Nru./No. 21,273
Prezz/Price
€9.00

Gazzetta tal-Gvern ta' Malta
The Malta Government Gazette

Il-Ġimgħa, 21 ta' Ġunju, 2024
Friday, 21st June, 2024

Pubblikata b'Awtorità
Published by Authority

SOMMARJU – SUMMARY

Notifikazzjonijiet tal-Gvern ..... 21,447 - 21,467
Government Notices ..... *21,447 - 21,467*

Avviżi tal-Pulizija ..... 21,467 - 21,468
Police Notices ..... *21,467 - 21,468*

Avviżi lill-Baħħara ..... 21,469 - 21,470
Notices to Mariners ..... *21,469 - 21,470*

Opportunitajiet ta' Impjieg ..... 21,470 - 21,623
Employment Opportunities ..... *21,470 - 21,623*

Avviżi tal-Gvern ..... 21,624 - 21,627
Notices ..... *21,624 - 21,627*

Offerti ..... 21,627 - 21,632
Tenders ..... *21,627 - 21,632*

Avviżi tal-Qorti ..... 21,632 - 21,642
Court Notices ..... *21,632 - 21,642*

NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 747

PUBBLIKAZZJONI TA' ABBOZZ TA' LIĠI FIS-SUPPLIMENT

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

Abbozz ta' Liġi Nru 101 imsejjaħ l-Att tal-2024 li jemenda l-Att dwar il-Vjolenza Abbażi ta' Ġeneru u Vjolenza Domestika (Emenda Nru 2).

Il-21 ta' Ġunju, 2024

Nru. 748

ATT DWAR IL-ĠESTJONI TAL-FINANZI PUBBLIĊI (KAP. 601)

Tribunal għas-Sanzjonijiet Kummerċjali

NGĦARRFU għall-informazzjoni ta' kulħadd illi bis-saħħa tas-setgħat mogħtija lilu bl-artikolu 96(1) tar-Regolamenti dwar l-Akkwist Pubbliku (L.S.601.03) il-Prim Ministru ħatar dawn il-persuni fuq it-Tribunal għas-Sanzjonijiet Kummerċjali.

Chairperson
Dr Reno Borg

Deputat Chairperson
Is-Sur Reginald Fava

Membru
Dr Joseph Fava

Bis-saħħa tas-setgħat mogħtija lilu bl-artikolu 98 tar-Regolamenti dwar l-Akkwist Pubbliku (L.S.601.03) il-Ministru għall-Finanzi ħatar lis-Sa Caroline Mifsud bħala segretarja tat-Tribunal.

Dawn il-ħatriet huma validi għall-perijodu ta' tliet snin b'seħħ mil-14 ta' Ġunju, 2024.

L-14 ta' Ġunju, 2024

Nru. 749

ORDINANZA (GĦELUQ) DWAR IL-ĠONNA PUBBLIĊI (KAP. 34)

Il-Ġonna tal-Barrakka ta' Isfel

NGĦARRFU għall-informazzjoni ta' kulħadd illi bis-setgħa mogħtija lilu bl-Artikolu 2 tal-Ordinanza dwar l-Għeluq ta'

GOVERNMENT NOTICES

No. 747

PUBLICATION OF BILL IN SUPPLEMENT

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

Bill No. 101 entitled the Gender-Based Violence and Domestic Violence (Amendment No. 2) Act, 2024.

21st June, 2024

No. 748

PUBLIC FINANCE MANAGEMENT ACT (CAP. 601)

Commercial Sanctions Tribunal

IT is notified for general information that in exercise of the powers conferred by article 96(1) of the Public Procurement Regulations (S.L.601.03) the Prime Minister has appointed the following persons on the Commercial Sanctions Tribunal.

Chairperson
Dr Reno Borg

Vice-Chairperson
Mr Reginald Fava

Member
Dr Joseph Fava

In exercise of the powers conferred by article 98 of the Public Procurement Regulations (S.L.601.03), the Minsiter for Finance has appointed Ms Caroline Mifsud as secretary to the Tribunal.

These appointments are valid for a period of three years with effect from 14th June 2024.

14th June, 2024

No. 749

PUBLIC GARDENS (CLOSING) ORDINANCE (CAP. 34)

Lower Barrakka Gardens

IT is notified for general information that as enabled by Section 2 of the Public Gardens (Closing) Ordinance (Cap.

Ġonna Pubbliċi (Kap 34) id-Direttur tal-Agrikultura approva li nhar is-Sibt 22 ta' Ġunju, 2024, il-Ġnien tal-Barrakka ta' Isfel se jkun miftuħ għall-pubbliku l-ġurnata kollha minħabba li l-avveniment ta' Stevie Aquilina ġie kkanċellat.

Il-21 ta' Ġunju, 2024

Nru. 750

AĠENZIJA GĦAL INFRASTRUTTURA MALTA

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

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

Triq is-Sgħajtar, Il-Mosta (indikat fuq il-pjanta fuq il-paġna 21,450).

Triq l-Iskuna, Triq il-Bimbu, Triq ix-Xini, Triq il-Ġifen, Triq Maurice Bonnici, Marsaxlokk (indikat fuq il-pjanta fuq il-paġna 21,451).

Triq Karmnu Zammit, Triq Ferdinando Falzon, Triq Xandru D'Amato, Iż-Żurrieq (indikat fuq il-pjanta fuq il-paġna 21,452).

Triq Luret Cutajar u Triq Lucas Garnier, Ħaż-Żebbuġ (indikat fuq il-pjanta fuq il-paġna 21,453).

Triq Mons Alfons Maria Galea, L-Iklin (indikat fuq il-pjanta fuq il-paġna 21,454).

PO Triq J. Zammit, Birkirkara (indikat fuq il-pjanta fuq il-paġna 21,455).

