-3 ta' Novembru, 2023

AWTORITÀ TAL-IPPJANAR

Aġġornament tal-Mappa Bażi 2018

L-Awtorità tal-Ippjanar tgħarraf li qiegħda twettaq aġġornament tal-mappa bażi. Għaldaqstant se jsir stħarriġ permezz ta' droni f'din il-lokalità kif indikat:

Ħal Qormi – mill-4 sat-30 ta' Novembru, 2023

Aktar tagħrif jista' jinkiseb permezz ta' ittra elettronika lil (geomatics@pa.org.mt).

It-3 ta' Novembru, 2023

FORZI ARMATI TA' MALTA

Estensjoni Pembroke Ranges – 7 ta' Novembru, 2023

Ngħarrfu illi nhar it-Tlieta, 7 ta' Novembru, 2023, il-programm ta' sparar attiv se jkun estiż sal-10.00 p.m. u LMD-6 se jkun attivat sal-ħinijiet imsemmija.

It-3 ta' Novembru, 2023

KUNSILL LOKALI IN-NAXXAR

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali n-Naxxar jgħarraf li nhar il-Ħadd, 12 ta' Novembru, 2023, mit-8.00 a.m. sas-2.00 p.m., Pjazza Vittorja se tkun maghluqa għat-traffiku, waqt li ż-żona ta'

in both Paper I and Paper II together with a pass mark in the Practical/Interview Test.

8. Applications will be available online between Monday, 13th November, 2023 and Friday, 24th November, 2023, on (https://myexams.gov.mt/applications/).

9. Late applications will not be considered.

10. The Board of Local Public Examinations has the power to deal summarily with any candidate who while the examination is in progress, is found to be guilty of any breach or misconduct, of the Instructions to Candidates included with the timetable.

11. The Board of Local Public Examinations reserves the right to annul the examination if any irregularity is detected at any stage of the examination. Such annulment may be in respect of the whole examination even if the detected irregularity is in respect of only one paper.

3rd November, 2023

PLANNING AUTHORITY

Update to the 2018 Basemap

The Planning Authority notifies the general public that it is undertaking an update to the 2018 Basemap. To this extent it will be carrying out surveys by means of drones in the following locality on the respective dates:

Ħal Qormi – from 4th till 30th November, 2023

Any queries should be sent by email to (geomatics@pa.org.mt).

3rd November, 2023

ARMED FORCES OF MALTA

Extension Pembroke Ranges – 7th November, 2023

It is notified that on Tuesday, 7th November, 2023, the live firing programme will be extended till 10.00 p.m. and LMD-6 has to be activated until said timings.

3rd November, 2023

NAXXAR LOCAL COUNCIL

Traffic and Parking Suspension

The Naxxar Local Council notifies that on Sunday, 12th November, 2023, from 8.00 a.m. till 2.00 p.m., Pjazza Vittorja will be closed for traffic, and the zone around the

madwar il-knisja parrokkjali u parti minn Triq Santa Luċija se jintużaw mill-Kunsill Lokali n-Naxxar, u b'hekk se jkunu meqjusa bħala żoni ta' rmonk.

It-3 ta' Novembru, 2023

parish church and part of Triq Santa Luċija will be used by the Naxxar Local Council and considered as towing zones.

3rd November, 2023

KUNSILL LOKALI SAN LAWRENZ

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali San Lawrenz jgħarraf illi nhar il-Ħadd, 3 ta' Dicembru, 2023, mill-10.00 a.m. sas-6.00 p.m., ħadd ma jista' jipparkja fi Pjazza San Lawrenz u Triq id-Duluri. Triq id-Duluri u l-parti ta' fuq ta' Triq Fungus Rock se jservu bhala triq 2-way.

It-3 ta' Novembru, 2023

SAN LAWRENZ LOCAL COUNCIL

Traffic and Parking Suspension

The San Lawrenz Local Council notifies that on Sunday, 3rd December, 2023, from 10.00 a.m. till 6.00 p.m., no parking is allowed in Pjazza San Lawrenz and Triq id-Duluri. Triq id-Duluri and the upper part of Triq Fungus Rock, will serve as a 2-way street during the activity that will be held in Pjazza San Lawrenz.

3rd November, 2023

KUNSILL LOKALI L-GĦARB

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali l-Għarb jgħarraf li:

Nhar it-Tnejn, 6 ta' Novembru, 2023, il-ġurnata kollha, ħadd ma jista' jipparkja fi Pjazzetta Isqof Nikol Cauchi u Pjazza Praga;

Nhar it-Tlieta, 7 ta' Novembru, 2023, ħadd ma jista' jipparkja l-ġurnata kollha minn Pjazza taż-Żjara tal-Madonna and Pjazza Gerano;

Minn nhar l-Erbgħa, 15 ta' Novembru, 2023 sal-Ġimgħa, 17 ta' Novembru, 2023, ħadd ma jista' jipparkja fi Triq il-Knisja mill-kantuniera ta' Triq il-Viżitazzjoni fid-direzzjoni ta' Pjazza taż-Żjara tal-Madonna, u Pjazza taż-Żjara tal-Madonna se jkunu magħluqa għat-traffiku;

Minn nhar is-Sibt, 11 ta' Diċembru, 2023 sal-Ħamis, 30 ta' Diċembru, 2023, Triq il-Knisja mill-kantuniera ta' Triq il-Viżitazzjoni fid-direzzjoni ta' Pjazza taż-Żjara tal-Madonna u Pjazza taż-Żjara tal-Madonna se jkunu magħluqa għat-traffiku kif imsemmi fl-iskeda ta' hawn taħt:

Btajjel Pubbliċi – mill-11.00 a.m. sas-7.00 p.m.,
Mit-Tnejn sal-Ġimgħa (ġranet normali – Mis-6.00 p.m. sal-10.00 p.m.,
Nhar is-Sibt – mill-11.00 a.m. sal-10.00 p.m.,
Nhar il-Ħadd – mill-11.00 a.m. sas-7.00 p.m.,
Nhar il-Ħadd, 24 ta' Diċembru – mill-10.00 a.m. sas-2.00 p.m.,
Nhar it-Tnejn, 25 ta' Diċembru – miftuħ għat-traffiku,
Nhar il-Ħadd, 31 ta' Diċembru – mill-10.00 a.m. sas-2.00 p.m.,
Nhar it-Tnejn, l-1 ta' Jannar – miftuħ għat-traffiku.

It-3 ta' Novembru, 2023

GĦARB LOCAL COUNCIL

Suspension of Traffic and Parking

The Għarb Local Council notifies that:

On Monday, 6th November, 2023, no parking is allowed all day through Pjazetta Isqof Nikol Cauchi and Pjazza Praga;

On Tuesday, 7th November, 2023, no parking is allowed all day through Pjazza taż-Żjara tal-Madonna and Pjazza Gerano;

From Wednesday, 15th November, 2023 till Friday, 17th November, 2023, no parking is allowed in Triq il-Knisja from corner with Triq il-Viżitazzjoni in the direction of Pjazza taż-Żjara tal-Madonna, and Pjazza taż-Żjara tal-Madonna will be closed for traffic;

From Saturday, 11th December, 2023 till Thursday, 30th December, 2023, Triq il-Knisja from corner of Triq il-Viżitazzjoni in the direction of Pjazza taż-Żjara tal-Madonna and Pjazza taż-Żjara tal-Madonna will be closed for traffic as mentioned in the below schedule:

Public holidays – From 11.00 a.m. till 7.00 p.m.,
From Monday to Friday (normal days – from 6.00 p.m. till 10.00 p.m.,
On Saturday – from 11.00 a.m. till 10.00 p.m.,
On Sunday – from 11.00 a.m. till 7.00 p.m.,
On Sunday, 24th December – from 10.00 a.m. till 2.00 p.m.,
On Monday, 25 ta' Diċembru – open for traffic,
On Sunday, 31st December – from 10.00 a.m. till 2.00 p.m.,
On Monday, 1st January – open for traffic.

