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NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 457

FORZI ARMATI TA' MALTA (RIŻERVA TA' VOLUNTIERI)

IL-PRESIDENT ta' Malta għoġbu japprova l-irtirar tal-Kaptan Jesmond Brincat mill-Forza tar-Riżerva ta' Voluntieri tal-Forzi Armati ta' Malta b'seħħ mis-7 ta' April, 2024.

Il-5 ta' April, 2024

Nru. 458

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, Dott. Deborah, u
Mifsud, Dott. Martha b'seħħ mit-3 ta' April, 2024, u
Scerri, Dott. Mario b'seħħ mit-12 ta' April, 2024.

Il-5 ta' April, 2024
(MJCL/67/2017/1)

Nru. 459

WARRANT MILL-MINISTRU GĦALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

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 u r-Riforma tas-Settur tal-Kostruzzjoni 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
Buttigieg, is-Sur Dylan – Maniġer (Riċerka u Ġestjoni ta' Data), Uffiċċju għall-Irkupru tal-Assi
Camilleri, is-Sa Paula – Senior Manager, Identità
Sladden, is-Sur Vincent – Kap, Reġistru Pubbliku, Identità
Xerri, Dott. Raymond – Uffiċjal fi Skala 4, Ministeru għal Għawdex u l-Ippjanar

Persuni li jwettqu funzjonijiet relatati mas-servizz barrani tal-Gvern f'barra minn Malta
Agius, is-Sur Omar – First Secretary, Ambaxxata ta' Malta fi Brussell, il-Belġju

GOVERNMENT NOTICES

No. 457

ARMED FORCES OF MALTA (VOLUNTEER RESERVE FORCE)

THE President of Malta had the pleasure to approve the retirement of Captain Jesmond Brincat from the Volunteer Reserve Force of the Armed Forces of Malta with effect from 7th April, 2024.

5th April, 2024

No. 458

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 the appointment as Commissioner for Justice for a period of two years of:

Farrugia, Dr Deborah, and
Mifsud, Dr Martha with effect from 3rd April, 2024, and
Scerri, Dr Mario with effect from 12th April, 2024.

5th April, 2024

No. 459

WARRANT BY THE MINISTER FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

IT s notified that in exercise of such powers as provided by Article (3) of the Commissioners for Oaths Ordinance (Cap. 79) the Minister for Justice and Reform of the Construction Sector 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
Buttigieg, Mr Dylan – Manager (Research and Data Management), Asset Recovery Bureau
Camilleri, Ms Paula – Senior Manager, Identità
Sladden, Mr Vincent – Head, Public Registry, Identità

Xerri, Dr Raymond – Officer in Scale 4, Ministry for Gozo and Planning

Persons who perform functions relating to the foreign service of the Government outside Malta
Agius, Mr Omar – First Secretary, Embassy of Malta in Brussels, Belgium

Baldacchino, is-Sa Michelle – First Secretary, Rappreżentazzjoni Permanenti ta' Malta għan-Nazzjonijiet Magħquda f'Ġinevra, l-Iżvizzera

Buhagiar, is-Sa Rose-Ann, First Secretary, Ambaxxata ta' Malta f'Berlin, il-Ġermanja

Curmi, is-Sur Jeffrey – Ambaxxatur, Ambaxxata tar-Repubblika ta' Malta fl-Aja, l-Olanda

De Bono Sant Cassia, Dott. Andrea – First Secretary, Missjoni Permanenti Maltija għan-Nazzjonijiet Magħquda fi New York, l-Istati Uniti tal-Amerika

Pace, Dott. Mark Anthony – Kummissarju Għoli, Kummissjoni Għolja tar-Repubblika ta' Malta f'Ottawa, il-Kanada

Avukati
Barwari, Dott. Ryan
Sciberras, Dott. Samuel

B'Awtorità
Jonathan Attard
Ministru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni

Il-5 ta' April, 2024
MJEG 21/2020/3
MJEG 21/2020/13

Nru. 460

WARRANT MILL-MINISTRU GĦALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

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 u r-Riforma tas-Settur tal-Kostruzzjoni 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
Camilleri, is-Sa Carrie - Uffiċjal Eżekuttiv II, Identità
Caruana Vella, is-Sa Diana - Uffiċjal Eżekuttiv Anzjan, Identità
Ciantar, is-Sur Ignatius, Senior Manager, Identità
Gatt, is-Sa Roberta – Uffiċjal Eżekuttiv II, IIdentità
Grech, is-Sa Roberta – Uffiċjal Eżekuttiv Anzjan, Identità
Grixti, is-Sa Josephine – Uffiċjal Eżekuttiv, Identità

(Pulizija Eżekuttiva)
Muscat, is-Surġent Alexia

Baldacchino, Ms Michelle – First Secretary, Permanent Representation of Malta to the United Nations in Geneva, Switzerland

Buhagiar, Ms Rose-Ann, First Secretary, Embassy of Malta in Berlin, Germany

Curmi, Mr Jeffrey – Ambassador, Embassy of the Republic of Malta in The Hague, the Kingdom of the Netherlands

De Bono Sant Cassia, Dr Andrea – First Secretary, Permanent Representation of the Republic of Malta to the United Nations in New York, the United States of America

Pace, Dr Mark Anthony – High Commissioner, High Commissioner of the Republic of Malta in Ottawa, Canada

Advocates
Barwari, Dr Ryan
Sciberras, Dr Samuel

By Authority
Jonathan Attard
Minister for Justice and Reform of the Construction Sector

5th April, 2024

No. 460

WARRANT BY THE MINISTER FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

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 and Reform of the Construction Sector 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
Camilleri, Ms Carrie – Executive Officer II, Identità
Caruana Vella, Ms Diana – Senior Executive Officer, Identità
Ciantar, Mr Ignatius, Senior Manager, Identità
Gatt, Ms Roberta – Executive Officer II, Identità
Grech, Ms Roberta – Senior Executive Officer, Identità
Grixti, Ms Josephine – Executive Officer, Identità

(Executive Officer)
Muscat, Sergeant Alexia

Persuni li jwettqu funzjonijiet relatati mas-servizz barrani tal-Gvern f'barra minn Malta

Borg Cooper, Dott. Patricia – Konslu Ġenerali, Konsulat Ġenerali tar-Repubblika ta' Malta f'Dubaj, l-Emirati Għarab Magħquda

Avukati

Aquilina, id-Dott. Christian Vic
Sansone, id-Dott. Valentina
Zammit Felice, id-Dott. Sandro

B'Awtorità
Jonathan Attard
Ministru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni

Il-5 ta' April, 2024
MFJG 21/2022

Persons who perform functions relating to the foreign service of the Government outside Malta

Borg Cooper, Dr Patricia – Consul General, Consulate General of the Republic of Malta in Dubai, United Arab Emirates

Advocates

Aquilina, Dr Christian Vic
Sansone, Dr Valentina
Zammit Felice, Dr Sandro

By Authority
Jonathan Attard
Minister for Justice and Reform of the Construction Sector

5th April, 2024

Nru. 461

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

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

Data *Date*	Deheb Pur Gramma *Pure Gold Grams*	Fidda Pura Gramma *Pure Silver Grams*
5.4.2024	€67.768	€0.785

Il-5 ta' April, 2024

No. 461

GOLDSMITHS AND SILVERSMITHS ACT (CAP. 46)

THE Commissioner of Inland Revenue notifies that, on the date shown hereunder, the price of gold and silver on which valuations made by the Consul for Goldsmiths and Silversmiths are based has been fixed for the purposes of article 14 of the said Act as follows:

Data *Date*	Deheb Pur Gramma *Pure Gold Grams*	Fidda Pura Gramma *Pure Silver Grams*
5.4.2024	€67.768	€0.785

5th April, 2024

Nru. 462

DEPUTAT SEGRETARJU EŻEKUTTIV TAL-KUNSILL LOKALI

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi l-persuna msemmija hawn taħt giet appuntata Deputat Segretarju Eżekuttiv ta' dak il-Kunsill b'seħħ mill-1 ta' April, 2024 sat-30 ta' April, 2024.

Kunsill Lokali	*Deputat Segretarju Eżekuttiv*
San Lawrenz	Claire Hili

Il-5 ta' April, 2024

No. 462

LOCAL COUNCIL DEPUTY EXECUTIVE SECRETARY

IT is hereby notified for general information that the following person has been appointed Deputy Executive Secretary of that Local Council with effect from 1st April, 2024 till 30th April, 2024.

Local Council	*Deputy Executive Secretary*
San Lawrenz	Claire Hili

5th April, 2024

Nru. 463

DEPUTAT SEGRETARJU EŻEKUTTIV TAL-KUNSILL LOKALI

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi l-persuna msemmija hawn taħt giet appuntata Deputat Segretarju Eżekuttiv ta' dak il-Kunsill b'seħħ mit-3 ta' April, 2024.

Kunsill Lokali	*Deputat Segretarju Eżekuttiv*
Ix-Xagħra	Josephine Sultana

Il-5 ta' April, 2024

No. 463

LOCAL COUNCIL DEPUTY EXECUTIVE SECRETARY

IT is hereby notified for general information that the following person has been appointed Deputy Executive Secretary of that Local Council with effect from 3rd April, 2024.

Local Council	*Deputy Executive Secretary*
Xagħra	Josephine Sultana

5th April, 2024

Nru. 464

SEGRETARJU EŻEKUTTIV TAL-KUNSILL LOKALI

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi l-persuna msemmija hawn taħt giet appuntata Segretarju Eżekuttiv ta' dak il-Kunsill b'seħħ mit-18 ta' Marzu, 2024.

Kunsill Lokali	*Segretarju Eżekuttiv*
Il-Fontana	Loretta Cauchi

Il-5 ta' April, 2024

No. 464

LOCAL COUNCIL EXECUTIVE SECRETARY

IT is hereby notified for general information that the following person has been appointed Executive Secretary of that Local Council with effect from 18th March, 2024.

Local Council	*Executive Secretary*
Fontana	Loretta Cauchi

5th April, 2024

Nru. 465

MINISTERU GĦALL-FINANZI

BIS-SAĦĦĦA tas-setgħat mogħtija bir-regolament 13 (1) (b) tat-Tlettax-il Skeda (Riċevuti Fiskali) tat-Taxxa fuq il-Valur Miżjud, il-Kummissarju tat-Taxxa u d-Dwana jgħarraf illi dawn it-tipi ta' cash registers fiskali ġew approvati:

Marka *Brand*	Mudell *Model*	Bejjiegħ *Supplier*
Daisy	Cash Register - eXpert SX	J G Systems Malta Ltd
Daisy	Cash Register - Perfect S	J G Systems Malta Ltd

Il-5 ta' April, 2024

No. 465

MINISTRY FOR FINANCE

IN exercise of the powers conferred by regulation 13 (1) (b) of the Thirteenth Schedule (Fiscal Receipts) of the Value Added Tax Act, the Commissioner for Tax and Customs notifies that the following types of fiscal cash registers have been approved:

5th April, 2024

Nru. 466

RILAXX TA' ART

DIKJARAZZJONI MILL-AWTORITÀ TAL-ARTIJIET

BILLI bid-Dikjarazzjoni tal-Gvernatur Ġenerali tad-29 ta' Awwissu, 1969, ippubblikata fil-Gazzetta tal-Gvern

No. 466

RELEASE OF LAND

DECLARATION BY THE LANDS AUTHORITY

WHEREAS by the Declaration of the General Governor of Malta of the 29th August, 1969, published in the Government

tad-19 ta' Settembru, 1969, taħt in-Notifikazzjoni tal-Gvern Nru. 766, il-Gvernatur Ġenerali kien iddikjara illi l-biċċa art kienet meħtieġa mill-Gvern kompetenti għal skop pubbliku skont id-dispożizzjonijiet tal-Ordinanza dwar l-Akkwist ta' Art għal Skopijiet Pubbliċi (Kap. 88) u billi parti minn din l-art m'għadhiex aktar hekk meħtieġa, jiena hawnhekk niddikjara għall-finijiet u effetti kollha tal-liġi, illi l-art hawn taħt imsemmija m'għadhiex aktar meħtieġa mill-Awtorità kompetenti għal skop pubbliku u kif ukoll skont l-Att dwar Artijiet tal-Gvern (Kap. 573) tal-Liġijiet ta' Malta.

Il-5 ta' April, 2024
(File No. L 83/1969)

Deskrizzjoni tal-Art

L-art li ġejja fir-Rabat:

Biċċa art tal-kejl ta' 175 metru kwadru, li tmiss mill-Punent u mill-Majjistral ma' triq pubblika u mil-Lvant ma' proprjetà ta' Carmelo Grech, jew irjieħ verjuri.

L-art hawn fuq imsemmija tidher mmarkata bil-kulur ikħal u bħala plott 6B fuq il-pjanta P.D. 124A_69_1, li wieħed jista' jara fuq talba fl-uffiċċju tal-Awtorità tal-Artijiet, il-Berġa tal-Baviera, Il-Belt Valletta.

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

It-2 ta' April, 2024

Nru. 467

TERMINAZZJONI TA' KIRI TA' RABA'

DIKJARAZZJONI MILL-AWTORITÀ TAL-ARTIJIET

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

Il-5 ta' April, 2024
(File No. A/140/2002)

Deskrizzjoni tal-Art

L-art li ġejja f'Għajnsielem, Għawdex:

Biċċa art tal-kejl ta' madwar 589 metru kwadru, li tmiss min-Nofsinhar u mill-Punent ma' proprjetà tal-Gvern u hija reġistrata fir-rekords tal-Awtorità bħala parti minn tenement numru J40675.

Gazette of the 19th September, 1969, under Government Notice No. 766, the General Governor had declared that the plot of land was required by the competent Government for a public purpose in accordance with the provisions of the Land Acquisition (Public Purposes) Ordinance (Cap. 88), and whereas part of this land is no longer so required, I hereby declare for all intents and purposes of law, that the undermentioned land is no longer required by the competent authority for a public purpose and also according to the Government Lands Act (Cap. 573) of the Laws of Malta.

5th April, 2024

Description of the Land

The following land at Rabat:

A plot of land measuring 175 square metres, bounded on the west and on the northwest by a public road and on the east by propety of Carmelo Grech, or more precise boundaries.

The abovementioned land is shown marked with the colour blue and as plot 6B on plan P.D. 124A_69_1, which may be viewed on demand at the Lands Authority, Auberge de Baviere, Valletta.

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

2nd April, 2024

No. 467

TERMINATION OF AGRICULTURAL LEASE

DECLARATION BY THE LANDS AUTHORITY

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

5th April, 2024

Description of the Land

The following land at Għajnsielem, Gozo:

A plot of land measuring about 589 square metres, bounded on the south and on the west by Government property and is registered on Authority records as part of tenement number J40675.

L-art hawn fuq imsemmija fi Triq Ta' Lelluxa f'Għajnsielem, Għawdex, qiegħda tiġi terminata b'konnessjoni ma' formazzjoni ta' triq.

L-art hawn fuq imsemmija tidher immarkata bil-kulur blu fuq il-pjanta P.D. 2024_0362, li wieħed jista' jara fuq talba fl-Awtorità tal-Artijiet, il-Berġa tal-Baviera, Il-Belt Valletta.

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

Is-27 ta' Marzu, 2024

Nru. 468

TERMINAZZJONI TA' KIRI TA' RABA'

DIKJARAZZJONI MILL-AWTORITÀ TAL-ARTIJIET

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

Il-5 ta' April, 2024
(File No. E/37/2002/I/867)

Deskrizzjoni tal-Art

L-art li ġejja fil-Mellieħa:

Biċċa art tal-kejl ta' madwar 492 metru kwadru, li tmiss mit-Tramuntana, min-Nofsinhar u mill-Punent ma' proprjetà tal-Gvern jew irjieħ verjuri u hija reġistrata fir-rekords tal-Awtorità bħala tenement numru E01107.

L-art hawn fuq imsemmija f'Raba l-Mejjieli, il-Qammiegħ, Il-Mellieħa, qiegħda tiġi terminata b'konnessjoni ma' impjant tal-ilma tad-drenaġġ.

L-art hawn fuq imsemmija tidher immarkata bil-kulur ikħal fuq il-pjanta P.D. 2006_640_1, li wieħed jista' jara fuq talba fl-Awtorità tal-Artijiet, il-Berġa tal-Baviera, Il-Belt Valletta.

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

It-2 ta' April, 2024

The abovementioned land at Triq Ta' Lelluxa at Għajnsielem, Gozo, is being terminated in connection with the formation of a road.

The abovementioned land is shown marked with the colour blue on plan P.D. 2024_0362, which may be viewed on demand at the Lands Authority, Auberge de Baviere, Valletta.

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

27th March, 2024

No. 468

TERMINATION OF AGRICULTURAL LEASE

DECLARATION BY THE LANDS AUTHORITY

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

5th April, 2024

Description of the Land

The following land at Mellieħa:

A plot of land measuring about 492 square metres, bounded on the north, on the south and on the west by Government property or more precise boundaries and is registered on Authority records as tenement number E01107.

The abovementioned land at Raba l-Mejjieli, il-Qammiegħ, Mellieħa, is being terminated in connection with a sewage plant.

The abovementioned land is shown marked with the colour blue on plan P.D. 2006_640_1, which may be viewed on demand at the Lands Authority, Auberge de Baviere, Valletta.

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

2nd April, 2024

Nru. 469

ATT DWAR IL-PROFESSJONI TAX-XOGĦOL SOĊJALI (KAP. 468)

Detenturi ta' Warrant ta' Ħaddiem Soċjali Reġistrat

IL-BORD dwar il-Professjoni tax-Xogħol Soċjali f'Malta a tenur tal-Artiklu 5(2) tal-Att dwar il-Professjoni tax-Xogħol Soċjali, qiegħed jippubblika s-segwenti lista ta' persuni li, fil-31 ta' Diċembru, 2023, kienu reġistrati fir-reġistru uffiċjali tal-ħaddiema soċjali miżmum skont I-istess Att.

Il-5 ta' April, 2024

No. 469

SOCIAL WORK PROFESSION ACT (CAP. 468)

Holders of a Warrant of Registered Social Worker

THE Malta Social Work Profession Board, in accordance with Article 5(2) of the Social Work Profession Act), is hereby publishing the following list of persons who, on the 31st December 2023, were registered in the official register of social workers in accordance with the said Act.

5th April, 2024

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
264	Ms	Abela	Beverley Louise
173	Mr	Abela	Christopher
299	Ms	Abela	Christine Marie
269	Ms	Abela	Josanne
174	Ms	Abela	Margaret Grace
185	Ms	Abela	Mary Rose
666	Mr	Abela	Matthias
179	Ms	Abela	Sandra
318	Ms	Abela Cassar	Joanna
327	Ms	Agius	Graziella
582	Ms	Agius	Karleen
680	Ms	Agius	Kristy
36	Ms	Agius	Lauren
194	Mr	Agius	Lawrence
13	Ms	Agius	Lorenza
346	Ms	Agius	Marisa
368	Ms	Agius	Marlene
413	Ms	Agius	Mary Lyn
671	Ms	Agius	Martina
123	Ms	Agius	Roberta
458	Ms	Alvarez Lorenzo	Maria
276	Mr	Antoncich	Joseph
436	Ms	Aquilina	Catherine
459	Ms	Aquilina	Marica
567	Ms	Aquilina	Marica
325	Ms	Aquilina	Maria Theresa
63	Ms	Aquilina Borg	Grazia Maria
656	Ms	Arias Garcia	Anna Maria
29	Ms	Attard	Amy Theresa

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
412	Ms	Attard	Ariana
377	Ms	Attard	Clara
328	Ms	Attard	Deborah
319	Ms	Attard	Dorianne
596	Ms	Attard	Natasha
222	Ms	Attard Bezzina	Charmaine
451	Mr	Azzopardi	Aaron
500	Ms	Azzopardi	Amanda
41	Mr	Azzopardi	Andrew
109	Ms	Azzopardi	Dorianne
152	Mr	Azzopardi	Emanuele
508	Ms	Azzopardi	Ingrid
435	Ms	Azzopardi	Jennifer
136	Ms	Azzopardi	Josianne
31	Mr	Azzopardi	Loreto
431	Ms	Azzopardi	Maria
69	Mr	Azzopardi	Stephen
340	Ms	Azzopardi	Yana
521	Ms	Bajada	Rebecca
433	Ms	Balani	Gillian
139	Ms	Baldacchino	Alexia
650	Ms	Baldacchino	Maria
409	Ms	Balzan	Leanne
644	Ms	Balzan	Luana
563	Ms	Barbara	Gillian
602	Ms	Barbara	Kimberly
137	Ms	Barbara	Maria Antonia
`240	Mr	Barberi	Andrew
259	Mr	Bartolo	Christian
668	Ms	Bartolo	Gretel J
670	Ms	Bartolo	Jael
618	Ms	Bellizzi	Janika
597	Ms	Bellotti	Naomi
689	Ms	Benedicto Lopez	Gisela
443	Ms	Berman	Colette
145	Ms	Bezzina	Agnes Catherine
334	Mr	Bezzina	Carmel
479	Ms	Boffa	Jeanelle
291	Ms	Boffa	Jessica
654	Ms	Bogosavljevic	Viva Masa
621	Ms	Bonavia	Anthea

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
672	Mr	Boncordo	Tiziano
498	Ms	Bondin	Amy
05	Ms	Bondin	Pauline
579	Ms	Bonello	Alison
339	Ms	Bonello	Christianne
02	Ms	Bonello	Patricia
147	Ms	Bonello	Rita
442	Ms	Bonello	Ritienne
397	Ms	Bonnici	Ann Marie
40	Ms	Bonnici	Bridget
304	Ms	Bonnici	Charlene
367	Ms	Bonnici	Marouska
47	Ms	Bonnici	Theresa
517	Mr	Borg	Bernard
195	Ms	Borg	Elena
290	Ms	Borg	Fiorella
83	Ms	Borg	Frauke
647	Ms	Borg	Giselle
252	Ms	Borg	Jessica
423	Ms	Borg	Loraine
210	Ms	Borg	Maria Christine
386	Mr	Borg	Massimo
46	Ms	Borg	Paola
09	Ms	Borg	Rita
257	Ms	Borg	Rodianne
32	Mr	Borg	Saviour
143	Ms	Borg	Theresa
633	Ms	Borg Bonaci	Justine
242	Ms	Borg Grech	Remenda
80	Ms	Borg Wirth	Marica
283	Ms	Boyce	Marvic
85	Ms	Briffa	Bernardina
358	Ms	Brincat	Ruth
437	Mr	Brincat	Sandro
270	Ms	Bruno	Donatella
532	Ms	Bugeja	Francesca Marie
475	Ms	Bugeja	Maria Luisa
495	Ms	Bugeja	Natalizia
418	Ms	Bugeja	Stephanie
22	Ms	Bugeja	Victoria
665	Ms	Bugre Zanya	Marcelle

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
450	Ms	Buhagiar	Grazielle
489	Mr	Buhagiar	James
457	Ms	Buhagiar Bartolo	Loraine
140	Ms	Buhagiar Fiott	Josephine
68	Ms	Burmingham	Mary Carmen
483	Ms	Busuttil	Gillian
17	Sr	Busuttil	Judith
374	Mr	Busuttil	Robert
569	Mr	Buttigieg	Andrew
612	Ms	Buttigieg	Bernice
71	Mr	Buttigieg	Louis
250	Ms	Buttigieg	Mary Ann
212	Ms	Buttigieg	Maria Carmen
342	Ms	Buttigieg	Ritianne
349	Ms	Buttigieg	Simone
97	Ms	Buttigieg Said	Mary
39	Ms	Buttigieg Sciberras	Antoinette
615	Ms	Cachia	Analise
184	Mr	Cachia	Gordon
365	Ms	Cachia	Jeanette
08	Ms	Cachia	Josette
67	Ms	Cachia	Katya
72	Ms	Cachia	Mary
64	Ms	Cachia	Michelle Carmen
371	Mr	Callaby Floridia	David
294	Ms	Calleja	Donna
50	Mr	Calleja	Joseph Michael
272	Ms	Calleja	Josianne
658	Ms	Calleja	Lara
520	Ms	Calleja	Katryona
522	Ms	Calleja	Nicole
271	Mr	Calleja	Roberto
512	Ms	Calleja	Sarah
422	Ms	Calleja	Sylvana
421	Ms	Calleja	Tracey
196	Ms	Calleja Vella	Roslynn
254	Ms	Callus	Ingrid
390	Mr	Callus	Robert
219	Ms	Camilleri	Antoinette
266	Mr	Camilleri	Brian
366	Ms	Camilleri	Christine

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
87	Ms	Camilleri	Doreen
188	Ms	Camilleri	Elisa
452	Ms	Camilleri	Fiona
528	Ms	Camilleri	Jessica
559	Mr	Camilleri	Josef
165	Mr	Camilleri	Joseph
183	Ms	Camilleri	Josette
519	Ms	Camilleri	Justine
502	Ms	Camilleri	Lara
477	Ms	Camilleri	Leah Sarah
669	Ms	Camilleri	Louisa
25	Ms	Camilleri	Maria
91	Ms	Camilleri	Michelle
594	Ms	Camilleri	Michelle
554	Ms	Camilleri	Nicole
616	Ms	Camilleri	Odelsie
159	Ms	Camilleri	Pauline
187	Ms	Camilleri	Simone
311	Ms	Camilleri	Sonia
148	Ms	Camilleri	Stephania
282	Ms	Camilleri	Svetlana
411	Ms	Camilleri	Tiziana
400	Ms	Camilleri Galea	Stephanie
62	Ms	Cannataci	Marisa
426	Ms	Carabott	Linda Mary
583	Ms	Cardona	Cynthianne
575	Ms	Cardona	Sylvana
398	Ms	Caruana	Charmaine
261	Ms	Caruana	Daniela
649	Ms	Caruana	Kimberly
293	Ms	Caruana	Lorraine
205	Ms	Caruana	Ruth
496	Ms	Caruana	Stefanie
395	Ms	Caruana	Stephanie
284	Ms	Caruana	Stephania
480	Ms	Caruana	Valentina
241	Ms	Caruana	Vanessa
501	Ms	Caruana Zammit	Josefa
566	Mr	Casha	Malcolm
326	Ms	Casingena	Claire
571	Mr	Cassar	Gabriel

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
448	Ms	Cassar	Irene
453	Ms	Cassar	Lorna
230	Ms	Cassar	Maria
93	Ms	Cassar	Roseanne
38	Ms	Cassar	Ruth
607	Mr	Cassar Allan	Thomas
355	Ms	Castillo	Adriana
316	Mr	Castillo	David
20	Ms	Castillo	Graziella
641	Ms	Catania	Fabrizia
544	Ms	Catania	Kristy
474	Ms	Cauchi	Alicia Louise
45	Ms	Cauchi	Catherine
662	Ms	Cauchi	Jessica
478	Mr	Cauchi	Laurence
15	Sr	Cauchi	Magdalen (Maria)
511	Ms	Cauchi	Maria
461	Ms	Cauchi	Martine
529	Ms	Cesare	Nicolette
407	Ms	Chetcuti	Denise
572	Mr	Chetcuti	Kurt
235	Ms	Chircop	Bianca
11	Mr	Chircop	Francis
182	Ms	Ciantar	Ann Marie
198	Mr	Ciantar	Johan
645	Ms	Ciantar	Leona
570	Ms	Ciantar	Marie Danielle
542	Ms	Ciantar	Rachel
189	Ms	Ciappara	Christine
279	Ms	Cilia	Lisa
432	Mr	Cilia	Oliver
533	Ms	Cilia	Svetlana
323	Ms	Cini	Claire
23	Ms	Cini	Daniela Maria
687	Ms	Cini	Mariah
487	Mr	Cini	Noel
34	Ms	Cocks	Mary Carmen
134	Dr	Cole	Maureen
228	Ms	Conti	Ilona
208	Ms	Conti	Roberta
66	Ms	Cordina	Amanda Jane

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
95	Ms	Cordina	Maria
49	Ms	Cortis	Rita Marthese
373	Ms	Cortis	Sandra
193	Ms	Costa	Antonella
232	Ms	Cremona	Doreanne
260	Mr	Cumbo	Ashley
297	Ms	Curmi	Amanda
30	Ms	Cuschieri	Sarah
90	Ms	Cuschieri	Wai Ling
625	Ms	Custo	Sarah
535	Ms	Cutajar	Abigail
614	Ms	Cutajar	Anthea
33	Ms	Cutajar	Antonia
310	Mr	Cutajar	Ismael
637	Ms	Cutajar	Janice
244	Ms	Cutajar	Marialexia
425	Ms	Cutajar	Maria Dolores
177	Mr	Cutajar	Norbert
379	Mr	Cutajar	Reuben
287	Ms	Cutajar	Ruth
406	Ms	Darmanin	Abigail
331	Ms	Darmanin	Chantelle
499	Ms	Darmanin	Maria
203	Ms	Darmanin	Melanie
584	Ms	Darmanin	Naomi
07	Ms.	De Lucca	Emma
599	Ms	De Souza	Karen Jean
384	Ms	Debattista	Charlene Lara
248	Ms.	Debattista	Lara
552	Ms	Debono	Christina
675	Ms	Debono	Christine Marie
380	Mr	Debono	Mark
387	Ms	Debono	Sarah
686	Mr	Degiorgio	Andrew
690	Ms	Degiorgio	Sefora
628	Ms	Deguara	Rebecca Nicole
86	Ms	Delicata	Carmen
243	Ms	Demicoli	Pamela
684	Mr	Desira	Bradley
213	Mr	Dimech	Emanuel
507	Ms	Dimech	Martha Maria

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
35	Mr	Dimech	Raymond
428	Ms	Dimech Sant	Stephania
591	Mr	Dobra	Vilmos
217	Ms	Duca	Glenda
688	Ms	D'Ugo	Maya
471	Ms	Ebejer	Kirsty
467	Ms	Ellul	Elaine
274	Mr	Ellul	Melchiore
404	Mr	Falzon	Anton
351	Ms	Falzon	Charlene
617	Ms	Falzon	Marietta Therese
273	Ms	Farrell	Tiziana
42	Ms	Farrugia	Angie
246	Ms	Farrugia	Anne Marie
27	Ms	Farrugia	Carmela
129	Ms	Farrugia	Daniela
229	Ms	Farrugia	Delicia
211	Ms	Farrugia	Isabella
491	Ms	Farrugia	Joanne Roberta
102	Ms	Farrugia	Marisa
473	Ms	Farrugia	Martina
462	Mr	Farrugia	Michael
215	Ms	Farrugia	Miriam
465	Ms	Farrugia	Roslynn Marie
536	Ms	Farrugia	Sara
220	Ms	Farrugia	Sharon
288	Ms	Farrugia	Stephen
207	Ms	Farrugia Bennett	Colette
652	Ms	Fava Galea	Marion
513	Mr	Fenech	Carl
142	Ms	Fenech	Caroline
357	Ms	Fenech	Emasyl
296	Ms	Fenech	Laura
26	Ms	Fenech	Rosanna
253	Mr	Fenech	Samuel
661	Ms	Filletti	Justine
372	Mr	Fiorini Lowell	Andrew
92	Ms	Fleri Soler	Catherine
292	Mr	Formosa Vella	Jonathan
89	Mr	Francalanza	Andrew
37	Ms	Frendo Cumbo	Salvina

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
651	Ms	Fuster Miralles	Laura
226	Ms	Gafa	Jenny Lynn
643	Ms	Galea	Chantelle
565	Ms	Galea	Charlene
424	Mr	Galea	Emanuel
455	Mr	Galea	Eugene
171	Ms	Galea	Grace
640	Ms	Galea	Graziella
434	Ms	Galea	Lorraine
178	Ms	Galea	Markaren
181	Ms	Galea	Maria
343	Ms	Galea	Maria
263	Ms	Galea	Marylin
16	Sr	Galea	Rosalia (Paolina)
525	Ms	Galea	Stephania
316	Mr	Galea	Thomas
81	Ms.	Galea Curmi	Christina
580	Ms	Gatt	Lara
556	Ms	Gatt	Marielourdes
99	Ms.	Gatt	Marisa
375	Ms	Gatt	Raina
78	Ms.	Gatt Rutter	Antoinette
632	Ms	Gauci	Daniela
538	Ms	Gauci	Darleen
309	Ms	Gauci	Deborah
55	Ms.	Gauci	Dolores
553	Ms	Gauci	Kay
295	Ms	Gauci	Lorraine
322	Ms	Gauci	Luana Marie
531	Mr	Gauci	Malcom
227	Ms	Gauci	Maryanne
117	Ms.	Gauci	Miriam
392	Ms	Gauci	Sarah
108	Ms	Gellel	Andreana
164	Mr	Genovese	Godwin
162	Ms	Genovese	Mary Grace
101	Mr	Gerada	Joseph
115	Mr	Gerada	Mario
603	Ms	Giannapoulou	Panagiota
265	Ms	Gili	Pamela
21	Mr	Girard	Anthony

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
469	Ms	Giusti	Sarah
168	Sr	Gonzi	Margaret
176	Ms	Gouder	Edwina
573	Ms	Grech	Adriana
389	Ms	Grech	Aimee
481	Ms	Grech	Christine
659	Ms	Grech	Eleonora
494	Ms	Grech	Fabienne
336	Ms	Grech	Gwyneth
622	Ms	Grech	Hannah
96	Ms	Grech	Helen
153	Mr	Grech	Joachim
82	Ms	Grech	Maria Rose
585	Mr	Grech	Matthew
94	Ms	Grech Bonnici	Caroline
360	Ms	Grima	Bernardette
449	Ms	Grima	Claudia
537	Ms	Grima	Francesca
609	Ms	Grima	Gabriella
361	Mr	Grima	Jareth Mark
420	Ms	Grima	Joanne
135	Ms	Grima	Sharon
534	Ms	Grioli	Louise
350	Ms	Grixti	Chantelle Marie
551	Ms	Grixti	Natasha
516	Ms	Guillaumier	Melania
629	Mr	Hardy	Gareth
247	Mr	Harvey	Patrick
679	Ms	Hemosa Noel	Elizabeth
663	Ms	Hermitage	Kerry Dawn
76	Ms	Hili	Caroline
60	Ms	Jackson	Alexandra
589	Ms	Jose	Anjana
490	Ms	Jovanovic	Marija
150	Ms.	Kenely	Nathalie
590	Ms	Kinmont	Gail
505	Ms	Lemak	Vasylyna (aka Lina)
329	Mr.	Libreri	Steven
655	Ms	Lopez Carmona	Rocio
370	Ms	Macelli	Eleonora
445	Mr	Magri	Stefan

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
527	Ms	Magro	Cheryl
524	Ms	Magro	Leanne
638	Ms	Magro	Yasmine
286	Ms	Magrin	Francine
199	Ms.	Mallia	Francesca
619	Ms	Mallia	Jade
677	Ms	Mallia	Michela
231	Ms.	Mallia	Rowena Nadine
402	Ms	Mallia	Whitney
14	Ms.	Mallia	Yvonne
693	Ms	Mangiafico	Marchita
364	Ms	Mallia Ohanebo	Claire
300	Ms	Mamo	Maria
347	Ms	Mamo	Rosemarie
206	Mr	Mangani	Emanuel
132	Ms	Mangion	Carmen
216	Ms	Mangion	Erica
393	Ms	Mangion	Frida
141	Mr	Mangion	Joseph
218	Ms	Mangion	Maria
330	Ms	Maniscalco	Ruth
234	Ms	Martin	Charlene
79	Ms	Maskijevic	Colette
100	Ms	Mazzitelli	Frances
515	Ms	Mcelhatton	Melissa
493	Ms	Meilaq	Silvana
530	Mr	Mercieca	Carl Colin
610	Ms	Mercieca	Franslene
202	Ms	Mercieca	Liana Marie
356	Ms	Mercieca	Maria
245	Ms	Mercieca	Pauline
636	Ms	Micallef	Abigil
595	Ms	Micallef	Chanel
509	Ms	Micallef	Desiree Alfrida
620	Ms	Micallef	Jade Marie
608	Ms	Micallef	Kimberly
623	Ms	Micallef	Leanne
138	Ms	Micallef	Lenore Ann
59	Ms	Micallef	Liliana
604	Ms	Micallef	Lynn
52	Mr	Micallef	Malcolm

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
416	Ms	Micallef	Maria
112	Ms	Micallef	Rita
593	Ms	Micallef	Roberta
190	Ms	Micallef	Sandra
56	Ms	Micallef	Teresa
192	Ms	Micallef Tabone	Mandy
674	Mr	Midhun	Manohar
627	Ms	Mifsud	Abigail
106	Mr	Mifsud	Anthony
98	Mr	Mifsud	Francis
486	Ms	Mifsud	Jessica
12	Ms	Mifsud	Josephine
376	Ms	Mifsud	Lorraine
429	Ms	Mifsud	Marvic
504	Ms	Mifsud	Mary
352	Ms	Mifsud	Melissa
676	Ms	Mifsud	Natasha
381	Ms	Mifsud	Roberta
492	Ms	Mifsud	Sarah Jane
568	Ms	Mintoff	Valentina
660	Ms	Mizzi	Abigail
317	Mr	Mizzi	Andre'
503	Ms	Mizzi	Carmen
646	Ms	Mizzi	Claudia
268	Ms	Mizzi	Fabienne
683	Ms	Morales Zapata	Mariolys Altagracia
186	Mr	Mulvaney	Cornelius
430	Ms	Muscat	Amanda
440	Ms	Muscat	Caroline
438	Ms	Muscat	Charlene
119	Ms	Muscat	Josephine
415	Ms	Muscat	Katya
337	Ms	Muscat	Maureen
543	Ms	Muscat	Rebecca
224	Ms	Muscat	Stephanie
77	Ms	Muscat	Sylvia
613	Ms	Muscat Axiaq	Justine
280	Ms	Navarro	Ruth
547	Ms	Nel	Dehlia
312	Mr	Olivari Demanuele	Carlo
239	Mr	Orland	Mike