Triq Sir Temi Zammit u Triq Camillo Sciberras, Il-Mosta (indikat fuq il-pjanta fuq il-paġna 21,456).

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

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn il-21 ta' Ġunju, 2024 u id-29 ta' Diċembru, 2024, se tkun qed tibda xogħlijiet fi Triq is-Sgħajtar, Il-Mosta. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn il-21 ta' Ġunju, 2024 u id-29 ta' Diċembru, 2024, se tkun qed tibda xogħlijiet fi Triq l-Iskuna, Triq il-Bimbu, Triq ix-Xini, Triq il-Ġifen, Triq Maurice Bonnici, Marsaxlokk. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti

34) the Director of Agriculture has approved tthat Lower Barrakka Gardens will be open to the public on Saturday 22nd June, 2024, all day since the event of Stevie Aquilina was cancelled.

21st June, 2024

No. 750

AGENCY FOR INFRASTRUCTURE MALTA

Completion of Road Formation and Traffic and Parking Suspension

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

Triq is-Sgħajtar, Mosta (indicated on site plan on page 21,450).

Triq l-Iskuna, Triq il-Bimbu, Triq ix-Xini, Triq il-Ġifen, Triq Maurice Bonnici, Marsaxlokk (indicated on site plan on page 21,451).

Triq Karmnu Zammit, Triq Ferdinando Falzon, Triq Xandru D'Amato, Żurrieq (indicated on site plan on page 21,452).

Triq Luret Cutajar u Triq Lucas Garnier, Ħaż-Żebbuġ (indicated on site plan on page 21,453).

Triq Mons Alfons Maria Galea, Iklin (indicated on site plan on page 21,454).

PO Triq J. Zammit, Birkirkara (indicated on site plan on page 21,455).

Triq Sir Temi Zammit u Triq Camillo Sciberras, Mosta (indicated on site plan on page 21,456).

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

The Agency for Infrastructure Malta notifies that between 21st June, 2024 and 29th December, 2024, it will be starting road works in Triq is-Sghajtar, Mosta. Vehicular access and on-street parking in this road may be restricted during certain works. "No Parking" signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

The Agency for Infrastructure Malta notifies that between 21st June, 2024 and 29th December, 2024, it will be starting road works in Triq l-Iskuna, Triq il-Bimbu, Triq ix-Xini, Triq il-Ġifen, Triq Maurice Bonnici, Marsaxlokk. Vehicular access and on-street parking in this road may be restricted

waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn il-21 ta' Ġunju, 2024 u id-29 ta' Diċembru, 2024, se tkun qed tibda xogħlijiet fi Triq Karmnu Zammit, Triq Ferdinando Falzon, Triq Xandru D'Amato, Iż-Żurrieq. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn id-29 ta' Ġunju, 2024 u id-29 ta' Diċembru, 2024, se tkun qed tibda xogħlijiet fi Triq Luret Cutajar u Triq Lucas Garnier, Ħaż-Żebbuġ. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn id-29 ta' Ġunju, 2024 u id-29 ta' Diċembru, 2024, se tkun qed tibda xogħlijiet fi Triq Mons Alfons Maria Galea, L-Iklin. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn id-29 ta' Ġunju, 2024 u id-29 ta' Diċembru, 2024, se tkun qed tibda xogħlijiet fi PO Triq J. Zammit, Birkirkara. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn id-29 ta' Ġunju, 2024 u id-29 ta' Diċembru, 2024, se tkun qed tibda xogħlijiet fi Triq Sir Temi Zammit u Triq Camillo Sciberras, Il-Mosta. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

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

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

Il-21 ta' Ġunju, 2024

during certain works. "No Parking" signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

The Agency for Infrastructure Malta notifies that between 21st June, 2024 and 29th December, 2024, it will be starting road works in Triq Karmnu Zammit, Triq Ferdinando Falzon, Triq Xandru D'Amato, Żurrierq. Vehicular access and on-street parking in this road may be restricted during certain works. "No Parking" signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

The Agency for Infrastructure Malta notifies that between 29th June, 2024 and 29th December, 2024, it will be starting road works in Triq Luret Cutajar and Triq Lucas Garnier, Ħaż-Żebbuġ. Vehicular access and on-street parking in this road may be restricted during certain works. "No Parking" signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

The Agency for Infrastructure Malta notifies that between 29th June, 2024 and 29th December, 2024, it will be starting road works in Triq Mons Alfons Maria Galea, Iklin. Vehicular access and on-street parking in this road may be restricted during certain works. "No Parking" signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