3rd November, 2023

AWTORITÀ TAL-ARTIJIET

L-Uffiċjal Kap Eżekuttiv, Awtorità tal-Artijiet, jgħarraf li:

Offerti ssiġillati għall-avviżi li ġejjin għandhom jintefgħu fil-kaxxa tal-offerti tal-Awtorità tal-Artijiet, Berġa tal-Baviera, Il-Belt Valletta, sal-10.00 a.m. tal-Ħamis, 9 ta' Novembru, 2023, għal:

Avviż Nru. 57. Kiri ghall-perjodu ta' ħmistax-il (15) sena għal skopijiet kummerċjali ta' ħanut tale quale, bl-isem ta' 'Regent' f'Nru. 29, Triq Manuel Dimech, Tas-Sliema, kif muri bl-aħmar fuq il-pjanta P.D. 2019_0334. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €49,101 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' sittax-il elf u tliet mija u sebgħa u sittin ewro (€16,367) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 58. Bejgħ tale quale ta' Sit fi Triq San Leonardu, Ir-Rabat, Għawdex, kif muri bl-aħmar fuq il-pjanta P.D.2021_0067. Dan is-sit huwa suġġett għal servitujiet eżistenti favur il-ptoprjetà adjaċenti. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €13,376 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' mitejn u tmienja u sittin elf u tmien mija u tlieta ewro (€268,803) ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Dawn l-avviżi qegħdin jiġu ppubblikati bħala stedina għall-pubbliku sabiex jakkwista d-dokumenti tal-offerta online. L-offerenti għandhom jirreferu għall-kundizzjonijiet kollha tad-dokument tal-offerta u huma mitluba li jaqraw sew dawn id-dokumenti. L-offerti għandhom isiru biss fuq il-formola preskritta, li flimkien mal-kundizzjonijiet rilevanti u dokumenti oħra jistgħu jinkisbu billi tagħżel 'Buy Tender' fuq il-paġna ta' dawn l-offerti fis-sit (https://landsauthority.org.mt/services/tendering/). Il-ħlas ta' ħamsin ewro (€50) għandu jsir permezz tas-sistema online tas-sit tal-Awtorità tal-Artijiet.

It-3 ta' Novembru, 2023

LANDS AUTHORITY

The Chief Executive Officer, Lands Authority, notifies that:

Sealed tenders in respect of the following advertisements have to be deposited in the tender box at the Lands Authority, Auberge de Baviere, Valletta, by 10.00 a.m. on Thursday, 9th November, 2023, for:

Advt No. 57. Lease for a period of fifteen (15) years for commercial purposes of a shop tale quale, called 'Regent' at No. 29, Triq Manuel Dimech, Tas-Sliema, as shown edged in red on the plan P.D.2019_0334. Tenders are to be accompanied by a bid-bond for an amount of €49,101 as stipulated in the tender conditions. Offers below the amount of sixteen thousand and three hundred and sixty-seven euro (€16,367) per annum will not be considered.This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta.A fee of €50 will be charged for the tender documents.

Advt No. 58. Sale tale quale of a Site at Triq San Leonardu, Victoria, Gozo, as shown edged in red on the plan P.D. 2021_0067. This site is subject to existing servitudes in favour of the adjacent property. Tenders are to be accompanied by a bid-bond for an amount of €13,376 as stipulated in the tender conditions. Offers below the amount of two hundred and sixty-eight thousand and eight hundred and three euro (€268,803) will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

These adverts are being published as an invitation to the public to acquire tender documents online. The bidders are to refer to all the conditions of the tender document and are invited to carefully read these conditions. Tenders should be submitted only on the prescribed form, which together with the relevant conditions and other documents, may be obtained by clicking on 'Buy Tender' on the webpage where these tenders are available on (https://landsauthority.org.mt/services/tendering/). A fee of fifty euro (€50) must be paid through the online system of the Lands Authority website.

3rd November, 2023

DIPARTIMENT TAL-INFORMAZZJONI

Id-Dipartiment tal-Informazzjoni jgħarraf li offerti elettroniċi rigward dan l-avviż se jintlaqgħu sal-ġurnata u l-ħin indikati hawn taħt. L-offerti għandhom jintbagħtu *online* BISS fuq: (http://www.etenders.gov.mt).

Sad-9.30 a.m. (CET) tal-Ħamis, 9 ta' Novembru, 2023, għal:

Avviż. Nru. SPD07/2023/059. Framework contract ta' servizzi videografiċi biex ikopri attivitajiet tal-Gvern f'Għawdex għad-Dipartiment tal-Informazzjoni (DOI).

DEPARTMENT OF INFORMATION

The Department of Information notifies that an electronic tender in respect of the following notice will be received on the day and time indicated below. Tenders are to be submitted online ONLY on (http://www.etenders.gov.mt).

Up to 9.30 a.m. (CET) of Thursday, 9th November, 2020, for:

Advt. No. SP SPD07/2023/059. Framework contract of videographic services to cover Government activities in Gozo for the Department of Information (DOI).

Id-dokumenti tal-offerti jinkisbu biss mill-Electronic Public Procurement System (www.etenders.gov.mt). Ir-reġistrazzjoni hija meħtieġa sabiex ikun jista' jintuża s-sit elettroniku. Operaturi ekonomiċi Maltin għandu jkollhom l-eID tal-organizzazzjoni tagħhom sabiex ikunu jistgħu jidħlu f'dan is-sit elettroniku. Aktar tagħrif jinkiseb mis-sezzjoni tal-FAQ tal-istess sit.

Il-pubbliku jista' jattendi waqt il-ftuħ u l-iskedar tal-offerti fil-ħinijiet u d-dati msemmija hawn fuq.

It-3 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, 7 ta' Novembru, 2023.

ERU0111U23 – Medicinal
ERU0111U23A – Devices
ERU0111U23B – Devices
ERU0111U23C – Medicinal
ERU0111U23D – Medicinal
ERU0111U23E – Devices
ERU0111U23F – Devices
ERU0111U23G – Medicinal
ERU0111U23H – Devices
ERU0111U23I – Devices
ERU0111U23J – Medicinal
ERU0111U23K – Devices
ERU0111U23L – Medicinal

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejħa għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

It-3 ta' Novembru, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

B'referenza għall-offerta elettronika CFT 009-4338/23. Provvista, installazzjoni, ittestjar u kkummissjonar ta' heat pumps fiċ-Ċentri tas-Saħħa ta' Ħal Qormi, il-Furjana, il-Mosta u r-Rabat għal perjodu ta' erbgħa u għoxrin xahar ippubblikata fil-Gazzetta tal-Gvern tal-Ġimgħa, 27 ta' Ottubru, 2023, id-data tal-għeluq ġiet estiża għall-Ġimgħa, l-1 ta' Diċembru, 2023.

It-3 ta' Novembru, 2023

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.

3rd 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 Tuesday, 7th November, 2023.

ERU0111U23 – Medicinal
ERU0111U23A – Devices
ERU0111U23B – Devices
ERU0111U23C – Medicinal
ERU0111U23D – Medicinal
ERU0111U23E – Devices
ERU0111U23F – Devices
ERU0111U23G – Medicinal
ERU0111U23H – Devices
ERU0111U23I – Devices
ERU0111U23J – Medicinal
ERU0111U23K – Devices
ERU0111U23L – Medicinal

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.

3rd November, 2023

CENTRAL PROCUREMENT AND SUPPLIES UNIT

With reference to the electronic tender CFT 009-4338/23. Supply, installation, testing and commissioning of Heat Pumps for Ħal Qormi, Floriana, Mosta and Rabat Health Centres, for a period of twenty-four months, published in the Government Gazette of Friday, 27th October, 2023, the closing date will be extended till Friday, 1st December, 2023.