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
305	Ms	Pace	Angie
362	Dr	Pace	Carmel
236	Ms	Pace	Daniela
10	Mr	Pace	Godwin Charles
255	Ms	Pace	Jessica
588	Mr	Pace	Mikhail
43	Ms	Pace Caruana	Josephine
518	Ms	Pace Decesare	Suzanne
510	Ms	Pace Olivari	Donatella
678	Ms	Pavelska	Valentina
303	Ms	Parnis	Melanie
463	Ms	Parnis	Stephanie
414	Mr	Pellicano	Mark
497	Ms	Pellicano	Maria Sofia
630	Ms	Pirrone	Maria
277	Ms	Pisani	Daniela
73	Ms	Pisani	Elmer
685	Mr	Pisani	Josef
378	Ms	Pisani	Yvonne
122	Ms	Pisani Copperstone	Josanne
278	Ms	Portelli	Alexia
586	Mr	Portelli	Daniel
256	Ms	Portelli	Denise
605	Ms	Portelli	Donnalise
133	Ms	Portelli	Emanuela
180	Ms	Portelli	Jennifer
648	Ms	Portelli	Marcelle
209	Ms	Portelli	Nancy
03	Mr	Portelli	Peter Paul
555	Ms	Portelli	Romina
447	Ms	Privitelli	Laura
484	Dr	Psaila	Claudia
417	Ms	Psaila	Lucianne
156	Ms	Psaila	Margaret
124	Ms	Psaila	Mary Bernardette
353	Ms	Psaila	Maria Jessica
160	Mr	Pullicino	Antonio
472	Ms	Pulo	Daniela
657	Ms	Puscasu	Ana Maria
557	Ms	Quattromani	Martha
523	Mr	Rababah	Omar

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
692	Ms	Refalo Cutajar	Denise
111	Mr	Rizzo	David
75	Sr	Rizzo	Maria Rosaria
28	Mr	Role'	John
84	Ms	Role'	Michelina
201	Ms	Rossi	Anna Maria
460	Ms	Rotin	Charmaine
237	Mr	Round	Graham
120	Ms	Sacco	Stefania
200	Ms	Said	Angie
396	Ms	Said	Stephanie
53	Ms	Said	Victoria
172	Ms	Said	Victoria
345	Ms	Saliba	Alisha
578	Mr	Saliba	Andrea
464	Ms	Saliba	Chantelle
341	Mr	Saliba	Godwin
682	Ms	Saliba	Maria Lorette
549	Ms	Saliba	Nadine
65	Ms	Saliba	Rosaline
125	Ms	Sammut	Adriana
408	Ms	Sammut	Alexia
121	Ms	Sammut	Christianne
48	Ms	Sammut	Claire
385	Ms	Sammut	Erika
587	Ms	Sammut	Marie Louise
611	Ms	Sammut	Rachel
61	Ms	Sánchez Sosa	Gabriella
105	Ms	Savona Ventura	Marylene
249	Mr	Scerri	Charles
131	Mr	Scerri	Joseph
70	Dr	Scerri	Maria Louisa
110	Ms	Scerri	Romina
233	Mr	Scerri	Victor
307	Mr	Schembri	Bernard
338	Mr	Schembri	Daniel
545	Mr	Schembri	Daniel
335	Mr	Schembri	David
221	Ms	Schembri	Graziella
128	Mr	Schembri	Jesmond
315	Ms	Schembri	Pollyanne

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
332	Ms	Schembri	Sonia
391	Ms	Schembri	Tracey
58	Ms	Schiavone	Maria Theresa
444	Ms	Sciberras	Cathleen
225	Ms	Sciberras	Daniela
302	Ms	Sciberras	Graziana
18	Ms	Sciberras	Ruth Rose
74	Ms	Scicluna	Anne
446	Ms	Scicluna	Charmaine
664	Ms	Scicluna	Chanelle
577	Ms	Scicluna	Christa
44	Ms	Scicluna	Janette
324	Mr	Scicluna	Pierre
127	Ms	Scicluna	Rosaline
308	Ms	Scicluna	Sabina
113	Ms	Scicluna	Victoria
598	Ms	Scicluna Refugio	Xenia
204	Ms	Sciortino Thompson	Marvic
51	Ms	Sciriha	Gillian
06	Ms	Scolaro	Anne Elizabeth
681	Ms	Secychell	Ilyan
546	Ms	Seychell	Sephora
550	Ms	Shead	Elaine
540	Mr	Sheth	Shamik
158	Ms	Shires	Michelle Jamie
405	Ms	Slattery	Claire
403	Ms	Spagnol	Victoria
262	Ms	Spiteri	Alexia
363	Ms	Spiteri	Amy
281	Ms	Spiteri	Catriona
223	Mr	Spiteri	Damian
401	Ms	Spiteri	Graziella
624	Ms	Spiteri	Jillian
333	Ms	Spiteri	Katia
104	Ms	Spiteri	Maria Gloria
562	Ms	Spiteri	Martina
439	Ms	Spiteri	Melanie
466	Ms	Stellini	Francelle
149	Ms	Stensen	Josephine
109	Ms	Sultana Azzopardi	Dorianne
673	Ms	Sungkono	Shirley Angelina
116	Mr	Suarez	Holger

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
301	Mr	Tabone	George
526	Ms	Tanti	Maria
151	Ms	Testa	Maria
581	Ms	Testa	Manuela
410	Ms	Testa	Martina
01	Mr	Tonna	Adrian
454	Ms	Tonna	Amabel
24	Mr	Tonna	Vincent
456	Ms	Toutoungi	Nadia
667	Mr	Triganza	Nicholas
626	Ms	Varbanova	Daniela
691	Ms	Vassallo	Abigayle
114	Ms	Vassallo	Deborah
344	Ms	Vassallo	Ingrid
267	Ms	Vassallo	Judy
369	Ms	Vassallo	Kimberly
126	Ms	Vassallo	Maria
157	Ms	Vassallo	Monya
348	Ms	Vella	Amanda
541	Ms	Vella	Andrelisa
388	Ms	Vella	Antoinette
214	Ms	Vella	Audrey Ann
592	MS	Vella	Bianca
441	Ms	Vella	Doreeen
320	Mr	Vella	Eric Anthony
427	Ms	Vella	Graziella
558	Ms	Vella	Josianne
631	Mr	Vella	Juan Jorge
476	Mr	Vella	Kersten Darren
653	Ms	Vella	Kimberley
383	Ms	Vella	Laura
321	Ms	Vella	Mandy
238	Mr	Vella	Mario George
118	Ms	Vella	Mary Ann
468	Mr	Vella	Philip
191	Mr	Vella	Reuben
251	Ms	Vella	Rhian K.
419	Ms	Vella	Romina
561	Ms	Vella	Rosanne
258	Ms	Vella	Stephanie
394	Ms	Vella	Theresa

Nru. tal-Warrant *Warrant No.*	Titlu *Title*	Kunjom *Surname*	Isem *Name*
601	Ms	Vella	Vanessa
488	Ms	Vella Bonnici	Roberta
470	Mr	Veneziani	Duncan
285	Ms	White	Christina
57	Ms	Xerri	Josepha
04	Ms	Xerri	Louise
506	Ms	Xerri	Mandy
88	Ms	Xiberras	Fleur Marie
298	Ms	Xiberras	Davinia Paula
175	Ms	Xuereb	Johanna
161	Ms	Xuereb	Josephine
103	Sr	Xuereb	Josephine (Suzanne)
306	Ms	Xuereb	Julian
275	Ms	Xuereb	Melissa Lora
146	Ms	Xuereb	Natasha
634	Ms	Zago	Daniela
144	Ms	Zahra	Marija
548	Ms	Zahra	Marlene
130	Ms	Zammit	Carmen
642	Ms	Zammit	Danica
54	Mr	Zammit	Gino
574	Ms	Zammit	Isabel
107	Ms.	Zammit	Jacqueline
501	Ms	Zammit	Josefa
314	Ms	Zammit	Kristina
606	Ms	Zammit	Lyndsey
313	Ms	Zammit	M'Louise
482	Ms	Zammit	Mirae
354	Ms	Zammit	Rachel
639	Ms	Zammit	Roxanne
382	Ms	Zammit	Sera
560	Ms	Zammit	Thea
359	Ms	Zammit	Tiziana
600	Ms	Zammit Fiott	Nadienne
576	Ms	Zarb	Carly
399	Ms	Zarb	Deborah
197	Ms	Zerafa	Anabel
19	Ms	Zerafa	Daniella
564	Ms	Zerafa	Elvira
289	Ms	Zerafa	Jennifer
485	Ms	Zerafa	Maria

Nru. 470

UFFIĊĊJU TAL-KAP ARALDU TAL-ARMI TA' MALTA

Regolamenti dwar l-Araldika u l-Ġenealoġija

NGĦARRFU illi bis-saħħa tal-provvediment tal-artiklu 9(2) tar-Regolamenti tal-2021 dwar Araldika u l-Ġenealogija (A.L. 489 tal-2021) (L.S. 445.07), Il-Kap Araldu tal-Armi ta' Malta jgħarraf illi l-persuni msemmija aktar 'l isfel applikaw għall-Konċessjoni/Reġistrazzjoni ta' Armi mill-Uffiċċju tal-Kap Araldu tal-Armi ta' Malta.

Kulħadd jista' jgħarraf lil Kap Araldu tal-Armi ta' Malta sa mhux aktar tard minn wieħed u għoxrin ġurnata (21) wara l-pubblikazzjoni ta' rapreżentazzjonijiet validi u konklużivi favur jew kontra l-applikazzjoni. Dawn ir-rapreżentazzjonijiet għandhom jkunu indirizzati lir-Reġistratur jew bil-miktub jew permezz tal-posta reġistrata lill-Uffiċċju tal-Kap Araldu jew b'mod elettroniku permezz ta' email fuq l-indirizz tal-email (chiefherald@gov.mt).

G0107: Bontempo, Michael Robert (USA)

Armi:

Maqsuma fi Kwarti,

L-ewwel u r-raba': *Per chevron* Aħmar u Erminjett *Chevron engrailed* bl-ilwien maqluba *(counterchanged)* bejn żewġ slaleb ta' Malta fiċ-*Chief* lewn il-Fidda u wieħed fil-bażi lewn Aħmar.

It-tieni w it-tielet: lewn il-Fidda in pale tlett iqlub bil-fjammi lewn Aħmar 2,1.

Kollox differenzjat b'bordura lewn Aħmar. Fuq it-tarka, elmu li jixraq il-grad tiegħu bid-drappeġġ Aħmar u lewn il-Fidda minn taħt li għandu bħala Kresta, fuq girlanda tal-istess ilwien, bulebbiet ittikjat bil-ġwienaħ magħluqa ta' lewn naturali imżejjen b'pendent ta' stilla tal-anisi lewn id-Deheb.

Motto: au Service de Dieu

Badge:

Stilla tal-anisi lewn id-Deheb li fin-nofs għandha qalb bil-fjammi *palewise* Ħamra..

Standard:

Ta' erba' jardi tul bil-frenża *compony* lewn il-Fidda u Ħamra li tiġi għat-tond fil-parti tat-tarf *(fly),* filwaqt li l-parti

No. 470

OFFICE OF THE CHIEF HERALD OF ARMS OF MALTA

Heraldry and Genealogy Regulations

IN terms of the proviso to article 9(2) of the Heraldry and Genealogy Regulations 2021 (L.N. 489 of 2021) (S.L. 445.07), the Chief Herald of Arms of Malta hereby notifies that the persons listed hereunder have applied for the provision/registration of heraldic arms from the Office of the Chief Herald of Arms of Malta.

Anyone is to inform the Chief Herald of Arms of Malta by not later than twenty one (21) days after publication of any valid and cogent representations for or against the application. Such representations shall be addressed to the Registrar either in writing by means of registered mail to the Office of the Chief Herald or electronically by means of email to the email address (chiefherald@gov.mt).

G0107: Bontempo, Michael Robert (USA)

Arms:

Quarterly,

1st & 4th: Per chevron Gules and Ermine a chevron engrailed counterchanged between two Maltese crosses in chief Argent and one in base Gules.

2nd & 3rd : Argent, in pale three flaming hearts Gules, 2,1

The whole differenced by a bordure Gules. Above the shield a helm befitting his station with mantling Gules doubled Argent bearing for a crest upon a wreath of the liveries a great spotted woodpecker close proper adorned with a pendant of star anise Or.

Motto: au Service de Dieu

Badge:

A Gold anise charged at its centre with a flaming heart palewise Gules

Standard:

Of four yards in length fringed compony Argent and Gules rounded in the fly, the Arms in the hoist, the livery

ta' mal-arblu hemm l-arma waqt li l-bqija tal-istandard hu maqsum fi tlett partijiet b'żewġ faxex transversali li fuqhom hemm il-motto au Service de Dieu, bil-Kresta fin-nofs bejn żewġ rappreżentazzjonijiet tal-*Badge*.

G0108: Bontempo, Dr. Brian (USA)

Per chevron Aħmar u Erminjett *Chevron engrailed* bl-ilwien maqluba *(counterchanged)* bejn żewġ slaleb ta' Malta fiċ-*Chief* lewn il-Fidda u wieħed fil-bażi lewn Aħmar, u kollox juri tarka żgħira *(escutcheon)* li turi l-arma tal-mara tiegħu, lewn il-Fidda u *in pale* tlett iqlub bil-fjammi ta' lewn *Aħmar 2,1*.

Fuq it-tarka, elmu li jixraq il-grad tiegħu bid-drappeġġ Aħmar u lewn il-Fidda minn taħt li għandu bħala Kresta, fuq girlanda tal-istess ilwien, bulebbiet ittikjat bil-ġwienaħ magħluqa ta' lewn naturali imżejjen b'pendent ta' stilla tal-anisi lewn id-Deheb

Motto: au Service de Dieu

G0109: Bontempo, Lisa Beth (USA)

Lewn il-Fidda in pale tlett iqlub bil-fjammi ta' lewn Aħmar 2,1

Motto: Sursum corda

Dr Charles A. Gauci
Kap Araldu tal-Armi ta' Malta

Il-5 ta' April, 2024

field is split into three by two transverse bands bearing the motto *au Service de Dieu,* the crest in the centre between two representations of the Badge.

G0108: Bontempo, Dr. Brian (USA)

Per chevron Gules and Ermine a chevron engrailed counterchanged between two Maltese crosses in chief Argent and one in base Gules, the whole bearing an escutcheon of pretence displaying the Arms of his wife, Argent, in pale three flaming hearts Gules, 2,1

Above the shield a helm befitting his station with mantling Gules doubled Argent bearing for a crest upon a wreath of the liveries a great spotted woodpecker close proper adorned with a pendant of star anise Or.

Motto: au Service de Dieu

G0109: Bontempo, Lisa Beth (USA)

Argent, in pale three flaming hearts Gules 2,1

Motto: Sursum corda

Dr Charles A. Gauci
Chief Herald of Arms of Malta

5th April, 2024

MALTA INTERNATIONAL CONTEMPORARY ARTS SPACE

Sejħa għall-Pożizzjoni ta' Maniġer tal-Akkwist Pubbliku fi ħdan il-Malta International Contemporary Arts Space (MICAS)

Ref: MICAS/HR and ADMIN/6/2023
Numru tal-Permess tal-Jobsplus: 908/2023

Il-Malta International Contemporay Arts Space (MICAS), li taqa' taħt ir-responsabbiltà tal-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, tavża li qed tirċievi applikazzjonijiet minn individwi għall-pożizzjoni ta' Maniġer tal-Akkwist Pubbliku. L-applikazjonijiet se jintlaqgħu mill-entità sa nofsinhar tat-Tnejn, 22 ta' April, 2024, permezz ta' ittra elettronika lil (people@micas.art).

Iktar informazzjoni tista' tinkiseb mis-sit elettroniku ta' MICAS (www.micas.art/get-involved).

Il-5 ta' April, 2024

MALTA INTERNATIONAL CONTEMPORARY ARTS SPACE

Call for the Position of Manager (Procurement)within the Malta International Contemporary Arts Space (MICAS)

Ref: MICAS/HR and ADMIN/6/2023
Jobsplus Permit Number 908/2023

The Malta International Contemporary Arts Space (MICAS), under the responsibility of the Ministry for National Heritage, the Arts and Local Government, is issuing a call for the position of Manager (Procurement). Applications are to be received by not later than Monday, 22nd April, 2024, at noon, by email to (people@micas.art).

Further information can be found on the MICAS website (www.micas.art/get-involved).

5th April, 2024

KUNSILL REĠJONALI LVANT

Office Cleaner – Skala 18
(Part-time)

Numru tal-Permess ta' Jobsplus: 366/2024

Il-Kunsill Reġjonali Lvant qed ifittex biex jimpjega office cleaner (Skala 18) fuq bażi part-time.

Il-Kunsill Reġjonali Lvant jirrekjedi servizzi ta' tindif:

Fl-Uffiċju Amministrattiv tal-Kunsill Reġjonali Lvant fi 33, Triq il-Qasab, San Ġwann SGN 1713;

Fl-Uffiċċju tat-Tribunal f'7, Triq San Mikiel, San Ġwann.

Is-servizzi ta' tindif għandhom jibdew fit-8.00 a.m. jew kif miftiehem mas-Segretarju Eżekuttiv.

Dan is-servizz rikjest minn erbgħa (4) sa ħames (5) darbiet fil-ġimgħa jew kif ikun hemm bżonn

Sigħat ta' ħidma: 20 siegħa fil-ġimgħa

Materjal u prodotti ta' tindif jiġu provduti mill-Kunsill Reġjonali Lvant.

Is-servizzi ta' tindif mhumiex limitati għal dawn ta' hawn fuq u s-Segretarju Eżekuttiv jista' jqabbad xi servizz ta' tindif ieħor.

Kandidati prospettivi huma mitluba li jkunu fil-pussess ta' dawn ir-rikjesti:

Kapaċi jikkomunikaw kemm bil-Malti kif ukoll bl-Ingliż;
Jafu jqassmu l-ħin sew;
Ikollhom liċenzja tas-sewqan valida;
Kapaċi jwettqu xogħlijiet fir-rwol tagħhom u anke oħrajn.

Applikanti interessati għandhom jibagħtu s-CV u ittra ta' akkumpanjament li tispjega kif il-ħiliet u l-esperjenza tagħhom jaqblu mar-rekwiżi ta' din il-pożizzjoni permezz ta' ittra elettronika lil (regjun-lvant.dlg@gov.mt) indirizzata lis-Segretarju Eżekuttiv sa mhux aktar tard minn nofsinhar ta' nhar it-Tnejn, 15 ta' April, 2024.

Applikanti eliġibbli jiġu mitluba biex jattendu għal intervista.

Applikazzjonijiet li jidħlu wara d-data stipulata mhux se jiġu kkunsidrati.

Il-5 ta' April, 2024

EASTERN REGIONAL COUNCIL

Office Cleaner – Scale 18
(Part-time)

Jobsplus Permit Number: 366/2024

The Eastern Regional Council is seeking to recruit an office cleaner (Scale 18) on a part-time basis.

The Eastern Regional Council requires cleaning services at:

The Eastern Regional Council Administration Offices at 33, Triq il-Qasab, San Ġwann SGN 1713;

The Tribunal Office at 7, Triq San Mikiel, San Ġwann.

Cleaning services should start at 8.00 a.m. or as agreed with the Executive Secretary.

Service is required four (4) to five (5) times a week or as required.

Working hours: 20 hours weekly

All cleaning materials are to be supplied by the Eastern Regional Council.

Cleaning services are not limited to the above and further cleaning duties may be assigned and requested by the Executive Secretary.

Prospective candidates are required to possess the following requirements:

Able to communicate in both Maltese and English;

Good time management;
Have a valid driving license;
Able to carry out duties such as cleaning and other outside duties.

Interested applicants should send their CV and a covering letter explaining how their skills and experience match the requirements of this role by email to (regjun-lvant.dlg@gov.mt) addressed to the Executive Secretary by not later than noon of Monday, 15th April, 2024.

Eligible applicants will be asked to sit for an interview.

Late applications will not be considered.

5th April, 2024

MINISTERU GĦALL-FINANZI

Post ta' Manager I fil-Ministeru għall-Finanzi

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

1. Is-Segretarju Permanenti, Ministeru għall-Finanzi, jilqa' applikazzjonijiet għall-post ta' Manager I fl-Amministrazzjoni tat-Taxxa u Dwana fi ħdan il-Ministeru għall-Finanzi.

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' probation/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-2024 huwa ta' €24,085.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €26,532.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043 fis-sena 2024) wara għaxar (10) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 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.

2.6 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.

2.7 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. Jagħti sapport u jmexxi l-funzjonijiet u t-twettiq ta' xogħol, proġetti u inizjattivi meħuda mill-Amministrazzjoni tat-Taxxa u d-Dwana ta' Malta inkluż it-tħejjija ta' rapporti, preżentazzjonijiet u statistika kif meħtieġ;

MINISTRY FOR FINANCE

Post of Manager I in the Ministry for Finance

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Finance, invites applications for the post of Manager I in the Malta Tax and Customs Administration within the Ministry for Finance.

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 2024 is €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€28,855.98 x €531.17 - €32,043 in 2024) on completion of ten (10) years of service as Manager I in the respective Salary Scale, 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 10% of their basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.6 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.

2.7 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. Supports and leads in the overall functions and execution of tasks, projects and initiatives undertaken by the Malta Tax and Customs Administration including preparation of reports, presentations and statistics as necessary;

ii. Imexxi tim ta' uffiċjali fit-twettiq ta' dmirijiet li jikkontribwixxu għall-għanijiet ġenerali tal-Amministrazzjoni tat-Taxxa u d-Dwana ta' Malta;

iii. Jassisti lis-superjuri fil-kwistjonijiet operattivi ta' kuljum u jipprovdi appoġġ amministrattiv meħtieġ inkluż l-organizzazzjoni, il-preżentazzjoni u ż-żamma ta' dokumentazzjoni rigward il-proġetti kollha li jkunu għaddejjin fl-uffiċċju biex jiġi żgurat li n-nies u r-riżorsi joperaw b'mod effettiv u effiċjenti;

iv. Iwettaq riċerka kif dirett mill-maniġment u jassisti fil-kumpilazzjoni tal-informazzjoni relatata ma' inizjattivi u proġetti tal-baġit;

v. Jassisti fil-kordinazzjoni ta' laqgħat u avvenimenti li jinvolvu partijiet interessati ta' diversi proġetti u inizjattivi meħuda;

vi. Jattendi laqgħat kif meħtieġ inkluż it-tqassim tal-aġendi, teħid tal-minuti tal-laqgħat u kwalunkwe rappurtar ieħor kif meħtieġ;

vii. Jassisti fil-bżonnijiet u l-ħtiġiet tal-akkwist tad-dipartiment rispettiv;

viii. Jikkordina u jesegwixxi kuljum xogħol amministrattiv li jinkludi l-ġbir ta' informazzjoni minn terzi persuni kif meħtieġ;

ix. Jirrappreżenta lid-Dipartiment fi proċeduri tal-Qrati;

x. Ikun responsabbli mill-iżvilupp, immaniġġjar u tlestija ta' xogħlijiet speċifiċi, proġetti u inizjattivi;

xi. Jassisti fil-kumpilazzjoni ta' rapporti ta' kull xahar li jikkonċernaw l-implimentazzjoni tal-proġetti u jiżgura li jkunu konformi mal-iskedi stabbiliti;

xii. Iżomm dokumentazzjoni u informazzjoni xierqa fir-rigward ta' programmi u inizjattivi fi ħdan id-Dipartiment u jiżgura li d-data tkun miżmuma b'mod sigur;

xiii. Jipprovdi pariri u rakkomandazzjonijiet dwar it-titjib u s-simplifikazzjoni tal-proċessi tax-xogħol;

xiv. Jidentifika, regolarment, kwalunkwe problemi li jeħtieġu l-attenzjoni tas-superjur dirett tiegħu/tagħha jew tad-Direttur;

xv. Jagħmel kwalunkwe xogħol ieħor li s-superjur jista' jiddelega lilu/ha, kif jkun meħtieġ;

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

ii. Lead a team of officers in carrying out duties to contribute towards the overall objectives of the Malta Tax and Customs Administration;

iii. Assists superiors in the day-to-day operational matters and provides administrative support required including organising, filing and maintaining documentation regarding all ongoing projects in the office to ensure that people and resources operate effectively and efficiently;

iv. Carries out research as directed by management and assists in the compilation of information related to budget initiatives and projects;

v. Assists in the coordination of meetings and events involving stakeholders of various projects and initiatives taken;

vi. Attends meetings as required including the dissemination of agendas, recording minutes of meetings and any other reporting functions;

vii. Assists in the procurement needs and requirements of the respective Department;

viii. Co-ordinates and executes daily administrative tasks including the gathering of information from various third parties as may be required;

ix. Represents the Department in Court proceedings;

x. Responsible for the development, management and completion of specific tasks, projects and initiatives;

xi. Assists in the compilation of monthly reports related to the implementation of projects and ensures that they are in line with set schedules;

xii. Maintains proper documentation and information in relation to programmes and initiatives within the Department and ensures that data is stored in a secure manner;

xiii. Provides advice and recommendations on the improvement and simplification of work processes;

xiv. Identifies, on an ongoing basis, any issues which merit the attention of his/her direct superior and/or the Director;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned 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;

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Psychology jew Sociology jew Public Policy jew Public Management jew Management jew f'oqsma rilevanti kif determinat mill-maniġment, jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-livell 6 tal-MQF f'Accountancy.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) 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.

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

4.3 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

AND

iii. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or Psychology or Sociology or Public Policy or Public Management or Management or in relevant areas as determined by the management, or a recognised comparable professional qualification at MQF Level 6 in Accountancy.

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

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

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

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 tal-Portal tar-Reklutaġġ (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 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttorat tas-Servizzi Korporattivi, Ministeru għall-Finanzi, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

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

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

4.4 Applicants must be of conduct which is appropriate to the post applied for. 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.

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 4.4, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Corporate Services Directorate, Ministry for Finance, 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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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

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;
applikazzjonijiet laterali;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonjiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu minn (recruitment.mfin@gov.mt). Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (https://finanzi.gov.mt) u (recruitment.mfin@gov.mt).

Il-5 ta' April, 2024

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U R-RIĠENERAZZJONI TAL-PORT IL-KBIR

Post ta' Economics Officer fil-Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir

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 r-Riġenerazzjoni tal-Port il-Kbir, jilqa' applikazzjonijiet għall-post ta' Economics Officer fil-Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir.

Termini u Kundizzjonijiet

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

notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from (recruitment.mfin@gov.mt). These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (https://finance.gov.mt) and (recruitment.mfin@gov.mt).

5th April, 2024

MINISTRY FOR THE ENVIRONMENT, ENERGY AND REGENERATION OF THE GRAND HARBOUR

Post of Economics Officer in the Ministry for the Environment, Energy and Regeneration of the Grand Harbour

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 Regeneration of the Grand Harbour, invites applications for the post of Economics Officer in the Ministry for the Environment, Energy and Regeneration of the Grand Harbour.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 Is-salarju ta' Economics Officer huwa ta' Skala ta' Salarju 10, li fis-sena 2024 huwa ta' €24,085.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €26,532.

2.3 Persuna fil-grad ta' Economics Officer titla' fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273 fis-sena 2024) wara sentejn (2) servizz fil-grad ta' Economics Officer fi Skala 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Economics Officer titla' fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100 fis-sena 2024) wara sitt (6) snin servizz fil-grad ta' Economics Officer fi Skala 9, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Economics Officer titla' fi Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043 fis-sena 2024) wara sentejn (2) servizz fil-grad ta' Economics Officer fi Skala 8, jekk tkun qdiet dmirha b'mod sodisfaċenti.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Economics Officer huma li:

i. Jikkontribwixxi b'xogħol ta' riċerka, analiżi tal-ekonomija, jikkompila statistika u rapporti ekonomiċi u dokumenti oħra b'rabta mal-oqsma ta' attività tal-Ministeru;

ii. Jikkontribwixxi lejn l-abbozzar ta' politika u strateġiji nazzjonali relatati mal-portafoll tal-Ministeru;

iii. Jikkontribwixxi lejn analiżi ekonomika kwantitattiva permezz ta' mudelli ekonometriċi, li jinkludu preparazzjoni ta' tbassir ekonomiku, eżerċizzi ta' simulazzjoni ta' politika, u riċerka oħra skont il-ħtiġiet tal-Ministeru;

iv. Isegwi żviluppi relatati mal-ambjent u mat-tibdil fil-klima kemm fuq livell domestiku kif ukoll dak internazzjonali;

v. Jikkontribwixxi lejn il-preparazzjoni ta' studji tekniċi fuq proposti tal-Kummissjoni;

vi. Jikkontribwixxi lejn il-preparamenti neċessarji ta' laqgħat tekniċi li jsiru ma' istituzzjonijiet internazzjonali;

vii. Jikkordina ma' partijiet interessati kemm tal-Gvern u mhux mhux governattivi, sabiex jassisti fil-formulazzjoni ta' pożizzjonijiet u strateġiji nazzjonali;

viii. Jattendi għal-laqgħat f'Malta kif ukoll barra minn Malta u jikkompila rapporti dwarhom;

ix. Jassisti l-bordijiet u l-kumitati li jaqgħu taħt ir-responsabbiltà tal-Ministeru;

2.2 The salary for the post of Economics Officer is Salary Scale 10, which in the year 2024 is equivalent to, €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.

2.3 An Economics Officer will progress to Scale 9 (€25,589.02 x €447.33 - €28,273 in the year 2024) on completion of two (2) years service in the grade of Economics Officer in Scale 10, subject to satisfactory performance.

2.4 An Economics Officer will progress to Scale 8 (€27,179.02 x €486.83 - €30,100 in the year 2024) on completion of six (6) years service in the grade of Economics Officer in Scale 9, subject to satisfactory performance.

2.5 An Economics Officer will progress to Scale 7 (€28,855.98 x €531.17 - €32,043 in the year 2024) on completion of two (2) years service in the grade of Economics Officer in Scale 8, subject to satisfactory performance.

Duties

3. The job duties for the post of Economics Officer are:

i. Undertakes research work, performs economic analysis, and compiles statistical data, economic reports and other documents in relation to the areas of activity of the Ministry;

ii. Contributes to the drafting of national policies and strategies relating to the Ministry's portfolio;

iii. Contributes towards quantitative economic analysis through econometric modelling, which includes the preparation of economic forecasts, policy simulations and other research in accordance with the requirements of the Ministry;

iv. Monitors environmental and climate change issues both at a domestic and international level;

v. Contributes towards the preparation of technical briefings on Commission proposals;

vi. Contributes to the necessary preparations in anticipation of technical meetings with international organisations;

vii. Liaise with Government and non-government stakeholders, thereby assisting in the formulation of national positions and strategies;

viii. Attends for meetings in Malta or abroad and subsequently prepares reports;

ix. Assists boards and committees which fall under the Ministry's responsibility;

x. Jassisti fit-tħejjija tal-ispeċifikazzjonijiet tal-offerti u jieħu sehem fil-proċessi tal-offerti, billi jservi wkoll bħala membru fil-kumitati ta' evalwazzjoni kif meħtieġ;

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

xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, 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 ċittadin 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 (Ċittadin 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-Irland ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

x. Assists in the preparation of tender specifications and participates in tendering processes, including by serving as member on evaluation committees as necessary;

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

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

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

Eligibility Requirements

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

i. a. 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 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. fil-pussess ta' Baċċellerat rikonoxxut fil-Livell 6 tal-MQF (suġġett għall-minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-Economics jew Statistika jew Accountancy jew Finance jew Taxation jew Banking jew Public Policy jew European Studies jew detenturi ta' kwalifiki rikonoxxuta oħra jew kwalifiki professjonal ekwivalenti b'waħda minn dawn id-dixxiplini bħala qasam ewlieni ta' studju.

*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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anki jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifikarikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar faži tal-kors li jwassal għall-għoti tat-tali kwalifika. Il- persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) 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

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 Economics or Statistics or Accountancy or Finance or Taxation or Banking or Public Policy or European Studies or holders of other recognised degrees or equivalent professional qualifications with any of these disciplines as a major area of study.

*A recognised formal 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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) 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

għal applikazzjonijiet. 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).

4.3. 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 l 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. Dawk li japplikaw minn barra s-Servizz Pubbliku għandom 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.

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 tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt).

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

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

4.3 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. 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.

Submission of Supporting Documents

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

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

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 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 tald-Direttur Ġenerali għall-Operat, Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir, permezz tal-Portal tarReklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottemettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-settur pubbliku;

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 Regeneration of the Grand Harbour, 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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of public sector employees;

rinunzji ta' applikazzjonijiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi (Attn: Assistent Direttur, Riżorsi Umani), Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir, 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.meer@gov.mt)

Il-5 ta' April, 2024

MINISTERU GĦAS-SAĦĦA U L-ANZJANITÀ ATTIVA

Post ta' Allied Health Professional (Dental Technology) fuq bażi full-time/part-time fil-Ministeru għas-Saħħa u l-Anzjanità Attiva

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

1. Is-Segretarju Permanenti (Saħħa) u s-Segretarju Permanenti (Anzjanità Attiva), Ministeru għas-Saħħa u l-Anzjanità Attiva, jilqgħu applikazzjonijiet għall-post ta' Allied Health Professional (Dental Technology) fuq bażi full-time/part-time fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Allied Health Professional bid-Degree f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti) huwa ta' Skala ta' Salarju 10, li fis-sena 2024 huwa ta' €24,085.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €26,532.00.

Persuna fil-grad ta' Allied Health Professional li minbarra r-rekwiżit stipulat f'paragrafu 2.2, għandha wkoll fil-pussess tagħha Master Degree f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, jinħatru

renouncement of pending applications;
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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Energy and Regeneration of the Grand Harbour, 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.meer@gov.mt).

5th April, 2024

MINISTRY FOR HEALTH AND ACTIVE AGEING

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

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

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

2.2 The salary for the post of Allied Health Professional with Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) is Salary Scale 10, which in the year 2024 is equivalent to €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.00.

An Allied Health Professional who in addition to the requirement stipulated in paragraph 2.2, 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

mad-dħul bħala Senior Allied Health Professional fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00).

2.3 Persuna fil-grad ta' Allied Health Professional titla' fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273.00) 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 (€27,179.02 x €486.83 - €30,100.00) 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) tiġi promossa għall-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043.00) 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 (€28,855.98 x €531.17 - €32,043.00).

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, għandhom jiġu promossi għal Allied Health Practitioner bil-kundizzjoni li jiksbu 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 għal benefiċċji oħra tali, u suġġetta għall-kundizzjonijiet u obbligi oħra tali li on entry be immediately appointed as Senior Allied Health Professional in Salary Scale 8 (€27,179.02 x €486.83 - €30,100.00).

2.3 An Allied Health Professional will progress to Salary Scale 9 (€25,589.02 x €447.33 - €28,273.00) 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 (€27,179.02 x €486.83 - €30,100.00) 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 at MQF Level 8 shall immediately progress to Salary Scale 8 as Senior Allied Health Professional.

2.5 A Senior Allied Health Professional (Salary Scale 8), with at least five (5) years satisfactory service as Senior Allied Health Professional in Salary Scale 8 and certificate of successful completion of the Competency Programme and Evaluation Framework (CAF), shall be promoted to the grade of Allied Health Practitioner in Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00) 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 at 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 (€28,855.98 x €531.17 - €32,043.00).

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

jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern u l-union kompetenti.

Dmirijiet

3.1 Id-dmirijiet ta' persuna fil-ħatra ta' Allied Health Professional (Dental Technology) jinkludu li:

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

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

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

iv. Iżomm ruħu aġġornat fuq żviluppi u modi fil-prattika ta' professjoni speċifika tal-allied health permezz ta' studju tal-letteratura kurrenti jew billi jattendi korsijiet tal-iżvilupp professjonali kontinwu disponibbli u jadatta 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 u l-Anzjanità Attiva, 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 stabiliti filMinisteru 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.

may be stipulated in any pertinent agreement between the Government and the competent union.

Duties

3.1 The duties of Allied Health Professional (Dental Technology) include:

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

ii. Presents clear, accurate and timely documentation;

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

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

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

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

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

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

Further details of the job description of the post may be obtained from the People Management Division, Ministry for Health and Active Ageing, 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.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

ii. ikunu profiċjenti fil-lingwa Maltija. Għaldaqstant, kandidati li mhumiex profiċenti fil-lingwa Maltija xorta

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 abovementioned 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 must be proficient in the Maltese Language. However, candidates who do not possess

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. Kwalunkwe ħlas relatat mal-kors jew assessjar tiegħu jridu jiġu mħallsa mill-kandidati prospettivi magħżula. Madankollu, tali spejjeż jistgħu jitħallsu lura permezz tal-Continuous Professional 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.