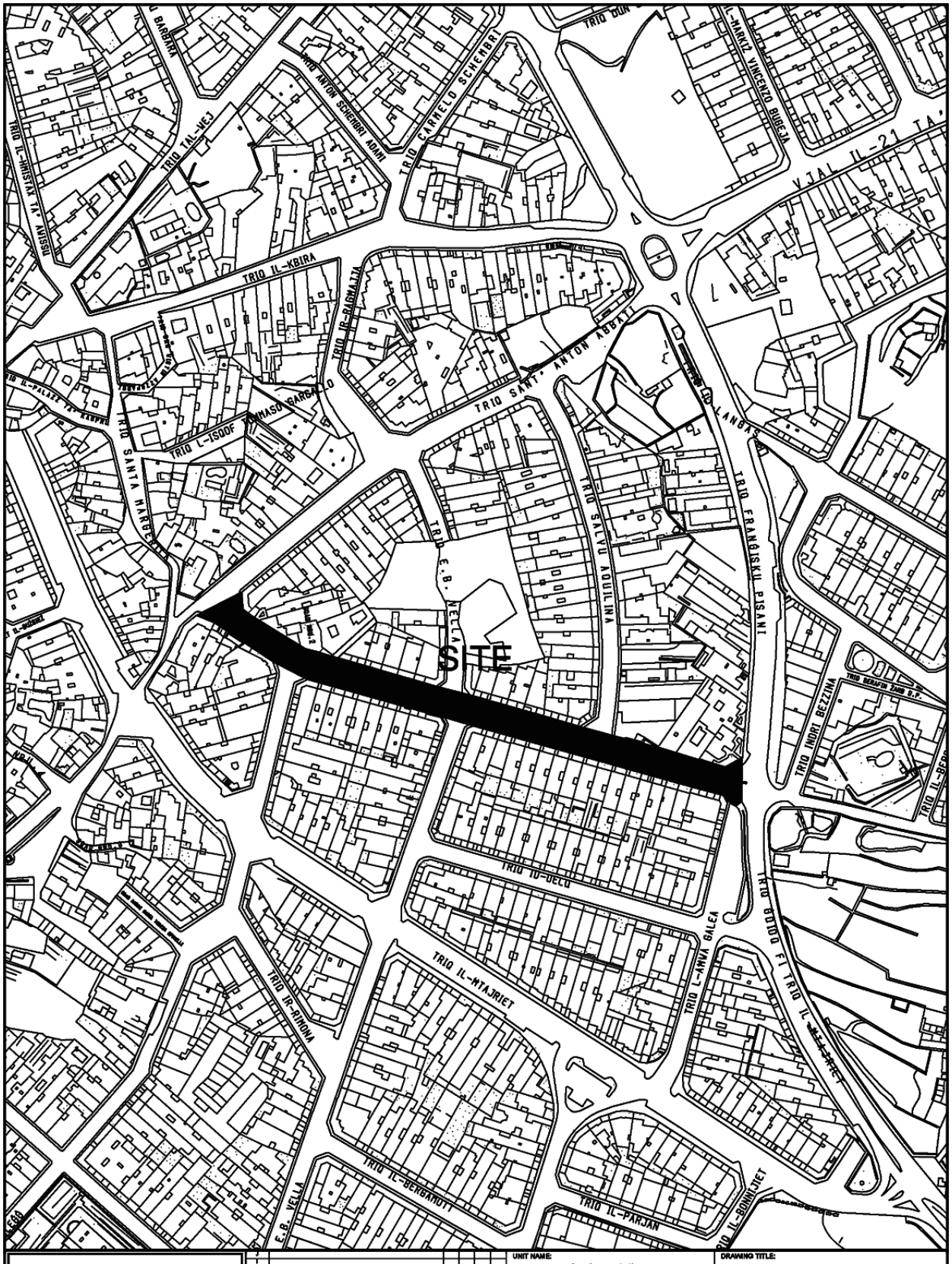
The Agency for Infrastructure Malta notifies that between 29th June, 2024 and 29th December, 2024, it will be starting road works in PO Triq J. Zammit, Birkirkara. Vehicular access and on-street parking in this road may be restricted during certain works. "No Parking" signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

The Agency for Infrastructure Malta notifies that between 29th June, 2024 and 29th December, 2024, it will be starting road works in Triq Sir Temi Zammit and Triq Camillo Sciberras, Mosta. Vehicular access and on-street parking in this road may be restricted during certain works. "No Parking" signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