3rd November, 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, 24 ta' Novembru, 2023. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għal:

CFT 021-4363/23. Provvista ta' 'Chlorpromazine Hydrochloride 25mg tablets'

CFT 020-4364/23. Provvista ta' 'colour coded drug labels'

CFT 021-4365/23. Provvista ta' 'Acitretin 10mg capsules/tablets'

CFT 020-4366/23. Provvista ta' 'scleral patch graft'

CFT 009-4367/23. Provvista u konsenja ta' 'recessed LED panel lights square type u emergency battery backup for LED panels'

CFT 009-4368/23. Provvista ta' 'bedside cabinets' magħmulin minn materjali u bi proċessi li ma jagħmlux ħsara 'l-ambjent għal diversi swali fil-GGH

CFT 021-4369/23. Provvista ta' 'Chlorpromazine Hydrochloride 25mg tablets'

CFT 021-4370/23. Provvista ta' 'Sucralfate 1G/5Ml oral suspension'

CFT 021-4371/23. Provvista ta' 'Tirofiban infusion'

CFT 009-4372/23. Provvista u konsenja ta' 'non-dilating retinal cameras' b'impatt ambjentali ridott

CFT 020-4373/23. Provvista ta' 'silicone external catheters'

CFT 021-4374/23. Provvista ta' 'Fluorodeoxyglucose (Fludeoxyglucose) F-18 injection (FDG)'

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.

It-3 ta' Novembru, 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, 24th November, 2023. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 021-4363/23. Supply of Chlorpromazine Hydrochloride 25mg tablets

CFT 020-4364/23. Supply of colour coded drug labels

CFT 021-4365/23. Supply of Acitretin 10mg capsules/tablets

CFT 020-4366/23. Supply of scleral patch graft

CFT 009-4367/23. Supply and delivery of recessed LED panel lights square type and emergency battery backup for LED panels

CFT 009-4368/23. Supply of bedside cabinets produced with environmentally friendly materials and processes for various wards at GGH

CFT 021-4369/23. Supply of Chlorpromazine Hydrochloride 25mg tablets

CFT 021-4370/23. Supply of Sucralfate 1G/5Ml oral suspension

CFT 021-4371/23. Supply of Tirofiban infusion

CFT 009-4372/23. Supply and delivery of non-dilating retinal cameras with reduced environmental impact

CFT 020-4373/23. Supply of silicone external catheters

CFT 021-4374/23. Supply of Fluorodeoxyglucose (Fludeoxyglucose) F-18 injection (FDG)

This tender document is 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.

3rd November, 2023

KUNSILL LOKALI ĦAL QORMI

Il-Kunsill Lokali Ħal Qormi jgħarraf illi:

Avviżi għandhom jintlaqgħu permezz tal-ePPS mill-Kunsill Lokali Ħal Qormi sal-11.00 a.m. ta' nhar it-Tnejn, 4 ta' Diċembru, 2023, għal:

ĦAL QORMI LOCAL COUNCIL

The Ħal Qormi Local Council notifies that:

Tenders will be received at the Ħal Qormi Local Council through ePPS up to 11.00 a.m. on Monday, 4th December, 2023, for:

Avviż Nru. QLC/CMPG/16/95. Offerta ta' servizz għat-tindif u manutenzjoni ta' parks, ġonna u soft areas fil-lokalità ta' Ħal Qormi bl-użu ta' prodotti u prattiki li ma jagħmlux ħsara 'l-ambjent.

Id-dokumenti tal-avviżi 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 kwotazzjoni, anke l-aktar waħda vantaġġjuża.

It-3 ta' Novembru, 2023

KUNSILL LOKALI X-XEWKIJA

Il-Kunsill Lokali x-Xewkija jgħarraf illi:

Sal-11.00 a.m. ta' nhar il-Ġimgħa, 17 ta' Novembru, 2023, jintlaqgħu kwotazzjonijiet permezz tal-ePPS fil-Kunsill Lokali x-Xewkija għal:

Kwot. Nru. XLC/07/2023. Provvista u installazzjoni ta' perimeter fence.

Id-dokumenti tal-kwotazzjonijiet huma bla ħlas u jiġu miksuba, imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-etenders (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kwalunkwe offerta anke l-iktar waħda vantaġġjuża.

It-3 ta' Novembru, 2023

KUNSILL LOKALI L-QRENDI

Il-Kunsill Lokali l-Qrendi jgħarraf illi:

Sa nofsinhar tal-Ħamis, 30 ta' Novembru, 2023, jintlaqgħu offerti għal:

Avviż Nru. QLC 5/23. Finituri fil-Kunsill Lokali l-Qrendi.

Id-dokumenti tal-kwotazzjoni huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS mis-sit elettroniku (www.etenders.gov.mt).

Advt No. QLC/CMPG/16/95. Services tender for the cleaning and maintenance of parks, gardens and soft areas in the locality of Ħal Qormi using environmentally friendly products and practices.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the e-tenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any quotation, even the most advantageous.

3rd November, 2023

XEWKIJA LOCAL COUNCIL

The Xewkija Local Council notifies that:

Quotations through ePPS will be received by the Xewkija Local Council till Friday, 17th November, 2023, at 11.00 a.m.:

Quot No. XLC/07/2023. Supply and installation of a perimeter fence.

Quotation documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website on (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

3rd November, 2023

QRENDI LOCAL COUNCIL

The Qrendi Local Council notifies that:

Tenders will be received up to noon on Thursday, 30th November, 2023, for:

Advt No. QLC 5/23. Finishes at Qrendi Local Council.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website on (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fis-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

It-3 ta' Novembru, 2023

KUNSILL LOKALI L-GŻIRA

Il-Kunsill Lokali l-Gżira jgħarraf illi:

Sejħiet għall-offerti għandhom jintlaqgħu mill-Kunsill Lokali tal-Gżira permezz tal-ePPS sad-9.30 a.m. ta' nhar il-Ġimgħa, 17 ta' Novembru, 2023, għal:

Avviż Nru. GLC51-Xmas01/2023. Kiri u installazzjoni ta' tiżjin tal-Milied fi spazji pubbliċi indikati 2023.

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.

It-3 ta' Novembru, 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-Ħamis, 7 ta' Diċembru, 2023, għal:

Avviż Nru. GLC21-BR01/2023. Ġbir ta' skart goff u WEEE mil-lokalità tal-Gżira, b'użu ta' trasport b'emissjonijiet baxxi.

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.

It-3 ta' Novembru, 2023

Any clarifications or addenda to the tender document will be uploaded and available to view and downloaded from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

3rd November, 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 9.30 a.m. on Friday, 17th November, 2023, for:

Advt No. GLC51-Xmas01/2023. Rent and installation of Christmas decorations in indicated public spaces 2023.

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.

3rd November, 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 Thursday, 7th December, 2023, for:

Advt No. GLC21-BR01/2023. Collection of bulky refuse and WEEE from the locality of Gżira using low emission transport.

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.

3rd November, 2023

AVVIŻI TAL-QORTI – *COURT NOTICES*

2189

Ikun jaf kulħadd illi b'rikors ippreżentat fil-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja, fit-23 ta' Ottubru 2023 (Rikors numru 110/2023) minn Alexander Victor Buttigieg, intalbet l-apertura tas-suċċessjoni ta' Vittoria Attard, ġja xebba, bint il-mejtin Joseph Attard u Carmela Attard née Azzopardi, imwielda x-Xagħra, Għawdex, u mietet ir-Rabat, Għawdex, fl-14 ta' April, 2023, (KI 69642G), liema apertura ta' suċċessjoni għandha ssir a favur ta' Alexander Victor Buttigieg (KI 255483M) fi kwota ta' nofs (1/2) indiviż u favur oħt id-decuius Michelina Cordina (KI 1241G) fi kwota ta' nofs (1/2) indiviż, ġie ordnat il-ħruġ ta' dan il-bandu biex jiġi mgħarraf kull min jista' jkollu x'jaqsam fih.