U

iii. fil-pussess ta' kwalifika rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fid-Dental Technology jew kwalifika ekwivalenti, rikonoxxuta, kumparabbli U jkunu f'pussess ta' ċertifikat tar-reġistrazzjoni fid-Dental Technology 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-

proficiency 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 (CPD);

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 (overall band score 6) e.g. GCSE/Cambridge: Grade C, TOEFL (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 is 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 Dental Technology or an equivalent, recognised comparable qualification AND in possession of a certificate of registration in Dental Technology 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

ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) 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, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) 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. 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).

4.3. 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.

in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

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

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

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

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

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

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

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 tal-Portal tar-Reklutaġġ (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 u 4.2, 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 u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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. 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.

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 and 4.2, 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 and Active Ageing, 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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument 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.

7.5 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;
applikazzjonijiet laterali;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonjiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 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://sahha.gov.mt) u (recruitment.health@gov.mt).

Il-5 ta' April, 2024

MINISTERU GĦAS-SAĦĦA U L-ANZJANITÀ ATTIVA

Post ta' Assistant Manager fil-Ministeru għas-Saħħa u l-Anzjanità Attiva

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

1. Id-Direttur Generali (People Management), Ministeru għas-Saħħa u l-Anzjanità Attiva, tistieden applikazzjonijiet

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the People Management Division, Ministry for Health and Active Ageing, 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).

5th April, 2024

MINISTRY FOR HEALTH AND ACTIVE AGEING

Post of Assistant Manager in the Ministry for Health and Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health and Active Ageing, invites applications for the

għall-Post ta' Assistant Manager biex iwettaq dmirijiet fl-Uffiċju tas-Sovrintendenza tas-Saħħa Pubblika fi ħdan is-Saħħa fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Waqt il-perjodu ta' probation/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 2024 huwa ta' €21,236.00 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €23,360.00.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2024 hija ekwivalenti għal €22,642.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €24,894.00, 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 (€24,085.98 x €407.67 - €26,532.00) fis-sena 2024 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 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-ispeċjalizzazjoni, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

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

i. Jikkordina u jwettaq xogħol amministrattiv ta' kuljum kif jista' jkun meħtieġ;

ii. Jassisiti fil-kumpilazzjoni ta' rapporti ta' kull xahar u annwali u jiżgura li l-implimentazzjoni tkun skont skedi stabbiliti, taħt id-direzzjoni tas-superjur tiegħu/tagħha;

post of Assistant Manager to perform duties at the Office of the Superintendence of Public Health within Health in the Ministry for Health and Active Ageing.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2024 is equivalent to, €21,236.00 per annum, rising by annual increments of €354.00 up to a maximum of €23,360.00.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2024 is equivalent to €22,642.98 per annum, rising by annual increments of €375.17 up to a maximum of €24,894.00, 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 (€24,085.98x €407.67 - €26,532.00) in the year 2024 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

2.7 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 are:

i. Co-ordinating and executing daily administrative tasks as may be required;

ii. Assisting in the compilation of monthly and annual reports and ensure that implementation is according to set schedules, under the direction of his/her superior;

iii. Jassisti fil-produzzjoni, l-evalwazzjoni u t-tixrid tar-rapporti, u jorganizza l-preżentata u ż-żamma tad-dokumentazzjoni kollha dwar il-proġetti kollha li jkunu għaddejjin;

iv. Jattendi u/jew jirrappreżenta lid-Dipartiment f'konferenzi, laqgħat, seminars, kumitati u pjattaformi ta' diskussjoni;

v. Jipprepara rapporti/komunikazzjonijiet u segwitu kif xieraq, taħt l-istruzzjonijiet tas-superviżur;

vi. Ikun involut fl-operat tad-dipartiment jew f'xi xogħol delegat ta' uffiċċju ieħor filwaqt li dejjem taqdi rwol attiv bħala membru tat-tim;

vii. Jassisti fil-ħtiġiet u r-rekwiżiti tal-akkwist tad-Dipartiment rispettiv;

viii. Jittratta maż-żamma tal-kotba bażika;

ix. Iżomm ruħu aġġornat mal-proċeduri u l-applikazzjonijiet bażiċi u jsegwi t-taħriġ kif ordnat;

x. Jassisti f'operazzjonijiet ta' kuljum, inklużi l-ġestjoni u d-distribuzzjoni ta' korrispondenza, mistoqsijiet, żamma ta' rekords, dħul u aġġornament ta' informazzjoni bbażati fuq kompjuter;

xi. Jappoġja fit-tmexxija ġenerali u l-esekuzzjoni ta' proġetti li jsiru mid-dipartimenti rispettivi;

xii. Jiżviluppa pjanijiet ta' ħidma, inkluża skadenzi u miri tal-proġetti li jsiru mid-Dipartiment;

xiii. Jiżgura l-effiċjenza massima fl-esekuzzjoni ta' proġetti b'suċċess għall-istandards ta' kwalità meħtieġa;

xiv. Jindentifika fuq bażi kontinwa, kwalunkwe kwistjoni li jistħoqqilha l-attenzjoni tas-superjuri;

xv. Jipprovdi appoġġ u pariri lill-maniġment superjuri u jsegwi l-implimentazzjoni tal-proġetti kif meħtieġ;

xvi. Jiżgura komunikazzjoni effiċjenti mal-partijiet interessati rilevanti kollha u mal-mexxejja tal-proġetti;

xvii. Jikkordina u jipparteċipa f'laqgħat regolari meta meħtieġ;

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

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

iii. Assisting in the production, evaluation and dissemination of reports, and organising filing and maintaining all documentation regarding all undergoing projects;

iv. Attending and/or representing the Department in conferences, meetings, seminars, committees and discussion platforms;

v. Preparing reports/communications and following-up accordingly, under the supervisor`s instructions;

vi. Being involved in the department`s operation or any other office delegated work whilst always playing an active role as a team member;

vii. Assisting in the procurement needs and requirements of the respective Department;

viii. Dealing with basic bookkeeping;

ix. Keeping abreast with basic procedures and applications and following training as directed;

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

xi. Supporting in the overall management and execution of projects undertaken by the respective departments;

xii. Developing work plans, including timelines and targets of the projects undertaken by the Department;

xiii. Ensuring the maximum efficiency in the successful projects execution to the required quality standards;

xiv. Identifying on an ongoing basis, any issues meriting the superiors' attention;

xv. Providing support and advice to the senior management and following up projects implementation as necessary;

xvi. Ensuring efficient communication with all relevant stakeholders and with project leaders;

xvii. Coordinating and participating in regular meetings when required;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Management Studies jew Business Administration jew Project Management jew Operations Management jew Strategic Management jew Creativity and Innovation jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Management Studies jew Business Administration jew Project Management jew Operations Management jew Strategic Management jew Creativity and Innovation jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li għandhom jinkludu tnejn (2) minn dawn is-suġġetti: Malti jew Ingliż jew Maths jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn is-suġġetti Malti jew Ingliż jew Maths).

*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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. 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

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Management Studies or Business Administration or Project Management or Operations Management or Strategic Management or Creativity and Innovation or in relevant areas as determined by management.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Management Studies or Business Administration or Project Management or Operations Management or Strategic Management or Creativity and Innovation or in relevant areas as determined by management.

OR

c. (i) In possession of two (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation Level (which must include two (2) of the following subjects: Maltese or English or Mathematics) or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one of the following subjects: Maltese or English or Mathematics).

*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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment 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

'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) 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.

(ii) 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. 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).

4.3 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

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 tal-Portal tar-Reklutaġġ (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-

for Officers within the Managerial Stream for Qualified Personnel'.

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 iii (a) to 4.1 iii (c) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 Applicants must be of conduct which is appropriate to the post applied for. 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.

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

marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management Division, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Mekanti, Il-Belt Valletta VLT 1171, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonjiet pendenti;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.4, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Mekanti, 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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 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 (http://health.gov.mt) u (recruitment.health@gov.mt).

Il-5 ta' April, 2024

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

Pożizzjoni ta' Segretarju Eżekuttiv mal-Kunsilli Lokali u Reġjonali fid-Diviżjoni għall-Gvern Lokali fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali

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

1. Id-Diviżjoni tal-Gvern Lokali (LGD) fi ħdan il-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, tixtieq tidentifika persuni idonji li jistgħu jiġu rakkomandati biex jokkupaw il-Pożizzjoni ta' Segretarju Eżekuttiv fi kwalunkwe mill-kunsilli lokali/reġjonali (kunsilli) elenkati fl-Anness 'A' mehmuż ma' din is-sejha.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Il-kandidati magħżula se jiġu rrakkomandati lil xi kunsill imniżżel hawn taħt u, jekk dawn jiġu magħżula minn xi kunsill, se jidħlu fi ftehim ta' tliet snin bħala 'Segretarju Eżekuttiv' mal-kunsill rispettiv. Tali ftehim jista' jiġi mġedded għal aktar perjodi.

Lista ta' Kunsilli Lokali u s-salarju rispettiv.

Kunsilli Lokali	**Skala**
Il-Kunsill Lokali Bormla	7
Il-Kunsill Lokali Ħal Qormi	5
Il-Kunsill Lokali Ħal Tarxien	6
Il-Kunsill Lokali San Ġiljan	5
Il-Kunsill Lokali San Pawl il-Baħar	5
Il-Kunsill Lokali Santa Luċija	7
Il-Kunsill Lokali Santa Venera	6
Il-Kunsill Lokali Ta' Xbiex	7

access to application forms and related details; retention of documents,

may be accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the People Management Division, Ministry for Health and Active Ageing, 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 (http://health.gov.mt) and (recruitment.health@gov.mt).

5th April, 2024

MINISTRY FOR THE NATIONAL HERITAGE, THE ARTS AND LOCAL GOVERNMENT

Position of Executive Secretary within the Local and Regional Councils in the Local Government Division in the Ministry for the National Heritage, the Arts and Local Government

Nomenclatures denoting the male gender include also the female gender.

1. The Local Government Division (LGD) within the Ministry for National Heritage, the Arts and Local Government, wishes to identify suitable persons who could be recommended to fill the Position of Executive Secretary in any of the local/regional councils (councils) shown in Annex 'A' attached to this call.

Duration of Assignment and Conditions

2.1 Selected candidates will be recommended to a council listed as below, and if selected by a council, will sign a three year agreement as an Executive Secretary with the respective council. Such agreement may be renewed for further periods.

List of Councils and the respective salary scale.

Local Councils	**Salary Scale**
Bormla Local Council	7
Qormi Local Council	5
Ħal Tarxien Local Council	6
San Ġiljan Local Council	5
St Paul's Bay Local Council	5
Santa Luċija Local Council	7
Santa Venera Local Council	6
Ta' Xbiex Local Council	7

Il-Kunsill Lokali l-Gżira	5
Il-Kunsill Lokali l-Qrendi	7
Il-Kunsill Lokali Tas-Sliema	5
Il-Kunsill Lokali x-Xewkija	7
Kunsilli Reġjonali	**Skala**
Kunsill Reġjonali Port	7
Kunsill Reġjonali tal-Punent	7
Kunsill Reġjonali Tramuntana	7

Gżira Local Council	5
Qrendi Local Council	7
Tas-Sliema Local Council	5
Xewkija Local Council	7
Regional Councils	**Salary Scale**
Port Regional Council	7
Western Regional Council	7
Northern Regional Council	7

2.2 Il-pożizzjoni ta' Segretarju Eżekuttiv hi suġġetta għal perjodu ta' prova (probation) ta' tnax-il (12) xahar.

2.3 Il-pożizzjoni ta' Segretarju Eżekuttiv hija pożizzjoni b'Objective Reason skont Regolament 7 (4) (e) tal-Leġiżlazzjoni Sussidjarja 452.81 bit-titolu 'Kuntratti għal Żmien Fiss Suċċessivi'. Din il-pożizzjoni hija meqjusa bħala pożizzjoni ta' fiduċja li tikkonstitwixxi 'objective reason' skont l-istess Leġiżlazzjoni Sussidjarja.

2.4 Segretarju Eżekuttiv li jkollu esperjenza ta' xogħol rilevanti u ppruvata, se jkun intitolat li jirċievi status ta' Officer in Grade abbażi ta' 'notional basis', wara t-tmiem ta' erba' snin ta' servizz b'suċċess, addizzjonalment mal-kariga ta' Segretarju Eżekuttiv, u suġġett għall-approvazzjoni tal-Kummissjoni għas-Servizz Pubbliku, kif indikat iktar 'l isfel.

2.5 Segretarju Eżekuttiv hu intitolat li jibbenefika u li jinħatar bħala Officer in Grade wara li jkun issodisfa l-kriterji fil-paragrafu 2.4 hawn fuq. L-istatus ta' Officer in Grade għandu jirrifletti l-iskala tas-salarju kif indikat fis-subparagrafu 2.6 jew 2.8 iktar 'l isfel kif hu applikabbli.

2.6 Tali uffiċjali se jiġu mpoġġija fuq Skala ta' Salarju li tiġi waħda anqas mill-Iskala ta' Salarju attwali kif dettaljata fil-pożizzjoni tagħhom iżda fuq l-istess tarġa tas-salarju li attwalment qegħdin fiha.

2.7 Sakemm dawn id-dispożizzjonijiet jiġu osservati, dawk appuntati bħala Officer in Grade se jiġu, deġjem jekk mhux diġà qed jokkupaw pożizzjoni ekwivalenti jew ogħla, obbligati li jaqdu dmirijiet kif indikat mill-maniġment minn żmien għal żmien fil-livell ta' responsabbiltà rispettiva proporzjonata mal-Iskala ta' Salarju li jkunu marbuta magħha. Barra minn hekk, bħala Officers in Grade, dawn m'għandhomx aktar jibbenifikaw minn allowances li joħorġu mill-kundizzjonijiet tax-xogħol stabbiliti għas-Segretarji Eżekuttivi, hekk kif ikun applikabbli minn żmien għal żmien, jekk ma jibqgħux jaqdu dmirijiet bħala Segretarji Eżekuttivi. F'dawn il-każijiet id-Diviżjoni għall-Gvern Lokali (LGD) għandha d-dritt tal-ewwel rifjut li jingaġġa s-servizzi ta' tali uffiċjali.

2.8 Mat-tmiem b'suċċess ta' perjodu addizzjonali ta' tliet (3) snin, addizzjonalment u aggregat ma' subparagrafu 2.1 iktar 'il fuq, kif ukoll suġġett għal livell ta' servizz

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

2.3 The position of Executive Secretary is a position by Objective Reason In terms of Regulation 7 (4) (e) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'. This being a position of a level of trust, which constitutes an objective reason in terms of the same Subsidiary Legislation.

2.4 An Executive Secretary who has proven relevant work experience, will on completion of four (4) years of successful service, in aggregate, as Executive Secretary, and subject to the consent of the Public Service Commission, be entitled to attain Officer in Grade status on a notional basis as indicated below.

2.5 An Executive Secretary shall benefit and be appointed as Officer in Grade after having satisfied paragraph 2.4 above. The Officer in Grade status should reflect the salary scale as indicated in sub paragraph 2.6 or 2.8 below as applicable.

2.6 Such officers shall be placed on a Salary Scale which is one scale lower than their current Salary Scale as detailed in their position however on the same salary step currently enjoyed.

2.7 Subject to adherence to these provisions, appointees as Officer in Grade shall, unless occupying an equivalent or higher position, be obliged to carry out duties as indicated by Management from time to time at the respective level of responsibility commensurate with the salary scale they are pegged to. Moreover, as Officers in Grade, they shall no longer benefit from any allowance/s that emanate from the working conditions established for Executive Secretaries as applicable from time to time, if no longer performing duties as Executive Secretaries. In such cases the LGD has the right of first refusal to engage the services of the officer.

2.8 On completion of a further three (3) years in aggregate to and in addition to sub paragraph 2.1 above, and subject to satisfactory service, public officers appointed

sodisfaċjenti, uffiċjali pubbliċi appuntati fil-kariga ta' Segretarju Eżekuttiv ikunu eliġibbli li jiġu appuntati bħala Officer in Grade fl-istess skala bħal dik tal-pożizzjoni ta' Segretarju Eżekuttiv, suġġett għad-dispożizzjonijiet tal-paragrafu preċedenti.

2.9 Mal-ingaġġ, is-salarju bażiku tal-impjegat jiġi allinjat ma' dak ta' Segretarju Eżekuttiv f'dak il-kunsill rispettiv, skont id-dispożizzjonijiet legali tar-Regolamenti dwar il-Gvern Lokali (Kap. 363, Liġijiet ta' Malta u leġiżlazzjoni sussidjarja relatata). L-istess prinċipji għandhom japplikaw fil-każ tal-grad sostantiv.

2.10 Segretarju Eżekuttiv huwa obbligat illi minn żmien għal żmien jattendi programmi ta' taħriġ hekk kif indikat lilu mil-LGD.

2.11 Terminazzjoni mill-pożizzjoni ta' Segretarju Eżekuttiv hija fir-responsabbiltà tal-Kunsill.

2.12 Tneħħija minn uffiċjal pubbliku ssir skont ir-Regolament dwar Dixxiplina fis-Servizz Pubbliku.

Salarju Marbut mal-Pożizzjoni

Ir-remunerazzjoni li gejja hi bbażata fuq l-Iskali ta' Salarju tas-Servizz Pubbliku, u skont ir-Regolament 4(2) tar-Regolamenti tal-Kunsilli Lokali (Riżorsi Umani) (Leġiżlazzjoni Sussidjarja 363.20) għandha titħallas lis-Segretarji Eżekuttivi fil-kunsilli lokali.

3.1 Fejn id-daqs tal-kunsill huwa:

i. 9 sa 13-il membru, mhux aktar mill-massimu ta' Skala 5

ii. 7 membri, mhux aktar mill-massimu ta' Skala 6

iii. 5 membri u Segretarji Eżekuttivi tal-kunsilli reġjonali, mhux aktar mill-massimu ta' Skala 7.

3.2 Persuni impjegati bħala Segretarji Eżekuttivi għall-ewwel darba, jitħallsu bit-tieni livell taħt il-massimu tal-iskala rispettiva. Is-Segretarji Eżekuttivi li jkollhom il-kuntratt tagħhom imgedded mill-istess kunsill, ma jkunux suġġetti għall-ebda żmien ta' prova.

3.3 Segretarju Eżekuttiv li l-kuntratt tiegħu mal-kunsill jigi tterminat u jidħol f'kuntratt ġdid ma' kunsill differenti, għandu jkun suġġett għal perjodu ta' prova ta' sena u għandu jitġallas il-massimu tas-Skala ta' Salarju relattiva.

3.4 Segretarju Eżekuttiv huwa intitolat ukoll għal benefiċċji kif elenkat:

as Executive Secretaries shall be eligible to be appointed as Officer in Grade in the same salary scale as that of the Position as Executive Secretary, subject to the provisions of the preceding paragraph.

2.9 On appointment, the employees' basic salary should be aligned with the position of Executive Secretary for the respective local council in line with the legal provisions of the Local Government legislation (CAP. 363, Laws of Malta and relative subsidiary legislation). The same principles shall apply for the substantive grade.

2.10 The Executive Secretary is obliged to attend training programmes as indicated by the LGD from time to time.

2.11 Termination from the position of Executive Secretary in a Council shall be within the authority of the respective Council.

2.12 Removal as public officer shall be made in terms of the Public Service Disciplinary Regulations.

Salary Pegged to the Position

The following remuneration based on the salary scales of the Public Service, and according to Regulation 4(2) of the Local Councils (Human Resources) Regulations (Subsidiary Legislation 363.20), shall be payable to Executive Secretaries in local councils.

3.1 Where the council size is:

i. 9 to 13 members, not more than the maximum of Scale 5

ii. 7 members, not more than the maximum of Scale 6

iii. 5 members and regional councils Executive Secretaries, not more than the maximum of Scale 7.

3.2 Persons employed as Executive Secretaries for the first time shall be placed on the second notch below the maximum of the respective scale. The Executive Secretary whose contract is renewed by the same council shall not be subject to any other probation.

3.3 An Executive Secretary whose contract with the council is terminated and enters into a new contract with a different council, shall be subject to a probation for a period of one year and shall be paid the maximum of the relative salary scale.

3.4 An Executive Secretary is also entitled to the following benefits:

i. Performance Bonus sa massimu ta' 15% skont il-policy u l-proċeduri fis-seħħ minn żmien għal żmien u suġġett ukoll għal prestazzjoni sodisfaċenti (sa 10% determinat mill-kunsill u sa 5% ieħor determinat mil-LGD);

ii. Disturbance Allowance ta' €1,500 fis-sena għal Skala ta' Salarju 5, u €1,000 fis-sena għal Skali ta' Salarju 6 u 7;

iii. All-inclusive Communication Allowance ta' €815 fis-sena;

iv. All-inclusive Transport Allowance ta' €1,000 fis-sena.

3.5 Fil-każ ta' uffiċjali pubbliċi/impjegati tas-Settur Pubbliku, dawn huma intitolati li:

i. Iżommu d-drittijiet kollha li jgawdu fis-Servizz Pubbliku/Settur Pubbliku matul il-perjodu tal-ingaġġ mal-kunsilli lokali/reġjonali;

ii. Iżommu s-substantative grade/indefinite status tagħhom mas-Servizz Pubbliku ta' Malta jew entità tas-Settur Pubbliku li kienu impjegati magħha;

iii. Ikollhom il-perjodu tal-ħatra taghhom bħala Segretarju Eżekuttiv meqjus bhala 'Service in the Grade' għall-fini tal-komputazzjoni tat-tul tas-servizz, anzjanità, salarju, progressjoni u, fejn applikabbli, għal skopijiet tal-pensjoni tat-Teżor.

3.6 Kandidati li huma digà uffiċjali pubbliċi, jiġifieri dawk li għandhom ħatra eżistenti f'kariga/pożizzjoni skont l-Artikolu 110 tal-Kostituzzjoni, jistgħu japplikaw biss għal postijiet vakanti għal pożizzjonijiet f'kunsill fejn il-pożizzjoni tkun tal-istess Skala ta' Salarju jew ogħla mill-ħatra eżistenti tagħhom.

Dmirijiet

4.1 Il-Deskrizzjoni tal-Impjieg għall-Post ta' Segretarju Eżekuttiv jinkludu li:

Is-Segretarju Eżekuttiv huwa l-kap eżekuttiv, amministrattiv u finanzjarju tal-kunsill.

Id-dmirijiet ta' persuna fil-ħatra ta' Segretarju Eżekuttiv jinkludu li:

a) Joħroġ l-avviżi kollha, jipprepara l-aġenda b'konsultazzjoni mas-Sindku u jattendi l-laqgħat kollha;

b) Jiddraftja u jiffirma l-minuti tal-laqgħat tal-kunsill jew kumitat;

i. A Performance Bonus of up to a maximum of 15% in line with policy and procedures as in force from time to time and subject to satisfactory performance (up to 10% determined by the council and up to a further 5% determined by the LGD).

ii. Disturbance Allowance of €1,500 per annum for Salary Scale 5, and €1,000 per annum for Salary Scale 6 and 7.

iii. All inclusive Communication Allowance of €815 per annum.

iv. All inclusive Transport Allowance of €1,000 per annum.

3.5 In the case of public officers/Public Sector employees, they are entitled to:

i. Retain all inherent rights enjoyed in the Public Service/ Public Sector during the engagement period with the local/ regional councils;

ii. Retain their substantive grade/indefinite status with the Malta Public Service or Public Sector entity;

iii. have their period of appointment as Executive Secretary deemed as 'Service in the Grade' for the purpose of computation of length of service, seniority, salary, progression and, where applicable, for Treasury pension purposes.

3.6 Candidates who are public officers, i.e. those who hold an appointment in a post/position in terms of Article 110 of the Constitution, may only apply for vacancies for positions in a council where the position is the same salary scale or higher than their current appointment.

Duties

4. The job duties for the position of Executive Secretary include:

The Executive Secretary is the executive, administrative and financial head of the local council.

The duties of Executive Secretary include:

a) Issue all notices, prepare the agenda in consultation with the Mayor and attend all meetings;

b) Draw up and sign the minutes of council or committee meetings;

c) Jagħmel rapport amministrattiv dettaljat ta' kull sena lis-Sindku li min-naħa tiegħu jqiegħdu għall-approvazzjoni tal-kunsill;

d. Ilesti biex jitqiegħed quddiem il-kunsill estimi tad-dħul u ħruġ u pjan ta' ħidma tal-kunsill matul is-sena finanzjarja li tkun ġejja;

e) Jagħmel kull dover amministrattiv ieħor kif ikun hemm bżonn, sakemm dawn l-istruzzjonijiet jaqgħu fil-parametri kif preskritt bil-liġi u r-regolamenti, skont il-policies deċiżi u delegati mill-kunsill;

f) Joħroġ kull ordni li tkun teħtieġ nefqa kif approvata mill-kunsill;

g) Itella' l-aġenda, il-minuti u l-iskedi ta' pagamenti fuq is-sit elettroniku tal-kunsill, kif mitlub bil-liġi;

h) Jimxi strettament mal-memos, ċirkularijiet u direttivi maħruġa mid-Diviżjoni għall-Gvern Lokali, u jidderieġi lill-kunsill skont il-każ;

i) Jirrapporta lid-Direttur Ġenerali (Gvern Lokali) u jagħti r-rapporti kollha u kull dokumentazzjoni oħra kif mitlub, u jaderixxi ma' kull direttiva oħra maħruġa;

j) Kull dmir ieħor skont l-esiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mid-Direttur Ġenerali (Gvern Lokali), is-Segretarju Permanenti u s-Segretarju Permanenti Ewlieni.

Għal aktar dettalji ara l-Att dwar Gvern Lokali (Kap. 363), Liġijiet ta' Malta.

Rekwiżiti tal-Eliġibbiltà

5.1 Sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

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

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

d. kwalunkwe persuni ohra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet

c) Submit a detailed annual administrative report to the Mayor who shall submit it to the council for its approval;

d) Prepare for submission to the council estimates of the income and expenditure and five year business plan of the council for the next financial year;

e) Carry out any other administrative duties as deemed necessary, subject that such instructions fall within the parameters as prescribed by law and regulations, in accordance with policies decided and delegated by the council;

f) Issue all orders bearing an expense as approved by the council;

g) Upload agenda, minutes and schedule of payments on the local councils' website as prescribed by law;

h) Strictly adhere to all memos, circulars and directives issued by the Local Government Division and direct the local council accordingly;

i) Report to the Director General (Local Government) and submit all reports and any other documentation as required, and adhere to any other directive issued by the Division;

j) Any other duties according to the exigencies of the Public Service, as directed by Director General (Local Government), Permanent Secretary, and the Principal Permanent Secretary.

For further details, vide the Local Councils Act (Cap 363), Laws of Malta.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms

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 joqoghdu 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 a Identità skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

ii. profiċjenti u kapaċi li jikkomunikaw b'mod effettiv kemm b'mod orali kif ukoll bil-miktub bil-lingwa Maltija, kif ukoll bil-lingwa Ingliża.

U

iii a. ikollhom Master degree rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) fil-Business Management jew fil-Management jew f'oqsma rilevanti kif determinat mill-maniġment.

*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 jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

JEW

of the law or the abovementioned 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. Proficient and able to communicate effectively both verbally and in writing in the Maltese and English languages.

AND

iii a. In possession of a recognised Master degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Business Administration or Management or in relevant areas as determined by management.

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

OR

b. ikollhom Baċellerat rikonoxxut f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fil-Business Management jew fil-Management jew f'oqsma rilevanti kif determinat mill-maniġment b'sentejn (2) esperjenza ta' xogħol rilevanti.

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

JEW

c. ikollhom Diploma rikonoxxuta f'Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Management jew f'oqsma rilevanti kif determinat mill-maniġment b'ħames (5) snin esperjenza ta' xoghol rilevanti.

*Kwalifiki rikonoxxuti komparabbli ma' 60 krettu ECTS/ECVET, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent tal-MQRIC li tigi sottomessa mal-applikazzjoni.

JEW

d. ikollhom kwalifika rikonoxxuta f'Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Business Management jew fil-Management jew f'oqsma rilevanti kif determinat mill-maniġment b'seba' (7) snin esperjenza ta' xogħol rilevanti.

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

JEW

e. Ufficjali pubbliċi fi Skala ta' Salarju minn 5 sa 7 (iż-żewġ Skali inklużi) u impjegati tas-Settur Pubbliku f'livell ta' responsabbiltà komparabbli, u li huma kkonfermati fil-ħatra attwali tagħhom.

JEW

f. Ufficjali pubblici fi Skala ta' Salarju 8 sa 11 (iż-żewġ Skali inklużi) u impjegati tas-Settur Pubbliku f'livell ta' responsabbiltà komparabbli, u li huma kkonfermati fil-ħatra attwali taghhom, bi tliet (3) snin esperjenza ta' xoghol rilevanti.

iv. Ufficjali pubblici 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.

b. In possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Business Administration or Management or in relevant areas as determined by management with two (2) years relevant work experience.

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

OR

c. In possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Management or in relevant areas as determined by management with (5) years relevant work experience.

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

OR

d. In possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent*) in Business Management or Management or in relevant areas as determined by management with seven (7) years work experience.

*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

e. Public officers in Salary Scales 5 to 7 (both Scales included) and Public Sector employees at a comparable level of responsibility, who are confirmed in their current appointment.

OR

f. Public officers in Salary Scales 8-11 (both Scales included) and Public Sector employees at a comparable level of responsibility, who are confirmed in their current appointment, with three (3) years relevant work experience.

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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not.

5.2 (i) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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

(b) Il-persuni maħtura ma jibbenefikaw minn ebda benefiċċji, sakemm jiksbu l-kwalifika jew ikunu approvati għall-kisba tal-kwalifika indikata fi klawsoli 5.1 u 5.2.

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

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

5.4 Il-kandidati magħżula jridu jkunu eligibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.3 hawn fuq, mhux

5.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) 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. 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).

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

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clause 5.1 or 5.2.

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

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

5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the

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 tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt).

6.2 L-applikazzjonijiet għandhom jinkludu żewġ referenzi aċċettabbli bil-miktub.

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

Proċeduri tal-Għażla

7.1 Is-sejħa għall-applikazzjonijiet għandha tindika liema kunsill lokali/reġjonali fejn teżisti vakanza għall-kariga ta' Segretarju Eżekuttiv.

7.2 Għandha tingħata wkoll informazzjoni lill-kandidati li, peress li jkunu ġew indikati mill-bord tal-għażla bħala adatti għall-pożizzjoni, skont l-istadju tal-intervista, ma jwasslux awtomatikament għal ħatra għall-pożizzjoni. Il-ħatra għandha tkun suġġetta għall-aċċettazzjoni minn qabel mill-kunsill lokali/reġjonali rispettiv.

7.3 L-applikanti jistgħu japplikaw għall-pożizzjoni ma' massimu ta' tliet lokalitajiet għal kull sejħa għal applikazzjoni, filwaqt li jindikaw il-preferenza tagħhom.

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 Applications shall include two acceptable written references.

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

Selection Procedures

7.1 The call for applications shall indicate the local/regional councils where a vacancy for the post of Executive Secretary exists.

7.2 Information shall also to be provided to candidates that, being indicated by the selection board as being suitable for the position, pursuant to the interview stage, does not automatically lead to appointment to the position. Appointment shall be subject to the prior acceptance by the respective local/regional council.

7.3 Applicants may apply for a position in up to three localities under one call, indicating their preference.

7.4 Il-pożizzjoni ta' Segretarju Eżekuttiv hija pożizzjoni suġġetta għal Objective Reason.

7.5 Kandidati li huma uffiċjali pubbliċi, jiġifieri li għandhom ħatra f'kariga/pożizzjoni skont l-Artikolu 110 tal-Kostituzzjoni, jistgħu japplikaw biss għal postijiet vakanti għal pożizzjonijiet f'kunsill lokali/reġjonali fejn il-pożizzjoni tkun fl-istess Skala ta' Salarju jew ogħla mill-ħatra attwali tagħhom.

7.6 Il-bord tal-għażla għandu jkun kostitwit kif ġej:

i. Chairman, li jkun uffiċjal pubbliku minn ġewwa d-Diviżjoni għall-Gvern Lokali, nominat mis-Segretarju Permanenti rispettiv, u

ii. Żewġ membri mill-Bord Permanenti tal-Għażla tal-Ministeru responsabbli mill-Gvern Lokali.

7.7 L-applikazzjonijiet riċevuti jiġu l-ewwel evalwati mill-bord tal-għażla skont il-kriterji tal-eliġibbiltà, f'termini tas-sejħa għall-applikazzjonijiet.

7.8 L-applikanti ineliġibbli jiġu infurmati mill-bord tal-għażla kif xieraq u bid-dritt tagħhom li jissottomettu rappreżentazzjonijiet quddiem il-Kummissjoni dwar is-Servizz Pubbliku fi żmien ħamest ijiem tax-xogħol minn tali notifika.

7.9 Il-kandidati eligibbli jigu assessjati u intervistati mill--bord tal-għażla skont kriterji tal-għażla u sottokriterji approvati mill-Kummissjoni dwar is-Servizz Pubbliku.

7.10 Ir-riżultat tal-proċess għandu jindika jekk il-kandidati humiex adekwati, jew mod ieħor, għall-pożizzjoni.

7.11 Ir-riżultat jiġi sottomess lis-Segretarju Permanenti responsabbli mill-Gvern Lokali għall-approvazzjoni, u wara dan il-kandidati eliġibbli jiġu infurmati jekk instabux adekwati jew mod ieħor.

7.12 Kandidati li jinstabu mhux adekwati mill-bord tal-għażla jistgħu jissottomettu petizzjoni quddiem il-Kummissjoni fi żmien għaxart ijiem tax-xogħol mid-data li jkunu ġew infurmati bir-riżultat fir-rigward tagħhom.

7.13 L-ismijiet tal-kandidati li jinstabu adekwati mill-bord tal-għażla jintbagħtu lill-kunsill rispettiv li jkun ġie indikat bħala preferenza mill-kandidat għal aċċettazzjoni eventwali jew mod ieħor mill-kunsill.

7.14 Mal-ħatra l-kandidat magħżul għandu, b'seħħ immedjat, jiġi assenjat mal-kunsill partikolari fil-pożizzjoni ta' Segretarju Eżekuttiv.

7.15 Meta l-kandidati adekwati jiġu riferuti lill-kunsill u tinħareġ ħatra jew mod ieħor, il-proċess tal-għażla għall-

7.4 The position of Executive Secretary is a position by Objective Reason.

7.5 Candidates who are Public Officers, i.e. who hold appointment in a post/position in terms of Article 110 of the Constitution, may only apply for vacancies for positions in a local/regional council where the position is in the same salary scale or higher than their current appointment.

7.6 The selection board shall be constituted as follows:

i. Chairman, being a Public Officer from within the Local Government Division, nominated by the respective Permanent Secretary, and

ii. Two members from the Standing Selection Panel of the Ministry responsible for Local Government.

7.7 The applications received are first assessed by the selection board against the eligibility criteria, in terms of the call for applications.

7.8 Ineligible applicants are informed by the selection board accordingly and of their right to submit representations before the Public Service Commission within five working days of such notice.

7.9 Eligible candidates are assessed and interviewed by the selection board against selection criteria and sub criteria approved by the Public Service Commission.

7.10 The outcome of the process should indicate the suitability of the candidates, or otherwise.

7.11 The result is submitted to the Permanent Secretary responsible for Local Government for approval, following which the eligible candidates are informed whether they have been found suitable or otherwise.

7.12 Candidates found unsuitable by the selection board may submit a petition before the Commission within ten working days from the date of their being informed of the result in their regard.

7.13 The names of the candidates found suitable by the selection board are forwarded to the respective council which has been indicated as a preference by the candidate for eventual acceptance or otherwise by the council.

7.14 Upon appointment the selected candidate shall with immediate effect be assigned with the particular council in the position of Executive Secretary.

7.15 Once suitable candidates are referred to the council and an appointment is issued or otherwise the selection

pożizzjoni reklamata f'dak il-kunsill għandu jitqies bħala magħluq u ma jkun hemm ebda kandidati oħra riferuti lill-kunsill.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali, Gvern Lokali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

8.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottemettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonjiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20

process for the advertised position in that council shall be deemed as closed and there shall be no further reference of any remaining candidates.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director General, Local Government Division, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
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 accessed from (https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf) or may

Provisions_MT.pdf) jew jinkisbu mit-Taqsima għar-Riżorsi Umani li tinsab 26, Triq l-Arċisqof, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Diviżjoni huma (www.localgovernmentdivision.gov.mt) u (hr.dlg@gov.mt).

Il-5 ta' April, 2024

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

Post ta' Assistant Manager fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali

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

1. Is-Segretarju Permanenti, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, jilqa' applikazzjonijiet għall-post ta' Assistant Manager fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali.

Termini u Kundizzjonijiet

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

2.2 Waqt il-perjodu ta' probation/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 2024 huwa ta' €21,236.00 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €23,360.00.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2024 hija ekwivalenti għal €22,642.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €24,894.00, 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 (€24,085.98 x €407.67 - €26,532.00) fis-sena 2024 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

be obtained from the Human Resources Unit at 26, Triq l-Arċisqof, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address sand email address of the receiving Division are (www.localgovernmentdivision.gov.mt) and (hr.dlg@gov.mt).