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

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

21st June, 2024



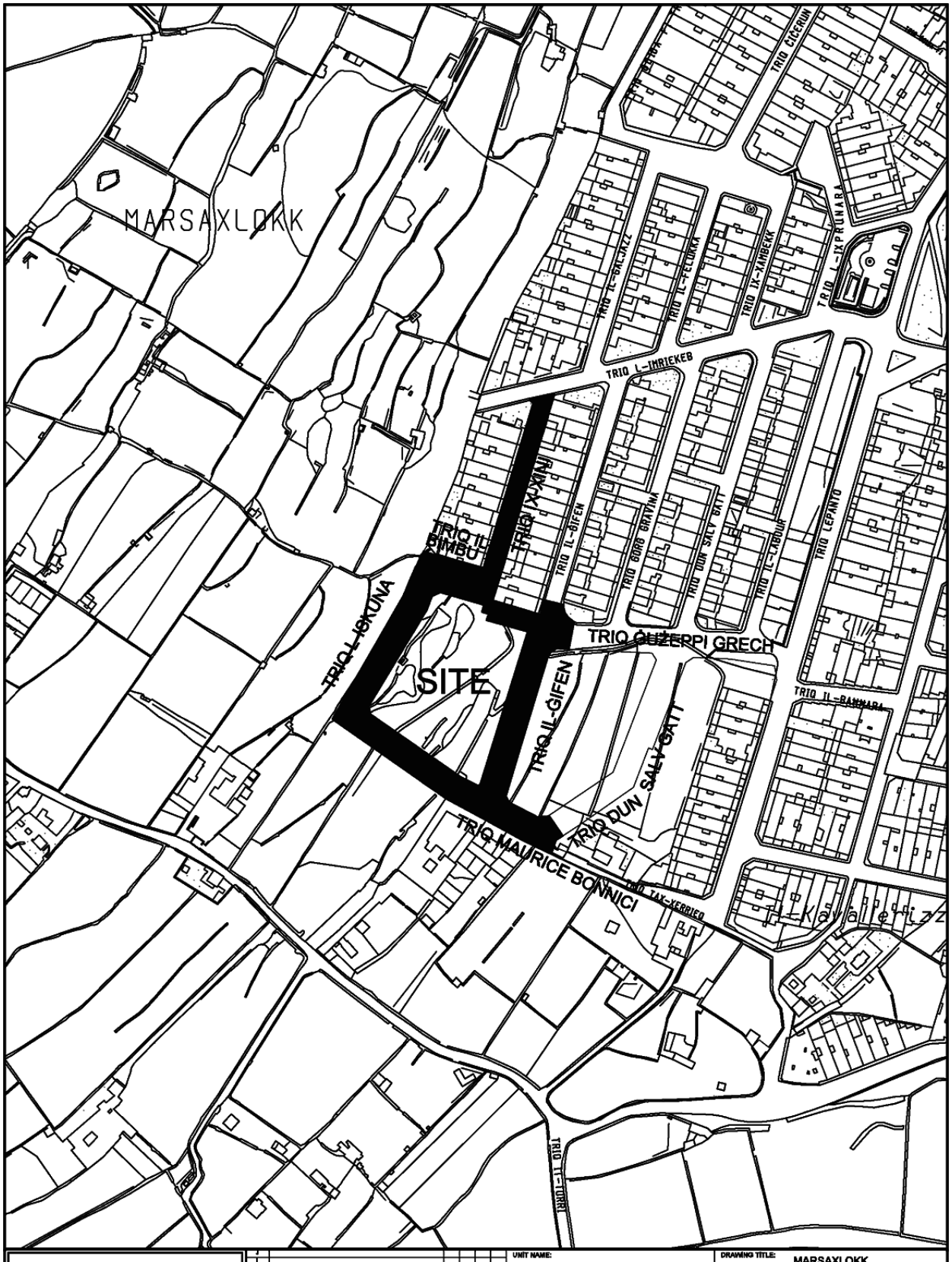
INFRASTRUCTURE MALTA

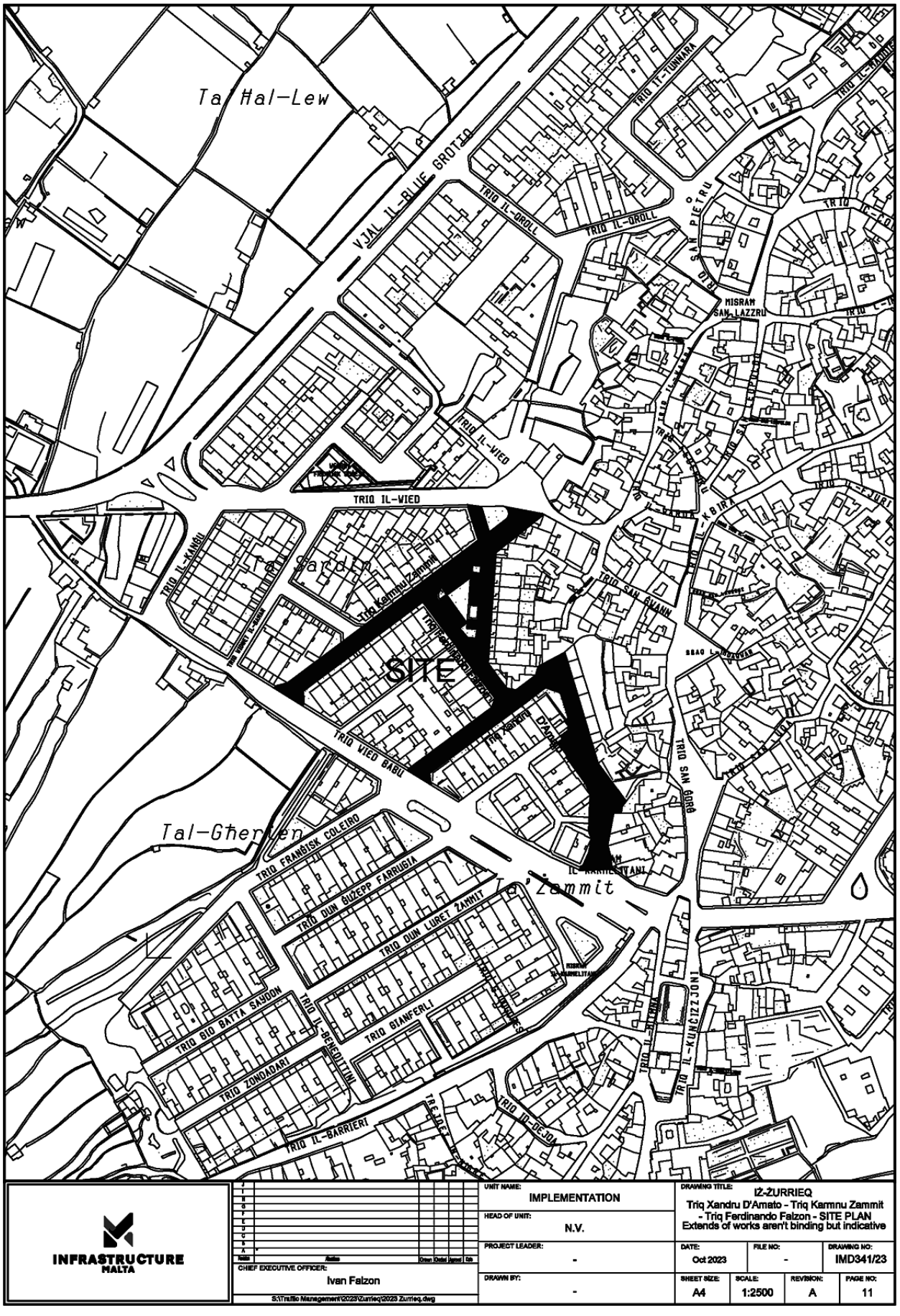
UNIT NAME:	Implementation
HEAD OF UNIT:	N.V.
PROJECT LEADER:	-
DRAWN BY:	-
CHIEF EXECUTIVE OFFICER:	Ivan Falzon

DRAWING TITLE:
IL-MOSTA
Triq is-Sgħajtar - SITE PLAN
(Extents of works aren't binding but indicative)