It is hereby notified that by means of an application filed in the Court of Magistrates (Gozo) Voluntary Jurisdiction on the 23rd of October, 2023 (Application number 110/2023) by Alexander Victor Buttigieg, the opening of the succession was requested of Vittoria Attard, spinster, daughter of the late Joseph Attard u Carmela Attard née Azzopardi, born in Xagħra, Gozo, and died in Victoria, Gozo, on the 14th of April, 2023 (ID 69642G), which opening of succession should be made in favor of Alexander Victor Buttigieg (ID 255483M) in a quota of one one half (1/2) undivided share and in favor of the decuius's sister Michelina Cordina (ID 1241G) in a quota of one half (1/2) undivided share, the issue of these bands was ordered to let know everyone who may have an interest therein.

Għaldaqstant, kull min jidhirlu li għandu interess huwa b'dan imsejjaħ biex jidher quddiem il-Qorti fuq imsemmija sabiex b'nota jmur kontra dik it-talba fi żmien ħmistax-il ġurnata li jibda jgħaddi minn dak il-jum li fih jiġi mwaħħal il-bandu.

Therefore, anyone who might have an interest is hereby summoned to appear before the aforementioned Court in order to oppose that request by means of a note within fifteen days which start running from the day of the posting of the banns.

Mogħti mill-Qorti tal-Maġistrati (Għawdex) Ġuriżdizzjoni Volontarja bix-xhieda ta' Dott. Brigitte Sultana, Duttur tal-Liġi, Maġistrat tal-Qorti hawn fuq imsemmija.

Issued by the Court of Magistrates (Gozo), Voluntary Jurisdiction, with the testimony of Dr Brigitte Sultana, Doctor of Law, Magistrate of the aforementioned Court.

Reġistru tal-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja

Registry of the Court of Magistrates (Gozo), Voluntary Jurisdiction

Illum 30 ta' Ottubru, 2023

Today the 30th of October, 2023

DANIEL SACCO
Deputat Reġistratur, għar-Reġistratur, Qrati u Tribunali (Għawdex)

DANIEL SACCO
Deputy Registrar, for the Registrar, Courts and Tribunals (Gozo)

2190

Permezz ta' digriet mogħti fl-20 ta' Settembru, 2023, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Michelle Padovani vs Rosaria Iannace, Rikors numru 308/2023JM, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimata Rosaria Iannace a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

By means of a decree of the 20th September, 2023, of the Rent Regulation Board, in the records of the Application in the names Michelle Padovani vs Rosaria Iannace, Application number 308/2023JM, the following publication was ordered for the purpose of effecting service on the respondent Rosaria Iannace in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

Permezz ta' rikors fl-ismijiet Michelle Padovani (KI 0506688M) vs Rosaria Iannace (KI 0174557A) vs Rosaria Iannace (KI 0174557A) ippreżentat fil-Bord li Jirregola l-Kera, fit-30 ta' Mejju, 2023, ir-rikorrenti Michelle Padovani (KI 0506688M) talbet lil dan l-Onorabbli Bord, sabiex:

By means of an application in the names Michelle Padovani (ID 0506688M) vs Rosaria Iannace (ID 0174557A) filed before the Rent Regulation Board, on the 30th May, 2023, the applicant Michelle Padovani (ID 0506688M) requested this Honourable Board so that:

1. Jaqta' u jiddeċiedi l-kawża ai termini tal-Artikolu 16A tal-Kap. 69 tal-Liġijiet ta' Malta u ċjoè bid-dispensa tas-smigħ tal-kawża;

2. Jordna għar-raġunijiet fuq premessi lill-intimata sabiex tivvaka mill-fond 18, St John the Baptist Street, Tas-Sliema, u jipprefiġġi żmien qasir u perentorju li fih l-intimata għandha tiżgombra mill-istess fond, tneħħi dak kollhu li huwa ħwejjiġha u tagħti lura l-pussess battal u sħiħ tal-istess fond lir-rikorrenti, u għadaqstant jawtorizza lir-rikorrenti sabiex tieħu lura l-pussess ta' dan il-fond ai termini tal-Kap. 69 tal-Liġijiet ta' Malta.

Bl-ispejjeż kontra l-intimata li hija minn issa inġunta għas-subizzjoni.

Rikorrenti: Michelle Padovani, 60, Id-Dwejra, Triq ir-Russett, Il-Kappara

Intimata: Rosaria Iannace, 18, St John the Baptist Street, Tas-Sliema

Ir-rikors fl-ismijiet Michelle Padovan vs Rosaria Iannace, Rikors numru 308/2023JM, jinsab differit għat-8 ta' Novembru, 2023, fil-11.00 a.m.

Reġistru tal-Qrati Superjuri, illum 30 ta' Ottubru, 2023

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

1. Decide the cause in terms of Article 16A of Cap. 69 of the Laws of Malta and that is without proceeding to trial;

2. Order for the reasons above premised the respondent to vacate from the premises 18, St John the Baptist Street, Tas-Sliema, and impose a short and peremptory period within which the respondent is to vacate from the same premises, remove all that is her belongings and return the vacant and full possession of the same premises to the applicant, and thus authorise the applicant to take back possession of this premises in terms of Cap. 69 of the Laws of Malta.

With costs against the respondent who is from now summoned so that a reference to her oath be made.

Applicant: Michelle Padovani, 60, Id-Dwejra, Triq ir-Russett, Kappara

Respondent: Rosaria Iannace, 18, St John the Baptist Street, Tas-Sliema

The application in the names Michelle Padovani vs Rosaria Iannace, Application number 308/2023JM, has been postponed for hearing to the 8th November, 2023, at 11.00 a.m.

Registry of the Superior Courts, today 30th October, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

2191

B'digriet mogħti mill-Qorti tal-Appell (Sede Inferjuri) fil-6 ta' Ottubru, 2023, fl-atti Rikors tal-Appell numru 121/2022 fl-ismijiet Anthony Jimrivis Lawrence vs Identity Malta Agency ordnat is-segwenti pubblikazzjoni fil-konfront ta' Anthony Jimrivis Lawrence a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12 tal-Liġijiet ta' Malta.

Permezz ta' Rikors tal-Appell numru 121/2022 fl-ismijiet Anthony Jimrivis Lawrence vs Identity Malta Agency, l-Aġenzija appellanti appellat mid-deċiżjoni tat-23 ta' Settembru, 2022, moghtija mill-Bord tal-Appelli dwar l-Immigrazzjoni (IAB/SP/6821/2022) fl-ismijiet premessi.

Illi l-aggravji tal-appellanti Identity Malta Agency huma ċari u manifesti u jikkonsistu fis-segwenti: il-Bord għamel apprezzament żbaljat tal-liġi senjatament ir-Regolament 8(1)(ċ) tal-L.S. 217.17 u l-Bord iddeċieda ħażin fuq suppożizzjonijiet tiegħu u mhux fuq provi in atti.

By means of a decree delivered by the Court of Appeal (Inferior jurisdiction) on the 6th October, 2023, in the records Appeal Application number 121/2022 in the names Anthony Jimrivis Lawrence vs Identity Malta Agency the court ordered the following publication in regard to Anthony Jimrivis Lawrence in terms of Article 187(3) et sequitur of Cap. 12 of the Laws of Malta.

By means of Appeal Application number 121/2022 in the names Anthony Jimrivis Lawrence vs Identity Malta Agency, the appellant Agency appealed against the decision of the 23rd September, 2022, delivered by the Immigration Appeals Board (IAB/SP/6821/2022) in the premised names.