5th April, 2024

MINISTRY FOR THE NATIONAL HERITAGE, THE ARTS AND LOCAL GOVERNMENT

Post of Assistant Manager in the Ministry for the National Heritage, the Arts and Local Government

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the National Heritage, the Arts and Local Government, invites applications for the post of Assistant Manager in the Ministry for the National Heritage, the Arts and Local Government.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2024 is equivalent to, €21,236.00 per annum, rising by annual increments of €354.00 up to a maximum of €23,360.00.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2024 is equivalent to €22,642.98 per annum, rising by annual increments of €375.17 up to a maximum of €24,894.00, 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 (€24,085.98 x €407.67 - €26,532.00) in the year 2024 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

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

Dmirijiet

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

i. Jassisti fit-tmexxija ġenerali u l-ħidma ta' kuljum tad-Dipartiment;

ii. Ikun responsabbli għall-ġbir ta' data u kitba u ta' rapporti kif mitlub mis-superjuri;

iii. Iħejji papers, briefs u rapporti, u jassisti f'attivitajiet ta' riċerka;

iv. Jiżviluppa pjanijiet ta' ħidma, inklużi skedi ta' żmien u miri tal-proġetti mwettqa mid-Dipartiment u jiżgura effiċjenza massima fl-esekuzzjoni b'suċċess ta' proġetti għal standards tà kwalità meħtieġa;

v. Jipprovdi assistenza u gwida lil organizzazzjonijiet u lil individwi;

vi. Jiffaċilita l-aċċess għall-implimentazzjoni tal-istrateġija tal-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali;

vii. Jassisti fil-kordinazzjoni ta' laqgħat, attivitajiet u konferenzi;

viii. Jattendi t-taħriġ meħtieġ biex ikun jista' jaqdi d-dmirijiet assenjati, u attivitajiet oħra mmirati lejn it-titjib tal-operat tad-Dipartiment;

ix. Iwettaq dmirijiet ta' natura amministrattiva sabiex jappoġġja s-superjuri tiegħu skont kif jista' jkun meħtieġ;

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

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

Rekwiżiti tal-Eliġibbiltà

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

2.6 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.

2.7 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 are:

i. Assists the overall management and day-to-day function of the Department;

ii. Is responsible for the collection of data and the writes up reports as requested by the superiors;

iii. Prepares papers, briefs, and reports, and assists in research activities;

iv. Develops work plans, including timelines and targets of the projects undertaken by the Department and ensures maximum efficiency in the successful execution of projects to required quality standards;

v. Provides assistance and guidance to organisations and individuals;

vi. Facilitates access to the strategy implementation of the Ministry for the National Heritage, the Arts and Local Government;

vii. Assists in the coordination of meetings, events and conferences;

viii. Attends necessary training to be able to carry out the duties assigned, and other activities aimed towards the improvement of the operations of the Department;

ix. Performs duties of an administrative nature to support senior management as may be required;

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

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

Eligibility Requirements

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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.

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 abovementioned 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. proficient in the Maltese and English languages;

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by management.

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

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: Ingliż jew Malti jew Sociology jew Pure Mathematics jew Applied Mathematics jew Information Technology jew Computing jew Economics jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn is-suġġetti: Ingliż jew Malti jew Sociology jew Pure Mathematics jew Applied Mathematics jew Information Technology jew Computing 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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. 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) Kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu

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

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: English or Maltese or Sociology or Pure Mathematics or Applied Mathematics or Information Technology or Computing or Economics or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one (1) of the following subjects: English or Maltese or Sociology or Pure Mathematics or Applied Mathematics or Information Technology or Computing 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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment 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) Moreover, candidates who have not yet formally obtained any of the abovementioned qualifications will still be considered. Such candidates are to submit evidence that

evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(ii) 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. 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).

4.3 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

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 tal-Portal tar-Reklutaġġ (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%.

they have been approved for the award of the qualification in question.

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 iii (a) to 4.1 iii (c) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 Applicants must be of conduct which is appropriate to the post applied for. 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.

Submission of Supporting Documentation

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

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

Selection Procedures

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonjiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20

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 Director Corporate Services, Ministry for the National Heritage, the Arts and Local Government, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued 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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20

Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, A43, St Paul's Buildings, Flat 2, Triq il-Punent, il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (www.mhal.gov.mt) u (hr.mhal@gov.mt).

Il-5 ta' April, 2024

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

Post Ta' Manager I (Riżorsi Umani) fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali

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

1. Is-Segretarju Permanenti, Ministeru għal l-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, jilqa' applikazzjonijiet għall-post ta' Manager I (Riżorsi Umani) fil-Ministeru għal l-Wirt Nazzjonali, l-Arti u l-Gvern Lokali.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager I (Riżorsi Umani) huwa ta' Skala ta' Salarju 10, li fl-2024 huwa ta' €24,085.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €26,532.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7(€28,855.98 x €531.17 -€32,043 fis-sena 2024) wara għaxar (10) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 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.

2.6 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

Provisions_ENG.pdf) or may be obtained from the Corporate Services Directorate, A43, St Paul's Buildings, Flat 2, Triq il-Punent, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (www.mhal.gov.mt) and (hr.mhal@gov.mt).

5th April, 2024

MINISTRY FOR THE NATIONAL HERITAGE,
THE ARTS AND LOCAL GOVERNMENT

Post of Manager I (Human Resources) in the Ministry for the National Heritage, the Arts and Local Government

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the National Heritage, the Arts and Local Government, invites applications for the post of Manager I (Human Resources) in the Ministry for the National Heritage, the Arts and Local Government.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

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

2.3 The salary for the post of Manager I (Human Resources) is Salary Scale 10, which in year 2024 is €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€28,855.98 x €531.17 - €32,043 in 2024) on completion of ten (10) years of service as Manager I in the respective Salary Scale, 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 10% of their basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

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

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

Dmirijiet

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

i. Jappoġġja lis-superjur bil-monitoraġġ tal-funzjonijiet delegati tal-politiki, il-programmi u l-prattiki kollha tar-riżorsi umani biex tiġi żgurata l-konformità mal-politiki ċentrali fil-ministeru kollu;

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

iii. Jassisti fil-ħolqien tal-listi ta' kontroll u l-Proċeduri Operattivi Standard biex tittejjeb l-aderenza mal-proċessi, il-proċeduri u r-regolamenti biex jitnaqqsu r-riskji ta' nuqqas ta' konformità;

iv. Jikkordina u jwettaq kontrolli ta' konformità kostanti u regolari biex jiżgura li l-politiki stabbiliti jkunu qed jiġu osservati, u jsegwi l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;

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

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

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

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

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

at their own request to carry out duties elsewhere, in accordance with established vacancies.

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

Duties

3. The job duties for the post of Manager I (Human Resources) are:

i. Supports the superior with the monitoring of delegated functions of all human resources policies, programmes, and practices to ensure compliance with central policies across the ministry;

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

iii. Assists in creating the checklists and Standard Operating Procedures to improve adherence to processes, procedures and regulations to reduce risks of lack of compliance;

iv. Coordinates and carries out constant and regular compliance checks to ensure that established policies are being adhered to, and follow up on the timely implementation of corrective measures required;

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

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

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

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

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

x. Jassisti fit-tħejjija u l-qsim tad-data, u jikkordina mal-IPS għall-induzzjoni ta' impjegati ġodda jew impjegati oħra li jeħtieġu żvilupp wara riżultati tal-evalwazzjoni tal-prestazzjoni kif ukoll jikkordina l-orjentazzjoni interministerjali kif meħtieġ;

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

xii. 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.

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt 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-

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

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

xii. 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.

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

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 abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

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

membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

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

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

U

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

*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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) 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.

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 Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Work and Human Resources Management or Training and Development or Public Administration or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or Business Administration or in relevant area determined by the 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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

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

(ii) 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. 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).

4.3 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

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 tal-Portal tar-Reklutaġġ (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 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 Applicants must be of conduct which is appropriate to the post applied for. 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.

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 4.4, have proven relevant work experience.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonjiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, A43 Flat 2, St Paul's Buildings, Triq

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for the National Heritage, the Arts and Local Government, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued 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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees; renouncement of pending applications; 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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from Corporate Services Directorate, A43 Flat 2, St Paul's Buildings, Triq il-

il-Punent, 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-Direttorat huma (www.mhal.gov.mt) u (hr.mhal@gov.mt).

Il-5 ta' April, 2024

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

Post Ta' Manager I fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali

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

1. Is-Segretarju Permanenti, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, jilqa' applikazzjonijiet għall-post ta' Manager I fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali.

Termini u Kundizzjonijiet

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

2.2 Waqt il-perjodu ta' probation/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-2024 huwa ta' ta' €24,085.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €26,532.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7(€28,855.98 x €531.17 - €32,043 fis-sena 2024) wara għaxar (10) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 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.

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

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

The website address and email address of the receiving Directorate are (www.mhal.gov.mt) and (hr.mhal@gov.mt).

5th April, 2024

MINISTRY FOR THE NATIONAL HERITAGE,
THE ARTS AND LOCAL GOVERNMENT

Post of Manager I in the Ministry for the National Heritage, the Arts and Local Government

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the National Heritage, the Arts and Local Government, invites applications for the post of Manager I in the Ministry for the National Heritage, the Arts and Local Government.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

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

2.3 The salary for the post of Manager I is Salary Scale 10, which in the year 2024 is €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7(€28,855.98 x €531.17 - €32,043 in 2024) on completion of ten (10) years of service as Manager I in the respective Salary Scale, 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 10% of their basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.6 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.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager I huma li:

i. Jassisti fit-tmexxija ġenerali u l-ħidma ta' kuljum tad-Dipartiment;

ii. Jipprovdi assistenza u sapport lill-maniġment superjuri fl-immaniġġjar tal-operazzjonijiet immirati li jilħqu il-miri tad-Direttorat;

iii. Jidentifika, jiżviluppa u jikkordina proċessi li jistgħu jeħtieġu simplifikazzjoni, u pproċessar mill-ġdid tal-proċess tas-sistemi u/jew titjib ieħor fil-forniment ta' servizz ta' eċċellenza;

iv. Jappoġġja l-implimentazzjoni f'waqtha tal-miżuri korrettivi li jistgħu jiġu kkomunikati lis-sezzjonijiet għall-implimentazzjoni meħtieġa;

v. Jiġbor u jikkompila informazzjoni rilevanti kif mitlub mis-superjuri;

vi. Iżomm rekords/informazzjoni b'mod sikur u skont ir-Regolamenti Ġenerali dwar il-Protezzjoni tad-Data;

vii. Jipprovdi assistenza u gwida lill-organizzazzjonijiet u lill-individwi;

viii. Jiffaċilita l-aċċess għall-implimentazzjoni tal-istrateġija tal-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali;

ix. Jassisti fil-kordinazzjoni ta' laqgħat, attivitajiet u konferenzi;

x. Jattendi t-taħriġ meħtieġ biex ikun jista' jaqdi d-dmirijiet assenjati, u attivitajiet oħra mmirati lejn it-titjib tal-operat tad-Dipartiment;

xi. Iwettaq dmirijiet ta' natura amministrattiva sabiex jappoġġja s-superjuri tiegħu skont kif jista' jkun meħtieġ;

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:

2.7 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 are:

i. Assists the overall management and day-to-day function of the Department;

ii. Provides assistance and support to senior management in the management of operations targeted at attaining the objectives of the Directorate;

iii. Identifies, develops and coordinates processes that may require simplification of processes business process reengineering and/or other improvements in the provision of a service of excellence

iv. Supports the timely implementation of corrective measures that may be communicated to the various sections for the required implementation;

v. Collects and compiles relevant information as requested by the superiors;

vi. Maintains records/information and ensure that data is stored and archived in a safe manner and in accordance with General Data Protection Regulations;

vii. Provides assistance and guidance to organisations and individuals;

viii. Facilitates access to the strategy implementation of the Ministry for the National Heritage, the Arts and Local Government;

ix. Assists in the coordination of meetings, events and conferences;

x. Attends necessary training to be able to carry out the duties assigned, and other activities aimed towards the improvement of the operations of the Department;

xi. Performs duties of an administrative nature to support senior management as may be required;

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

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

Eligibility Requirements

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

U

iii. ikollhom degree 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.

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 abovementioned 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;

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 relevant areas as determined by 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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) 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.

(ii) 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. 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).

4.3 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

Sottomissjoni ta' Dokumentazzjoni

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

*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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 Applicants must be of conduct which is appropriate to the post applied for. 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.

Submission of Supporting Documentation

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

kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (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 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

Selection Procedures

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.4, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for the National Heritage, the Arts and Local Government, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued 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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonijiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, 43, St Paul's Building, Flat 2, Triq il-Punent, 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-direttorat huma (www.mhal.gov.mt) u (hr.mhal@gov.mt).

Il-5 ta' April, 2024

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

Post ta' Manager II (Accounting and Finance) fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali

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

1. Is-Segretarju Permanenti, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali jilqa' applikazzjonijiet għall-post ta' Manager II (Accounting and Finance) fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager II (Accounting and Finance) huwa ta' Skala ta' Salarju 7, li fis-sena 2024 huwa ta' €28,855.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €32,043.

submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from Corporate Services Directorate, 43, St Paul's Building, Flat 2, Triq il-Punent, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving directorate are (www.mhal.gov.mt) and (hr.mhal@gov.mt).

5th April, 2024

MINISTRY FOR THE NATIONAL HERITAGE,
THE ARTS AND LOCAL GOVERNMENT

Post of Manager II (Accounting and Finance) in the Ministry for the National Heritage, the Arts and Local Government

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the National Heritage, the Arts and Local Government invites applications for the post of Manager II (Accounting and Finance) in the Ministry for the National Heritage, the Arts and Local Government.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

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

2.3 The salary for the post of Manager II (Accounting and Finance) is Salary Scale 7, which in the year 2024 is €28,855.98 per annum, rising by annual increments of €531.17 up to a maximum of €32,043.

2.4 Persuna fil-grad ta' Manager II titla' fi Skala ta' Salarju 6 (€30,626.02 x €596.33 - €34,204 fis-sena 2024) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-kandidati magħżula jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

a. Il-persuni maħtura jkunu intitolati għal benefiċċji oħra u suġġetti għal kundizzjonijiet u obbligi li huma stipulati fil-Working Conditions for Officers within the Managerial Stream for Qualified Personnel. Allowances ta' ċertifikazzjoni b'rabta mal-kisba ta' kwalifika u/jew warrant pertinenti, kif ukoll rimborż b'rabta ma' Żvilupp Professjonali Kontinwu, huma inklużi fil-pakkett tas-salarju.

2.6 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.

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

Dmirijiet

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

i. Responsabbli għat-tqassim xieraq ta' fondi, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u l-finanzjamenti allokati lill-ministeri, permezz ta' mekkaniżmi varji, b'relazzjoni mas-Servizz Pubbliku u s-Settur Pubbliku;

ii. Jassigura li kull ġbir ta' dħul u arretrati ta' dħul ikunu massimizzati u li jinżammu accounts xierqa;

iii. Jassigura li trasferimenti ta' flejjes li għandhom itejbu kemm jistgħu l-cashflow tal-Gvern, flimkien ma' rappurtar ta' cashflow ippjanat jew attwali, jitwettqu fi żmien xieraq;

iv. Janalizza talbiet għat-trasferiment ta' fondi u proposti ta' nfiq li jitfaċċaw waqt is-sena finanzjarja, u jawtorizza kull tranżazzjoni kif ikun mitlub;

v. Responsabbli għal-ledger ġenerali, sub-ledgers u rikonċiljazzjonijiet, kif ukoll assi u inventarji tal-Ministeru jew id-Dipartiment rispettiv;

2.4 A Manager II will progress to Salary Scale 6 (€30,626.02 x €596.33 - €34,204 in 2024) on completion of three (3) years service as Manager II in salary scale 7, subject to satisfactory performance.

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

a. Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in the Working Conditions for Officers within the Managerial Stream for Qualified Personnel. Certification allowances in respect of attainment of pertinent qualification and/or warrant, and a Continuous Professional Development reinbursement are included in the salary package.

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

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

Duties

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

i. Responsible for the proper disbursement, monitoring, evaluation and control of financial resources and funding allocated to Ministries, through various mechanisms, in relation to the Public Service and Public Sector;

ii. Ensures that any collection of revenue and arrears of revenue are maximised and that proper accounts thereof are kept;

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

iv. Analyses requests for the virement of funds and expenditure proposals which arise during the financial year, authorising any transaction as directed;

v. Responsible for the general ledger, sub-ledgers and reconciliations, as well as assets and inventories of the respective Ministry or Department;

vi. Responsabbli għaż-żamma xierqa ta' tranżazzjonijiet, il-kumpilazzjoni korretta ta' data ta' statistika u tbassir u projezzjonijiet, u l-identifikazzjoni ta' xejriet ġodda fid-data;

vii. Jassigura li l-leġiżlazzjoni, regolamenti, politiki u proċeduri stabbiliti ta' kontroll intern jinżammu u li jiġi implimentat kif xieraq monitoraġġ fil-proċessi kollha assenjati;

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

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

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

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

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

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

xiv. 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 b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet

vi. Responsible for the proper recording of transactions, the correct compilation of statistical data and projections and the identification of trends in data;

vii. Ensures that legislation, regulation, policies and established internal control procedures are adhered to and that monitoring is properly implemented in all processes assigned;

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

ix. Advising on variances from agreed financial targets, estimates and budgetary allocations and provide input on the monthly Revised Estimates reports;

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

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

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

xiii. Undertakes any other 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

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.

U

ii. kapaċi jikkomunikaw bil-lingwa Ingliża.

U

iii. ikollhom kwalifika ta' Master rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 7 tal-MQF f'Accountancy, jew f'oqsma rilevanti kif determinat mill-maniġment.

*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 jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

of the law or the abovementioned 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.

AND

ii. able to communicate in English language.

AND

iii. in possession of a recognised Master qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional qualification at MQF Level 7 in Accountancy, or in relevant areas as determined by management.

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

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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le.. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

4.2 (i) 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.

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

(ii) 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. 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).

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

4.3 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

4.4 Applicants must be of conduct which is appropriate to the post applied for. 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.

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 tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt).

Submission of Supporting Documents

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

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

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;

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

Selection Procedures

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3 have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for the National Heritage, the Arts and Local Government, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued 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, 19th April 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;

livell komparattiv tal-impjegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendenti; 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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, A43 Flat 2, St Paul's Buildings, Triq il-Punent, Il-Belt Valletta Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tas-Sezzjoni huma (www.mhal.gov.mt) u (hr.mhal@gov.mt).

Il-5 ta' April, 2024

UFFIĊĊJU ELETTORALI

Post ta' Assistant Manager fl-Uffiċċju Elettorali

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

1. Il-Kummissarju Elettorali Prinċipali fl-Uffiċċju Elettorali jilqa' applikazzjonijiet għall-post ta' Assistant Manager fl-Uffiċċju Elettorali.

Termini u Kundizzjonijiet

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

2.2 Waqt il-perjodu ta' probation/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 2024 huwa ta' €21,236 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' 23,360.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2024 hija ekwivalenti għal € 22,642.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €24,894, mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b).

comparative level of Public Sector employees; renouncement of pending applications; 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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from Corporate Services Directorate, Ministry for the National Heritage, the Arts and Local Government, A43 Flat 2, St Paul's Buidlings, Triq il-Punent, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are (www.mhal.gov.mt) and (hr.mhal@gov.mt).

5th April, 2024

ELECTORAL OFFICE

Post of Assistant Manager in the Electoral Office

Nomenclatures denoting the male gender include also the female gender.

1. The Chief Electoral Commissioner, Electoral Office invites applications for the post of Assistant Manager in the Electoral Office.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2024 is equivalent to, €21,236 per annum, rising by annual increments of €354 up to a maximum of €23,360.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2024 is equivalent to €22,642.98 per annum, rising by annual increments of €375.17 up to a maximum of €24,894, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€24,085.98 x €407.67 - €26,532) fis-sena 2024 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 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.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager fl-Ufficcju Elettorali huma li:

i. Iżomm ruħu aġġornat ma' oqsma ta' interess għall-Uffiċċju Elettorali u jżomm rekord sabiex dawn ikunu jistgħu jinstabu faċilment;

ii. Iżomm il-kalendarju tal-Kummissarju Elettorali Prinċipali u jiżgura li jinżamm aġġornat il-ħin kollu;

iii. Jassisti fit-tħejjija ta' HR plans, business plans u dokumentazzjoni oħra kif mitlub u kif ukoll jivvettja dokumentazzjoni qabel ma jintbagħtu għand il-Kumissarju Elettorali Prinċipali;

iv. Jagħti sapport lill-Kummissarju Elettorali Prinċipali fl-operat tal-Uffiċċju Elettorali, kemm fil-ħidma ta' kuljum kif ukoll waqt il-proċessi elettorali;

v. Jipparteċipa f'laqgħat immexxija mill-Kummissarju Elettorali Prinċipali jew ir-rappreżentant tiegħu, jieħu l-minuti u jassisti sabiex jiżgura li azzjoni hekk kif maqbula fil-laqgħat, jiġu implimentati fiż-żmien stipulat;

vi. Jipparteċipa bis-sħiħ fil-proċessi elettorali skont struzzjonijiet tal-Kummissarju Elettorali Prinċipali

vii. Jassisti fil-ġbir tal-informazzjoni neċessarja b'rabta ma' korrispondenza, talbiet għal informazzjoni, mistoqsijiet parlamentari u tabbozza risposti;

viii. Iżomm kif mitlub u kif meħtieġ sistemi ta' preżentata dwar materji indirizzati mill-Uffiċċju tal-Kummissarju Elettorali Prinċipali;

ix. Jiżgura li sistemi amministrattivi, proċessi u databases ikunu effiċjenti u miżmuma sew, inkluż li titniżżel kull korrispondenza li tasal fl-Uffiċċju tal-Kummissarju Elettorali Prinċipali;

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 (€24,085.98 x €407.67 - €26,532) in the year 2024 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 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.

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

Duties

3. The job duties for the post of Assistant Manager in the Electoral Office are:

i. Keeps up to date with developments in areas of interest to the Electoral Office and keeps adequate record of such for efficient retrieval;

ii. Maintaining the Chief Electoral Commissioner's calendar and ensuring it is up-to-date at all times;

iii. Assists in the compilation of HR plans, business plans and other documentation as required as well as vetting documentation prior to transmission to the Chief Electoral Commissioner;

iv. Supporting the Chief Electoral Commissioner in the operations of the Electoral Office, both during the day-to-day routine periods and during the hectic electoral processes.

v. Participating in meetings chaired by the Chief Electoral Commissioner or his representative, keeping minutes and assisting in ensuring that all action, as agreed during such meetings, is implemented within the established timeframes.

vi. Being involved in electoral processes as instructed by the Chief Electoral Commissioner;

vii. Assisting in the collation of the necessary information in respect of correspondence, requests for information, parliamentary questions and draft replies thereof;

viii. Maintaining as guided the necessary filing systems in respect of issues handled by the Office of the Chief Electoral Commissioner;

ix. Ensuring that administrative systems, processes and databases are efficient and well managed, including the inputting of all correspondence reaching the Office of the Chief Electoral Commissioner;

x. Jipprovdi sapport lill-maniġment superjuri fl-operat tal-uffiċċju skont kif mitlub;

xi. Dmirijiet oħra skont struzzjonijiet tal-Kummissarju Elettorali Prinċipali jew rappreżentant tiegħu;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

x. Provides support to senior management in office operations as requested;

xi. Any other duties as directed by the Chief Electoral Commissioner or his representative;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned 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. 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-Public Management jew Public Policy jew People Management jew Public Administration jew Human Resources jew Project Management jew Business Administration jew Management Studies jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Public Management jew Public Policy jew People Management jew Public Administration jew Human Resources jew Project Management jew Business Administration jew Management Studies jew f'oqsma rilevanti kif determinat mill-maniġment.

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): Ingliż jew Malti jew IT jew ICT jew Accounts jew Soċjoloġija jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn is-suġġetti: Ingliż jew Malti jew IT jew ICT jew Accounts jew Soċjologija)

*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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. 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

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 Public Management or Public Policy or People Management or Public Administration or Human Resources or Project Management or Business Administration or Management Studies, or in relevant areas as determined by management.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Public Management or Public Policy or People Management or Public Administration or Human Resources or Project Management or Business Administration or Management Studies or in relevant areas as determined by management.

OR

c. (i) In possession of two (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation Level (which must include two (2) of the following subjects): English or Maltese or IT or ICT or Accounts or Sociology 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: English or Maltese or IT or ICT or Accounts or Sociology)

*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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects

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) 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.

(ii) 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. 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).

4.3 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

Sottomissjoni ta' Dokumentazzjoni

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

at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment 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) Moreover, candidates who have not yet formally obtained any of the abovementioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 iii (a) to 4.1 iii (c) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 Applicants must be of conduct which is appropriate to the post applied for. 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.

Submission of Supporting Documentation

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

kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (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 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Kummissarju Elettorali Principali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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-Gimgħa 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;

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 4.4, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Chief Electoral Commissioner, 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 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;

kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonijiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mill-Uffiċċju Elettorali, Kumpless tal-Għadd tal-Voti, eks Trade Fair Grounds, In-Naxxar. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettronikuu l-indirizz elettroniku tad-Dipartiment huma (https://electoral.gov.mt) u (electoral.office@gov.mtl).

Il-5 ta' April, 2024

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Post ta' Senior Manager (Compliance) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali

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

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet għall-post ta' Senior Manager (Compliance) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Senior Manager (Compliance) huwa ta' Skala ta' Salarju 5, li fl-2024 huwa ta' €32,533.98 fis-sena, li jiżdied b'€640.67 fis-sena sa massimu ta' €36,378.00.

2.4 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u

qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the Electoral Office, Counting Complex, ex-Trade Fair Grounds, Naxxar. These general provisions are to be regarded as an integral part of this call for applications.

The website address, and email address of the receiving Department are (https://electoral.gov.mt) and (electoral.office@gov.mt).

5th April, 2024

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Post of Senior Manager (Compliance) in the Ministry for Agriculture, Fisheries and Animal Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries and Animal Rights, invites applications for the post of Senior Manager (Compliance) in the Ministry for Agriculture, Fisheries and Animal Rights.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

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

2.3 The salary for the post of Senior Manager (Compliance) is Salary Scale 5, which in year 2024 is €32,533.98 per annum, rising by annual increments of €640.67 up to a maximum of €36,378.00.

2.4 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, subject to satisfactory performance and

suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Senior Manager (Compliance) jinkludu li:

i. Ifassal u jistabbilixxi pjan annwali ta' awditjar intern u ta' konformità sabiex jivvaluta l-prestazzjoni u l-modus operandi tad-dipartimenti u l-entitajiet tal-MAFA;

ii. Jimplimenta u jesegwixxi l-pjan annwali ta' awditjar intern u ta' konformità tal-Ministeru, inkluż it-twettiq ta' verifiki u kontrolli meħtieġa, it-twettiq ta' analiżi u reviżjonijiet tal-valutazzjoni tar-riskju, u l-kompilazzjoni u l-preżentazzjoni ta' rapporti/preżentazzjonijiet tas-sejbiet;

iii. Javża u jagħti pariri fil-pront u fil-waqt lis-Segretarju Permanenti jew lid-delegat tiegħu dwar kwistjonijiet li joħorġu mill-adwitjar intern u mill-eżerċizzji tal-konformità, b'mod partikolari għal kwalunkwe irregolarità;

iv. Jikkomunika mad-dipartimenti u l-entitajiet dwar miżuri korrettivi, inkluż li jassistihom fi kwistjonijiet li jirriżultaw minn kwistjonijiet ta' konformità, biex jassigura tweġibiet f'waqthom u implimentazzjoni fiż-żmien stipulat;

v. Iwettaq verifiki regolari dwar il-funzjonijiet u l-proċeduri tad-dipartimenti u l-entitajiet, inkluż it-twettiq ta' reviżjonijiet interni tal-istandards ta' kontroll u l-aġġornament tal-valutazzjonijiet tar-riskju, sabiex jimmonitorja t-titjib u l-implimentazzjoni;

vi. Jiżgura aġġornament regolari tad-databases relatati mal-konformità u l-monitoraġġ, inkluż databases dwar kuntratti, ftehmiet, każijiet legali u liċenzji fost oħrajn;

vii. Jaġixxi bħala maniġer tar-relazzjoni bejn dipartimenti/entitajiet tal-Ministeru u awdituri esterni, filwaqt li jwettaq is-segwitu meħtieġ u jassigura tweġibiet fil-ħin;

viii. Janalizza l-effettività ta' standards ta' proċeduri, modus operandi u termini ta' referenza ta' diversi proċeduri u korpi maħtura, billi jassigura li dawn jiġu mtejbin u

subject to Central Administration's policies in force from time to time.

2.5 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 Compliance, in accordance with established vacancies.

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

Duties

3. The job duties for the post of Senior Manager (Compliance) include:

i. Devise and set a yearly internal audit and compliance plan and assess the performance and modus operandi of MAFAs departments and entities;

ii. Implements and executes the Ministry's yearly internal audit and compliance plan, including carrying out necessary verifications and checks, carrying out risk assessment analyses and reviews, and compiling and presenting finding reports/presentations;

iii. Alerts and provides advice to the Permanent Secretary or his delegate on issues emerging from internal audit and compliance matters, in particular to any irregularities, in a prompt and timely manner;

iv. Communicate with departments and entities on corrective measures, including assisting them on issues arising from compliance matters to ensure timely replies and implementation within set deadlines;

v. Conducts regular outreach checks on the functions and procedures of the departments and entities, including carrying out internal reviews of control standards and updating risk assessments to monitor improvements and implementation;

vi. Ensure regular updating of compliance and monitoring related databases, including databases on ongoing agreements, memoranda of understanding, legal cases and licenses among others;

vii. Act as a relationship manager between the Ministry's departments/entities and external auditing entities and ensure necessary follow-up and timely replies;

viii. Execute fitness check exercises on existing standard operating procedures, modus operandi and terms of reference of various operations and appointed bodies, followed by

aġġornati permezz ta' kollaborazzjoni kontinwa mal-partijiet konċernati;

ix. Jipproponi rakkomandazzjonijiet u jmexxi 'l quddiem proċessi u miżuri ta' simplifikazzjoni, inkluż l-għoti ta' taħriġ kif meħtieġ;

x. Jirrappreżenta l-Ministeru f'laqgħat u fora kif meħtieġ;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

ensuring necessary updating through constant liaison with stakeholders;

ix. Proposes recommendations and drives forward simplification processes and measures, including providing necessary training as required;

x. Represents the Ministry in meetings and fora as maybe required;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

b. 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 abovementioned 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.

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

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iii. ikollhom Master degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Business Management, jew Business Administration, jew Project Management, jew Law, jew Quality Management, jew Accounting, jew Finance, jew Public Policy, jew Industrial Relations, jew Insurance and Risk Management, jew Anti-money Laundering and Compliance, jew Governance and Management, jew Information Policy, jew Economics, jew f'oqsma rilevanti kif determinat mill-maniġment.

*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 jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

U

iv. B'ħames (5) snin esperjenza maniġerjali fis-Servizz Pubbliku fi, jew kwalunkwe esperjenza oħra maniġerjali li tista' tiġi kkunsidrata mill-amministrazzjoni bħala rilevanti għall-post, liema esperjenza għandha tkun sostnuta kif xieraq b'evidenza rilevanti.

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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le.. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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 Business Management, or Business Administration, or Project Management, or Law, or Quality Management, or Accounting, or Finance, or Public Policy, or Industrial Relations, or Insurance and Risk Management, or Anti-money Laundering and Compliance, or Governance and Management, or Information Policy, or Economics, or in relevant areas as determined by management.

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

AND

iv. With five (5) years of Public Service management experience in, or any other management experience that may be considered by the administration as relevant for the post, which experience must be duly sustained with relevant evidence.

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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) 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.

(ii) 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. 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).

4.3 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

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 tal-Portal tar-Reklutaġġ (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-

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 Applicants must be of conduct which is appropriate to the post applied for. 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.

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

marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.4 hawn fuq, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku; rinunzji ta' applikazzjonjiet pendenti;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.4, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the 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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees; renouncement of pending applications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;

żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mingħand l-Assistent Direttur (People Management), Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

Il-5 ta' April, 2024

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Post ta' Graduate Engineer (Mechanical)/Junior Engineer (Mechanical) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali

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

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet għall-post ta' Graduate Engineer (Mechanical)/Junior Engineer (Mechanical) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Graduate Engineer (Mechanical) huwa ta' Skala ta' Salarju 10 (li fis-sena 2024 huwa ta' €24,085.98 fis-sena, li jiżdied b' €407.67 fis-sena sa massimu ta' €26,532.00).

2.3 Persuna fil-grad ta' Graduate Engineer (Mechanical) tiġi promossa għall-grad ta' Junior Engineer (Mechanical) fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273.00 fis-sena 2024), wara li tkun kisbet il-warrant biex tipprattika l-professjoni ta' Engineer u jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna magħżula li jkollha il-warrant biex tipprattika l-professjoni ta' Engineer tinħatar Junior Engineer (Mechanical) fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273.00 fis-sena 2024), filwaqt li jekk il-persuna magħżula jkollha mill-inqas tliet (3) snin prattika professjonali wara li tkun kisbet il-warrant tinħatar

retention of documents,

may be accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the Assistant Director (People Manageement), 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)

5th April, 2024

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Post of Graduate Engineer (Mechanical)/Junior Engineer (Mechanical) 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 Graduate Engineer (Mechanical)/Junior Engineer (Mechanical) in the Ministry for Agriculture, Fisheries and Animal Rights.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of Graduate Engineer (Mechanical) is Salary Scale 10, which in the year 2024 is equivalent to, €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.00.

2.3 A Graduate Engineer (Mechanical) will be promoted to the grade of Junior Engineer (Mechanical) in Scale 9 (€25,589.02 x €447.33 - €28,273.00 in the year 2024), upon having successfully obtained their warrant to practice as Engineer and subject to satisfactory performance.

2.4 A selected applicant in possession of a warrant to practice as Engineer will be appointed as Junior Engineer (Mechanical) in Salary Scale 9 (€25,589.02 x €447.33 - €28,273.00 in the year 2024), provided that a new entrant into the class with at least three (3) years professional practice after obtaining warrant will enter directly as Engineer in

mill-ewwel Engineer (Mechanical) fi skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00 fis-sena 2024).

2.5 Persuna fil grad ta' Junior Engineer (Mechanical) li tkun ikkonfermata fil-grad tiġi promossa għall-grad ta' Engineer (Mechanical) fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00 fis-sena 2024) wara sentejn (2) servizz fil-grad jew mal-kisba ta' tliet (3) snin prattika professjonali wara wara li tkun kisbet il-warrant, liema minnhom ikun qabel u jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Persuna fil-grad ta' Engineer (Mechanical) fi Skala ta' Salarju 8, li jkollha erba' (4) snin servizz fi Skala 8, jew sentejn (2) servizz fi Skala 8 jekk tkun fil-pussess ta kwalifika approvata ta' wara il-gradwazzjoni, titla' għall-Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043.00 fis-sena 2024) jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.7 Il-persuna maħtura titħalla tipprattka l-professjoni b'xogħol privat sakemm:

a) Dan jitwettaq strettament barra l-ħinijiet uffiċjali tax-xogħol; U

b) Dan ma jinterferix jew ma jikkonfliġġix mad-dmirijiet uffiċjali jew mal-esiġenzi tas-servizz. F'dan ir-rigward il-persuna maħtura għandha tiżgura li qed topera skont il-Kodiċi tal-Etika u ta' Sezzjoni 6.2.3 tal-PSMC, u li ma twettaq l-ebda tip ta' xogħol barra mill-impieg tagħha mal-Gvern li jista' jmur kontra l-interessi tal-Gvern u/jew li jista' jwassal għal kunflitt ta' interess jew tfixkil fil-qadi tad-dmirijiet uffiċjali tagħha mal-Gvern. Xogħol privat għandu dejjem ikun bil-permess tas-Segretarju Permanenti.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Graduate Engineer (Mechanical)/Junior Engineer (Mechanical) jinkludu li:

i. Jipprepara disinn dettaljat u abbozz ta' speċifikazzjonijiet għax-xogħlijiet kollha ta' natura ta' inġinerija mekkanika kif meħtieġ biex jiffurmaw parti minn proġetti ġodda/proġett eżistenti, inklużi, estimi, polza ta' kwantità għat-tlestija tad-dokumenti tal-offerti għall-akkwist ta' impjant, tagħmir, strumentazzjoni, għodda, spare parts, materjali u sistemi oħra relatati mal-inġinerija;

ii. Jiżgura l-konformità mal-istandards tal-UE (jew internazzjonali jew nazzjonali) għat-tagħmir u/jew proċessi u/jew ħażniet kollha akkwistati jew li qed jintużaw;

iii. Jikkordina kif meħtieġ ma' professjonisti/persuni tekniċi oħra biex iwettqu xogħlijiet ta' tpinġija tad-disinn fl-istadji kollha tad-disinn tal-proġett biex jippreparaw għall-installazzjoni ta' servizzi mekkaniċi meħtieġa għat-tlestija xierqa tal-proġetti fi ħdan il-Ministeru;

Salary Scale 8 (€27,179.02 x €486.83 - €30,100.00 in the year 2024).