DATE:	FILE NO:	DRAWING NO:
May 2024	-	IMD140/24

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A4	1:2500	-	4


MARSAXLOKK
SITE
TRIQ IL-ĦOKUNA
TRIQ IL-BIMBU
TRIQ IL-ĠIFEN
TRIQ GUŻEPPI GRECH
TRIQ MAURICE BONNICI
TRIQ DUN SALV GATT
TRIQ IL-BAKKARA
TRIQ IL-CABOUF
TRIQ LEPANTO
TRIQ IL-BALJAZZ
TRIQ IL-FELDKKA
TRIQ IX-XAMBEKK
TRIQ L-IMRIEKEB
TRIQ CICERUN
TRIQ L-IMRIEKEB
TRIQ IL-TORRI
INFRASTRUCTURE MALTA
CHIEF EXECUTIVE OFFICER:
Ivan Falzon
UNIT NAME:
Implementation
HEAD OF UNIT:
N.V.
PROJECT LEADER:
-
DRAWN BY:
-
DRAWING TITLE:
MARSAXLOKK
Various Roads
- SITE PLAN
(Extents of works aren't binding but Indicative)
DATE:
May 2024
FILE NO:
-
DRAWING NO:
IMD151/24
SHEET SIZE:
A4
SCALE:
1:2500
REVISION:
A
PAGE NO:
5



INFRASTRUCTURE MALTA

Issue	Status	Drawn	Checked	Approved	Date

CHIEF EXECUTIVE OFFICER: Ivan Falzon

S:\Traffic Management\2023\Zurrieq\2023 Zurrieq.dwg

UNIT NAME: IMPLEMENTATION

HEAD OF UNIT: N.V.

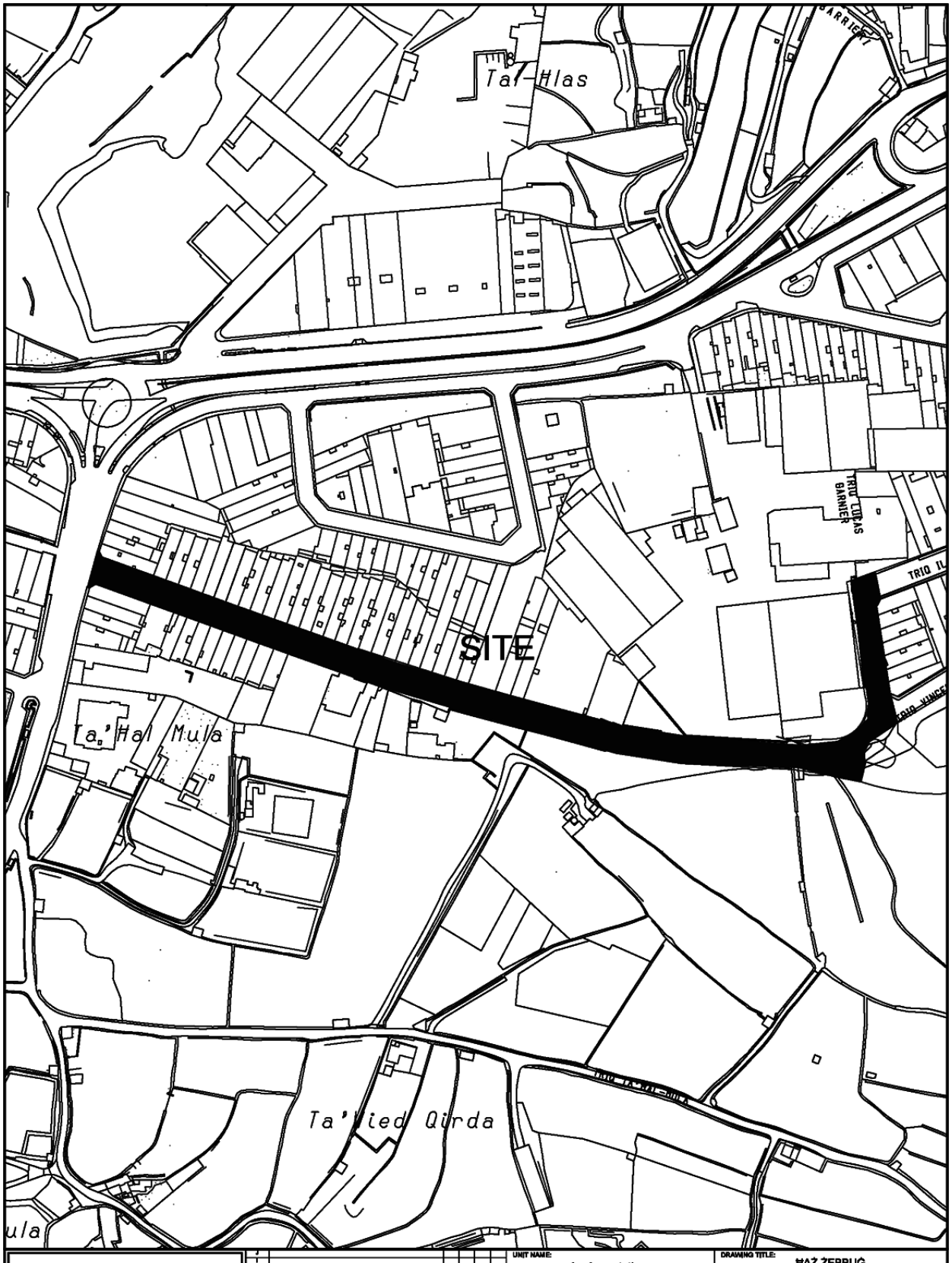
PROJECT LEADER: -

DRAWN BY: -

DRAWING TITLE: IŻ-ŻURRIEQ
Triq Xandru D'Amato - Triq Karmnu Zammit - Triq Ferdinando Falzon - SITE PLAN
Extends of works aren't binding but indicative

DATE:	FILE NO:	DRAWING NO:
Oct 2023	-	IMD341/23

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A4	1:2500	A	11



INFRASTRUCTURE MALTA

Issue	Amdm	Drawn	Checked	Approved	Date

CHIEF EXECUTIVE OFFICER:
Ivan Falzon

S:\Traffic Management\2024\Zebbug\2024 Zebbug.dwg

UNIT NAME: Implementation

HEAD OF UNIT: N.V.