Whereas the grievances of the appellant Identity Malta Agency are clear and manifest and consist in the following: the Board made a wrong appreciation of the law, namely Regulation 8 (1) of the L.S. 217.17 and the Board wrongly decided on its assumptions and not on evidence contained in the records of the proceedings.

Għaldaqstant, l-esponenti filwaqt li tagħmel referenza għall-provi prodotti u filwaqt li tirriżerva li tipproduċi dawk il-provi li tippremettilha l-liġi, titlob bir-rispett illi din l-Onorabbli Qorti jogħġobha tħassar u tirrevoka d-deċiżjoni appellata tal-Bord tal-Appelli dwar Immigrazzjoni tat-23 ta' Settembru, 2022, fl-ismijiet premessi a tikkonferma d-deċiżjoni tal-Aġenzija Identity Malta, bl-ispejjeż taż-żewġ istanzi kontra l-appellat.

Ir-Rikors tal-Appell numru 121/2022 fl-ismijiet Anthony Jimrivis Lawrence vs Identity Malta Agency jinsab ddiferit għat-8 ta' Novembru, 2023, fl-10.00 am

Notifika: Anthony Jimrivis Lawrence, Garcia, Flat 7, Triq Garcia De Toledo, San Pawl il-Baħar

Reġistru tal-Qorti tal-Appell, illum 30 ta' Ottubru, 2023

DR FRANCO BONDIN, LLD, M. JUR.
Għar-Reġistratur, Qrati Ċivili u Tribunali

Whereas the exponent, whilst referring to the evidence produced and whilst reserving to produce the evidence permitted by Law, respectfully requests that this Honourable Court annuls and revokes the appealed decision given by the Immigration Appeals Board on the 23rd September, 2022, in the names premised and confirms the decision of Identity Malta Agency, with costs of both instances against the respondent.

The application of Appeal number 121/2022 in the names Anthony Jimrivis Lawrence vs Identity Malta Agency has been deferred for hearing to the 8th November, 202, at 10.00 a.m.

Notification: Anthony Jimrivis Lawrence, Garcia, Flat 7, Triq Garcia de Toledo, St Paul's Bay

Registry of the Court of Appeal (Inferior Jurisdiction), this day 30th October, 2023

DR FRANCO BONDIN, LLD, M. JUR.
for Registrar of Civil Courts and Tribunals

2192

ARB/C038/2021 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fit-18 ta' Ottubru, 2023, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Donatella Frendo Dimech, LLD). Kumpilazzjoni Numru 346/2021, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

CHARMAINE ZAMMIT;

RYAN FARRUGIA, ta' 28 sena, iben Stephen u Shirley-Maria xebba Grech, imwieled Tal-Pietà, Malta, fl-14 ta' Mejju, 1995, residenti ġewwa 18, Shir Steph, Triq Nikol Baldacchino, Ħal Qormi u detentur ta' karta tal-identità Maltija bin-numru 212295M.

U

SHIANNE ZAMMIT;

Il-Qorti AWTORIZZAT lill-imputat RYAN FARRUGIA sabiex iħallas il-polza tal-assigurazzjoni tal-vettura u l-liċenzja tat-triq relattiva tal-vettura msemmija fid-digriet tal-Qorti datat 18 ta' Ottubru, 2023. Dawn il-pagamenti għandhom isiru mill-kont tal-bank intestat f'isem l-imputat li jispiċċa -1481 u li huwa miżmum mal-Bank of Valletta plc.

ARB/C038/2021 – VARIATION OF A SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 18th October, 2023, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Donatella Frendo Dimech, LLD). Compilation Number 346/2021, in the case:

The Republic of Malta

Versus

CHARMAINE ZAMMIT;

RYAN FARRUGIA, 28 years, son of Stephen and Shirley-Maria née Grech, born in Tal-Pietà, Malta, on the 14th May, 1995, residing at 18, Shir Steph, Triq Nikol Baldacchino, Ħal Qormi and holder of Maltese identity card bearing number 212295M.

AND

SHIANNE ZAMMIT;

The Court AUTHORIZED the accused RYAN FARRUGIA to pay the motor vehicle insurance policy and the relative road license fee of the vehicle listed in the Court decree dated 18th October, 2023. These payments must be carried out from the bank account listed in the name of the accused ending in -1481 and held with Bank of Valletta plc.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 36 (4) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta u tal-Artikolu 5 (3) tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta, wara digriet ta' ordni ta' qbid u ffriżar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Natasha Galea Sciberras, LLD), fil-11 ta' Ġunju, 2021, li ġiet ippubblikata fil-Gazzetta tal-Gvern fit-22 ta' Ġunju, 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' Charmaine Zammit, RYAN FARRUGIA, u Shianne Zammit.

Illum 31 ta' Ottubru, 2023

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

This variation is being published in terms of Article 36 (4) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta and Article 5 (3) of the Prevention of Money Laundering Act, Cap. 373 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 Natasha Galea Sciberras, LLD) on the 11th June, 2021, which was published in the Government Gazette on the 22nd June, 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 Charmaine Zammit, RYAN FARRUGIA, and Shianne Zammit.

Today 31st October, 2023

MR ANTON SEVASTA
Director, Asset Recovery Bureau

2193

Permezz ta' digriet mogħti mill-Qorti Minorenni fit-23 ta' Ottubru, 2023, fl-atti tar-rikors numru 153/2022AC, fl-ismijiet Direttorat għall-Ħarsien tat-Tfal fi ħdan il-fondazzjoni għas-Servizzi tal-Ħarsien Soċjali et vs Manuela Bonnici et ordnat is-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Charlot Cumbo a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12.

Permezz ta' rikors fl-ismijiet Direttorat għall-Ħarsien tat-Tfal fi ħdan il-Fondazzjoni għas-Servizzi tal-Ħarsien Soċjali u d-Direttorat Kura Alternattiva (Tfal u Żagħżagħ) għal kull interess li jista' jkollu vs Manuela Bonnici u Charlot Cumbo (KI 149187M) ippreżentat fil-Qorti Minorenni, fis-17 ta' Awwissu, 2023, ir-rikorrenti Direttorat għall-Ħarsien tat-Tfal u d-Direttorat Kura Alternativa (Tfal u Żagħżagħ) talbu lil din l-Onorabbli Qorti sabiex:

1. Tawtoriza lill-ħaddiema soċjali fi ħdan id-Direttorat għall-Ħarsien tat-Tfal u/jew id-Direttorat għall-Kura Alternattiva (Tfal u Żgħażagħ) tapplika u tagħmel dak kollu neċessarju mad-dipartimenti rispetivi inkluż dak tal-Ministeru għall-Affarijiet Barranin jekk ikun il-każ għall-applikazzjoni u/jew tiġdid tal-passaport tal-minuri … omissis … mingħajr awtorizzazzjoni u jew firma ta' Manuela Bonnici u Charlot Cumbo;

2. Tawtorizza lil foster parents flimkien mal-minuri … omissis … isiefru lejn l-Italja bejn it-23 ta' Diċembru, 2023 sas-27 ta' Diċembru, 2023, b'dan illi l-passaport tal-minuri biss jiġi ristrett għal tali vjaġġ.

Salv kull provvediment ieħor li din l-Onorabbli Qorti jogħġobha timponi fiċ-ċirkustanzi.

Esponenti: 220, Triq il-Kanun, Santa Venera

By means of a decree of the 23rd October, 2023, handed down by the Juvenile Court in the records of the application number 153/2022AC in the names Directorate for Child Protection within the Foundation of Social Welfare Services et vs Manuela Bonnici et, the following publication was ordered for the purpose of effecting service on the respondent Charlot Cumbo in terms of Article 187(3) et sequitur of Cap. 12.