2.5 A Junior Engineer (Mechanical) who is confirmed in the grade will be promoted to the grade of Engineer in Salary Scale 8 (€27,179.02 x €486.83 - €30,100.00 in the year 2024) on completion of two (2) years' service in the grade or on the attainment of three (3) years professional practice after obtaining warrant, whichever is the earlier and subject to satisfactory performance.

2.6 An Engineer (Mechanical) in Salary Scale 8, with at least four (4) years service in Salary Scale 8 or two (2) years' service in Salary Scale 8 if in possession of an approved postgraduate qualification shall progress to Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00 in the year 2024) subject to satisfactory performance.

2.7 The appointee will be allowed to undertake private practice of his profession provided that:

a) It is carried out strictly outside official hours of work; AND

b) It does not interfere or conflict with his official duties or with the exigencies of the service. In this regard the appointee must ensure that he operates within the framework of the Code of Ethics and of Section 6.2.3 of the PSMC and will not carry any form of work outside of Government employment which may be against the interest of Government and/or which may lead to a conflict of interest or interfere with the performance of his official duties with the Government. Private work invariably necessitates the permission of the Permanent Secretary.

Duties

3. The job duties for the post of Graduate Engineer (Mechanical)/Junior Engineer (Mechanical) include:

i. Prepare detailed design and draft specifications for all works of a mechanical engineering nature as required to form part of new projects/existing project, including, estimates, bill of quantity for the completion of tender documents for the procurement of plant, equipment, instrumentation, tools, spare parts, materials and other related engineering related systems;

ii. Ensure compliance with EU (or other international or national) standards for all equipment and/or processes and/or stocks procured or in use;

iii. Liaise as necessary with other professionals/technical persons to carry out design drawing works at all stages of project design to prepare for the installation of mechanical services required for the proper completion of projects within the Ministry;

iv. Jgħin fl-għoti ta' tenders;

v. Jikkontribwixxi għall-preparazzjoni ta' pjanijiet ta' negozju, data, rapporti, pjanijiet, projezzjonijiet, programmi ta' xogħol u stimi ta' ħin/spejjeż flimkien mad-Direttur, inġiniera, periti u inġiniera ċivili u professjonisti tekniċi oħra li impjegati ma', jew ġew ikkuntrattati mid-Dipartiment;

vi. Iwettaq żjarat fuq il-post, sorveljanza tax-xogħol, soluzzjoni ta' problemi, ġestjoni ta' proġetti u ċertifikazzjoni tax-xogħol fl-esekuzzjoni ta' xogħlijiet ta' inġinerija mwettqa kemm mill-ħaddiema tal-Ministeru kif ukoll minn kuntratturi privati;

vii. Jorganizza u jiżgura t-tmexxija bla xkiel ta' xogħlijiet ta' inġinerija, installazzjonijiet, manutenzjoni, servizzi, u tiswijiet fi ħdan il-Ministeru kif assenjat mid-Direttur;

viii. Jiżgura l-aħjar kwalità, effettività u effiċjenza fl-ippjanar u l-esekuzzjoni ta' xogħlijiet u proġetti;

ix. Jipprovdi l-input meħtieġ sabiex jiġi żgurat li x-xogħlijiet, il-manutenzjoni, is-servizz u t-tiswijiet kollha jitwettqu skont l-istandards stabbiliti, ir-rekwiżiti legali, ir-regolamenti tas-saħħa u s-sigurtà, u l-obbligi kuntrattwali;

x. Jabbozza jew jagħmel abbozz ta' proċeduri operattivi standard u listi ta' kontroll għat-tħaddim, il-manutenzjoni u l-manutenzjoni tat-tagħmir kollu, jaġġorna tali SOPs, eċċ., kif meħtieġ biex jirriflettu t-tagħlimiet meħuda u l-bidliet fir-rekwiżiti regolatorji;

xi. Jikkordina ma' klijenti, fornituri, kuntratturi, regolaturi, u entitajiet oħra u partijiet terzi li jista' jkollhom effett fuq il-prestazzjoni operattiva;

xii. Jipparteċipa f'riċerka u attivitajiet oħra mmirati lejn it-titjib tat-tekniki, u jżomm ruħu aġġornat ma' żviluppi fil-leġiżlazzjoni, standards u kodiċi ta' prattika;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

iv. Assists in the adjudications of tenders;

v. Contributes to the preparation of business plans, data, reports, plans, projections, programmes of work and time/cost estimates in liaison with Director, engineers, architects & civil engineers and other technical professionals who employed with, or have been contracted by the Department;

vi. Performs site visits, work supervision, problem solving, project management and work certification in the execution of engineering works carried out both by the Ministry's workforce and private contractors;

vii. Organises and ensures the smooth running of engineering works, installations, maintenance, services, and repairs within the Ministry as assigned by the Director;

viii. Ensures best quality, effectiveness and efficiency in the planning and the execution of works and projects;

ix. Provides the necessary input in order to ensure that all works, maintenance, servicing and repairs are carried out in accordance with the established standards, legal requirements, health and safety regulations, and contractual obligations;

x. Draft or have drafted standard operating procedures and checklists for the operation, maintenance and servicing of all equipment, updating such SOPs, etc., as necessary to reflect lessons learned and changes in regulatory requirements;

xi. Liaises with clients, suppliers, contractors, regulators, and other entities and third parties that may have a bearing on operational performance;

xii. Participates in research and other activities aimed at upgrading techniques, and keeping abreast of developments in legislation, standards and codes of practice;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned 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;

U

AND

iii. fil-pussess ta' degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-Inġinerija Mekkanika jew kwalifika professjonali kumparabbli li, fiż-żmien

iii. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Mechanical Engineering or a comparable professional qualification which, at the relevant time, is

rilevanti, tkun rikonoxxuta mill-Engineering Board għall-għoti tal-Warrant tal-Inġinerija kif irregolat mill-proviżjoni f'Kapitolu 321 tal-Att VII tal-1988 (Engineering Profession Act) fil-Kodiċi Ċivili.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġet 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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le.

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifikarikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) 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. 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).

4.3. 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.

recognised by the Engineering Board for the granting of a Warrant of Engineer as regulated by the provisions of Chapter 321 from Act VII of 1988 (Engineering Profession Act) in the Civil Code.

*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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

4.3 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. 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.

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 tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument

4.4 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. 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.

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

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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottemettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonjiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mingħand l-Assistent Direttur (People Management), Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma: (http://agrikoltura.gov.mt) u (humanresources.mafa@gov.mt).

Il-5 ta' April, 2024

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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.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 http://(humanresources.mafa@gov.mt).

5th April, 2024

SERVIZZ PUBBLIKU TA' MALTA

Post ta' ICT Support Officer (fuq bażi ta' xift) 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' ICT Support Officer (fuq bażi ta' xift) 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 Is-salarju ta' ICT Support Officer huwa ta' Skala ta' Salarju 13, li fis-sena 2024 huwa ta' €19,867 fis-sena, li jiżdied bi €335.50 fis-sena sa massimu ta' €21,880.

2.3 Persuna fil-grad ta' ICT Support Officer titla' fi Skala ta' Salarju 12 (€21,236 x €354.00 - €23,360 fl-2024) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti, u jekk tkun lestiet kors ta' ICT toolkit speċifiku relatat ma' dan il-grad kif stabbilit minn żmien għal żmien mill-Amministrazzjoni Ċentrali.

2.4 Il-kandidati magħżula ikunu intitolati għal ħlas ta' Class Allowance ta' €800 fis-sena.

2.5 Il-kandidati magħżula se jkunu meħtieġa jaħdmu fuq bażi ta' xift. Shift allowances japplikaw.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' ICT Support Officer huma li:

i. Jagħmel talbiet għall-għoti ta' servizzi ġodda tal-ICT jew terminazzjoni ta' servizzi antiki tal-ICT;

ii. Jipprovdi sapport tekniku u assistenza lill-utenti fl-użu ta' applikazzjonijiet u jwettaq 1st level support activities;

iii. Jipprovdi sapport tekniku u assistenza lill-utenti fir-rigward ta' printing, scanning u backups fost oħrajn;

MALTA PUBLIC SERVICE

Post of ICT Support Officer (on shift basis) 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 ICT Support Officer (on shift basis) in the Malta Public Service.

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 ICT Support Officer is Salary Scale 13, which in the year 2024 is equivalent to, €19,867 per annum, rising by annual increments of €335.50 up to a maximum of €21,880.

2.3 An ICT Support Officer will progress to Scale 12 (€21,236 x €354.00 - €23,360 in 2024) on completion of five (5) years service in the grade, subject to satisfactory performance and subject to completion of a specific ICT toolkit course related to this grade as established from time to time by the Central Administration.

2.4 Selected candidates will be entitled to the payment of a Class Allowance of €800 per annum.

2.5 Selected candidates will be required to work on shift basis. Shift allowances will apply.

2.6 It will not be possible for appointees to request a transfer on their part before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties of the post of ICT Support Officer elsewhere, in accordance with established vacancies.

Duties

3. The job duties for the post of ICT Support Officer are:

i. Raising requests for the provision or termination of ICT services;

ii. Providing technical support and assistance to users in using applications and performing 1st level support activities;

iii. Providing technical support and assistance to users related to printing, scanning and backups among others;

iv. Installazzjoni, spezzjoni u manutenzjoni ta' hardware u software tal-kompjuters, skont kif rikjest u skont l-istandards, policies u direttivi tal-Gvern;

v. Iwettaq b'mod preċiż talbiet li jkunu saru rigward add-ons, moviment, tħassir jew tibdil f'kompjuters personali, oġġetti periferali u network connections, fi żmien xieraq kemm fuq il-post kif ukoll barra mill-post tax-xogħol;

vi. Jinstalla line of business software kif rikjest u skont l-istandards, policies u direttivi tal-Gvern;

vii. Jassisti fl-installazzjoni, manutenzjoni u riparazzjoni tal-kompjuters, tagħmir awdjoviżiv, tagħmir konness mal-kompjuters u tagħmir tal-komunikazzjoni;

viii. Jamministra u jipprovdi sapport għal web portals u Intranets/Extranets fi ħdan il-portafoll tal-Ministeru;

ix. Manutenzjoni ta' ICT supplies storage, inventarju u kunsinni, u jassisti fit-tneħħija ta' hardware skadut u li m'għadux jintuża;

x. Jassisti fil-ġenerazzjoni u l-manutenzjoni ta' statistiki, rapporti, checklists u dokumenti oħra, relatati mal-ICT, kif neċessarju;

xi. Iwettaq dmirijiet amministrattivi relatati mal-ICT, inkluż iż-żamma xierqa tad-dokumenti u tar-rekords, u l-kitba tar-rapporti neċessarji;

xii. Jassisti fiż-żamma tar-rekords relatati mal-ICT asset management;

xiii.Iżżomm l-utenti informati dwar titjib fis-sistema;

xiv. Iwettaq dmirijiet oħra relatati mal-ICT skont id-direzzjonijiet u istruzzjonijiet tas-superjuri tiegħu/tagħha;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

iv. Installing, inspecting and maintaining computer hardware and software as required and in accordance with Government standards, policies and directives;

v. Accurately performs requests for add-on's, moves, deletions and changes to personal computers, peripherals and network connections in a timely manner both on site and off site;

vi. Installing line of business software as required and in accordance with Government standards, policies and directives;

vii. Assists with the setting up, maintenance and repair of computers, audio-visual equipment, computer- linked equipment and communications equipment;

viii. Administering and providing support for web portals and Intranets/Extranets within the Ministry portfolio;

ix. Maintaining ICT supplies storage, inventory and deliveries and assists in the writing off of obsolete hardware;

x. Assists in generating and maintaining ICT related statistics, reports, checklists and other documentation as necessary;

xi. Carries ICT related administrative duties that include filing, record keeping and report writing;

xii. Assists in record keeping related to ICT asset management;

xiii. Keeps users informed of any system enhancements;

xiv. Performing other ICT related works or projects as assigned by superiors;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwa Ingliża;

iii. a. ikollhom kwalifika rikonoxxuta fil-livell 4 tal-MQF (b'minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) f'Computing u/jew ICT jew kwalifika rikonoxxuta professjonali komparabbli;

JEW

b. f'pussess ta' żewġ (2) kwalifiki ta' 'A' Level f'livell 4 tal-MQF, jew ekwivalenti, li waħda (1) minnhom trid tkun f'suġġett relatat mal-IT u jkunu wkoll fil-pussess ta':

i. kwalifika li turi li għaddew (mill-inqas fi Grad 5 fil-każ tal-eżamijiet taċ-ĊES, u Grad C jew 4 fil-każ tal-eżamijiet tal-Edexcel (London) jew komparabbli) f'livell 3 tal-MQF, f'erba' (4) suġġetti, inkluż IT Office Applications Skills.

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 abovementioned 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 English language;

iii. a. in possession of a recognised qualification at MQF level 4 (with a minimum of 60 ECTS/ECVET credits or equivalent*), in Computing and/or ICT, or a recognised comparable professional qualification;

OR

b. in possession of two (2) 'A' Level passes at MQF level 4, or equivalent, one (1) of which must be in an IT related subject and must also be in possession of either:

i. a pass (at least at Grade 5 in the case of SEC examinations, and Grade C or 4 in the case of Edexcel (London) examinations, or a comparable level) at MQF level 3 in four (4) subjects, including IT Office Applications

Dawn is-suġġetti għandhom jeskludu suġġetti li diġa jidhru bħala suġġetti separati fil-kors ta' studju/suġġetti ta' 'A' Level segwit f'livell 4 tal-MQF;

JEW

ii. kwalifika vokazzjonali f'livell 3 tal-MQF, jew il-kwalifika ta' Ċertifikat u Profil tal-Iskola Sekondarja f'livell 3 tal-MQF, f'erba' (4) suġġetti, inkluż IT Office Applications Skills, bħala suġġetti separati fi ħdan il-programm ta' studju. Dawn is-suġġetti għandhom jeskludu suġġetti li diġa jidhru bħala suġġetti separati fil-kors ta' studju/suġġetti ta' 'A' Level segwit f'Livell 4 tal-MQF;

JEW

c. Uffiċjali pubbliċi fi skala mhux inqas minn Skala ta' Salarju 16, li għandhom kwalifika rikonoxxuta f'Computing jew ICT Certification f'Livell 3 tal-MQF.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifikarikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar faži tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) 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. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom

Skills. These should exclude subjects which already feature as separate study units within the course/'A' Level subjects pursued at MQF level 4;

OR

ii. a level 3 VET qualification, or a Secondary School Certificate and Profiling qualification at MQF level 3, in four (4) subjects, including IT Office Applications Skills, as separate study units within the course persued. These should exclude subjects which already feature as separate study units within the course/'A' Level subjects pursued at MQF Level 4;

OR

c. Public officers in a scale not below Salary Scale 16, with a recognised qualification in Computing or ICT Certification at MQF Level 3.

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

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

4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) 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. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or

mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

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 tal-Portal tar-Reklutaġġ (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 4.3, 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 tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottemettu l-applikazzjoni tagħhom.

other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.3 Applicants must be of conduct which is appropriate to the post applied for. 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.

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 4.3, 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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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 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;
applikazzjonijiet laterali;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonjiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.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).

Il-5 ta' April, 2024

SERVIZZ PUBBLIKU TA' MALTA

Post ta' Senior ICT Support Officer (fuq bażi ta' xift) 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' Senior ICT Support Officer (fuq bażi ta' xift) fis-Servizz Pubbliku ta' Malta.

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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.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).

5th April, 2024

MALTA PUBLIC SERVICE

Post of Senior ICT Support Officer (on shift basis) 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 Senior ICT Support Officer (on shift basis) in the Malta Public Service.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Senior ICT Support Officer huwa ta' Skala ta' Salarju 11, li fis-sena 2024 huwa ta' €22,642.98 fis-sena, li jiżdied bi €375.17 fis-sena sa massimu ta' €24,894.00.

2.3 Persuna fil-grad ta' Senior ICT Support Officer titla' fi Skala ta' Salarju 10 (€24,085.98 x €407.67 - €26,532.00 fl-2024) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti u jekk tkun lestiet kors ta' ICT toolkit speċifiku relatat ma' dan il-grad kif stabbilit minn żmien għal żmien mill-Amministrazzjoni Ċentrali.

2.4 Il-kandidati magħżula jkunu intitolati għal ħlas ta' Class Allowance ta' €1,200 fis-sena.

2.5 Il-kandidati magħżula se jkunu meħtieġa jaħdmu fuq bażi ta' xift. Shift allowances japplikaw.

2.6 Il-persuna magħżula tista' tkun meħtieġa li tuża t-trasport tiegħu/tagħha, f'liema każ għandha tkun fil-pussess tal-liċenzja nadifa tas-sewqan (Kategorija B u Kategorija C1) kif meħtieġ mill-awtorità kompetenti responsabbli għall-ħruġ tal-liċenzji tas-sewqan, b'minimu ta' sentejn (2) esperjenza ta' sewqan tajjeb.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Senior ICT Support Officer huma li:

i. Jassisti fl-analiżi, ix-xiri, l-implimentazzjoni u l-evalwazzjoni tal-hardware u software tal-IT;

ii. Iressaq talbiet opportuni għall-għoti jew terminazzjoni ta' servizzi tal-ICT u jipprovdi sapport tekniku u assistenza lill-utenti fl-użu ta' applikazzjonijiet u sabiex iwettqu 2nd level support activities;

iii. Jassisti lill-utenti fil-ħtiġiet tagħhom rigward ICT setup, inkluż il-migrazzjoni ta' data għal sistemi oħra, flimkien maċ-ċaqliq u t-tqegħid tat-tagħmir tal-ICT għal post ieħor;

iv. Jissorvelja l-manutenzjoni tal-infrastruttura tan-network;

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 ICT Support Officer is Salary Scale 11, which in the year 2024 is equivalent to, €22,642.98 per annum, rising by annual increments of €375.17 up to a maximum of €24,894.00.

2.3 A Senior ICT Support Officer will progress to Scale 10 (€24,085.98 x €407.67 - €26,532.00 in 2024) on completion of five (5) years service in the grade, subject to satisfactory performance and subject to completion of a specific ICT toolkit course related to this grade as established from time to time by the Central Administration.

2.4 Selected candidates will be entitled to the payment of a Class Allowance of €1,200 per annum.

2.5 Selected candidates will be required to work on shift basis. Shift allowances will apply.

2.6 The selected candidate may be required to use his/her own transport, in which case must be in possession of a clean driving licence (Category B and Category C1) as required by the competent authority responsible for the issuing of driving licences, with at least two (2) years of clean driving experience.

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

Duties

3. The job duties for the post of Senior ICT Support Officer are:

i. Assisting in the analysis, purchase, implementation and evaluation of IT hardware and software;

ii. Raising requests for the provision or termination of ICT services and providing technical support and assistance to users in using applications and performing 2nd level support activities;

iii. Assisting users in their ICT set up requirements, including migration of data to other systems and physical movement of ICT equipment;

iv. Overseeing the maintenance of the network infrastructure;

v. Jimmaniġġja l-inventarju tal-ICT inkluż l-assi kollha, kemm tanġibbli u anke intanġibbli. Ukoll ikun responsabbli li jinżammu livelli xierqa ta' ħażna ta' tagħmir elettroniku relatati mal-kompjuters u oġġetti periferali;

vi. Iżomm kuntatt ma' terzi persuni biex jassisti fil-provvista' ta' servizzi tal-ICT u/jew l-implimentazzjoni ta' proġetti tal-ICT. Dan jinkludi, iżda mhux biss, li jittestja l-applikazzjonijiet tas-sistemi u titjib fis-sistemi, u jipprovdi assistenza adegwata f'dak li huwa User Acceptance Testing;

vii. Jipprovdi u/jew janalizza data u informazzjoni għal skopijiet ta' verifika u rappurtar;

viii. Jiżgura illi l-proċeduri u l-prassi tal-kontroll tal-ICT huma fis-seħħ u li l-Government ICT Policies qed jiġu rispettati;

ix. Ikun responsabbli għall-manutenzjoni ta' siti elettroniċi disponibbli għall-pubbliku permezz ta' diversi content management systems, u jipprovdi taħriġ lill-utenti;

x. Jikteb rapporti tekniċi u/jew gwidi għall-utenti relatati mal-qasam tal-ICT u rapporti oħra li jistgħu jkunu meħtieġa mill-maniġment. Dan jinkludi, iżda mhux biss, rapporti ad hoc skont il-bżonn minn database applications;

xi. Jamministra d-drittijiet tas-sigurtà u jżomm kuntatt mas-superjuri sabiex itejjeb is-sigurtà tas-sistemi. Ukoll iżomm standards sodisfaċenti ta' sigurtà fir-rigward ta' kmamar u tagħmir tal-kompjuters;

xii. Jipprovdi appoġġ għall-ingranaġġ ta' teknoloġija mobbli bħal apparat mobbli li jopera a bażi ta' iOS/Android/Windows u kompjuters li joperaw b'sistema ta' cloud;

xiii. Iżomm ruħu aġġornat/a mal-iżviluppi fit-teknoloġija u fl-industrija tal-ICT;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

v. Managing ICT inventory including all tangible and intangible assets and being responsible for maintaining appropriate stock levels of computer equipment and peripherals;

vi. Liaising with third parties to assist in the provision of ICT services and/or implementation of ICT projects. This includes, but is not limited to, testing system applications and enhancements and assisting in User Acceptance Testing;

vii. Providing and/or analysing data for verification or reporting purposes;

viii. Ensuring that ICT control procedures and practices are in place and that Government ICT policies are being adhered to;

ix. Maintaining public facing websites using a variety of content management systems and delivering user training;

x. Writing technical reports and/or user guides related to the ICT field and other reports as may be required by management. This includes, but is not limited to, generating ad hoc reports as may be required from database applications;

xi. Administering security rights and liaising with superiors in order to improve systems security. Also maintaining satisfactory standards of safety and security in relation to computer rooms and equipment;

xii. Providing support for the leverage of mobile technologies such as iOS/Android/Windows mobile devices and cloud-based computing;

xiii. Keeping abreast with technology developments and trends within the ICT industry;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwa Ingliża;

iii. a. ikollhom kwalifika rikonoxxuta f'livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*), f'Computing u/jew ICT jew kwalifika rikonoxxuta professjonali komparabbli;

JEW

b. Uffiċjali pubbliċi fi skala mhux inqas minn Skala ta' Salarju 13, bi tliet (3) snin esperjenza ta' xogħol rilevanti u li għandhom kwalifika rikonoxxuta f'Computing jew ICT certification f'Livell 4 tal-MQF (b'minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) jew kwalifika rikonoxxuta professjonali komparabbli.

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 abovementioned 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 English language;

iii. a. in possession of a recognised qualification at MQF level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent*), in Computing and/or ICT, or a recognised comparable professional qualification;

OR

b. Public officers in a scale not below Salary Scale 13, with three (3) years relevant work experience and with a recognised Computing or ICT Certification at MQF Level 4 (with a minimum of 60 ECTS/ECVET credits or equivalent*) or a recognised comparable professional qualification.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifikarikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) 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. 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).

4.3 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

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 tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt).

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

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

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

4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

4.3 Applicants must be of conduct which is appropriate to the post applied for. 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.

Submission of Supporting Documents

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

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

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3, 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 tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottemettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonjiet pendenti;

Selection Procedures

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director (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, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;

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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.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).

Il-5 ta' April, 2024

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

Post ta' Manager I (Riżorsi Umani) Fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ

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

1.Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affraijiet Barranin u Ewropej u l-Kummerċ, jilqa' applikazzjonijiet għall-post ta' Manager I (Riżorsi Umani) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager I (Riżorsi Umani) huwa ta' Skala ta' Salarju 10, li fl-2024 huwa ta' €24,085.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €26,532.00.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7(€28,855.98 x €531.17 -€32,043.00 fis-sena 2024) wara għaxar (10) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, 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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the 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).

5th April, 2024

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

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

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade, invites applications for the post of Manager I (Human Resources) in the Ministry for Foreign and European Affairs and Trade.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

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

2.3 The salary for the post of Manager I (Human Resources) is Salary Scale 10, which in year 2024 is €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.00.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00 in 2024) on completion of ten (10) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 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.

2.6 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.

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

Dmirijiet

3.1 L-oġġetivi tal-post huma li jappoġġjaw il-funzjonijiet kollha tal-immaniġġjar tar-Riżorsi Umani inkluż l-ippjanar tar-Riżorsi Umani, konformità tal-proċessi delegati u mmaniġjar ta' ġestjoni tar-rekords/data/statistika aġġornati tal-impjegati li fuqhom jittieħdu d-deċiżjonijiet Strateġiċi tar-Riżorsi Umani. Dan ir-rwol huwa kumplimentari għal dak tal-People Management.

3.2 Id-dmirijiet għal dan il-post ta' Manager I (Riżorsi Umani) huma li:

i. Jappoġġja lis-superjur bil-monitoraġġ tal-funzjonijiet delegati tal-politiki, il-programmi u l-prattiki kollha tar-riżorsi umani biex tiġi żgurata l-konformità mal-politiki ċentrali fil-Ministeru kollu;

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

iii. Jassisti fil-ħolqien tal-listi ta' kontroll u l-Proċeduri Operattivi Standard biex tittejjeb l-aderenza mal-proċessi, il-proċeduri u r-regolamenti biex jitnaqqsu r-riskji ta' nuqqas ta' konformità;

iv. Jikkordina u jwettaq kontrolli ta' konformità kostanti u regolari biex jiżgura li l-politiki stabbiliti jkunu qed jiġu osservati, u jsegwi l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;

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

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

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

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

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

Duties

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

3.2 The job duties for the post of Manager I (Human Resources) are:

i. Supports the superior with the monitoring of delegated functions of all human resources policies, programmes, and practices to ensure compliance with central policies across the Ministry;

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

iii. Assists in creating the checklists and Standard Operating Procedures to improve adherence to processes, procedures and regulations to reduce risks of lack of compliance;

iv. Coordinates and carries out constant and regular compliance checks to ensure that established policies are being adhered to, and follow up on the timely implementation of corrective measures required;

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

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

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

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

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

x. Jassisti fit-tħejjija u l-qsim tad-data, u jikkordina mal-IPS għall-induzzjoni ta' impjegati ġodda jew impjegati oħra li jeħtieġu żvilupp wara riżultati tal-evalwazzjoni tal-prestazzjoni kif ukoll jikkordina l-orjentazzjoni interministerjali kif meħtieġ;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

xii. 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 abovementioned 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. must be proficient in the Maltese Language and English languages;

Kandidati li ma jkollhomx MQF ta' Livell 1 fil-lingwa Maltija, iridu jattendu u jgħaddu b'suċċess fl-assessjar mill-kors 'Maltese Language 1' offrut mill-Istitut għas-Servizzi Pubbliċi. L-attendenza għal dan il-kors flimkien mal-kisba tal-Livell 1 tal-MQF għandhom jitlestew qabel il-konferma tal-ħatra, jiġifieri fi żmien tnax-il (12) xahar mill-ingaġġ. Jekk il-persuna tonqos milli tippreżenta evidenza li għaddiet il-kors b'suċċess u attendiet sal-aħħar tal-perjodu ta' prova (jiġifieri tnax-il (12) xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq.

Candidates who do not possess an MQF Level 1 in the Maltese language, must attend and be successful in the assessment of the 'Maltese Language 1' course, offered by the Institute for Public Services. Attendance for such couse, together with attainment of MQF Level 1 are to be completed before confirmation of appointment, i.e. within twelve (12) months from engagement. Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve (12) months from engagement) will result in automatic termination of the post in caption.

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AND

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

iii. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Work and Human Resources Management, or Training and Development, or Public Administration, or Public Management, or Corporate Governance and Leadership, or Leadership and Organisational Behaviour, or Management and Leadership, or Strategy, Leadership and Change Management, or Industrial Relations and Workplace Learning, or Business Administration, or in relevant area determined by the 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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) 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.

(ii) 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. 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).

4.3 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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.

*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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. 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) Moreover, candidates who have not yet formally obtained any of the abovementioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 Applicants must be of conduct which is appropriate to the post applied for. 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.

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 tal-Portal tar-Reklutaġġ (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 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni ta' tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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, 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Foreign and European Affairs and Trade, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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:

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonijiet pendenti; 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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mit-taqsima tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma (www.foreign.gov.mt), (+356) 2204 3359 u (recruitment.mfet@gov.mt).

Il-5 ta' April, 2024

MINISTERU GĦAT-TRASPORT, L-INFRASTRUTTURA U X-XOGĦLIJIET PUBBLIĊI

Post ta' Quantity Surveyor fil-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi

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

1. Id-Direttur (People Management), Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, jilqa' applikazzjonijiet għall-post ta' Quantity Surveyor fil-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Quantity Surveyor huwa ta' Skala ta' Salarju 9, li fis-sena 2024 huwa ta' €25,589.02 fis-sena, li jiżdied b'€447.33 fis-sena sa massimu ta' €28,273.

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees; renouncement of pending applications; 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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from Human Resources Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, Triq San Pawl, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Department are (www.foreign.gov.mt), (+356) 2204 3359 and (recruitment.mfet@gov.mt).

5th April, 2024

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND PUBLIC WORKS

Post of Quantity Surveyor in the Ministry for Transport, Infrastructure and Public Works

Nomenclatures denoting the male gender include also the female gender.

1. The Director (People Management), Ministry for Transport, Infrastructure and Public Works, invites applications for the post of Quantity Surveyor in the Ministry for Transport, Infrastructure and Public Works.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of Quantity Surveyor is Salary Scale 9, which in the year 2024 is equivalent to, €25,589.02 per annum, rising by annual increments of €447.33 up to a maximum of €28,273.

2.3 Persuna fil-grad ta' Quantity Surveyor titla' fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100 fis-sena 2024) wara sentejn (2) servizz sodisfaċenti fil-grad.

2.4 Persuna fil-grad ta' Quantity Surveyor titla' fi Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043 fis-sena 2024) wara għaxar (10) snin servizz fil-grad ta' Quantity Surveyor jew tmien (8) snin jekk ikollha xi kwalifika ta' wara l-gradwazzjoni xierqa u rikonoxxuta, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Peruna magħżula tista' tkun intitolata għal-disturbance allowance sa 15% tas-salarju bażiku għal xogħol li jsir regolarment wara il-ħinijiet tal-uffiċċju. Din l-allowance tista' tiżdied sa 25% f'ċirkostanzi eċċezzjonali.

2.6 Il-persuna nominata 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.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Quantity Surveyor huma li:

i. Jassisti fil-ġbir ta' stimi għall-baġit, jipprepara dokumenti għall-e-tendering inkluż kundizzjonijiet ta' kuntratti u stimi tal-materjal, tax-xogħol u tas-servizzi kif meħtieġ;

ii. Jassisti fl-evalwazzjoni ta' tenders u l-abbozzar ta' rapporti tekniċi;

iii. Jagħmel kejl fuq il-post ta' proġetti mwettqa u jħaddem software għall-kejl ta' xogħlijiet;

iv. Jipprepara evalwazzjonijiet ta' kull xahar għall-pagamenti;

v. Jassisti fl-analiżi ta' prezzijiet għal ftehim mal-kuntratturi;

vi. Jipprovdi għajnuna biex jintlaħaq ftehim dwar l-iffinalizzar ta' kontijiet;

vii. Jiċċekkja, jevalwa u jassisti fit-tħejjija ta' rapporti dwar talbiet magħmula mill-kuntratturi fuq xogħol mhux inkluż fil-kuntratt;

viii. Jattendi f'diskussjonijiet meta meħtieġ ma' kumpaniji lokali kif ukoll barranin;

ix. Jipprovdi għajnuna fit-tħejjija ta' sommarji tal-fatti meħtieġa mill-avukati u jagħti xhieda kif meħtieġ fil-Qorti f'każijiet fejn ikun hemm litigazzjoni;

2.3 A Quantity Surveyor will progress to Scale 8 (€27,179.02 x €486.83 - €30,100) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 A Quantity Surveyor will progress to Salary Scale 7 (€28,855.98 x €531.17 - €32,043 in the year 2024) on completion of ten (10) years service in the grade of Quantity Surveyor, or eight (8) years if in possession of a recognised and appropriate post-graduate qualification, subject to satisfactory performance.

2.5 The appointee may become entitled to a disturbance allowance of up to 15% of his/her basic salary of work performed regularly after office hours, which may exceptionally be increased up to 25%.

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

Duties

3. The job duties for the post of Quantity Surveyor are:

i. Assists in the drawing up of budgetary estimates, prepares e-tendering documents including conditions of contract and bills of quantities of works, supply and services as required;

ii. Assists in evaluating tenders and drafting technical reports;

iii. Measures on site executed projects and operates works measurement software;

iv. Prepares monthly evaluations for payments;

v. Assists in analysing prices for agreements with contractors;

vi. Provides support in the settlement of final accounts;

vii. Checks, evaluates and assists in reporting on extra-contractual claims submitted by contractors;

viii. Attends, on request, discussions with local and foreign firms;

ix. Provides support in preparing briefs for legal counsel and gives evidence, as required, in Courts of Law in cases of litigation;

x. Jimmaniġġja u jissorvelja x-xogħol ta' Quantity Surveyor Assistants li jaqgħu taħt ir-responsabbiltà diretta tiegħu/tagħha;

xi. Jassigura li t-tagħmir ta' saħħa u sigurtà fuq il-post tax-xogħol ikun provdut, aċċessibbli u li jintuża mill-impjegati kollha u jiżgura li r-regolamenti u l-liġijiet tas-Saħħa u Sigurtà jkunu mħarsa mill-ħaddiema kollha taħt ir-responsabbiltà tiegħu/tagħha;

xii. Jidentifika, fejn hu possibbli, setturi fejn jista' jiġi mtejjeb il-cost management;

xiii. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu kif jista' jkun meħtieġ;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' 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

x. Manages and supervises the work of Quantity Surveyor Assistants assigned under his/her direct responsibility.

xi. Ensures the availability, accessibility and use of Health and Safety equipment and apparel by all employees and ensures that the laws and regulations in this regard are being strictly adhered to by all employees under his/her charge;

xii. Identifies, where possible, areas of improvement as regards cost management;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned 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. kapaċi jikkomunikaw bil-lingwa Maltija u dik Ingliża;

Madankollu, il-kandidati li ma jissodisfawx l-abbiltà li jikkomunikaw bil-lingwa Maltija u ma jkollhomx mill-inqas MQF ta' Livell 1 fil-lingwa Maltija, jridu jattendu u jgħaddu b'suċċess fl-assessjar mil-kors Maltese Language 1 offrut mill-Istitut għas-Servizzi Pubbliċi. L-attendenza għal dan il-kors flimkien mal-kisba tal-Livell 1 tal-MQF, għandhom jitlestew qabel il-konferma tal-ħatra, jiġifieri fi żmien tnax-il (12) xahar mill-ingaġġ. Jekk il-persuna tonqos milli tippreżenta evidenza li għaddiet il-kors b'suċċess u attendiet sal-aħħar tal-perjodu ta' prova (jiġifieri tnax-il (12) xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq.

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fil-Quantity Surveying jew kwalifika ekwivalenti fil-Quantity Surveying, maħruġa minn istituzzjoni professjonali rikonoxxuta.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) 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 3.1 tad-

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 Maltese and English language;

However, candidates who do not satisfy the ability to communicate in the Maltese language and do not possess at least an MQF Level 1 in the Maltese language, must attend and be successful in the assessment of the Maltese language 1 course offered by the Institute for the Public Services. Attendance to such course together with the attainment of MQF Level 1, are to be completed before the confirmation of appointment, i.e. within the twelve (12) months of engagement. Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve (12) months from engagement), will result in automatic termination of the post in caption

AND

iii. in possession of a recognised Bachelor degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Quantity Surveying or an equivalent qualification in Quantity Surveying of a recognised professional institution.

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

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

4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.

dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) 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. 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).

4.3. 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. Dawk li japplikaw

mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

4.3 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. Those applying from outside the Public

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.

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 tal-Portal tar-Reklutaġġ (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 għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottemettu l-applikazzjoni tagħhom.

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

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

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.

Submission of Supporting Documents

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Transport, Infrastructure and Public Works, 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 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
applikazzjonijiet laterali;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonjiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat tal-People Management, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi. 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://infrastructure.gov.mt/)u (recruitment1.mtip@gov.mt).

Il-5 ta' April, 2024

MINISTERU GĦAT-TRASPORT, L-INFRASTRUTTURA U X-XOGĦLIJIET PUBBLIĊI

Post ta' Quantity Surveyor's Assistant fil-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi

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

1. Id-Direttur (People Management), Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, jilqa' applikazzjonijiet għall-post ta' Quantity Surveyor's Assistant fil-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi.

Termini u Kundizzjonijiet

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the People Management Directorate, Ministry for Transport, Infrastructure and Public Works, Block H, Antonio Maurizio Valperga Street, Floriana, FRN 1710. These general provisions are to be regarded as an integral part of this call for applications.

The website and email address of the receiving Directorate are (https://infrastructure.gov.mt/)and (recruitment1.mtip@gov.mt).