PROJECT LEADER: -

DRAWN BY: -

DRAWING TITLE:
ĦAŻ-ŻEBBUĠ
po Triq Luret Cutajar - Triq Lucas Garnier - SITE PLAN
(Extents of works aren't binding but Indicative)

DATE:	FILE NO:	DRAWING NO:
June 2024	-	IMD169/24

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A4	1:2500	A	4



INFRASTRUCTURE MALTA

Issue	Revision	Drawn	Checked	Approved

CHIEF EXECUTIVE OFFICER: Ivan Falzon

S:\Traffic Management\2023\Iklin\2023 Iklin.dwg

UNIT NAME: IMPLEMENTATION

HEAD OF UNIT: N.V.

PROJECT LEADER: -

DRAWN BY: -

DRAWING TITLE: L-IKLIN
Triq Mons Alfons Maria Galea
Site Plan
(These arrangements are related only to the equipment required to support the traffic diversions. These do not include the safety equipment required for the works).

DATE:	FILE NO:	DRAWING NO:
Dec 2023	-	IMD121/23/e

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A4	N.T.S	A	4e

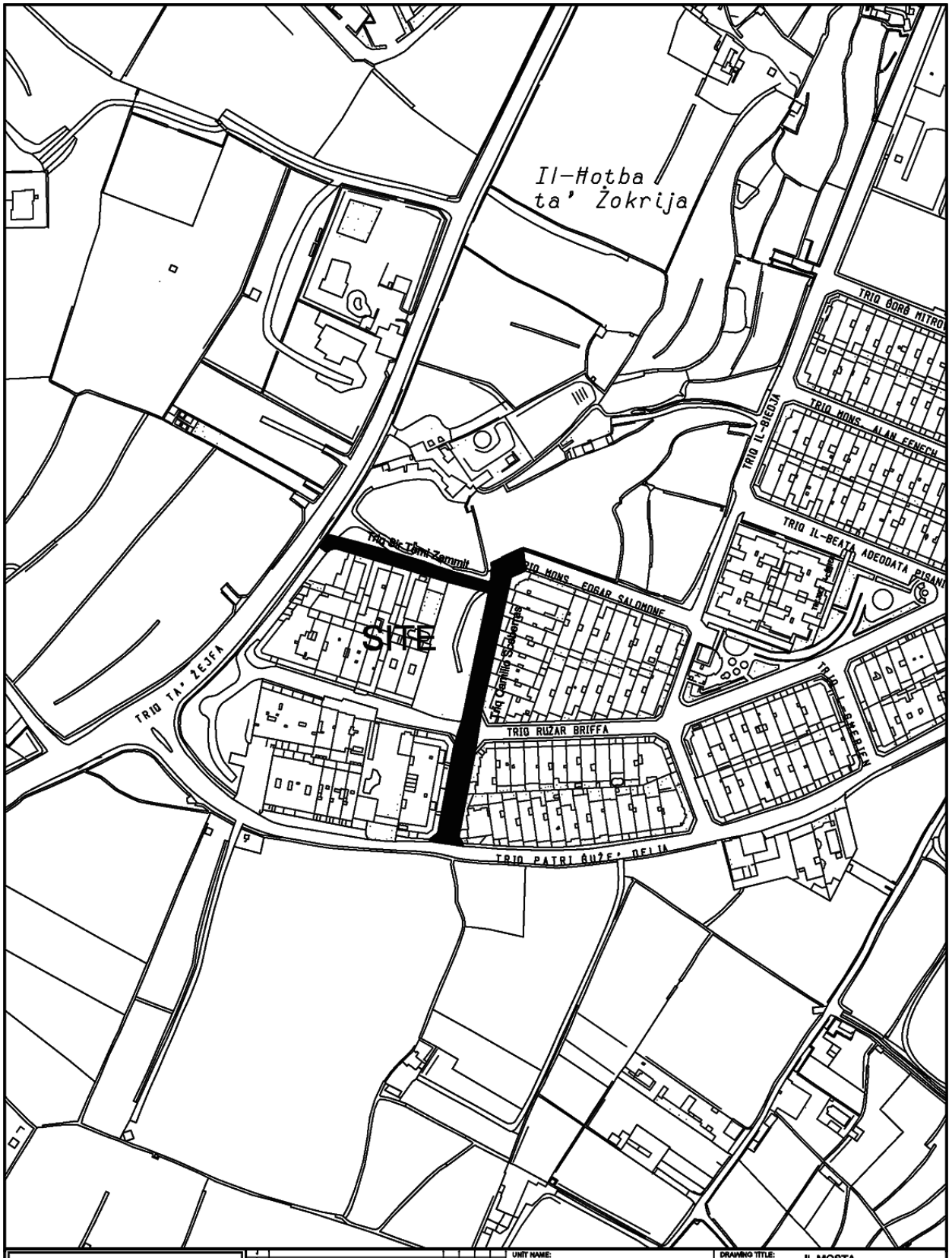


INFRASTRUCTURE MALTA

CHIEF EXECUTIVE OFFICER: Ivan Falzon

S:\Traffic Management\2024\Birkirkara\2024 Birkirkara.dwg

UNIT NAME: Implementation	DRAWING TITLE: BIRKIRKARA po Triq It-Tabib J. Zammit - SITE PLAN (Extents of Works are not binding but indicative)		
HEAD OF UNIT: N.V.			
PROJECT LEADER: -	DATE: June 2024	FILE NO: -	DRAWING NO: IMD175/24
DRAWN BY: -	SHEET SIZE: A4	SCALE: 1:2400	REVISION: -	PAGE NO: 5