By means of an application in the names Directorate for Child Protection within the Foundation of Social Welfare Services and Directorate for Alternative Care (Children and Youths) for any interest it may have vs Manuela Bonnici and Charlot Cumbo (ID149187M) filed in the Juvenile Court, on the 17th August, 2023, the applicant Directorate for Child Protection and the Directorate for Alternative Care (Children and Youths) requested this Honourable Court so that it:

1. Authorises the social workers within the Directorate for Child Protection and/or the Directorate for Alternative Care (Children and Youths) to apply and do whatever is necessary with the respective departments including that of the Ministry of Foreign Affairs if applicable for the application and/or renewal of the minor's passport … omissis … without authorisation and/or signatures of Manuela Bonnici and Charlot Cumbo;

2. Authorise foster parents together with the minor … omissis … to travel to Italy between the 23rd December, 2023 till the 27th December, 2023, provided that only the passport of the minor is restricted to such travel.

Save for those directions that this Honourable Court may impose in the circumstances.

Applicant: 220, Triq il-Kanun, Santa Venera

Notifika: Charlot Cumbo, 17, Antcat, Triq Louis Schickluna, Il-Fgura

Fil-Qorti tal-Minorenni

Magistrat: Dott. Abigail Critien, BA, Trib. Eccl. Melit., LLM (Family Law) (Lond), LLD

Il-Qorti,

Rat ir-rikors tad-Direttorat għall-Ħarsien tat-Tfal u tad-Direttorat Kura Alternattiva (Tfal u Żagħżagħ) fi ħdan il-Fondazzjoni għas-Servizzi tal-Ħarsien Soċjali datat 17 ta' Awwissu, 2023;

Tordna n-notifika tal-istess rikors lil Dott. Martha Mifsud bħala kuratur tal-intimata Manuela Bonnici, l-Avukat tat-Tfal Dott. Stephanie Galea u Charlot Cumbo b'jumejn żmien għar-risposta.

Illum 12 ta' Settembru, 2023

Il-kawża fl-ismijiet Direttorat għall-Ħarsien tat-Tfal fi ħdan il-Fondazzjoni għas-Servizzi tal-Ħarsien Soċjali et vs Manuela Bonnici (Rikors numru 153/2022AC) tinsab differita għall-10 ta' Novembru, 2023, fid-9.30 a.m.

Reġistru tal-Qrati tal-Maġistrati (Malta), illum 31 ta' Ottubru, 2023

ALEXANDRA DEBATTISTA
Għar-Reġistratur tal-Qrati Ċivili u Tribunali

Notification: Charlot Cumbo, 17, Antcat, Triq Louis Schickluna, Fgura

In the Juvenile Court

Magistrate: Dr Abigail Critien, BA, Trib. Eccl., Melit., LLM (Family Law) (London), LLD

The Court,

Saw the application of the Direcotorate for Child Protection and the Directorate for Alternative Care (Children and Youths) within the Foundation of Social Welfare Services of the 17th August, 2023;

Order the notification of the same application to Dr Martha Mifsud as curator of Manuela Bonnic, Children Advocate Dr Stephanie Galea and Charlot Cumbo with 2 days for a reply.

Today 12th September, 2023

The application in the names Dirctorate for Child Protection within the Foundation of Social Welfare Services et vs Manuela Bonnici et (Application number 153/2022AC) has been postoned for hearing to the 10th November, 2023, at 9.30 a.m.

Registry of the Court of Magistrates (Malta), today 31st October, 2023

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

2194

Ikun jaf kulħadd illi b'digriet mogħti mill-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja, fit-tmintax (18) ta' Ottubru, 2023 (Digriet numru 120/2023BS, wara Rikors numru 100/2023BS) ġiet ikkonfermata interdetta mill-atti kollha tal-ħajja ċivili Theresa Caruana, xebba, bint il-mejtin Joseph Caruana u Carmela née Attard, imwielda l-Għasri, Għawdex, u residenti l-Għasri, Għawdex (karta ta' identità numru 19343G).

Mary Caruana, pensjonanta, xebba, bint il-mejtin Joseph Caruana u Carmela née Attard, imwielda l-Għasri, Għawdex, u residenti l-Għasri, Għawdex, detentriċi tal-karta tal-identità numru 102147G, ġiet bl-istess digriet nominata kuratriċi tagħha.

Reġistru tal-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja

Illum 31 ta' Ottubru, 2023

IT is hereby notified that in virtue of a decree given by the Court of Magistrates (Gozo) in its Voluntary Jurisdiction on the eighteen (18th) of October of the year, 2023 (Decree number 120/2023BS following Application number 100/2023(BS) Theresa Caruana, spinster, daughter of the late Joseph Caruana and Carmela née Attard, born in Għasri, Gozo, and resides in Għasri, Gozo, holder of identity card number 19343G, has been confirmed interdicted from all acts of civil life.

Mary Caruana, pensioner, spinster, daughter of the late Joseph Caruana and Carmela née Attard, born in Għasri, Gozo and resides in Għasri Gozo, holder of identity card number 102147G, has been nominated as her curator by virtue of the said decree.

Registry of the Court of Magistrates (Gozo), Voluntary Jurisdiction

This 31st of October, 2023

DANIEL SACCO
Għar-Reġistratur, Qrati u Tribunali (Għawdex)

DANIEL SACCO
For the Registrar, Gozo Courts and Tribunals

2195

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, Sede Kostituzzjonali, fil-11 ta' Ottubru, 2023, fl-atti tar-Rikors Kostituzzjonali numru 364/2023RGM, li ġie ppreżentat fit-12 ta' Lulju, 2023, fl-ismijiet: Scicluna Michelina vs l-Avukat tal-Istat et, ġiet ordnata s-segwenti pubblikazzjoni a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lill-intimati iħallsu l-istess kumpens u danni likwidati. Bl-ispejjeż kollha u bl-imgħax legali kontra l-intimati, inġunti għas-subizzjoni.

By decree issued by the Civil Court, First Hall, Constitutional Jurisdiction, on the 11th October, 2023, in the acts of Constitutional Application number 364/2023RGM, which was presented on the 12th July, 2023, in the names: Scicluna Michelina vs The State Advocate et, the following publication was ordered pursuant to Article 187(3) et sequitur of Cap. 12, to serve as a notification against the respondent. The applicant asked this Honorable Court to, among others: Condemn the respondents to pay the same compensation and liquidated damages. With all costs and legal interest against the respondents, who are now summoned so that a reference to their evidence be made.

Ir-Rikors Kostituzzjonali fl-ismijiet imsemmija hawn fuq huwa differit għas-7 ta' Diċembru, 2023, fid-9.30 a.m.

The Constitutional Application in the names mentioned above is postponed to 7th December, 2023, at 9.30 a.m.

Notifika Intimat: Sant Thomas. 89, Triq is-Sorijiet, Ħal Tarxien

Notification Respondent: Sant Thomas. 89, Triq is-Sorijiet, Ħal Tarxien

Reġistru tal-Qrati Superjuri, illum 17 ta' Ottubru, 2023

Register of the Superior Courts, today 17th October, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

2196

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fil-25 ta' Settembru 2023, fl-atti tal-Mandat ta' Inibizzjoni numru 1766/2023/1JD2, li ġie ppreżentat fit-12 ta' Settembru, 2023, fl-ismijiet: Zarb Luciano vs Mercieca Alexander sive Alex, 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: Tordna l-ħruġ ta' dan il-Mandat ta' Inibizzjoni kontra l-intimat.

By decree issued by the Civil Court, First Hall, on the 25th September, 2023, in the acts of the Warrant of Prohibitory Injuction number 1766/2023/1JD2, which was presented on the 12th September, 2023, in the names: Zarb Luciano vs Mercieca Alexander sive Alex, the following publication was ordered pursuant to Article 187(3) et sequitur of Cap. 12, to serve as a notification against the respondent. The applicant asked this Honorable Court to, among others: Order the issuance of this Warrant of Prohibitory Injuction against the respondent.