5th April, 2024

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND PUBLIC WORKS

Post of Quantity Surveyor's Assistant in the Ministry for Transport, Infrastructure and Public Works

Nomenclatures denoting the male gender include also the female gender.

1. The Director (People Management), Ministry for Transport, Infrastructure and Public Works, invites applications for the post of Quantity Surveyor's Assistant in the Ministry for Transport, Infrastructure and Public Works.

Terms and Conditions

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

2.2 Is-salarju ta' Quantity Surveyor's Assistant huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €23,360.

2.3 Persuna fil-grad ta' Quantity Surveyor's Assistant titla' fi Skala ta' Salarju 10 (€24,085.98 x €407.67 - €26,532) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Quantity Surveyor's Assistant huma li:

i. Ifassal stimi għall-baġit, jipprepara dokumenti għall-e-tendering inkluż kundizzjonijiet tal-kuntratt, u jipprepara bills of quantities ta' xogħlijiet, servizzi u provvisti kif meħtieġ;

ii. Jevalwa tenders u jipprepara abbozzi ta' rapporti tekniċi;

iii. Ikejjel fuq il-post proġetti mwettqa u jħaddem software għall-kejl ta' xogħlijiet;

iv. Ilesti evalwazzjonijiet ta' kull xahar għall-pagamenti;

v. Janalizza prezzijiet għal ftehim ma' kuntratturi;

vi. Jipprovdi għajnuna biex jintlaħaq ftehim dwar l-iffinalizzar ta' kontijiet;

vii. Jiċċekkja, jevalwa u jassisti fit-tħejjija ta' rapporti dwar talbiet magħmula minn kuntratturi fuq xogħol mhux inkluż fil-kuntratt;

viii. Jattendi, meta meħtieġ, għal diskussjonijiet ma' kumpaniji lokali kif ukoll barranin;

ix. Jipprovdi għajnuna fit-tħejjija ta' sommarji tal-fatti għal avukati u jagħti xhieda, kif meħtieġ, fil-Qorti f'każijiet fejn ikun hemm litigazzjoni;

x. Jassigura li t-tagħmir ta' Saħħa u Sigurtà fuq il-post tax-xogħol ikun ipprovdut, aċċessibbli u li jintuża mill-impjegati kollha, u jiżgura li r-regolamenti u l-liġijiet f'dan ir-rigward ikunu mħarsa mill-ħaddiema kollha taħt ir-responsabbiltà tiegħu/tagħha;

xi. Jidentifika, fejn hu possibbli, setturi fejn jista' jiġi mtejjeb il-cost management;

xii. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu kif jista' jkun meħtieġ;

2.2 The salary for the post of Quantity Surveyor's Assistant is Salary Scale 12, which in the year 2024 is equivalent to, €21,236 per annum, rising by annual increments of €354 up to a maximum of €23,360.

2.3 A Quantity Surveyor's Assistant will progress to Scale 10 (€24,085.98 x €407.67 - €26,532) on completion of five (5) years service in the grade, subject to satisfactory performance.

Duties

3. The job duties for the post of Quantity Surveyor's Assistant are:

i. Draws up budgetary estimates, prepares e-tendering documents including conditions of contract, and prepares bills of quantities of works, services and supplies as required;

ii. Evaluates tenders and drafts technical reports;

iii. Measures on site executed projects and operates works measurement software;

iv. Prepares monthly evaluations for payments;

v. Analyses prices for agreements with contractors;

vi. Provides support in the settlement of final accounts;

vii. Checks, evaluates and assists in reporting on extra-contractual claims submitted by contractors;

viii. Attends, on request, discussions with local and foreign firms;

ix. Provides support in preparing briefs for legal counsel and gives evidence, as required, in Courts of Law in cases of litigation;

x. Ensures the availability, accessibility and use of Health and Safety equipment and apparel by all employees and ensures that the laws and regulations in this regard are being strictly adhered to by all employees under his/her charge;

xi. Identifies, where possible, areas of improvement as regards cost management;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' 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. Undertakes any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned 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 Maltija u bil-lingwa lngliża;

Madankollu, il-kandidati li ma jissodisfawx l-abbiltà li jikkomunikaw bil-lingwa Maltija u ma jkollhomx mill-inqas MQF ta' Livell 1 fil-lingwa Maltija, jridu jattendu u jgħaddu b'suċċess fl-assessjar mil-kors Maltese Language 1 offrut mill-Istitut għas-Servizzi Pubbliċi. L-attendenza għal dan il-kors flimkien mal-kisba tal-Livell 1 tal-MQF għandhom jitlestew qabel il-konferma tal-ħatra, jiġifieri fi żmien tnax-il (12) xahar mill-ingaġġ. Jekk il-persuna tonqos milli tippreżenta evidenza li għaddiet il-kors b'suċċess u attendiet sal-aħħar tal-perjodu ta' prova (jiġifieri tnax-il (12) xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq;

U

iii. fil-pusses ta' Diploma xierqa jew kwalifika ekwivalenti maħruġa minn istituzzjoni professjonali rikonoxxuta mhux anqas minn Livell 4 tal-MQF, fil-Quantity Surveying, kif determinat mil-management u li ġġorr magħha mhux anqas minn 120 krettu ECTS/ECVET*.

*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.

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, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) 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 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) 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' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) 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

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

However, candidates who do not satisfy the ability to communicate in the Maltese language and do not possess at least an MQF Level 1 in the Maltese language, must attend and be successful in the assessment of the Maltese Language 1 course offered by the Institute for the Public Services. Attendance to such course together with the attainment of MQF Level 1 are to be completed before the confirmation of appointment, i.e. within the twelve (12) months of engagement. Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve (12) months from engagement), will result in automatic termination of the post in caption.

AND

iii. in possession of an appropriate Diploma or equivalent qualification of a recognised professional institution, at least MQF Level 4, in Quantity Surveying as determined by management and which carries no less than 120 ECTS/ECVET credits*.

*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.

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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) 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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) 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

meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. 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).

4.3. 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. 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.

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 tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt).

the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.3 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. 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.

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 għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **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 19 ta' April, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottemettu l-applikazzjoni tagħhom.

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;

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 Transport, Infrastructure and Public Works, 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 19th April, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment 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;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;

livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonijiet pendenti;
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 minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat tal-People Management, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, Blokk H (Ent. B) Triq Antonio Maurizio Valperga, Il-Furjana FRN 1710. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (https://infrastructure.gov.mt/) u (recruitment1.mtip@gov.mt).

Il-5 ta' April, 2024

KUNSILL MALTI GĦALL-ARTI

Sejħa għal Applikazzjonijiet għall-Pożizzjoni ta' Kap (Akkwist and Amministrazzjoni) mal-Kunsill Malti għall-Arti

Numru tal-Permess ta' Jobsplus: 131/2024

Il-Fokus Primarju tal-Pożiżzjoni

Kontabbiltà lejn id-Direttur rispettiv għall-maniġment tal-proċessi tal-akkwisti tal-KMA fl-intier tagħhom sabiex tiżgura konformità mal-politika u l-leġiżlazzjoni tal-prokura interna u governattiva, inkluż il-kollegament ma' ministeri u dipartimenti governattivi għall-approvazzjonijiet għall-akkwisti xierqa.

Taġixxi bħala mezz li minnu jgħaddu l-akkwisti kollha sabiex tiżgura l-aħjar valur għal xiri bi ħlas kompetittiv u l-valutazzjoni komparattiva regolari sabiex tiżgura prezzijiet kompetittivi.

Tkun kontabbli għal kwistjonijiet amministrattivi relatati mal-maniġment tal-binjiet u l-faċilitajiet.

Responsabbiltajiet Ewlenin

Tikkordina u tieħu ħsieb tal-proċessi tal-Offerti/RFP fl-intier tagħhom skont il-proċessi u politika governattiva, u li tabbozza d-dokumentazzjoni relatata (offerti/kuntratti, eċċ.) f'kollegament mal-istaff involut;

comparative level of Public Sector employees;
renouncement of pending applications;
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 accessed from (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the People Management Directorate, Ministry for Transport, Infrastructure and Public Works, Block H (Ent. B), Triq Antonio Maurizio Valperga, Floriana FRN 1710. These general provisions are to be regarded as an integral part of this call for applications.

The website and email address of the receiving Directorate are (https://infrastructure.gov.mt/)and (recruitment1.mtip@gov.mt).

5th April, 2024

ARTS COUNCIL MALTA

Call for Applications for the Position of Head (Procurement and Administration) at Arts Council Malta

Jobsplus Permit Number: 131/2024

Prime Focus of Position

Accountable to respective Director for the management of ACM's complete procurement processes ensuring compliance with internal and government procurement policies and legislation including liaison with Government Ministries and Departments for appropriate procurement approvals.

Act as a channel through which all procurement is directed ensuring best value for money purchasing through competition and regular benchmarking to ensure competitive prices.

Accountable for the administrative issues related to premises and facilities management.

Main Responsibilities

Coordinates and handles the Tendering/RFP process in full as per Government processes and policies and drafts all related documentation (tenders/contracts, etc.) in liaison with the staff involved;

Tikkollabora mal-istaff fuq il-bżonnijiet ta' akkwisti, tanalizza u tevalwa t-talbiet ta' akkwisti, u tipprovdi pariri;

Takkwsita kwotazzjonijiet, tevalwa spejjeż, u tfittex li takkwista l-aħjar valur għall-flus minfuqa;

Tiżgura li l-ispejjeż huma fil-limiti tal-baġit u li huma pprovduti permezz tat-tip ta' finanzjament xieraq;

Toħloq ordnijiet għax-xiri, twettaq monitoraġġ ta' ordnijiet għax-xiri, u tiżgura preċiżjoni fil-fatturi tal-forniturі;

Tiżgura konformità mal-politika, proċeduri, leġiżlazzjoni, u l-aħjar prattika tal-akkwist tal-KMA u tal-Gvern;

Timxi ma' u tiżgura konformità mad-direttivi finanzjari governattivi;

Issolvi problemi relatati max-xiri, il-kunsinna, id-dħul, u l-pagamenti relatati mal-forniturі;

Tiddetermina s-sors tal-problemi u tieħu l-azzjonijiet korrettivi xierqa;

Tidentifika oqsma fejn jista' jsir tfaddil u fejn jistgħu jitjiebu prattiki attwali;

Tikkollabora ma' ministeri/dipartimenti tal-Gvern għall-approvazzjonijiet ta' akkwisti tajbin;

Tiżgura li dokumentazzjoni vinkolanti tgħaddi minn skrutinju tas-sezzjoni legali;

Tmantni sistema tal-preżentata preċiża sabiex tiżgura li d-dokumentazzjoni hija maħżuna b'mod xieraq;

Tassisti lid-Direttur (Affarijiet Korporattivi) fil-preparazzjonijiet u l-implikazzjonijiet amministrattivi tal-Pjanijiet tan-Negozju ta' Kull Sena, Pjanijiet tal-HR, kumpilazzjoni tal-PQs, FOIs, kif ukoll rapporti oħra skont kif ikun il-bżonn;

Tirrapporta għand id-Direttur (Affarijiet Korporattivi) fuq bażi ta' kull xahar fuq l-attivitajiet tad-Direttorat u tirrakkomanda azzjonijiet xierqa sabiex jiġu indirizzati oqsma problematiċi, i.e. backlogs, kwistjonijiet ta' riżorsi umani, eċċ.;

Tassisti lid-Direttur (Affarijiet Korporattivi) fil-kordinament ta' kwistjonijiet amministrattivi ma' direttorati u organizzazzjonijiet kulturali pubbliċi;

Tiżviluppa u timplimenta linji gwida tas-saħħa u s-sigurtà u ttejjeb il-kwalità tal-akkomodazzjoni u t-tagħmir tal-uffiċċju;

Liaises with Staff on procurement requirements analysing and evaluating procurement requests and providing advice;

Obtains quotes, evaluates costs and seeks to achieve best value for money;

Ensures expenditure has been budgeted for and are provided for through the appropriate funding;

Raise purchase orders, monitor outstanding purchase orders and ensure accuracy of supplier invoicing;

Ensures compliance with ACM's and Government procurement policies procedures legislation and best practice;

Adheres and ensures adherence to government financial directives;

Resolves problems related to purchasing, delivery, receiving and payment to the supplier;

Determines source of the problem and takes appropriate corrective action;

Identifies areas where savings can be made and current practices improved;

Liaises with Government ministries/departments for appropriate procurement approvals;

Ensures all binding documentation is vetted by the legal section;

Maintains an accurate filing system ensuring documentation is filed appropriately;

Assists the Director (Corporate Affairs) in the preparation and on the administrative implications of the Yearly Business Plans, HR Plans, compilation of PQs, FOIs and other reports as necessary;

Reports to the Director (Corporate Affairs) on a monthly basis on the activities of the Directorate and recommends appropriate action to address problem areas i.e. backlogs, staffing issues, etc.;

Assists the Director (Corporate Affairs) in co-ordinating administrative issues with the other directorates and public culture organisations;

Develops and implements Health and Safety policy guidelines and enhances the quality of office accommodation and equipment;

Kwalunkwe dmirijiet oħra skont kif ikunu assenjati mid-Direttur (Affarijiet Korporattivi), il-Kap Eżekuttiv, jew ir-rappreżentant/a tiegħu/tagħha.

Kontabbiltà

Tkun responsabbli għall-preparazzjoni tal-ordnijiet għax-xiri u l-immaniġġjar fit-totalità tiegħu kollu tal-preparazzjonijiet ta' offerti/talbiet għal proposti, inkluż il-preparazzjoni ta' offerti/talbiet għal dokumenti ta' proposta f'konformità mal-linji gwida tal-KMA u l-Politika u Proċeduri tal-Akkwist tal-Gvern;

Konformità mal-proċeduri ta' akkwist u awtorizzazzjonijiet xierqa miksuba f'konformità mal-politika tal-akkwist tal-KMA u tal-Gvern; u

Tikkonferma li l-prodotti/servizzi ġew imwassla/fornuti skont kif mitluba.

Titjib Individwali

Tkun mgħarraf sew u aġġornat mal-politika amministrattiva, strateġiji, u kwistjonijiet governattivi;

Tattendi taħriġ regolari għall-iżvilupp individwali u professjonali.

Kompetenzi Essenzjali u Kundizzjonijiet tax-Xogħol Anormali

L-abbiltà li tavża, tappoġġja, u tinfluwenza firxa varjata ta' individwi strateġiċi;

Tkun iffukata fuq il-kompiti tagħha/tiegħu, b'enerġija u motivazzjoni;

L-abbiltà li tipprijoritizza u taħdem taħt pressjoni;

Tuża u teżerċità l-ġudizzju indipendeti u raġunat;

Livell eċċellenti ta' ħiliet interpersonali, u komunikazzjoni miktuba u bil-fomm;

Ħiliet organizzattivi u attenzjoni għad-dettall;

L-abbiltà u r-rieda li tivvjaġġa;

Taħdem skont kif ikun hemm bżonn biex twettaq ix-xogħol b'rispett lejn l-iskadenzi.

Kwalifikazzjonijiet u Esperjenza Meħtieġa

Grad ta' Master f'Livell 7 tal-MQF jew kwalifka kumparabbli rikonoxxuta fl-Akkwist, fl-Amministrazzjoni

Any other duties assigned from time to time by the Director (Corporate Affairs), Executive Chairman or his/her representative.

Accountability

Responsible for preparation of purchase orders and handling in full the preparation of tenders/request for proposals including preparation of tenders/requests for proposal documents within the guidelines of ACM and government Procurement Policies and Procedures;

Compliance with procurement procedures and appropriate authorizations obtained in line with ACM's and Government procurement policies; and

Confirmation that goods/services are delivered/rendered as requested.

Self-improvement

Be well informed and up-to-date on Government administrative polices, strategies and issues;

Attend regular training for self and professional development.

Essential Competences and Abnormal Working Conditions

Ability to advise, support and influence a diverse array of strategic people;

Task-focused, with energy and motivation;

Ability to set priorities and work under pressure;

Use and exercise of independent and seasoned judgement;

Excellent level of interpersonal skills, written and oral communication;

Organizational skills with attention to detail;

Ability and willingness to travel;

Work as necessary to meet deadlines.

Qualifications and Experience Required

a Master's degree at MQF Level 7 or higher recognised comparable qualification in Procurement, Business

tan-Negozju jew kwalifika ekwivalenti, rikonoxxuta u kumparabbli kif ukoll sentejn (2) ta' esperjenza ta' xogħol rilevanti.

jew

Grad ta' Baċellerat f'Livell 6 tal-MQF fl-Akkwist, Amministrazzjoni tan-Negozju, jew kwalifika ekwivalenti, rikonoxxuta, u kumparabbli, kif ukoll sitt (6) snin ta' esperjenza ta' xogħol rilevanti.

U

Minimu ta' sentejn (2) ta' esperjenza f'ambjent ta' xogħol tal-akkwist b'esperjenza tanġibbli estensiva fil-preparazzjoni ta' offerti tal-Gvern mill-bidu sat-tmiem;

Tkun diġà kompletament kapaċi u midħla tal-proċessi tal-offerti governattivi mill-bidu sat-tmiem bl-abbiltà li twettaq dan fuq inizjattiva proprja ;

Għarfien ġenerali ta' proċeduri tal-uffiċċju u għarfien tar-Regolamenti tal-Akkwist Governattivi;

Ħiliet ta' negozjar tajba;

Ħiliet analitiċi u tas-soluzzjoni tal-problemi tajba;

Kapaċitajiet organizzattivi u tal-ippjanar;

Abbiltà dimonstrabbli li tikkomunika b'mod effettiv kemm bil-Malti u bl-Ingliż;

Ħiliet interpersonali tajba biex tinteraġġixxi b'mod effettiv ma' kull livell ta' staff u partijiet terzi;

L-abbiltà li taħdem b'inizjattiva proprja u l-abbiltà li tipparteċipa bħala membru ta' tim;

Profiċjenza fl-użu ta' firxa estensiva ta' software awtomatizzat tal-uffiċċju;

Mentalità kreattiva u l-abbiltà li taħdem tajjeb taħt pressjoni, twettaq il-kompiti b'mod effiċjenti, u timmaniġġja skadenzi oneruż.

Kuntratt u Informazzjoni dwar is-Salarju

Il-kandidat/a magħżul se jintrabat b'kuntratt ta' impjieg ta' tliet (3) snin, bil-possibbiltà li dan jiġi estiż b'perjodu ieħor ta' tliet (3) snin, skont il-prestazzjoni tiegħu/tagħha. Is-salarju mħallas se jkun dak ta' salarju bażiku ta' €36,000 fis-sena 2024 (Grad 4 tal-Istruttura ta' Gradi u Salarji tal-KMA), Bonus tal-Prestazzjoni sa massimu ta' 15% fis-sena, Benefiċċju tal-Komunikazzjoni b'kollox inkluż ta' €1,600

Administration or equivalent, recognized and comparable qualification plus (2) years relevant work experience.

or

a Bachelor qualification at MQF Level 6, in Procurement, Business Administration or equivalent, recognized and comparable qualification, plus six (6) years relevant work experience.

AND

Minimum two (2) years' experience in a procurement environment with an extensive hands-on experience in preparing Government tenders from start to finish;

Already fully capable and conversant with Government tendering process from start to finish on own initiative;

General awareness of office procedures and knowledge of Governments Procurement Regulations;

Good negotiating skills;

Sound analytical and problem-solving skills;

Planning and organisational capabilities;

Demonstrated ability to communicate effectively in both Maltese and English;

Good interpersonal skills to effectively interact with all levels of staff and third parties;

Ability to work on own initiative and ability to participate as a member of team;

Proficient in the use of an extensive range of office automation software;

A creative mindset and the ability to work well under pressure, completing tasks efficiently, and handling tight deadlines.

Contract and Salary information

The selected candidate will enter into a three (3) year employment contract, with the possibility to renew for a further period of three (3) years, depending on his/her performance. The salary paid will be of a basic salary of €36,000 in 2024 (Grade 4 of the ACM Grading and salary Structure), a Performance Bonus of up to 15% per annum, an all-inclusive Communication Allowance of €1,600 per

fis-sena, u Benefiċċju tat-Trasport b'kollox inkluż ta' €1,500 fis-sena.

Applikazzjonijiet

Applikanti interessati huma mitluba li jibagħtu ittra ta' motivazzjoni flimkien mas-CV u kopji ta' ċertifikati lil (vacancies@artscouncil.mt).

Id-data tal-għeluq għall-applikazzjonijiet hija l-Ġimgħa, 19 ta' April, 2024, f'nofsinhar.

Applikanti eliġibbli jintalbu jattendu għal intervista ta' selezzjoni.

Il-5 ta' April, 2024

FESTIVALS MALTA

Sejħa għal Servizz

Servizzi ta' Uffiċjal tal-Loġistika fi ħdan Festivals Malta

Ref. Festivals/CFQ2024-041

Festivals Malta, taħt ir-responsabbiltà tal-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, qiegħda toħroġ sejħa għas-servizzi ta' Ufficjal tal-Loġistika. L-offerti jintlaqgħu sa mhux aktar tard mill-Ġimgħa, 19 ta' April, 2024, f'nofsinhar, permezz ta' ittra elettronika lil (procurement.fm@festivals.mt).

Aktar informazzjoni tista' tinkiseb mis-sit elettroniku ta' Festivals Malta (https://www.festivals.mt/blog/categories/career-opportunity).

Il-5 ta' April, 2024

KUNSILL LOKALI L-BIRGU

Vakanza mal-Kunsill Lokali tal-Birgu

Żewġ (2) Council Assistants part-time (Skala 16)

Permess tal-Jobsplus Numru 368/2024

Żewġ (2) vakanzi nħolqu fi ħdan il-Kunsill Lokali tal-Birgu għall-post ta' Council Assistants part-time (Skala 16).

Applikanti għandu jkollhom ħiliet tajbin ta' komunikazzjoni u għandhom ikunu jistgħu jaħdmu ħinijiet flessibbli skont l-esiġenzi tal-Kunsill Lokali l-Birgu

Applikanti li jixtiequ japplikaw għal dan ix-xogħol, jistgħu jissottomettu Curriculum Vitae. L-applikazzjonijiet

annum and an all-inclusive Transport Allowance of €1,500 per annum.

Applications

Interested applicants are required to send a motivation letter together with a CV and copies of certificates to (vacancies@artscouncil.mt).

Closing date for applications is Friday, 19th April, 2024, at noon.

Eligible applicants will be asked to sit for a selection interview.

5th April, 2024

FESTIVALS MALTA

Call for Service

Logistics Officer Services within Festivals Malta

Ref. Festivals/CFQ2024-041

Festivals Malta, under the responsibility of the Ministry for the National Heritage, the Arts and Local Government, is issuing a call for the services of a Logistics Officer. Offers are to be received by not later than Friday, 19th April, 2024, at noon, via email to (procurement.fm@festivals.mt).

Further information can be found on the Festivals Malta website (https://www.festivals.mt/blog/categories/career-opportunity).

5th April, 2024

BIRGU LOCAL COUNCIL

Vacancy with Birgu Local Council

Two (2) part-time Council Assistants (Scale 16)

Jobsplus Permit Number 368/2024

Two (2) vacancies have arisen within the Birgu Local Council for the post of a part-time Council Assistants (Scale 16).

Applicants should possess good communication skills and be willing to work flexible hours accordingly to the needs of the Birgu Local Council.

Applicants wishing to apply for this job may submit a detailed Curriculum Vitae. Applications should reach this

għandhom jaslu l-uffiċċju sa mhux aktar tard mill-Ġimgħa, 12 ta' April, 2024, indirizzati lil:

Bil-posta:

Is-Segretarju Eżekuttiv, Kunsill Lokali l-Birgu,
Il-Berġa ta' Franza,
Triq Hilda Tabone, Il-Birgu;

jew permezz ta' ittra elettronika lil (birgu.lc@gov.mt).

Applikazzjonijiet li jaslu tard mhux se jkunu kkunsidrati.

Il-kandidati huma meħtieġa li jattendu għal intervista.

Il-5 ta' April, 2024

FORZI ARMATI TA' MALTA

Taħriġ ta' Sparar fil-Baħar – Gunex 01/2024

1. Il-Forzi Armati ta' Malta jgħarrfu li taħriġ ta' sparar attiv se jsir jew fi ħdan LM-D01 Pembroke Ranges jew LM-D05 mit-22 sas-26 ta' April, 2024. L-isparar attiv se jibda mit-8.00 a.m. sas-6.00 p.m. fid-dati kollha. It-taħriġ se jikkonsisti fi sparar tal-ajru u navali.

Għal kjarezza, range danger area waħda (1) biss se tkun attivata f'kull ħin skont para. 3 hawn taħt, li jista' jkun emendat minħabba kundizzjonijiet ħżiena ta' temp.

Il-25 u s-26 ta' April huma dežinjati bħala dati ta' riżerva biss.

2. Range boundaries għal LM-D01 Pembroke High u Temporary Danger Area LM-D05 hawn taħt:

LMD-1

Range Area – 35º 55.90'N 014º 28.53'E
Circular Exclusion – 8.5 NM radius
Vertical Clearance – FL270
Arc of fire bearings – 335° to 060° True
Firing Area – 85º settur taż-żona (jiddependi fuq it-temp)

Temporary Danger Area LM-D05

Range Area – N35˚30.5 E014˚11.0
Circular Extension – 8 NM radius
Vertical Clearance – FL270
Arc of fire bearings – 190° to 270°True
Firing Area – 80º settur taż-żona (jiddependi fuq it-temp)

office by not later than Friday, 12th April, 2024, addressed to:

By Post:

The Executive Secretary, Birgu Kunsill Lokali,
Auberge de France,
Triq Hilda Tabone, Birgu;

or by email to (birgu.lc@gov.mt).

Late applications will not be considered.

Candidates will be required to sit for an interview.

5th April, 2024

ARMED FORCES OF MALTA

Live Firing Exercise at Sea – Gunex 01/2024

1. The Armed Forces of Malta notify that a gunnery live firing practice shoot will be taking place either within LM-D01 Pembroke Ranges or LM-D05 from the 22nd till the 26th April, 2024. The gunnery live practice will commence at 8.00 a.m. till 6.00 p.m. on all dates. The practice will consist of naval and aerial gunnery.

For clarity, only one (1) range danger area shall be activated at any given time as per para. 3 below, which may only be amended due to inclement weather conditions.

The 25th and 26th April are designated as reserve dates only.

2. Range boundaries for both LM-D01 Pembroke High and Temporary Danger Area LM-D05 follow:

LMD-01 Pembroke High

Range Area – 35º 55.90'N 014º 28.53'E
Circular Exclusion – 8.5 NM radius
Vertical Clearance – FL270
Arc of fire bearings – 335° to 060° True
Firing Area – 85º sector of the zone (depending on prevalent weather)

Temporary Danger Area LM-D05

Range Area – N35˚30.5 E014˚11.0
Circular Extension – 8 NM radius
Vertical Clearance – FL270
Arc of fire bearings – 190° to 270°True
Firing Area – 80º sector of the zone (depending on prevalent weather)

Ricochet Limit 6° Lemin u Xellug tas-settur taż-żona

Activated – Attivata mill-Avviż lill-Baħħara u NOTAMS

3. Activation ta' Danger Areas ippjanat kif ġej:

a. 22 ta' April – LM-D01 biss (mit-8.00 a.m. sal-4.00 p.m.)

b. 23 ta' April – LM-D01 biss (mit-8.00 a.m. sal-4.00 p.m.)

c. 24 ta' April – LM-D01 biss (mit-8.00 a.m. sas-1.00 p.m. – LM-D05 (mis-2.00 p.m. sas-6.00 p.m.)

4. Il-bastimenti kollha għandhom iżommu tmien mili nawtiċi u nofs (8.5NM) 'il bogħod mix-xatt ta' Pembroke matul id-dati u l-ħinijiet ta' hawn fuq meta LM-D01 ikun attivat.

Mogħdija ta' sikurezza għat-traffiku marittimu se titħalla max-xatt sad-distanza ta' 4NM. Għalhekk, meta LM-D01 ikun attivat, taħriġ tal-isparar se jseħħ fis-sector area minn 4NM sa 8.5NM fid-direzzjoni tal-baħar (żona XBCY).

5. It-twissijiet proċedurali kollha se jiġu mxandra, partikolarment dawk relatati maż-żona ta' periklu temporanja 'il barra mix-xatt

6. MATS għandhom jattivaw LMD 01 'Pembroke High' jew LM-D05 matul il-ħinijiet imsemmija.

Il-5 ta' April, 2024

Ricochet Limit 6° Right and Left of the sector zone

Activated – Activated by Notice to Mariners and NOTAMS

3. Activation of Danger Areas is planned as follows:

a. 22nd April – LM-D01 only (from 8.00 a.m. till 4.00 p.m.)

b. 23rd April – LM-D01 only (from 8.00 a.m. till 4.00 p.m.

c. 24th April – LM-D01 only (from 8.00 a.m. till 1.00 p.m.) – LM-D05 (from 2.00 p.m. till 6.00 p.m.)

4. All vessels are to keep eight and half nautical miles (8.5 NM) off Pembroke coast during the above dates and timings when LM-D01 is activated.

A safety channel for marine traffic shall be left from the shoreline up to a distance of 4NM. Therefore, when LM-D01 is activated, gunnery practice will only take place in the sector area from 4NM to 8.5NM in a seawards direction (area XBCY).

5. All standard procedural warnings will be broadcast, particularly with regards to the temporary danger area offshore.

6. MATS is to activate LMD 01 'Pembroke High' or LM-D05 during the above timings.

5th April, 2024

DIPARTIMENT TAL-EŻAMIJIET

Post ta' Second Secretary fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ – April 2024

Eżami tal-Kitba

Id-Direttur tal-Eżamijiet jgħarraf illi l-avviż tal-eżami msemmi hawn fuq intbagħat lill-kandidati kkonċernati.

Dawk l-applikanti li ma rċevewx l-avviż tal-eżami huma mitluba biex jikkuntattjaw immedjatament lid-Dipartiment tal-Eżamijiet bin-numru tat-telefown 2598 2958, jew permezz ta' ittra elettronika lil (myexams@gov.mt).

Il-5 ta' April, 2024

DEPARTMENT OF EXAMINATIONS

Post of Second Secretary in the Ministry for Foreign and European Affairs and Trade – April 2024

Written Examination

The Director of Examinations notifies that the timetable for the abovementioned examination has been sent to the candidates concerned.

Those applicants who have not received the timetable are advised to contact immediately the Department of Examinations on telephone number 2598 2958, or by email to (myexams@gov.mt).

5th April, 2024

KUNSILL LOKALI BIRŻEBBUĠA

Laqgħa Ġenerali Annwali

Il-Kunsill Lokali Birżebbuġa jgħarraf illi l-laqgħa ġenerali annwali se ssir nhar it-Tlieta, 9 ta' April, 2024, fil-boardroom tal-Kunsill Lokali Birżebbuġa, fil-5.30 p.m.

Il-5 ta' April, 2024

KUNSILL LOKALI MARSASKALA

Laqgħa Pubblika Annwali

Skont Artikolu 70 (1) tal-Att dwar Kunsilli Lokali (Kap. 363), il-Kunsill Lokali Marsaskala se jagħmel laqgħa tal-lokalità fil-Kunsill Lokali li se tkun imxandra fuq is-sit elettroniku tal-Kunsill (www.marsaskalalc.gov.mt) nhar it-Tnejn, 8 ta' April, 2024, fil-5.30 p.m.

Il-5 ta' April, 2024

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar l-Erbgħa, 10 ta' April, 2024, mid-9.30 a.m. sas-2.00 p.m., Triq San Nikola se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'din il-ġurnata matul dan il-ħin.

Il-5 ta' April, 2024

KUNSILL LOKALI PEMBROKE

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Pembroke jgħarraf lill-pubbliku li nhar il-Ħadd, 14 ta' April, 2024, mis-7.30 a.m. sa nofsinhar, Triq Tunis, Triq l-Imħallef W. Harding u Triq Emmanuel Decelis se jkunu magħluqa għat-traffiku u ħadd ma jista' jipparkja fihom.

Il-5 ta' April, 2024

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, Il-Berġa tal-Baviera, Il-Belt Valletta, sal-10.00 a.m. tal-Ħamis, 25 ta' April, 2024, għal:

*Avviż Nru. 17. Kiri tale quale għal perjodu ta' ħmistax-il (15) sena għal skopijiet kummerċjali ta' Ħanut f'Nru. 2, Blokk 'E', Qasam tad-Djar Tal-Ħawli, Il-Birgu, kif

BIRŻEBBUĠA LOCAL COUNCIL

Annual General Meeting

The Birżebbuġa Local Council notifies that the annual general meeting will be held on Tuesday, 9th April, 2024, at the Birżebbuġa Local Council's boardroom, at 5.30 p.m.

5th April, 2024

MARSASKALA LOCAL COUNCIL

Annual Public Meeting

In accordance with Article 70 (1) of the Local Councils Act (Cap. 363), the Marsaskala Local Council will be holding a locality meeting at the Council premises which will be streamed on the Council's website (www.marsaskalalc.gov.mt) on Monday, 8th April, 2024, at 5.30 p.m.

5th April, 2024

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Wednesday, 10th April, 2024, from 9.30 a.m. till 2.00 p.m., Triq San Nikola will be closed for traffic. Parking of vehicles is not permitted during this day and times.

5th April, 2024

PEMBROKE LOCAL COUNCIL

Suspension of Traffic and Parking

The Pembroke Local Council notifies the general public that on Sunday, 14th April, 2024, from 7.30 a.m. till noon, Triq Tunis, Triq l-Imħallef W. Harding u Triq Emmanuel Decelis will be closed for traffic and no parking is allowed.

5th April, 2024

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, 25th April, 2024, for:

*Advt No. 17. Lease tale quale for a period of fifteen (15) years for commercial purposes of a Shop at No. 2, at Block 'E', Tal-Ħawli Housing Estate, Vittoriosa, as shown

muri bl-aħmar u mmarkat bħala 'Shop No. 2' fuq il-pjanta P.D.78_80_19_A. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €8,385 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elfejn u seba' mija u ħamsa u disgħin ewro (€2,795) 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. 18. 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. 19. Kiri, għal skopijiet kummerċjali għall-perjodu ta' ħmistax-il (15) sena, ta' fond vojt tale quale u fl-istat li jinsab fih inklużi xi difetti li jista' jkun hemm moħbija f'Nru. 2, Triq Fuq San Pawl, Bormla, kif muri bl-aħmar fuq il-pjanta P.D.2009_399. Dan il-fond ma jistax jintuża għal skopijiet residenzjali. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €11,661 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tlett elef u tmien mija u sebgħa u tmenin ewro (€3,887) 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 ħlas ta' €50 għad-dokumenti tal-offerta.

*Avviż Nru. 20. Kiri, għall-perjodu li fadal tal-kirja preżenti li jintemm fil-31 ta' Mejju, 2028, tal-ħanut vojt tale quale f'Nru. 18, City Gate Arcade, Misraħ il-Ħelsien, Il-Belt Valletta, kif muri bl-aħmar u mmarkat Shop No. 18 fuq il-pjanta P.D.2006_549_18. Il-kerrej preżenti ma jridx jibqa' fil-kirja u terz interessat lest li jidħol għar-rimanenti perjodu ta' din il-kirja. Dan it-terz interessat għandu d-dritt tal-ewwel rifjut riżervat favurih skont Artikolu Nru. 3 (1) tal-Avviż Legali Nru. 573.02. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €22,410 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' sebat elef u erba' mija u sebgħin ewro (€7,470) fis-sena ma jiġux ikkunsidrati. Irid isir ħlas ta' €50 għad-dokumenti tal-offerta.

*Avviżi li qed jidhru għall-ewwel darba

Dawn l-avviżi qegħdin jiġu ppubblikati bħala stedina għall-pubbliku sabiex jakkwista d-dokumenti tal-offerta online. L-offerenti għandhom jirreferu għall-kundizzjonijiet kollha

edged in red and marked as 'Shop No. 2' on the plan P.D.78_80_19_A. Tenders are to be accompanied by a bid-bond for the amount of €8,385 as stipulated in the tender conditions. Offers below the amount of two thousand and seven hundred and ninety-five euro (€2,795) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

*Advt No. 18. 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. 19. Lease, for commercial purposes for a period of fifteen (15) years, of the bare premises tale quale in its present state including any latent defects at No.2 Triq Fuq San Pawl, Cospicua, as shown edged in red on plan P.D.2009_399. Tenders are to be accompanied by a bid-bond for an amount of €11,661 as stipulated in the tender conditions. Offers below the amount of three thousand and eight hundred and eighty-seven euro (€3,887) 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. 20. Lease, for the remaining period of the present lease which ends on the 31st May, 2028, of the bare shop tale quale No. 18, City Gate Arcade, Misraħ il-Ħelsien, Valletta, as shown edged in red and marked Shop No. 18 on plan P.D.2006_549_18. The present tenant does not want to remain in the lease and an interested third party is ready to assume the remaining term of this lease. The interested third party has been reserved the right of first refusal as per Article No. 3 (1) of Legal Notice 573.02. Tenders are to be accompanied by a bid-bond for an amount of €22,410 as stipulated in the tender conditions. Offers below the amount of seven thousand and four hundred and seventy euro (€7,470) per annum will not be considered. A fee of €50 will be charged for the tender documents.