Il-Ħotba ta' Żokrija
TRIQ ĠORĠ MITRO
TRIQ MONS. ALAN FENECH
TRIQ IL-BJEDJA
TRIQ IL-BEATA ADEODATA PISANI
Triq Sir Temi Zammit
TRIQ MONS. EDGAR SALDMONE
SITE
Triq Camillo Sceberras
TRIQ TA' ŻEJFA
TRIQ RUŻAR BRIFFA
TRIQ PATRI ĠUŻE' DELIA
INFRASTRUCTURE MALTA
CHIEF EXECUTIVE OFFICER:
Ivan Falzon
UNIT NAME:
IMPLEMENTATION
HEAD OF UNIT:
N.V.
PROJECT LEADER:
-
DRAWN BY:
-
DRAWING TITLE:
IL-MOSTA
Triq Camillo Sceberras - Triq Sir Temi Zammit
- SITE PLAN
(Extents of works aren't binding but Indicative)
DATE:
June 2023
FILE NO:
-
DRAWING NO:
IMD011/23
SHEET SIZE:
A4
SCALE:
1:2500
REVISION:
B
PAGE NO:
5

Nru. 751

LISTA TA' KONSERVATURI-RESTAWRATURI BIL-WARRANT

DIN li ġejja hija lista ta' Konservaturi-Restawraturi bil-Warrant sal-10 ta' Ġunju, 2024, irreġistrati skont l-Att dwar il-Patrimonju Kulturali (Kap. 445).

Il-21 ta' Ġunju, 2024

No. 751

LIST OF WARRANTED CONSERVATORS-RESTORERS

THE following is a list of Warranted Conservators-Restorers as at 10th June, 2024, registered in terms of the Cultural Heritage Act (Cap. 445).

21st June, 2024

Warrant Nru.	Data tal-Ħruġ	Kunjom	Isem	KI/Nru. tal-Passaport	Certifikat/i tal-Prattika			
Warrant No.	*Date of Issue*	*Surname*	*Name*	*ID/Passport No.*	*Practicing Certificate/s*			
001	10/08/2020	Spagnol	Anthony	0610760M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	
002	10/08/2020	Bugeja	David Frank	0033680M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	
003	10/08/2020	Zammit Lupi	Theresa	0437072M	Books and Paper			
004	10/08/2020	Briffa	Chanelle	0425992M	Books and Paper			
005	10/08/2020	Bonavia	Claire	0241467M	Textiles			
006	10/08/2020	Formosa	Michael	0075766M	Paintings (Panel)	Wood		
007	10/08/2020	Sultana Harkins	Simon	0361086M	Books and Paper			
008	10/08/2020	Ross	Ingrid-Elizabeth	0383672M	Objects (Ceramic and Glass)	Objects (Metal)	Objects (Stone)	
010	10/08/2020	Chetcuti	Francis	0163371M	Objects (Ceramic and Glass)	Objects (Metal)	Objects (Stone)	
011	10/08/2020	Licari	James	0021381M	Objects (Ceramic and Glass)	Objects (Metal)	Objects (Stone)	
012	10/08/2020	Dimech	Joanne	0427185M	Objects (Ceramic and Glass)	Objects (Metal)	Objects (Stone)	
013	10/08/2020	Borg	Sephora	0446090M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	
014	10/08/2020	Sultana	Francesco	0604091M	Objects (Ceramic and Glass)	Objects (Metal)	Objects (Stone)	
015	10/08/2020	Bugeja	Pierre	0234078M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	Polychrome Sculpture
016	10/08/2020	Bonnici	Louiselle	0116169M	Books and Paper			
017	10/08/2020	Cachia Psaila	Ritienne	0136084M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	

Warrant Nru.	Data tal-Ħruġ	Kunjom	Isem	KI/Nru. tal-Passaport	Certifikat/i tal-Prattika			
Warrant No.	*Date of Issue*	*Surname*	*Name*	*ID/Passport No.*	*Practicing Certificate/s*			
018	10/08/2020	Porter	Jennifer Herrick	0124921A	Paintings (Wall)			
019	10/08/2020	Muscat	Francesca	281379M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	
020	10/08/2020	Camilleri	Lisa	0101988M	Books and Paper			
021	10/08/2020	Galea	Lindsay	0061683M	Books and Paper			
022	10/08/2020	Lentini	Jeanelle	0059490M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	
023	10/08/2020	Hili Micallef	Joanna	0236776M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	
024	10/08/2020	Saliba	Charlene	0152983M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	
025	10/08/2020	Sciberras	Amy	0427186M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	
026	17/06/2021	Parisi	Cetty	0187121A	Objects (Stone)	Objects (Ceramics)	Wood (Picture Frames)	
027	17/06/2021	Debono	Nathalie	0002994M	Paintings (Wall)			
028	17/06/2021	Buhagiar	Robert	0446475M	Pipe Organs (Internal Sound Elements)			
029	17/06/2021	Montereali	Luigi	0188691A	Objects (Stone)	Paintings (Wall)		
030	17/06/2021	Wilhelmina Huij-van Welzen	Jeannette Elisabeth	0013502A	Textiles			
031	17/06/2021	Abela	Vince	0327061M	Wooden Furniture and Timber Elements			
032	17/06/2021	Camilleri Cauchi	Aaron	0164979M	Papier Mache' Polychrome Statues			
033	17/06/2021	Grima	Agatha	0016266M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	Polychrome Sculpture
034	17/06/2021	Alescio	Adriana	0156424A	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	Polychrome Sculpture
035	17/06/2021	Camilleri	Omar	0509778M	Polychrome Sculpture			
036	17/06/2021	Caruana	Brian	0285867M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	Polychrome Sculpture