Il-Mandat ta' Inibizzjoni fl-ismijiet imsemmija hawn fuq huwa differit għas-7 ta' Diċembru, 2023, fil-11.45 a.m.

The Warrant of Prohibitory Injuction in the names mentioned above is postponed to 7th December, 2023, at 11.45 a.m.

Notifika: Mercieca Alex, 4, Anil, Triq il-Ħawt, Is-Swieqi

Notification: Mercieca Alex. 4, Anil, Triq il-Ħawt, Swieqi.

Reġistru tal-Qrati Superjuri, illum 30 ta' Ottubru, 2023

Register of the Superior Courts, today 30th October 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

2197

B'digriet tas-27 ta' Ottubru, 2023, mogħti mill-Qorti Ċivili Prim'Awla, Din il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifika skont l-Artikolu 338 (1) tal-Kodiċi tal-Proċedura u Ċivili (Kap.12)

Illi b'Rikors u Ċedola ta' Kompensazzjoni kontestwalment preżentati minn Michael Debono Limited (C10002) fis-26 ta' Ottubr, 2023, qed tintalab tpaċija tal-ammont ta' €13,000 prezz minnhom offert fil-bejgħ bl-irkant 11/2022 fl-ismijiet Michael Debono Limited (C10002) vs Ahmed Mohamed (KI 012673A) miżmum taħt l-awtorità ta' din il-Qorti fil-25 ta' Ottubru, 2023.

Skont Artiklu 338 (2) tal-Kapitlu 12: Kull min jista' jkollu interess u l-persuni hekk notifikati għandhom żmien għoxrin ġurnata biex jippreżentaw tweġiba li fiha jiddikjaraw bid-dettall ir-raġunijiet għall-oppożizzjoni tagħhom u s-somom kontestati; u meta dik l-oppożizzjoni tkun imsejħa fuq talba li tolqot ir-rikavat tal-bejgħ u allegata kawża ta' preferenza, huma għandhom jiddikjaraw l-ammont ta' dik it-talba u l-bażi għal dik il-preferenza. Dawn il-persuni għandhom flimkien mar-risposta jippreżentaw kull prova rilevanti sabiex jissostanzjaw l-opożizzjoni tagħhom.

Reġistru tal-Qorti Superjuri, illum it-Tlieta, 31 ta' Ottubru, 2023

MARVIC FARRUGIA
Għar- Reġistratur, Qrati Ċivili u Tribunali

By a Decree of the 27th October, 2023, given by the First Hall Civil Court, the Court ordered that the extract hereunder mentioned be published for the purpose of service according the Article 338 (1) of the Code of Organisation and Civil Procedure (Cap. 12).

That by application and a Schedule of set-off filed contemporaneously by Michael Debono Limited (C10002) on the 26th October, 2023, the approval of the said judicial acts is being demanded for the amount of €13,000 following judicial sale by auction 11/2022 in the names Michael Debono Limited (C10002) vs Ahmed Mohamed (ID 0120673A) held under the authority of the said Court on the 25th October 2023.

According to Article 338 (2) of Cap. 12: Any person who may have an interest and the persons so served shall be allowed the time of twenty days to file an answer stating in detail the reasons for their opposition and the amounts in contestation; and where such opposition is based on a claim against the proceeds of sale an alleged cause of preference, they are to state the amount of such claim and the basis for the preference. Such persons shall with the answer file all relevant evidence to substantiate their opposition.

Registry of the Superior Courts this Tuesday, 31st October, 2023

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

2198

B'digriet tad-9 ta' Mejju, 2023, mogħti mill-Qorti tal-Maġistrati (Malta), din il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifika skont l-Artikolu 187(3) tal-Kodiċi tal-Proċedura u Organizzazzjoni Ċivili (Kap.12).

Illi b'rikors ippreżentat minn Condominium Services Limited (C39139) fit-13 ta' Jannar, 2023, qed jintalab l-iżbank fl-ammont ta' seba' mija u disgha u hamsin ewro u erbgħa u ghoxrin ċentezmu (€759.24) depożitati b'ċedola ta' depożitu numru 3988/2022 u ħames mija u tlieta u tmenin ewro u sitta u erbgħin ċenteżmu (€583.46) depożitati b'ċedola ta' depożitu numru 4114/2022 fl-ismijiet:

Condominium Services Limited (C39139) vs Carmel Gauci (KI 298470M).

Il-Qorti ordnat in-notifika tiegħu lill-intimat bi żmien jumejn (2) għar-risposta.

By a decree of the 9th of May, 2023, given by the Courts of Magistrates (Malta), 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).

That by the application filed by Condominium Services Limited (C39139) on the 13th of January, 2023, is asking for the withdrawal of the amount of seven hundred and fifty nine euro and twenty four cents (€759.24) deposited by the Schedule of Deposit number 3988/2022 and five hundred and eighty three euro and forty six cents (€583.46) deposited by the Schedule of Deposit number 4114/2022 in the names of:

Condominium Services Limited (C39139) vs Carmel Gauci (ID 298470M).

The Court ordered the notification to the respondent with two days (2) to file a reply.

Reġistru tal-Qorti Maġistrati (Malta), illum, l-Erbgha, l-1 ta' Novembru, 2023

GAETANA AQUILINA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Registry of the Courts of Magistrates (Malta), today Wednesday, the 1st of November, 2023

GAETANA AQUILINA
For Registrar of Courts and Civil Tribunals

2199

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fit-22 ta' Settembru 2023, fl-atti tar-Rikors Ġuramentat numru 954/2021GM, li ġie ppreżentat fit-2 ta' Settembru, 2023, fl-ismijiet: Direttur Ġenerali Dwana vs Uniq Group Ltd, 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: Tordna li dan ir-rikors u d-dokumenti mmarkati Dok.'A' sa 'W' ikunu notifikati lis-soċjetà intimata.

Notifika Intimat: Uniq Group Ltd, 120, The Strand, Il-Gżira GZR 1027

Reġistru tal-Qrati Superjuri, illum 18 ta' Ottubru, 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 22nd September 2023, in the acts of Sworn Application number 954/2021GM, which was presented on the 2nd September, 2023, in the names: Director General of Customs vs Uniq Group Ltd, the following publication was ordered pursuant to Article 187(3) et sequitur of Cap. 12, to serve as a notification against the respondent. The applicant asked this Honorable Court to, among others: Order that this application and the documents marked Doc. 'A' to 'W' be served to the respondent society.

Notification Respondent: Uniq Group Ltd, 120, The Strand, Gżira GZR 1027

Registry of the Superior Courts, today 18h October, 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

2200

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fit-12 ta' Diċembru, 2022, fl-atti tar-Rikors Ġuramentat numru 1175/2021CFS, li ġie ppreżentat fil-31 ta' Ottubru, 2022, fl-ismijiet: HR Sourcing Ltd vs Patience Developments Ltd et, ġiet ordnata s-segwenti pubblikazzjoni a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tordna li jitwaqqfu l-proċedimenti quddiemha fl-ismijiet premessi, filwaqt li tagħti kwalunkwe provvediment ieħor li jidhrilha xieraq u opportun.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-14 ta' Diċembru, 2023, f'12.00 p.m.

Notifika Intimat: Premium Projects Ltd u I.H.P. Ltd, 56, Triq Sant'Agata, Tas-Sliema

Reġistru tal-Qrati Superjuri, illum 30 ta' Ottubru 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 12th December, 2022, in the acts of the Sworn Application number1175/2021CFS, which was presented on the 31st October, 2022, in the names: HR Sourcing Ltd vs Patience Developments Ltd et, the following publication was ordered pursuant to Article 187(3) et sequitur of Cap. 12, to serve as a notification against the respondent. The applicant asked this Honorable Court to, among others: Order to discontinue the proceedings in the mentioned names, while giving any other provision it deems appropriate.