*Advertisements appearing for the first time

These advertisements 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

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 bil-card bankarja tal-preferenza tiegħek.

Il-5 ta' April, 2024

KUNSILL MALTI GĦAS-SETTUR TAL-VOLONTARJAT

Il-Kunsill Malti għas-Settur tal-Volontarjat jgħarraf illi Voice for Inclusion Gozo Association qiegħda tħabbar pubblikazzjoni għal sejħa għal kwotazzjonijiet:

Referenza tal-Proġett VOPS A4.09.2024

Voice for Inclusion Gozo Association teħtieġ ix-xiri u l-installazzjoni tal-apparat deskritt hawn taħt, bħala parti mill-VOPS A4.09.2024 Step by Step:

1. 'Track to teach tumbling skills';
2. 'Items for obstacle course';
3. 'Gym equipment for children with special needs'.

Għal speċifikazzjonijiet dawk interessati għandhom jibgħatu ittra elettronika lil (stabela@um.edu.mt) u (voiceforinclusiongozo@gmail.com).

Is-sejħa tagħlaq nhar il-Ħamis, 25 ta April, 2024.

Dan il-proġett ġie ffinanzjat permezz tal-Voluntary Organisations Project Scheme amministrat mill-Kunsill Malti għas-Settur tal-Volontarjat f'isem il-Ministeru għall-Inklużjoni u l-Volontarjat.

Il-5 ta' April, 2024

KUNSILL MALTI GĦAS-SETTUR TAL-VOLONTARJAT

Il-Kunsill Malti għas-Settur tal-Volontarjat jgħarraf li il-Malta Rescue Corps qegħdin iħabbru pubblikazzjoni għal sejħa għal offerta:

Referenza tal-Proġett VOPS A1.10.2024

Il-Malta Rescue Corps jeħtieġu l-offerta tas-servizzi għall-provvista, konsenja ta' tliet (3) drones, bħala parti mill-VOPS A1.10.2024 'Drone SAR – Enhanced Search and Rescue Capability'.

Għal speċifikazzjoni dawk interessati għandhom jibagħtu ittra elettronika lil (rescuecorpsmalta@gmail.com).

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 by using your preferred banking card.

5th April, 2024

MALTA COUNCIL FOR THE VOLUNTARY SECTOR

The Malta Council for the Voluntary Sector notifies that the Voice for Inclusion Gozo Association is requesting the call for quotations:

Project Reference VOPS A4.09.2024

The Voice for Inclusion Gozo Association needs to acquire the equipment listed below as part of the VOPS A4.09.2024 Step by Step:

1. Track to teach tumbling skills;
2. Items for obstacle course;
3. Gym equipment for children with special needs.

For specifications prospective bidders are invited to send an email to (stabela@um.edu.mt) and (voiceforinclusiongozo@gmail.com).

Deadline for submissions is Thursday, 25th April, 2024.

This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector supported by the Ministry for Inclusion and the Voluntary Sector.

5th April, 2024

MALTA COUNCIL FOR THE VOLUNTARY SECTOR

The Malta Council for the Voluntary Sector notifies that the Malta Rescue Corps are requesting the call for tenders:

Project Reference VOPS A1.10.2024

The Malta Rescue Corps need the Supply and Delivery of three (3) drones, as part of the VOPS A1.10.2024 'Drone SAR – Enhanced Search and Rescue Capability'.

For specification prospective bidders are invited to send an email to (rescuecorpsmalta@gmail.com).

L-offerta tagħlaq nhar is-Sibt, 27 ta' April, 2024.

Dan il-proġett ġie ffinanzjat permezz tal-Voluntary Organisations Project Scheme amministrat mill-Kunsill Malti għas-Settur tal-Volontarjat f'isem il-Ministeru għall-Inklużjoni u l-Volontarjat.

Il-5 ta' April, 2024

AĠENZIJA ŻGĦAŻAĠĦ

Estensjoni AŻ006/2024 ASKing Youth Erasmus+ Dissemination Event – Venue and Conference Facilities Terms of Reference, maħruġa minn Aġenzija Żgħażagħ

Is-sottomissjoni għal din is-sejħa għall-kwotazzjonijiet qed tiġi estiża sal-10.00 a.m. tal-Ġimgħa, 12 ta'April, 2024.

Aġenzija Żgħażagħ qiegħda tilqa' sottomissjonijiet biex torganizza konferenza sabiex ixxerred informazzjoni fuq il-proġett imsemmi għal mija u ħamsa u tletin (135) żagħżugħ/a attivi f'organizzazzjonijiet taż-żgħażagħ.

Aktar informazzjoni hija aċċessibbli mis-sit elettroniku ta' Aġenzija Żgħażagħ (https://youth.gov.mt/request-for-quotations/).

Kull min hu interessat li jipparteċipa f'din is-sejħa ta' kwotazzjonijiet għandu jissottometti l-offerta finanzjarja VAT inkluża, lil Aġenzija Żgħażagħ, (eks Umberto Calosso) Triq il-Kbira San Ġużepp, Santa Venera SVR 1013, f'envelop issiġillat għall-attenzjoni ta' Rowena M. Borg.

Applikazzjonijiet bil-posta għandhom jintbagħtu rreġistrati u kmieni biżżejjed sabiex jaslu qabel id-data tal-għeluq. L-applikanti jiġu mgħarrfa li tkun waslet l-applikazzjoni fi żmien ġurnata ta' ħidma mis-sottomissjoni.

Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

Aktar informazzjoni jew kjarifiki jistgħu jinkisbu mingħand Rowena M. Borg bin-numru tat-telefown 9989 1714, mit-Tnejn sal-Ġimgħa, mit-8.30 a.m. sat-3.00 p.m., jew permezz ta' ittra elettronika lil (rowena.borg@gov.mt).

Il-5 ta' April, 2024

AWTORITÀ TAL-INNOVAZZJONI DIĠITALI TA' MALTA

L-Awtorità tal-Innovazzjoni Diġitali ta' Malta qed tilqa' stimi għas-servizzi li ġejjin:

1. Validazzjoni tal-ispejjeż għal Strateġija Nazzjonali u Viżjoni tal-Intelliġenza Artifiċjali allinjati mill-ġdid;

Deadline for submissions is Saturday, 27th April, 2024.

This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector supported by the Ministry for Inclusion and the Voluntary Sector.

5th April, 2024

AĠENZIJA ŻGĦAŻAĠĦ

Extention of AŻ006/2024 ASKing Youth Erasmus+ Dissemination Event – Venue and Conference Facilities Terms of Reference, issued by Aġenzija Żgħażagħ

The below call for quotations submission deadline is being extended until 10.00 a.m. CET of Friday, 12th April, 2024.

Through the Erasmus+ ASKing Youth, Aġenzija Żgħażagħ will be hosting the dissemination event of the project of one hundred and thirty-five (135) young people actively involved in youth organisations.

More information can be downloaded from the Aġenzija Żgħażagħ website (https://youth.gov.mt/request-for-quotations/).

Interested bidders must submit their offer to Aġenzija Żgħażagħ (ex Umberto Calosso), Triq il-Kbira San Ġużepp, Santa Venera SVR 1013, in a sealed envelope for the attention of Rowena M. Borg. The prices quoted have to be VAT inclusive.

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above-stipulated deadline. These applications will be acknowledged in writing by Aġenzija Żgħażagħ within one working day.

Late applications will not be considered.

Further information or queries may be obtained from Rowena M. Borg on telephone number 9989 1714, from Monday to Friday, from 8.30 a.m. till 3.00 p.m., or by email to (rowena.borg@gov.mt).

5th April, 2024

MALTA DIGITAL INNOVATION AUTHORITY

The Malta Digital Innovation Authority is seeking a quotation for the following services:

1. Validating costings for a proposed realigned National Strategy and Vision for AI;

2. It-twettiq ta' valutazzjoni tal-impatt ekonomiku għal Strateġija Nazzjonali u Viżjoni tal-Intelliġenza Artifiċjali allinjati mill-ġdid.

L-Istrateġija tinkludi madwar 81 miżura li jkopru l-governanza, regolamentazzjoni, appoġġ finanzjarju u inċentivi għall-iżvilupp tal-Intelliġenza Artifiċjali.

L-espert ewlieni se jkun responsabbli biex iwassal dawn is-servizzi bl-użu ta' metodoloġiji sodi, jikkollabora mal-awtorità kontraenti, jiżgura l-kunfidenzjalità, u jipprovdi dokument intern u rapport pubbliku qasir. Ir-rekwiżit minimu ta' kwalifika huwa Dottorat fl-Ekonomija jew kwalifika komparabbli f'Livell 7 tal-EQF/MQF (jew ekwivalenti).

Is-servizzi għandhom ikunu kompluti fi ħmistax-il ġurnata ta' xogħol, b'valur stmat tal-akkwist ta' €9,980+VAT.

Kwalunkwe kjarifika għandha tintbagħat mhux aktar tard minn nofsinhar ta' nhar it-Tlieta, 16 ta' April, 2024, lil (procurement.mdia@mdia.gov.mt).

L-istimi għandhom jintbagħtu mhux aktar tard minn nofsinhar ta' nhar il-Ġimgħa, 22 ta' April, 2024, lil (procurement.mdia@mdia.gov.mt).

Il-5 ta' April, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Id-Direttur Maniġerjali (Sourcing u Supplies Chain Management) għas-Central Procurement and Supplies Unit fil-Ministeru għas-Saħħa u l-Anzjanità Attiva, jgħarraf illi:

Jintlaqgħu sottomissjonijiet elettroniċi għal Preliminary Market Consultation (PMC) rigward l-avviż li ġej sal-10.00 a.m. tat-Tnejn, 22 ta' April, 2024.

PMC Ref. Nru. 21-6505/24. 'Fully automated urine chemistry and digital microscopy analyser' għad-Dipartiment tal-Patoloġija.

Dokumenti tal-Preliminary Market Consultation jinkisbu mingħajr ħlas u l-informazzjoni għandha tintbagħat BISS online lil (www.etenders.gov.mt).

Il-5 ta' April, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO (Sourcing and Supply Chain Management) għas-Central Procurement and Supplies Unit (CPSU), Ministeru għas-Saħħa u lAnzjanità Attiva, jgħarraf illi

2. Conducting an economic impact assessment for a proposed realigned National Strategy and Vision for AI.

The strategy includes about 81 measures covering governance, regulation, financial support, and incentives for AI development.

The key expert will be responsible for delivering these services using sound methodologies, liaising with the contracting authority, ensuring confidentiality, and providing both an internal document and a short public report. The minimum qualification requirement is a Doctoral degree in Economics or a comparable qualification at EQF/MQF Level 7 (or equivalent).

The services should be completed within fifteen working days, with an estimated procurement value of €9,980+VAT.

Clarifications are to be forwarded by not later than noon of Tuesday, 16th April, 2024, to (procurement.mdia@mdia.gov.mt).

Quotations are to be forwarded by not later than noon of Friday, 22nd April, 2024, to (procurement.mdia@mdia.gov.mt).

5th April, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (Sourcing and Supplies Chain Management) for the Central Procurement and Supplies Unit within the Ministry for Health and Active Ageing notifies that:

Electronic submission of information for Preliminary Market Consultation (PMC) in respect of the following notice will be received up to 10.00 a.m. of the Monday, 22nd April, 2024.

PMC Ref. No. 21-6505/24. Fully automated urine chemistry and digital microscopy analyser for the Pathology Department.

Preliminary Market Consultation documents are available free of charge and information is to be submitted ONLY online on (www.etenders.gov.mt).

5th April, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO (Sourcing and Supplies Chain Management) for the Central Procurement and Supplies Unit within the Ministry for Health and Active Ageing notifies that:

Jintlaqgħu sottomissjonijiet elettroniċi għal Preliminary Market Consultation (PMC) rigward l-avviż li ġej sal-10.00 a.m. tat-Tnejn, 29 ta' April, 2024.

PMC Ref. Nru. 21-6506/24. 'Protein analysis kits' b'tagħmir fuq kiri

Dokumenti tal-Preliminary Market Consultation jinkisbu mingħajr ħlas u l-informazzjoni għandha tintbagħat BISS online lil (www.etenders.gov.mt).

Il-5 ta' April, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO (Sourcing and Supply Chain Management) għas-Central Procurement and Supplies Unit (CPSU), Ministeru għas-Saħħa u l-Anzjanità Attiva, jgħarraf illi s-sottomissjonijiet tal-ERU Competitive Calls għandhom jintlaqgħu sal-10.00 a.m. tat-Tnejn, 8 ta' April, 2024.

ERU0104U24 – 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.

Il-5 ta' April, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO (Sourcing and Supply Chain Management) għas-Central Procurement and Supplies Unit (CPSU), Ministeru għas-Saħħa u l-Anzjanità Attiva, jgħarraf illi s-sottomissjonijiet tal-ERU Competitive Calls għandhom jintlaqgħu sal-10.00 a.m. tat-Tlieta, 9 ta' April, 2024.

ERU0204U24A – Devices
ERU0204U24 – Medicinal
ERU0204U24B – Medicinal
ERU0304U24A – Medicinal
ERU0304U24B – Medicinal
ERU0304U24 – Medicinal
ERU0304U24 – Devices

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejħa għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

Il-5 ta' April, 2024

Electronic submission of information for Preliminary Market Consultation (PMC) in respect of the following notice will be received up to 10.00 a.m. of the Monday, 29th April, 2024.

PMC Ref. No. 21-6506/24. Protein analysis kits with equipment on lease

Preliminary Market Consultation documents are available free of charge and information is to be submitted ONLY online on (www.etenders.gov.mt).

5th April, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO (Sourcing and Supply Chain Management) for the Central Procurement and Supplies Unit within the Ministry for Health and Active Ageing, notifies that submissions for the below listed ERU Competitive Calls will be received up to 10.00 a.m. on Monday, 8th April, 2024.

ERU0104U24 – 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.

5th April, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO (Sourcing and Supply Chain Management) for the Central Procurement and Supplies Unit within the Ministry for Health and Active Ageing, notifies that submissions for the below listed ERU Competitive Calls will be received up to 10.00 a.m. on Tuesday, 9th April, 2024.

ERU0204U24A – Devices
ERU0204U24 – Medicinal
ERU0204U24B – Medicinal
ERU0304U24A – Medicinal
ERU0304U24B – Medicinal
ERU0304U24 – Medicinal
ERU0304U24 – Devices

Emergency Response Unit (ERU) Competitive Calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be submitted as per instructions given in the dossier.

5th April, 2024

KUNSILL LOKALI S-SIĠĠIEWI

Il-Kunsill Lokali s-Siġġiewi jgħarraf illi:

Offerti għandhom jintlaqgħu mill-Kunsill Lokali s-Siġġiewi permezz tal-ePPS, sad-9.30 a.m. ta' nhar l-Erbgħa, 8 ta' Mejju, 2024, għal:

Avviż Nru. LCS 01/2024. Tindif u tneħħija ta' materjal minn toroq mhux urbani u siti fis-Siġġiewi b'mod li ma ssirx ħsara 'l-ambjent.

Id-dokumenti huma bla ħlas u jinkisbu/jitniżżlu u jintlaqgħu BISS mis-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kwalukwe offerta, anke l-aktar waħda li tidher vantaġġjuża.

Il-5 ta' April, 2024

SIĠĠIEWI LOCAL COUNCIL

The Siġġiewi Local Council notifies that:

Tenders will be received by the Siġġiewi Local Council through ePPS, up to 9.30 a.m. of Wednesday, 8th May, 2024, for:

Advt No. LCS 01/2024. Cleaning and clearing of non-urban roads and sites in Siġġiewi in an environmentally friendly manner.

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 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.

5th April, 2024

AVVIŻ TAL-QORTI – *COURT NOTICE*

746

ARB/C068/2019 – VARJAZZJONI TAL-IFFRIŻAR TAL-ASSI

IKUN JAF KULĦADD illi b'digriet mogħti fis-27 ta' Marzu, 2024, mill-Qorti Kriminali (l-Onor. Imħallef Dott. Edwina Grima, LLD). Fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

YORGEN FENECH, direttur, ta' 42 sena, iben il-mejjet George u Patricia xebba Camilleri, imwieled Tal-Pietà, Malta, fit-23 ta' Novembru, 1981, residenti f'Portomaso, 2592, Vjal Portomaso, San Ġiljan, u detentur ta' karta tal-identità Maltija bin-numru 36482M.

Il-Qorti AWTORIZZAT lil terza persuna sabiex tħallas lil MAPFRE Middlesea plc għat-tiġdid tal-polza tal-assigurazzjoni u l-liċenzja tat-triq tal-vettura rreġistrata f'isem l-imputat YORGEN FENECH hekk kif imniżżel fir-rikors sottomess il-Qorti datat 18 ta' Marzu, 2024.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 5 (3) tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta, wara ordni tal-iffriżar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott.

ARB/C068/2019 – VARIATION OF A FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 27th March, 2024, given by the Criminal Court (Hon. Madam Justice Dr Edwina Grima, LLD). In the case:

The Republic of Malta

Versus

YORGEN FENECH, director, 42 years, son of the late George and Patricia née Camilleri, born in Tal-Pietà, Malta, on the 23rd November, 1981, residing at Portomaso, 2592, Vjal Portomaso, St Julian's, and holder of Maltese identity card bearing number 36482M.

The Court AUTHORISES a third party to pay MAPFRE Middlesea plc for the renewal of the motor insurance policy and road license for the vehicle registered in the name of the accused YORGEN FENECH as per application submitted to the Court dated 18th March, 2024.

This variation is being published in terms of Article 5 (3) of the Prevention of Money Laundering Act, Cap. 373 of the Laws of Malta following a freezing order which decree was given by the Court of Magistrates (Malta) as a Court

Audrey Demicoli, LLD) fit-30 ta' Novembru, 2019, li ġiet ippublikata fil-Gazzetta tal-Gvern fit-2 ta' Diċembru, 2019, fejn il-Qorti ordnat is-sekwestru f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' YORGEN FENECH.

of Criminal Inquiry (Magistrate Dr Audrey Demicoli, LLD) on the 30th November, 2019, which was published in the Government Gazette on the 2nd December, 2019, 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 YORGEN FENECH.

Illum l-1 ta' April, 2024

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

Today, 1st April, 2024

MR ANTON SEVASTA
Director, Asset Recovery Bureau

747

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fl-14 ta' Marzu, 2024, fl-atti tar-Rikors Ġuramentat numru 1453/2023FDP, li ġie ppreżentat fil-21 ta' Diċembru, 2023, fl-ismijiet: F. S. Developments Company Limited et vs Bonello Dolores et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12 biex isservi ta' notifika fil-konfront tal-intimati. Ir-rikorrenti talbu lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lill-konvenuti solidalment bejniethom iħallsu lis-soċjetajiet atturi s-somma hekk likwidata. Bl-ispejjeż kollha u bl-imgħax legali kontra l-intimati, li huma inġunti għas-subizzjoni.

By means of a decree given by the Civil Court, First Hall, on the 14th March, 2024, in the records of Sworn Application number 1453/2023FDP, which was filed on the 21st December, 2023, in the names: F. S. Developments Company Limited et vs Bonello Dolores et, the following publication was ordered, in terms of Article 187 (3) et sequitur of Cap. 12 for the purpose of service of the respondents. The applicants asked this Honourable Court to, among others: Condemn the defendants in solidum between them to pay the plaintiff companies the sum so liquidated. With all costs and legal interest against the respondents who are summoned so that a reference to their evidence be made.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għas-smigħ nhar it-23 ta' April, 2024, fl-10.00 a.m.

The Sworn Application in the names mentioned above is adjourned for hearing on the 23rd April, 2024, at 10.00 a.m.

Notifika Intimati: Bonello Dolores, 136, Flat 1, Triq Manuel Dimech, Tas-Sliema
Cefai Deborah, 136, Flat 5, Triq Manuel Dimech, Tas-Sliema
Cefai Peter Paul, 15, Cornucopia, Triq F. Geneste, Birkirkara

Notify Respondents: Bonello Dolores, 136, Flat 1, Triq Manuel Dimech, Tas-Sliema
Cefai Deborah, 136, Flat 5, Triq Manuel Dimech, Tas-Sliema
Cefai Peter Paul, 15, Cornucopia, Triq F. Geneste, Birkirkara

Reġistru tal-Qrati Superjuri, illum 26 ta' Marzu, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

Registry of the Superior Courts, today 26th March, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

748

Ikun jaf kulħadd illi b'digriet mogħti mill-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja, fit-tlieta u għoxrin (23) ta' Frar, 2024 (Digriet numru 22/2024BS, wara Rikors numru 6/2024BS), ġiet ikkonfermata interdetta mill-atti kollha tal-ħajja ċivili Margaret Sciberras, bint Anthony Sciberras u Luigia née Grech, imwielda r-Rabat, Għawdex, u residenti Ta' Sannat, Għawdex (karta ta' identità numru 50959G).

It is hereby notified that in virtue of a decree given by the Court of Magistrates (Gozo) in its Voluntary Jurisdiction on the twenty-third (23rd) of February of the year 2024 (Decree number 22/2024BS following Application number 6/2024(BS), Margaret Sciberras, daughter of Anthony Sciberras and Luigia née Grech, born in Victoria, Gozo, and resides in Ta' Sannat, Gozo, holder of identity card number: 50959G, has been confirmed interdicted from all acts of civil life.

Dott. Patrick Sciberras, bin Anthony Sciberras u Luigia née Grech, imwieled ir-Rabat, Għawdex, u residenti Ta' Sannat, Għawdex, detentur tal-karta tal-identità numru 20864G, u Claire Spiteri, mart Stephen Spiteri, bint Anthony Sciberras u Luigia née Grech, imwielda Ta' Sannat, Għawdex, u residenti Marsaskala, Malta, detentriċi tal-karta tal-identità numru 41565G, ġew bl-istess digriet nominati kuraturi tagħha.

Reġistru tal-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja

Illum 2 ta' April, 2024

DANIEL SACCO
Għar-Reġistratur, Qrati u Tribunali (Għawdex)

Doctor Patrick Sciberras, son of Anthony Sciberras and Luigia née Grech, born in Victoria, Gozo, and resides in Ta' Sannat, Gozo, holder of identity card number 20864G, and Claire Spiteri, wife of Stephen Spiteri, daughter of Anthony Sciberras and Luigia née Grech, born in Ta' Sannat, Gozo, and resides in Marsaskala, Malta, holder of identity card number 41565G, has been nominated as her curator, by virtue of the said decree.

Registry of the Court of Magistrates (Gozo), Voluntary Jurisdiction

This 2nd of April, 2024

DANIEL SACCO
For the Registrar, Gozo Courts and Tribunals

749

Avviż mir-Reġistru tal-Prim'Awla tal-Qorti Ċivili

Billi Dott. Johann Debono noe ippreżenta rikors ġuramentat (numru 298/24JVC) fejn giet mitluba l-korrezzjoni tal-Att tar-Reġistru Pubbliku ta' Anais Stefania numru 1160/2023 fir-Reġistru Pubbliku.

Kull min jidhirlu li għandu interess u jrid jopponi dik it-talba, b'dan l-avviż huwa msejjaħ sabiex ifisser il-fehma tiegħu, b'nota li għandha tiġi ppeżentata fir-Reġistru ta' dawn il-Qrati fi żmien ħmistax-il ġurnata mill-ħruġ ta' dan l-avviż fil-Gazzetta tal-Gvern.

Dawk illi, fiż-żmien fuq imsemmi, ikunu ppreżentaw dik in-nota, għandhom jiġu notifikati b'kopja tar-rikors ġuramentat hawn fuq imsemmi bil-ġurnata li tingħata għas-smigħ tal-kawża.

B'ordni tal-Qorti,

Reġistru tal-Qorti Superjuri,

Illum 3 ta' April, 2024

CORA CATANIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Notice, Registry of the Civil Court, First Hall

Whereas Dr Johann Debono noe filed an application under oath (number 298/24/JVC) demanding the correction of the Act of Public Registry of Anais Stefania number 1160/2023 in the Public Registry.

Whosoever may have an interest therein, and wishes to oppose that demand, is hereby called upon to do so, by means of a note to be filed in the Registry of these Courts, within fifteen days from the day of the publication of this present notice in the Government Gazette.

Those who, within the aforesaid time, shall have filed such note, shall be notified by the service of a copy of the said application under oath, of the day which will be appointed for the hearing of the case.

By order of the Court,

Registry of the Superior Court,

Today 3rd of April, 2024

CORA CATANIA
For Registrar, Civil Courts and Tribunals

750

B'digriet tal-11 ta' Marzu, 2024, mogħti mill-Prim' Awla tal-Qorti Ċivili, din il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifika skont l-Artikolu 187(3) tal-Kodici tal-Proċedura u Organizzazzjoni Ċivili (Kap.12).

Illi b'rikors ippreżentat minn Tal-Magħtab Construction Company Limited fl-10 ta' Lulju, 2023, qed jintalab l-iżbank

By a decree of the 11th March, 2024, given by the First Hall of the Civil Courts, 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 Tal-Magħtab Construction Company Limited on the 10th July, 2023, is asking for the

fl-ammont ta' dsatax-il elf, sitt mija u tlieta u sebgħin ewro u disgħa u tletin ċenteżmu (€19,673,39c) li ġew depożitati permezz ta' Ċedola numru 700/2023 fl-ismijiet:

Tal-Magħtab Construction Company Limited (C11485) vs Jonathan Sant (KI 449685M).

Il-Qorti ordnat in-notifika b'jumejn (2) għat-tweġiba.

Reġistru tal-Prim'Awla tal-Qorti Ċivili (Malta), illum l-Erbgħa, 3 ta' April, 2024

GAETANA AQUILINA
Għar-Reġistratur, Qrati Ċivili u Tribunali

withdrawal of the amount of nineteen thousand, six hundred and seventy three euro and thirty nine cents (€19,673,39c) deposited by Schedule of Deposit number 700/2023 in the names of:

Tal-Magħtab Construction Company Limited (C11485) vs Jonathan Sant (ID 449685M).

The Court ordered the notification with two (2) days to reply.

Registry of the Civil Court First Hall (Malta), today Wednesday, 3rdApril, 2024

GAETANA AQUILINA
For Registrar of Courts and Civil Tribunals

751

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fit-12 ta' Marzu, 2024, fl-atti tal-Mandat ta' Inibizzjoni numru 136/2024/1DC, li ġie ppreżentat fis-26 ta' Jannar, 2024, fl-ismijiet: Mifsud Malcolm Avukat et noe vs Mangion Alain et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12 biex isservi ta' notifika fil-konfront tal-intimati. Ir-rikorrenti talbu lil din l-Onorabbli Qorti sabiex fost oħrajn: Din l-Onorabbli Qorti jogħġobha tordna l-ħruġ ta' Mandat ta' Inibizzjoni kontra l-intimati.

Il-Mandat ta' Inibizzjoni fl-ismijiet imsemmija hawn fuq huwa differit għas-smigħ nhar it-18 ta' April, 2024, fis-13.30 p.m.

Notifika Intimati: Mangion Alain, Flat 61, 68, Waterfront Place, The Strand, Tas-Sliema, u
Credinvest International Corporate Finance Limited, Credinvest House, 157, Triq l-Arċisqof, Il-Belt Valletta

Reġistru tal-Qrati Superjuri, illum 25 ta' Marzu, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 12th March, 2024, in the records of The Warrant of Prohibitory Injunction number136/2024/1DC, which was filed on the 26th January, 2024, in the names: Mifsud Malcolm Advocate et noe vs Mangion Alain et, the following publication was ordered, in terms of Article 187 (3) et sequitur of Cap. 12 for the purpose of service of the respondents. The applicants asked this Honourable Court to, among others: This Honourable Court orders the issuing of The Warrant of Prohibitory Injunction against the respondents.

The Warrant of Prohibitory Injunction in the names mentioned above is adjourned for hearing on the 18th April, 2024, at 13.30 p.m.

Notify Respondents: Mangion Alain, Flat 61, 68, Waterfront Place, The Strand, Tas-Sliema, and
Credinvest International Corporate Finance Limited. Credinvest House, 157, Triq l-Arċisqof, Valletta

Registry of the Superior Courts, today 25th March, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

752

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fil-5 ta' Ottubru, 2023, fl-atti tar-Rikors Ġuramentat numru 934/2022DC, li ġie ppreżentat fit-12 ta' Ottubru, 2022, fl-ismijiet: Kummissarju tat-Taxxi vs Kafe Rocks Limited, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12 biex isservi ta' notifika fil-konfront tal-intimata. Ir-rikorrent talab lil din l-Onorabbli

By means of a decree given by the Civil Court, First Hall, on the 5th October, 2023, in the records of Sworn Application number 934/2022DC, which was filed on the 12th October, 2022, in the names: Commissioner for Revenue vs Kafe Rocks Limited, the following publication was ordered, in terms of Article 187 (3) et sequitur of Cap. 12 for the purpose of service of the respondent. The applicant asked

Qorti sabiex fost oħrajn: Tordna l-kopja ta' dan ir-rikors flimkien mad-dokumenti hawn annessi u mmarkati bħala Dok. A u B, jiġu notifikati lilll-intimata skont id-dispożizzjonijiet rilevanti tal-Kapitlu 12 tal-Liġijiet ta' Malta u sabiex tordna r-reġistrazzjoni tad-dokument hawn anness u mmarkat bħala Dok. A bħala kopja uffiċjali tagħha, sabiex tali dokument jikkostitwixxi titolu eżekuttiv.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għas-smigħ nhar id-9 ta' Mejju, 2024, fid-9.30 a.m.

Notifika Intimata: Kafe Rocks Limited, Emms Lodge, 3, Triq il-Qasab, il-Mensija, San Ġiljan

Reġistru tal-Qrati Superjuri, illum 26 ta' Marzu, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

this Honourable Court to, among others: Order that a copy of this Application together with the documents hereby attached and marked as Doc. A and B, be notified to the respondent according to the relevant provisions of Cap. 12 of the Laws of Malta and order the registration of the document hereby attached and marked as Doc. A as its official copy, so that such document constitutes an executive title.

The Sworn Application in the names mentioned above is adjourned for hearing on the 9th May, 2024, at 9.30 a.m.

Notify Respondent: Kafe Rocks Limited, Emms Lodge, 3, Triq il-Qasab, Mensija, St Julian's

Registry of the Superior Courts, today 26th March, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

753

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fis-26 ta' Jannar, 2024, fl-atti tar-Rikors Ġuramentat numru 1261/2023GG, li ġie ppreżentat fit-2 ta' Novembru, 2023, fl-ismijiet Maritime Investments Limited vs Platin Holdings Limited, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12 biex isservi ta' notifika fil-konfront tal-intimata. Ir-rikorrenti talbu lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lis-soċjetà konvenuta sabiex tħallas lis-soċjetà rikorrenti s-somma globali ta' mija u disgħa u erbgħin elf, mitejn u disgħa u għoxrin ewro u wieħed u disgħin ċenteżmu (€149,229.91ċ). Bl-ispejjeż u bl-imgħax legali kontra l-intimata li hija inġunta għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-14 ta' Mejju, 2024, fil-11.15 a.m.

Notifika Intimata: Baygun Baris, Platin Holdings Limited, The Quays, Penthouse 13, Ta' Xbiex Seafront, Ta' Xbiex

Reġistru tal-Qrati Superjuri, illum 4 ta' Marzu, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 26th January, 2024, in the records of Sworn Application number 1261/2023GG, which was filed on the 2nd November, 2023, in the names Maritime Investments Limited vs Platin Holdings Limited, the following publication was ordered, in terms of Article 187 (3) et sequitur of Cap. 12 for the purpose of service of the respondent. The applicant asked this Honourable Court to, among others: Condemn the defendant company to pay the applicant company the global sum of one hundred and forty nine thousand, two hundred and twenty nine euro and ninety one cents (€149,229.91c). With costs and legal interest against the respondent who is summoned so that a reference to her evidence be made.

The Sworn Application in the names mentioned above is postponed to 14th May, 2024, at 11.15 a.m.

Notify Respondent: Baygun Baris, Platin Holdings Limited, The Quays, Penthouse 13, Ta' Xbiex Seafront, Ta' Xbiex

Registry of the Superior Courts, today 4th March, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

754

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fil-21 ta' Marzu, 2024, fuq rikors ta' Bank of Valletta plc. (C2833), ġie ffissat il-jum tat-Tlieta, 23 ta' Lulju, 2024, fl-għaxra u nofs ta' filgħodu (10.30 a.m.) għall-bejgħ bl-irkant, li għandu jsir

By decree given by the Civil Court, First Hall on the 21st March, 2024, on the application of Bank of Valletta plc (C2833), Tuesday, 23rd July, 2024, at half past ten in the morning (10.30 a.m.), has been fixed for the sale by auction,

f'Kamra Numru 78, Biswit l-Arkivju, Livell -1, Qrati tal-Ġustizzja, Triq ir-Repubblika, Il-Belt Valletta, tal-fond hawn taħt deskritt:

Il-garaxx immarkat bin-numru sitta u sebgħin (76) qabel bin-numru tmintax (18) fil-livell tat-triq, Triq il-Vittmi tal-Gwerra, Birkirkara, formanti parti minn kumpless residenzjali mdawwar bit-toroq Triq il-Vittmi tal-Gwerra, Triq Manoel Vilhena, Triq Dun Vincenz Saliba u Triq Tal-Qattus, Birkirkara, sottostanti erba' sulari ta' bini ta' terzi, liema bini huwa aċċessibbli minn Triq Dun Vincenz Saliba u għalhekk il-garaxx jinsab f'basement level meta relatat mal-livell ta' Triq Dun Vincenz Saliba, b'forma rettangolari salv għal ħajt tan-naħa ta' wara tal-fond illi huwa irregolari u fejn hemm kamra żgħira b'tieqa li tagħti fuq xaft komuni, bil-komunjoni tal-katusi mal-fondi sovrapposti, bid-drittijiet u l-pertinenzi kollha tiegħu, konfinanti mill-irjiħat kollha ma' beni tal-venditur jew l-aventi kawża tiegħu, eżenti minn kull ħlas ta' ċens, kif suġġett u jgawdi għas-servitujiet eżistenti u naxxenti mill-pożizzjoni tiegħu, u b'parti tal-fond mibni taħt parti mill-front garden tal-proprjetà ta' terzi sovrastanti fi Triq Dun Vincenz Saliba u kif suġġett għall-kundizzjonijiet kif indikati fl-atti tan-Nutar Mario Bugeja datat l-erbgħa u għoxrin ta' April, tas-sena elfejn u tnejn (24.4.2002) u stmat li jiswa mitejn u tmienja u tmenin elf ewro (€288,000).

L-imsemmi fond huwa proprjetà ta' Maggi Limited (C29243) u b'digriet datat is-27 ta' Ġunju, 2023, ġew nominati Dott. Joseph Brincat u PL Jean Pierre Busuttil sabiex jirrappreżentaw lill-imsemmija soċjetà bħala kuraturi deputati.

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskritt fl-atti tas-subbasta 32/2022.

Reġistru tal-Qrati Superjuri, illum l-Erbgħa, 3 ta' April, 2024

GAETANA AQUILINA
Għar-Reġistratur, Qrati Ċivili u Tribunali

to be held in Room Number 78, Nearby the Court Archives, Level -1, Courts of Justice, Triq ir-Repubblika, Valletta, of the following property:

The garage marked number seventy six (76) previously numbered eighteen (18) at street level of Triq il-Vittmi tal-Gwerra, Birkirkara, forming part of a residential complex surrounded by roads Triq il-Vittmi tal-Gwerra, Triq Manoel Vilhena, Triq Dun Vincenz Saliba and Triq Tal-Qattus, Birkirkara, underlying four floors of third party building, which building is accessible from Triq Dun Vincenz Saliba and therefore the garage is situated at basement level when related with the level of Triq Dun Vincenz Saliba, with a rectangular shape except for an irregular wall at the back of the garage and with a small room with a window overlooking the common shaft, with the drains in common with the overlying properties, with all its rights and appurtenances, bounded on all its sides with property of the original vendor or his successors in title, exempt from any payment of ground rent, as subject to and enjoying the existing servitudes which result from its position, and with a part of the garage built underneath the overlying third party property's front garden in Triq Dun Vincenz Saliba and as subject to the conditions as indicated in the acts of Notary Mario Bugeja dated twenty fourth April, of the year two thousand and two (24.4.2002) and is valued at two hundred and eighty eight thousand euro (€288,000).

The said tenement is the property of Maggi Limited (C29243) and by decree of the 27th June, 2023, Dr Joseph Brincat and LP Jean Pierre Busuttil were nominated as deputy curators to represent the said society.

N.B. The said tenement will be sold as described in the acts of judicial sales number 32/2022.

Registry of the Superior Courts, this Wednesday, 3rd April, 2024

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

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B'dan l-avviż ikun magħruf illi b'rikors ippreżentat fil-Qorti, Sezzjoni ta' Ġuriżdizzjoni Volontarja, fid-29 ta' Novembru, 2023, Rikors numru 1943/2023, minn Manuel Pereira fejn talab li tiġi ddikjarata miftuħa favur tiegħu s-suċċessjoni ta' Mary Doris Pereira née Falzon, ġja miżżewġa lil Manuel Pereira, bint Francesco Falzon u Maria Falzon née Sciberras, imwielda l-Mosta, Malta, ġja residenti Mississauga, Ontario, il-Kanada, u mietet Mississauga, Ontario, il-Kanada, fil-25 ta' Jannar, 2023, ta' 75 sena, u li kellha karta tal-identità numru 461147M.