The Sworn Application in the names mentioned above is postponed to 14th December, 2023, at 12.00 p.m.

Notification Respondent: Premium Projects Ltd and I.H.P. Ltd, 56, Triq Sant'Agata, Tas-Sliema

Register of the Superior Courts, today 30th October 2023

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

2201

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tat-28 ta' Ottubru, 2023, u dan wara Rikors b'numru 766/2023, ordnat:

Lid-Direttur tar-Reġistru Pubbliku għal Għawdex li jagħmel l-annotazzjoni jew korrezzjoni neċessarja fl-Att tal-Mewt numru 109/1935, billi fil-kolonna intestata 'jekk hux miżżewweġ/miżżewġa jew le, armel jew armla', il-kelma 'bachelor' titħassar u tiġi sostitwita bil-kelma 'husband of Marianna Galea née Attard'.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum l-Erbgħa, l-1 ta' Novembru, 2023

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

It ishereby 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 766/2023, ordered:

To the Director of the Public Registry for Gozo to make the necessary annotation or correction in the Act of Death bearing number 109/1935, because in the column headed 'whether married or not, widower or widower', the word 'bachelor' is deleted and replaced by the word 'husband of Marianna Galea née Attard'.

Court of Revision of Notarial Acts

Today Wednesday, 1st November, 2023

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

2202

ARB/C048/2023 – ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fil-25 ta' Ottubru, 2023 mill-Qorti tal-Maġistrati (Għawdex) bħala Qorti Struttorja (il-Maġistrat Dott. Brigitte Sultana, LLD). Kumpilazzjoni Numru 39/2023, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

MARIO CAMILLERI, supervisor, ta' 26 sena, iben Angelo Camilleri u Rita Camilleri xebba Xuereb, imwieled ir-Rabat, Għawdex fl-20 ta' Mejju, 1997, u residenti ġewwa 10, Triq Binġemma, In-Nadur, Għawdex, u detentur ta' karta tal-identità Maltija bin-numru 16097G.

ORDNAT iż-żamma u s-sekwestru f'idejn partijiet terzi b'mod ġenerali l-flus u kull proprjetà mobbli oħra dovuta jew li tappartjeni jew li hija ta' MARIO CAMILLERI u tipprojbixxi lill-imputat milli jittrasferixxi, jagħti b'rahan, iwiegħed, jipoteka jew jibdel jew xort'oħra jiddisponi minn kwalunkwe proprjetà immobbli jew mobbli li tkun proprjetà ta' jew inkella miżmuma minnu, u dan ai termini tal-Artikolu 5 tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta kif reż applikabbli bl-Artikolu 23A(2) tal-Kodiċi Kriminali, Kap. 9 tal-Liġijiet ta' Malta u tal-Artikolu 36 tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta.

Il-Qorti AWTORIZZAT lill-imputat li jirċievi l-ammont ta' tlettax-il elf disa' mija u sitta u sebgħin ewro u erbgħa u għoxrin ċenteżmu (€13,976.24) fis-sena (jew sitt mitt ewro

ARB/C048/2023 – SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 25th October, 2023 given by the Court of Magistrates (Gozo) as a Court of Criminal Inquiry (Magistrate Dr Brigitte Sultana, LLD). Compilation Number 39/2023, in the case:

The Republic of Malta

Versus

MARIO CAMILLERI, supervisor, 26 years, son of Angelo Camilleri and Rita Camilleri née Xuereb, born in Victoria, Gozo, on the 20th May, 1997, and residing at 10, Triq Binġemma, Nadur, Gozo, and holder of Maltese identity card bearing number 16097G.

ORDERED the attachment in the hands of third parties in general of all moneys and other movable property due to or pertaining or belonging to MARIO CAMILLERI and prohibits the accused from transferring, pledging, hypothecating or otherwise changing or disposing of any immovable or movable property owned or otherwise held by him, and this in terms of Article 5 of the Prevention of Money Laundering Act, Cap. 373 of the Laws of Malta as made applicable by Article 23A(2) of the Criminal Code, Cap. 9 of the Laws of Malta and Article 36 of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta.

The Court AUTHORISED the said accused to receive the amount of thirteen thousand, nine hundred and seventy-six euro and twenty-four cents (€13,976.24) per year (or

(€600) kull ħmistax-il (15) ġurnata) minn fejn għandhom jiġu speċifikati liema flejjes jistgħu jitħallsu jew jiġu rċevuti mill-imputat matul is-sussistenza ta' din l-ordni, ossija s-sors, il-mod u l-modalitajiet l-oħra tal-ħlas inklużi salarju, paga, pensjoni u/jew benefiċċji tas-sigurtà soċjali. B'dan illi kull entità finanzjarja hija ordnata li b'nota tinforma l-Qorti f'liema kont jew minn liema kont ikunu qed jiġu rċevuti l-istess flejjes.

Kull persuna li tagħmel xi ħaġa bi ksur tal-ordni tal-Qorti msemmi fl-Artikolu 5 u fl-Artikolu 36 tkun ħatja ta' reat u teħel meta tinstab ħatja multa ta' mhux iżjed minn tnax il-elf ewro (€12,000), jew priġunerija għal żmien ta' mhux iżjed minn tnax-il (12) xahar, jew dik il-multa u priġunerija flimkien.

Kull trasferiment ieħor jew tneħħija oħra ta' proprjetà li jsiru bi ksur ta' dik l-ordni tal-Qorti jkunu nulli u ma jkollhom ebda effett fil-liġi.

Illum l-1 ta' Novembru, 2023

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

the amount of six hundred euro (€600) every fifteen (15) days), from which it shall be specified what moneys may be paid or received by the accused during the existence of this order, including the source, method and other modalities of payments including salary, wages, pension and/or social security benefits. Provided that every financial entity is ordered to present a note by which it informs the Court in which account or from which account this money is taken.

Any person who acts in contravention of the court order mentioned in Article 5 and Article 36 referred to above shall be guilty of an offence and shall on conviction be liable to a fine (multa) not exceeding twelve thousand euro (€12,000), or to imprisonment for a period not exceeding twelve (12) months, or to both such fine and imprisonment.

Any transfer or other disposal of any property made in contravention of the said Court order shall be null and without effect at law.

Today 1st November, 2023

MR ANTON SEVASTA
Director, Asset Recovery Bureau

2203

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, Sezzjoni tal-Kummerċ, fis-6 ta' Ottubru, 2023, fl-atti tar-Rikors Ġuramentat numru 48/2023ISB, li ġie ppreżentat fit-3 ta' Lulju, 2023, fl-ismijiet: Enemalta plc vs Fenech Oil & Petroleum Co. Ltd, 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: Tordna x-xoljiment u l-istralċ konsegwenzjali tas-soċjetà intimata ai termini tal-Artikolu 214 tal-Att.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-15 ta' Jannar, 2024, fid-9.30 a.m.

Notifika Intimat: Fenech Oil & Petroleum Co. Ltd, 1, Marina Alley No. 3, Il-Kalkara

Reġistru tal-Qrati Superjuri, illum 12 ta' Ottubru, 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, Commercial Section, on the 6th October, 2023, in the acts of the Sworn Application number 48/2023ISB, which was presented on the 3rd July, 2023, in the names: Enemalta plc vs Fenech Oil & Petroleum Co. Ltd, the following publication was ordered in accordance with 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: Order the dissolution and consequent winding up of the respondent society in terms of Article 214 of the Act.

The Sworn Application in the names mentioned above is postponed to 15th January, 2024, at 9.30 a.m.

Notification Respondent: Fenech Oil & Petroleum Co. Ltd, 1, Marina Alley No. 3, Kalkara

Register of the Superior Courts, today 12th October, 2023

CARMEL ABELA, M.Sc. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

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