Għaldaqstant, kull min jidhirlu li għandu interess huwa msejjaħ biex jidher quddiem il-Qorti fuq imsemmija sabiex

By means of an application filed in the Civil Court of Voluntary Jurisdiction Section, on the 29th November, 2023, Application number 1943/2023, by Manuel Pereira he requested that it be declared open in her favour the succession of Mary Doris Pereira née Falzon, formerly married to Manuel Pereira, daughter of Francesco Falzon and Maria Falzon née Sciberras, born in Mosta, Malta, resided in Mississauga, Ontario, Canada, and died in Mississauga, Ontario, Canada, on the 25th January, 2023, aged 75, and who held identity card number 461147M.

Wherefore, any person who believes to have an interest in the matter is hereby called upon to appear before the said

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 u l-avviżi skont il-liġi.

Reġistru tal-Qorti Ċivili, Sezzjoni ta' Ġuriżdizzjoni Volontarja

Illum 4 ta' April, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Court and to bring forward his objections hereto by a minute to be filed within fifteen days from the posting of the banns and notices according to law.

Registry of the Civil Court, Voluntary Jurisdiction Section

Today 4th April, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Court and Tribunals

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Permezz ta' digriet mogħti fl-1 ta' Marzu, 2024, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Marie Antoinette Deguara vs Francis sive Francesco Azzopardi et, Rikors numru 613/2023JG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront ta' Francis sive Francesco Azzopardi u Alexandra Azzopardi a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Marie Antoinette Deguara (KI 652782M) vs Francis sive Francesco Azzopardi (KI 193660M) u Alexandra Azzopardi (KI 186961M) ippreżentat fil-Bord li Jirregola l-Kera, fid-19 ta' Diċembru, 2023, ir-rikorrenti Maria Antoinette Deguara (KI 652782M) talbet lil dan l-Onorabbli Bord sabiex:

1. Jiddikjara u jiddeċiedi illi l-intimati Francis sive Francesco Azzopardi (KI 193660M) u Alexandra Azzopardi (KI 186961M) huma l-inkwilini tar-rikorrenti fil-fond 86, Triq Ġużè Pace, Il-Ħamrun, u jikkwalifikaw bħala kerrejja ta' dar ta' abitazzjoi abbażi ta' din it-tifsira, ai termini tal-Artikolu 2 tal-Ordinanza li Tirregola t-Tiġdid tal-Kera tal-Bini u l-Att dwar id-Djar kif emendat bl-Att XXIV tal-2021;

2. Jordna li jitwettaq it-test tal-mezzi fuq l-intimati Francis sive Francesco Azzopardi (KI 193660M) u Alexandra Azzopardi (KI 186961M) fuq it-test tal-mezzi kif stabbilit fir-Regolamenti dwar it-Tkomplija tal-Kirja (Kriterji ta' Test tal-Mezzi) maħruġa a tenur tal-artikolu 1622A tal-Kodiċi, u kwalsijasi regolamenti illi jistgħu jissostitwuhom ibbażat fuq id-dħul tal-kerrej bejn l-1 ta' Jannar u l-31 ta' Diċembru, 2022, u fuq il-kapital tal-kerrejja fil-31 ta' Diċembru, 2022;

3. Jiddikjara u jiddeċiedi illi ai termini tal-Att XXIV tal-2021 il-kera għandha tiġi riveduta għal ammont illi ma jeċċedix it-2% fis-sena tal-valur liberu u frank fis-suq miftuħ tal-fond 86, Triq Ġużè Pace, Il-Ħamrun, u sabiex jiġu stabbiliti kundizzjonijiet ġodda fir-rigward tal-kera;

4. Jordna f'każ illi l-intimati Francis sive Francesco Azzopardi (KI 193660M) u Alexandra Azzopardi (KI 186961M) ma jissodisfawx il-kriterji tad-dħul u tal-kapital

By means of a decree of the 1st March, 2024, of the Rent Regulation Board, in the records of the Application in the names Maria Antoinette Deguara vs Francis sive Francesco Azzopardi et, Application number 613/2023JG, the following publication was ordered for the purpose of effecting service on the respondents Francis sive Francesco Azzopardi and Alexandra Azzopardi in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of an application in the names Maria Antoinette Deguara (ID 652782M) vs Francis sive Francesco Azzopardi (ID 193660M) and Alexandra Azzopardi (ID 186961M) filed before the Rent Regulation Board, on the 19th December, 2023, the applicant Maria Antoinette Deguara (ID 652782M) requested this Honourable Board to:

1. Declare and decide that the respondents Francis sive Francesco Azzopardi (ID 193660M) and Alexandra Azzopardi (ID 186961M) are the lessees of premises 86, Triq Ġużè Pace, Ħamrun, and qualify as the lessees of a residential house on the basis of this definition, in terms of Article 2 of the Reletting of Urban Property (Regulation) Ordinance as amended by Act XXIV of 2021;

2. Order that the means test of the respondents Francis sive Francesco Azzopardi (ID 193660M) and Alexandra Azzopardi (ID 186961M) be carried out as set out in the Rules of the Continuation Tenancies (Means Testing Criteria) issued under Article 1622A of the Civil Code and any regulations that replace them, which test shall be based on the income of the lessees between 1st January and 31st December, 2022, and on the capital of the lessees on the 31st December, 2022;

3. Declare and decide that in terms of the Act XXIV of 2021, the rent shall be revised to an amount not exceeding 2% per year of the free and unencumbered open market value of the premises 86, Triq Ġużè Pace, Ħamrun, and to establish new conditions regarding the lease;

4. Order that if the respondents Francis sive Francesco Azzopardi (ID 193660M) and Alexandra Azzopardi (ID 186961M) do not satisfy the criteria of the income of the

tat-test tal-mezzi, l-iżgumbrament tal-istess intimati millfond inkwistjoni fi żmien qasir u perentorju stabbilit minn dan il-Bord u mhux aktar tard minn sentejn mid-data tas-sentenza odjerna.

Bl-ispejjeż u bl-inġunzjoni tal-intimati għas-subizzjoni, u b'riżerva u mingħajr preġudizzju għal kwalsijasi azzjoni oħra li tista' talvolta tiġi peżentata jew giet preżentata.

Rikorrent: 237, Flat 2, Triq San Pawl, Il-Belt Valletta

Intimati: 86, Triq Ġużè Pace, Il-Ħamrun

Notifika: L-Awtorità tad-Djar

Ir-rikors fl-ismijiet Marie Antoinette Deguara vs Francis sive Francesco Azzopardi et, Rikors numru 613/2023JG, jinsab differit għat-12 ta' April, 2024, fit-8.50 a.m.

Reġistru tal-Qrati Superjuri, illum 4 ta' April, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

means test, the eviction of the same respondents from the premises in question within a short and peremptory time established by this Board and by not later than two years from the date of this judgement.

With costs against the respondents who are from now summoned so that a reference to their oath be made and without prejudice to any other action that may eventually be filed.

Applicant: 237, Flat 2, Triq San Pawl, Valletta

Respondents: 86, Triq Ġużè Pace, Ħamrun

Notification: Housing Authority

The application in the names Maria Antoinette Deguara vs Francis sive Francesco Azzopardi et, Application number 613/2023JG, has been postponed for hearing to the 12th April, 2024, at 8.50 a.m.

Registry of the Superior Courts, today 4th April, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

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Permezz ta' digriet mogħti fl-1 ta' Marzu, 2024, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Carmel sive Charles Bartolo vs Rita Farrugia, Rikors numru 605/2023JG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront ta' Rita Farrugia a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Carmel sive Charles Bartolo (KI 384763M) vs Rita Farrugia (KI 295532M) ippreżentat fil-Bord li Jirregola l-Kera, fl-14 ta' Diċembru, 2023, ir-rikorrenti Carmel sive Charles Bartolo (KI 384763M) talab lil dan l-Onorabbli Bord sabiex:

1. Jiddikjara u jiddeċiedi illi l-intimata Rita Farrugia (KI 295532M) hija l-inkwilina tar-rikorrenti fil-fond 6, Belisha, Triq Lord Byron, Il-Ħamrun, u tikkwalifika bħala kerrejja ta' dar ta' abitazzjoi abbażi ta' din it-tifsira, ai termini tal-Artikolu 2 tal-Ordinanza li Tirregola t-Tiġdid tal-Kera tal-Bini u l-Att dwar id-Djar kif emendat bl-Att XXIV tal-2021;

2. Jordna li jitwettaq it-test tal-mezzi fuq l-intimata Rita Farrugia (KI 295532M) fuq it-test tal-mezzi kif stabbilit fir-Regolamenti dwar it-Tkomplija tal-Kirja (Kriterji ta' Test tal-Mezzi) maħruġa a tenur tal-artikolu 1622A tal-Kodiċi, u kwalsijasi regolamenti illi jistgħu jissostitwuhom ibbażat fuq id-dħul tal-kerrej bejn l-1 ta' Jannar u l-31 ta' Diċembru, 2022, u fuq il-kapital tal-kerrejja fil-31 ta' Diċembru, 2022;

By means of a decree of the 1st March, 2024, of the Rent Regulation Board, in the records of the Application in the names Carmel sive Charles Bartolo vs Rita Farrugia, Application number 605/2023JG, the following publication was ordered for the purpose of effecting service on the respondent Rita Farrugia in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of an application in the names Carmel sive Charles Bartolo (ID 384763M) vs Rita Farrugia (ID 295532M) filed before the Rent Regulation Board, on the 14th December, 2023, the applicant Carmel sive Charles Bartolo (ID 384763M) requested this Honourable Board to:

1. Declare and decide that the respondent Rita Farrugia (ID 295532M) is the lessee of premises 6, Belisha, Triq Lord Byron, Ħamrun, and qualify as the lessee of a residential house on the basis of this definition, in terms of Article 2 of the Reletting of Urban Property (Regulation) Ordinance as amended by Act XXIV of 2021;

2. Order that the means test of the respondent Rita Farrugia (ID 295532M) be carried out as set out in the Rules of the Continuation Tenancies (Means Testing Criteria) issued under Article 1622A of the Civil Code and any regulations that replace them, which test shall be based on the income of the lessee between 1st January and 31st December, 2022, and on the capital of the lessees on the 31st December, 2022;

3. Jiddikjara u jiddeċiedi illi ai termini tal-Att XXIV tal-2021 il-kera għandha tiġi riveduta għal ammont illi ma jeċċedix it-2% fis-sena tal-valur liberu u frank fis-suq miftuħ tal-fond 6, Belisha, Triq Lord Byron, Il-Ħamrun, u sabiex jigu stabbiliti kundizzjonijiet ġodda fir-rigward tal-kera;

4. Jordna f'każ illi l-intimata Rita Farrugia (KI 295532M) ma tissodisfax il-kriterji tad-dħul u tal-kapital tat-test tal-mezzi, l-iżgumbrament tal-istess intimata mill-fond inkwistjoni fi żmien qasir u perentorju stabbilit minn dan il-Bord u mhux aktar tard minn sentejn mid-data tas-sentenza odjerna.

Bl-ispejjeż u bl-inġunzjoni tal-intimata għas-subizzjoni, u b'riżerva u mingħajr preġudizzju għal kwalsijasi azzjoni oħra li tista' talvolta tiġi preżentata jew ġiet preżentata.

Rikorrent: 104, Liemon, Triq Stefano Erardi, L-Iklin

Intimata: 6, Belisha, Triq Lord Byron, Il-Ħamrun

Notifika: L-Awtorità tad-Djar

Ir-rikors fl-ismijiet Carmel sive Charles Bartolo vs Rita Farrugia, Rikors numru 605/2023JG, jinsab differit għat-12 ta' April, 2024, fit-8.50 a.m.

Reġistru tal-Qrati Superjuri, illum 4 ta' April, 2024

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3. Declare and decide that in terms of the Act XXIV of 2021, the rent shall be revised to an amount not exceeding 2% per year of the free and unencumbered open market value of the premises 6, Belisha, Triq Lord Byron, Ħamrun, and to establish new conditions regarding the lease;

4. Order that if the respondent Rita Farrugia (ID 295532M) does not satisfy the criteria of the income of the means test, the eviction of the same respondents from the premises in question within a short and peremptory time established by this Board and by not later than two years from the date of this judgement.

With costs against the respondents who are from now summoned so that a reference to her oath be made and without prejudice to any other action that may eventually be filed.

Applicant: 104, Liemon, Triq Stefano Erardi, Iklin

Respondents: 6, Belisha, Triq Lord Byron, Ħamrun

Notification: Housing Authority

The application in the names Carmel sive Charles Bartolo vs Rita Farrugia, Application number 605/2023JG, has been postponed for hearing to the 12th April, 2024, at 8.50 a.m.

Registry of the Superior Courts, today 4th April, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

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Bandu għall-Kuraturi

Repubblika ta' Malta

Lill-Uffiċjal Eżekuttiv tal-Qorti tal-Maġistrati (Għawdex)

Ikun jaf kulħadd illi b'digriet mogħti fit-11 ta' Marzu, 2024, il-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali, ordnat il-pubblikazzjoni tal-estratt riprodott hawn taħt u dan ai termini tal-artikolu 931(3) tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili.

B'digriet mogħti fit-11 ta' Marzu, 2024, ġie ordnat li jintgħażel kuratur deputat skont il-liġi sabiex jirrappreżenta lis-sidien mhux magħrufa ta' ċens annwu u perpetwu fl-atti taċ-ċedola ta' depożitu u kontestwali fidi ta' ċens li ġġib in-numru 66/2024 fl-ismijiet 'David Andrew Pace għan-nom ta' Monika sive Monica Karla Beisner vs Kuraturi Deputati sabiex jirrappreżentaw lis-sidien mhux magħrufa ta' ċens annwu u perpetwu imsemmi fl-istess ċedola', ippreżentata fil-11 ta' Marzu, 2024, fil-Qorti tal-Maġistrati (Għawdex),

Banns for Curators

Republic of Malta

To the Executive Officer of the Court of Magistrates (Gozo)

It is hereby notified that by a decree issued on the 11th of March, 2024, the Court of Magistrates (Gozo), Superior Jurisdiction, General Section, ordered the publication of the extract reproduced below and this in terms of article 931 (3) of the Code of Organisation and Civil Procedure.

By a decree issued on the 11th of March, 2024, it was ordered that a deputy curator be chosen according to the law to represent the unknown owners of the annual and perpetual ground rent in the acts of the schedule of deposit and contextual redemption of ground rent bearing number 66/2024 in names 'David Andrew Pace on behalf of Monika sive Monica Karla Beisner vs Deputy Curators to represent the unknown owners of the annual and perpetual ground rent mentioned in the same schedule of deposit', filed on the 11th of March, 2024, in the

Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali, u fl-atti l-oħrajn kollha relattivi u sussegwenti.

L-immobbli oġġett ta' din iċ-ċedola huwa:

Lok ta' djar bin-numru ħamsa u tletin (35) qabel numru wieħed u tletin (31), fi Triq Għammar (u xi minn daqqiet riferuta bħala Trejqet San Pupulju), l-Għasri, qabel l-Għarb, Għawdex, tal-kejl ta' ċirka mija u disgħa u sebgħin metru kwadru (179m.k.) konfinanti mill-Majjistral ma' proprjetà tal-esponenti, mil-Lbiċ ma' Sqaq San Publiju, u mil-Lvant ma' Johann Janett, jew suċċessuri fit-titolu, jew irjieħ aktar korretti, suġġett għaċ-ċens annwu u perpetwu tal-ekwivalenti ta' żewġ ċenteżmi tal-ewro (€0.02c), kif murija fuq pjanta annessa maċ-ċedola. Illi din il-proprjetà kienet akkwistata mill-esponenti in forza ta' kuntratt fl-atti tan-Nutar Dott. Joseph Spiteri datat 25 ta' Jannar, 1985.

Illi l-esponenti trid tipprevalixxi ruħha mill-fakultà mogħtija lilha mill-artikolu 1501 et sequitur tal-Kodiċi Ċivili, u tifdi dan iċ-ċens, liema somma ta' żewġ ċenteżmi (€0.02c) kapitalizzata bil-ħamsa fil-mija (5%) tammonta għal erbgħin ċenteżmu tal-ewro (€0.40c), li qed tiġi depożitata a favur l-intimat bħala ħlas ta' fidi ta' dan iċ-ċens sabiex tkun tista' tiġi liberament żbankata mill-istess intimat wara li titħalla riċevuta skont il-liġi. B'żieda ma' dan l-esponenti qegħdin jiddepożitaw ukoll is-somma ta' tnax-il ċenteżmu (€0.12c) bħala arretrati rappreżentanti l-ħlas taċ-ċens għall-aħħar ħames snin.

Inti għaldaqshekk ordnat li twaħħal kopja uffiċjali ta' dan il-bandu fid-daħla ta' din il-Qorti u ssejjaħ b'dan lil kull min irid jidħol bħala kuratur biex jidher fi żmien sitt (6) ijiem f'dan ir-Reġistru u jagħmel b'nota d-dikjarazzjoni illi huwa jidħol għal dan.

Inti ordnat ukoll li tgħarraf lil kull wieħed illi jekk ma jagħmilx din id-dikjarazzjoni fiż-żmien fuq mogħti, din il-Qorti tgħaddi biex tagħżel kuratur tal-uffiċċju. U wara li tkun għamilt dan, jew jekk tiltaqa' ma' xi xkiel fl-esekuzzjoni ta' dan il-bandu, inti għandek tgħarraf lil din il-Qorti.

Mogħti mill-Qorti tal-Maġistrati (Għawdex) Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali, hawn fuq imsemmija bix-xhieda tal-Maġistrat Dott. Brigitte Sultana LLD, LLM (Cardiff), Adv. Trib. Eccl. Melit., Maġistrat tal-Qorti hawn fuq imsemmija.

Illum 11 ta' Marzu, 2024

Reġistru tal-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali

MARGARET DE BATTISTA
Assistent Reġistratur, għar-Reġistratur, Qrati u Tribunali (Għawdex)

Court of Magistrates (Gozo) Superior Jurisdiction, General Section and in all other relative and subsequent acts.

The immovable object of this schedule of deposit is:

The house with the number thirty-five (35) previously having the number thirty-one (31), in Triq Għammar (and sometimes referred to as Trejqet San Pupulju), in Għasri, before in Għarb, Gozo, measuring circa one hundred and seventy-nine square meters (179m2) bordering from the northwest with the applicant's property, from the southwest with Sqaq San Publiju, and from the east with Johann Janett, or successors in title, or more correct boundaries, subject to the annual and perpetual ground rent of the equivalent of two euro cents (€0.02c), as shown on a plan attached to the schedule of deposit. This property was acquired by the applicant by virtue of a deed in the acts of the Notary Dr Joseph Spiteri dated 25th of January, 1985.

That the applicant wishes to avail herself of the faculty given to her by article 1501 et sequitur of the Civil Code, and redeem this ground rent, which sum of two cents (€0.02c) capitalized at five percent (5 %) amounts to forty euro cents (€0.40c), which is being deposited in favour of the respondent as payment of redemption of this ground rent so that it can be freely withdrawn by the same respondent after tendering receipt according to the law. In addition to this, the applicant is also depositing the sum of twelve cents (€0.12c) as arrears representing the payment of the last five years' ground rent.

You are therefore ordered to affix an official copy of this notice at the entrance of this Court and hereby summon anyone who wants to appear as curator to appear within six (6) days in this Registry and make a note declaring so.

You are also ordered to inform one and all that if they do not file this declaration within the time given above, this Court will proceed to choose a curator of the office. And after you have done this, or if you encounter any obstacle in the execution of this order, you should inform this Court.

Issued by the Court of Magistrates (Gozo) Superior Jurisdiction, General Section, mentioned above with the testimony of the Magistrate Dr Brigitte Sultana, LLD, LLM (Cardiff), Adv. Trib. Eccl. Melit., a Magistrate of the aforementioned Court.

This 11th of March, 2024

Registry of the Court of Magistrates (Gozo), Superior Jurisdiction, General Section

MARGARET DE BATTISTA
Assistant Registrar, for the Registrar, Courts and Tribunals (Gozo)

759

Permezz ta' digriet tal-20 ta' Marzu, 2024, mogħti mill-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali, fl-atti tal-ittra uffiċjali numru 48/2024 fl-ismijiet 'Scicluna Enterprises (Gozo) Limited versus Emanuel Camilleri et', ġie ordnat li l-imsemmija ittra hawn taħt riprodotta tiġi ppubblikata għall-fini ta' notifika lill-intimati skont l-artikolu 187(3) tal-Kap. 12 tal-Liġijiet ta' Malta.

Fil-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali

Illum 24 ta' Jannar, 2024

Lil: Emanuel Camilleri (karta tal-identità numru 4354G); Louisiana Camilleri (karta tal-identità numru 11793G); Jesmond Camilleri (karta tal-identità numru 22181G) u Ann Marie Cafai née Camilleri (karta tal-identità numru 30988G)

Bil-preżenti s-soċjetà Scicluna Enterprises (Gozo) Limited (C5030) ta' 'Scicluna Developments', Triq Fortunato Mizzi, Ir-Rabat, Għawdex, bħala sid tal-art denominata 'Tas-Salib' fil-Qala, Għawdex, tal-kejl ta' ċirka 21,730 metru kwadru, konfinanti mit-Tramuntana ma' Triq il-Kunċizzjoni, min-Nofsinhar ma' sqaq magħruf bħala 'Tal-Ħalq', u mill-Punent in parti ma' beni ta' Anton Mercieca u in parti ma' beni ta' terzi mhux magħrufa, liema art hija akkwistat bis-saħħa ta' kuntratt fl-atti tan-Nutar Enzo Refalo datat 15 ta' Diċembru, 2009, tinterpellalkom sabiex żmien ġimgħa mid-data ta' din l-ittra uffiċjali tiżgumbraw minn u tħallu libera u vojta favur is-soċjetà mittenti l-porzjon art ta' ċirka 137 metru kwadru, kif tidher murija bordurata bl-aħmar fl-annessa pjanta dokument 'X', formanti parti mill-art 'Tas-Salib' fuq imsemmija.

Fil-każ li tonqsu milli tagħmlu dan premess fit-terminu lilkom prefiss, is-soċjetà mittenti tipproċedi ulterjorment kontra tagħkom skont il-liġi bla preavviż ulterjuri.

Tant sabiex tagħrfu timxu

Bl-ispejjeż

(iffirmat) L-Avukat Aldo Vella, 43E, St Paul's Building, Triq il-Punent, Il-Belt Valletta

Reġistru tal-Qorti tal-Maġistrati (Għawdex)

Illum l-1 ta' April, 2024

MARGARET DE BATTISTA
Assistent Reġistratur, għar-Reġistratur, Qrati u Tribunali (Għawdex)

By virtue of a decree dated the 20th of March, 2024, issued by the Court of Magistrates (Gozo), Superior Jurisdiction, General Section, in the acts of judicial letter number 48/2024 in names 'Scicluna Enterprises (Gozo) Limited versus Emanuel Camilleri et', it was ordered that the said letter as reproduced below be published for the purpose of notification to the respondents in accordance with article 187(3) of Cap. 12 of the Laws of Malta.

In the Court of Magistrates (Gozo), Superior Jurisdiction, General Section

Today the 24th of January, 2024

To: Emanuel Camilleri (identity card number 4354G); Louisiana Camilleri (identity card number 11793G); Jesmond Camilleri (identity card number 22181G) and Ann Marie Cefai née Camilleri (identity card number 30988G)

By this present the company Scicluna Enterprises (Gozo) Limited (C5030) of 'Scicluna Developments', Triq Fortunato Mizzi, Victoria, Gozo, as owner of the land denominated 'Tas-Salib' in Qala, Gozo, measuring circa 21,730 square meters, bounded from the north by Triq il-Kunċizzjoni, south by an alley known as 'Tal-Ħalq', and west in part by property of Anton Mercieca and in part by property of unknown third parties, which land was acquired by virtue of a deed in the records of the Notary Enzo Refalo dated 15th of December, 2009, calls upon you so that within one week from the date of this judicial letter you evict from and leave free and empty in favour of the sender company the portion of land of circa 137 square meters, as shown bordered in red in the annexed plan document 'X', forming part of the land 'Tas-Salib' mentioned above.

In default within the timeframe conceded to you, the sender company will proceed further against you according to law without further prior notice.

So much so for your guidance

With costs

(signed) Attorney Aldo Vella, 43E, St Paul's Building, Triq il-Punent, Valletta

Registry of the Court of Magistrates (Gozo)

Today the 1st of April, 2024

MARGARET DE BATTISTA
Assistant Registrar, for the Registrar, Courts and Tribunals (Gozo)

760

B'digriet tal-11 ta' Marzu, 2024, mogħti mill-Qorti Ċivili Prim'Awla, din il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taht biex iservi ta' notifika skont l-Artikolu 187(3) tal-Kodici tal-Procedura u Organizzazjoni (Kap. 12).

B'rikors ippreżentat fil-Qorti Ċivili, Prim'Awla fil-11 ta' Diċembru, 2023, minn Bank Malta of Valletta plc bin-numru tar-reġistrazzjoni C2833, Subbasta bin-numru 66/23 fl-ismijiet Bank Malta of Valletta plc vs Simon Stellini (KI 321271M) qed jintalab il-bejgħ bl-irkant ta':

L-appartament privatament u internament fil-blokk immarkat bin-numru tnejn (2), sitwat fit-tielet sular, ossija fis-'second floor', kif sottopost u sovrapost għal beni ta' terzi persuni, formanti parti minn blokk appartamenti sitwat fin-numri mija u tlieta u erbgħin (143) u mija u ħamsa u erbgħin (145), fi Triq ir-Rebħa, magħrufa bħala Victory Street, Il-Gżira, liberu u frank, kif suġġett u jgawdi s-servitujiet attivi u passivi li jirriżultaw skont il-pożizzjoni tiegħu, bid-drittijiet u l-pertinenzi kollha tiegħu u dan l-appartament ġie akkwistat permezz ta' kuntratt datat it-tmintax ta' Novembru tas-sena elfejn u għaxra (18.11.2010) in atti n-Nutar Bartolomeo Micallef.

L-imsemmija proprjetà tappartjeni lil Simon Stellini (KI 321271M).

Reġistru tal-Qrati Superjuri, illum il-Ġimgħa, 22 ta' Marzu, 2024

MARVIC FARRUGIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By a decree given on the 11th March, 2024, by the Civil Court, First Hall, the Court ordered that the extract hereunder mentioned be published for the purpose of service according to Article 187(3) of the Code of Organisation and Civil Procedure (Cap. 12).

By the application filed in the Civil Court First Hall on the 11th December, 2023, by Bank of Valletta plc with the registration number C2833, Judicial Sale file numbered 66/23 in the names Bank Malta plc vs Simon Stellini (ID 321271M) is being asked that the Court orders the sale by auction of the:

The apartment privately and internally in the block marked numbered two (2), situated on the third floor, i.e. on the second floor, as underlying and overlying belonging to third party properties, forming part of a block of apartments situated in numbers one hundred and forty three (143) and one hundred and forty five (145), in Triq ir-Rebħa, known as Victory Street, Gżira, free and unencumbered, also subject and enjoys the active and passive servitudes resulting from its position, with all its rights and appurtenances and this apartment was acquired by a contract dated on the eighteenth of November of the year two thousand and ten (18.11.2010) in the acts of Notary Bartolomeo Micallef.

The said property belongs to Simon Stellini (ID 321271M).

Registry of the Superior Courts, this Friday, 22nd March, 2024

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

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B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fis-27 ta' Marzu, 2024, fl-atti tar-Rikors Ġuramentat numru 1302/2023AJD, li ġie ppreżentat fil-15 ta' Novembru, 2023, fl-ismijiet: Baldacchino Freddie et noe vs Fenech Ivan, 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-rikorrenti talbu lil din l-Onorabbli Qorti sabiex fost oħrajn: Tordna lill-konvenut jirritorna dak li rċieva, jiġifieri l-ammont ta' tlieta u għoxrin elf, mitejn u sebgħa u ħamsin ewro u sebgħa u tletin ċenteżmu (€23,257.37ċ). Bl-ispejjeż kollha u bl-imgħax kontra l-konvenut li huwa inġunt għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għas-smigħ nhar 9 ta' April, 2024, fil-11.00 a.m.

By means of a decree given by the Civil Court, First Hall, on the 27th March, 2024, in the records of Sworn Application number 1302/2023AJD, which was filed on the 15th November, 2023, in the names: Baldacchino Freddie et noe vs Fenech Ivan, the following publication was ordered, in terms of Article 187 (3) et sequitur of Cap. 12 for the purpose of service of the respondent. The applicants asked this Honourable Court to, among others: Order the defendant to refund the amount of twenty three thousand, two hundred and fifty seven euro and thirty seven cents (€23,257.37c). With all costs and interest against the defendant who is summoned so that a reference to his evidence be made.

The Sworn Application in the names mentioned above is adjourned for hearing on the 9th April, 2024, at 11.00 a.m.

Notifika Intimat: Fenech Ivan, 49, Mintoff, Triq Qranten, Tal-Pietà

Reġistru tal-Qrati Superjuri, illum 4 ta' April, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

Notify Respondent: Fenech Ivan, 49, Mintoff, Triq Qranten, Tal-Pietà

Registry of the Superior Courts, today 4th April, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

762

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fil-11 ta' Marzu, 2024, fl-atti tar-Rikors Ġuramentat numru 1212/2023AB, li ġie ppreżentat fil-25 ta' Ottubru, 2023, fl-ismijiet: Bank of Valletta plc vs Chetcuti Armand et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12 biex isservi ta' notifika fil-konfront tal-intimati. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tordna l-korrezzjoni awtorizzata tiġi effettwata u magħmula ukoll fl-atti kollha sussegwenti għall-istess proċeduri. Bl-ispejjeż kontra l-konvenuti li huma inġunti għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għas-smigħ nhar 3 ta' Ġunju, 2024, fid-9.10 a.m.

Notifika Intimat: Chetcuti Armand, 82, Triq il-Qantar, Is-Swieqi

Reġistru tal-Qrati Superjuri, illum 25 ta' Marzu, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 11th March 2024, in the records of Sworn Application number 1212/2023AB, which was filed on the 25th October, 2023, in the names: Bank of Valletta plc vs Chetcuti Armand et, the following publication was ordered, in terms of Article 187 (3) et sequitur of Cap. 12 for the purpose of service of the respondents. The applicant asked this Honourable Court to, among others: Order that the authorised correction be effected and made also in all the acts subsequent to the same procedures. With costs against the defendants who are summoned so that a reference to their evidence be made.

The Sworn Application in the names mentioned above is adjourned for hearing on the 3rd June, 2024, at 9.10 a.m.

Notify Respondent: Chetcuti Armand, 82, Triq il-Qantar, Swieqi

Registry of the Superior Courts, today 25th March, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

763

Permezz ta' digriet mogħti fil-4 ta' April, 2024, mill-Qorti Prim'Awla, fl-atti tal-ittra uffiċjali numru 1584/2024, fl-ismijiet Enzo Dimech et vs Joseph Burlo' et, ordnat is-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront ta' Joseph Burlò u Chantal Burlò a tenur tal-Artikolu 2139(2) tal-Kap. 16 tal-Liġijiet ta' Malta.

Fil-Prim'Awla tal-Qorti

Illum 4 ta' April, 2024

Lil Joseph Burlò u Chantal Burlò ta' 36, Villa Cor Jesu, Triq Papa Alessandru VII, Ħal Balzan, Malta

Permezz tal-preżenti, Enzo Dimech (KI 326063M), Antonella Sammut (KI 300365M), Paul Dimech (KI 60968M), Annamaria Attard Montalto (KI 3569G), Kirsten Dimech (KI 412971M) u Francesca Fenech (KI 7777G) u ċjoè s-sidien tal-fond bl-indirizz 40/41, Aster, Triq Papa

By means of a decree of the 4th April, 2024, of the Civil Court First Hall in the records of judicial letter number 1584/2024, in the names Enzo Dimech et vs Joseph Burlo' et, the following publication for the purpose of service on the respondents Joseph Burlò and Chantal Burlò was ordered in terms of Article 2130(2) of Cap. 16 of the Laws of Malta.

In the First Hall of the Civil Court

Today 4th April, 2024

To Joseph Burlò and Chantal Burlò of 36, Villa Cor Jesu, Triq Papa Alessandru VII, Ħal Balzan, Malta

By the present Enzo Dimech (ID 326063M), Antonella Sammut (ID 300365M), Paul Dimech (ID 60968M), Annamaria Attard Montalto (ID 3569G), Kirsten Dimech (ID 412971M) and Francesca Fenech (ID 7777G) and that is the owners of the premises 40/41, Aster, Triq Papa

Alessandru VII, Ħal Balzan, Malta, qegħdin jirreferuk għall-porzjon ta' art tal-kejl 22m² li tinsab fuq wara tal-istess fond tal-mittenti (immarkata bil-kulur blu fuq il-pjanta annessa u mmarkata bħala Dokument A u mmarkata bħala porzjon B fuq it-tieni pjanta annessa u mmarkata bħala dokument B).

Illi l-mittenti qegħdin javżawk illi qegħdin tokkupaw u tiddetjenu l-porzjon ta' art fuq deskritta mingħajr ebda titolu validu fil-liġi u qed timpedixxu lill-mittenti milli jgawdu d-dritt ta' proprjetà tagħhom billi qbadtu u ostakolajtu l-aċċess tal-mittenti għal din l-istess art. Illi intom m'għandkom l-ebda drittijiet fuq il-porzjon ta' art fuq deskritta u kwalunkwe okkupazzjoni daparti tagħkom ta' din l-art huwa illegali u abbużiv u dan qiegħed jingħad stante illi l-mittenti għandhom titolu assolut fuq din il-porzjon ta' art;

Illi għalhekk permezz ta' din l-ittra, qegħdin tiġu interpellati sabiex tivvakaw u tiżgombraw minn din il-porzjon ta' art fi żmien ġimgħa (sebat ijiem) min-notifika ta' din l-ittra, tħalluha libera favur il-mittenti u tagħmluha aċċessibbli għall-istess mittenti;

Illi għaldaqstant l-ittra preżenti qiegħda sservi ta' twissija fil-konfront tagħkom sabiex takkordaw ruħkom ma' dak li qiegħed jiġi mitlub mingħandkom. Fin-nuqqas ta' dan il-mittenti se jkunu kostretti li jipproċedu ulterjorment kontra tagħkom mingħajr ebda preavviż ieħor, bil-mezzi kollha li tagħtihom il-ligi.

Din l-ittra ufficjali qed issir għal finijiet u l-effetti kollha tal-ligi.

Bl-ispejjeż

Mittenti:

1. Enzo Dimech, 40, Triq Santu Pietru, L-Għarb, Għawdex
2. Antonella Sammut, 18c, Bijou, Triq San Pawl, Ħ'Attard, Malta
3. Paul Dimech, Sagħtar, Triq il-Kapuċċini, Ir-Rabat, Għawdex
4. Annamaria Attard Montalto, Apartment 8, Olive Gardens, Triq Tas-Sruġ, Ix-Xagħra, Għawdex
5. Kristen Dimech, Apartment 7, Richmond Residence, The Duke, Triq ir-Repubblika, Ir-Rabat, Għawdex
6. Francesca Fenech, 135, The Old Mill, Triq il-Kbira, Ħaż-Żebbuġ, Malta

Reġistru tal-Qrati tal-Superjuri, illum 5 ta' April, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur tal-Qrati Ċivili u Tribunali

Alessandru VII, Ħal Balzan, Malta, they are referring you to the portion of land measuring 22 m ² situated at the back of the same premises of the interpellant (marked with the colour blue on the attached plan and marked as document A and marked as portion B on the second attached plan and marked as document B).

That the interpellants are warning you that you are occupying and holding the portion of land above described without any valid title at law and are preventing the interpellants from enjoying their property right by seizing and obstructing the access of the interpellants to the same land. That you have no rights on the portion of land above described and any occupation on your part of this land is illegal and abusive and this is being said since the interpellants have absolute title on this portion of land;

That thus by means of this letter, you are being solicited to vacate and evict from this portion of land within one week (seven days) from the service of this letter, leave it free in favour of the interpellants and make it accessible to the same interpellants;

That thus the present letter is serving as a warning against you to comply with what is being demanded from you. In default of this the interpellants shall be constrained to proceed further against you without any other prior notice, with all the means given to them by law.

This judicial letter is being made for all intents and purposes of law.

With costs

Interpellants:

1. Enzo Dimech, 40, Triq Santu Pietru, Għarb, Gozo
2. Antonella Sammut, 18c, Bijou, Triq San Pawl, Ħ'Attard, Malta
3. Paul Dimech, Sagħtar, Triq il-Kapuċċini, Victoria, Gozo
4. Annamaria Attard Montalto, Apartment 8, Olive Gardens, Triq Tas-Sruġ, Xagħra, Gozo
5. Kristen Dimech, Apartment 7, Richmond Residence, The Duke, Triq ir-Repubblika, Victoria, Gozo
6. Francesca Fenech, 135, The Old Mill, Triq il-Kbira, Ħaż-Żebbuġ, Malta

Registry of the Superior Courts today 5th April, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

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