Warrant Nru.	Data tal-Ħruġ	Kunjom	Isem	KI/Nru. tal-Passaport	Certifikat/i tal-Prattika			
Warrant No.	*Date of Issue*	*Surname*	*Name*	*ID/Passport No.*	*Practicing Certificate/s*			
037	17/06/2021	Lupo	Valentina	0555884M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	Polychrome Sculpture
038	17/06/2021	Zenzani	Maria Grazia	0065404A	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	Polychrome Sculpture
039	17/06/2021	Aquilina	Josef	0349979M	Wood			
040	17/06/2021	Vella	Carmel k/a Charles	0009266G	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	Polychrome Sculpture
041	17/06/2021	Yeomans Gafa'	Sarah Marie	0201887M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	
042	17/06/2021	Formosa	Connie	0017798A	Objects (Ceramics and Glass)	Objects (Metals)	Objects (Stone)	
043	17/06/2021	Cassar	Robert	0282576M	Objects (Ceramics and Glass)	Objects (Metals)	Objects (Stone)	
044	17/06/2021	Abela	Roderick	0444082M	Paintings (Canvas)	Paintings (Panel)	Paintings (Wall)	Polychrome Sculpture
045	17/06/2021	Sammut	Antonia	0461065M	Objects (Ceramics and Glass)	Objects (Metals)	Objects (Stone)	
046	17/06/2021	Dimech	Simon Patrick	0202282M	Books and Paper			
047	07/11/2022	Camilleri	Carmel	0372870M	Stone (Buildings and Statuary)			
048	07/11/2022	Cauchi	Kenneth	0374974M	Objects (Ceramics and Glass)	Objects (Metals)	Objects (Stone)	
049	07/11/2022	Gallo	Noel	0021481M	Pipe Organs Only			
050	07/11/2022	Plummer	David	0234722A	Books and Paper			
051	13/07/2023	Bonnici	Analise	0174395M	Paintings (Canvas)	Paintings (Wood)		
052	13/07/2023	Bugeja	Semira	0526291M	Paintings (Stone)			
053	13/07/2023	Saliba	James	0123480M	Wood			
054	13/07/2023	Aquilina	Joseph	0351560M	Wood (Structures of Wood)			
055	13/07/2023	Zammit	Emanuel	0037857M	Paintings (Canvas)	Paintings (Stone)		
0056	15/01/2024	Portelli	Sarah	0447894M	Books and Paper			
0057	15/01/2024	Gutierrez Parera	Raquel	0165561A	Paintings (Canvas)	Paintings (Wall)	Polychrome Sculpture	

Nru. 752

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

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 231 tal-20 ta' Marzu, 2000, taħt it-titlu 'Numri ġodda ta' bibien f'Birkirkara', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 752

NUMBERING OF DOORS AT FLEUR-DE-LYS, BIRKIRKARA

Amendments

WITH reference to Government Notice No. 231 dated 20th March, 2000, under the title 'Renumbering of doors at Birkirkara', the following amendments in **bold** should be made.

FLEUR-DE-LYS, BIRKIRKARA

9. TRIQ BRIGHELLA

In-naħa tax-xellug meta tidħol minn Triq Fleur-De-Lys

Left side entering from Triq Fleur-De-Lys

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

In-naħa tal-lemin meta tidħol minn Triq Fleur-De-Lys

Right side entering from Triq Fleur-De-Lys

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Villa Maria	76
Sit bla bini	78-84
Garaxx	86

għandhom jinqaraw
should read

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
76, Villa Maria	76
Garaxx	**78**
Holy Trinity	**80**
Agape	**82**
Garaxx	**84**
86 (Garaxx)	86

Il-21 ta' Ġunju, 2024

21st June, 2024

Nru. 753

NUMRI ĠODDA TA' BIBIEN F'BIRKIRKARA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 906 tat-22 ta' Awwissu, 2017, taħt it-titlu 'Numri ġodda ta' bibien f'Birkirkara', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 753

NUMBERING OF DOORS AT BIRKIRKARA

Amendments

WITH reference to Government Notice No. 906 dated 22nd August, 2017, under the title 'Numbering of doors at Birkirkara', the following amendments in **bold** should be made.

BIRKIRKARA

2. TRIQ OLAF GOLLCHER

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

Left side entering from Triq it-Torri

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Fred Mary House	115
Id-Dwejra	117
Joe's (Garaxx)	119
Dar Għabex	121

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

Right side entering from Triq it-Torri

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	123		
Ave Maria	125		
Garaxx	127		
Elisha	129		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
115, Fred Mary House	115		
Dwejra Court	**117**		
119, Joe's (Garaxx)	119		
Three Hills Court, Our Dream, Fl 2	**121**		
3, Three Hills Court	**123**		
Mais 1	**125**		
Daħla għall-garaxxijiet	**127**		
129, Elisha	129		

Il-21 ta' Ġunju, 2024

Nru. 754

NUMRI ĠODDA TA' BIBIEN FL-IMSIDA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 979 tas-26 ta' Settembru, 2014, taħt it-titlu 'Numri ġodda ta' bibien fl-Imsida', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

21st June, 2024

No. 754

NUMBERING OF DOORS AT L-IMSIDA

Amendments

WITH reference to Government Notice No. 979 dated 26th September, 2014, under the title 'Renumbering of doors at L-Imsida', the following amendments in **bold** should be made.

L-IMSIDA

3. TRIQ L-IRMIĠĠ

In-naħa tax-xellug meta tidħol minn Triq Clarence

Left side entering from Triq Clarence

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
St Paul	73
Garaxx	75
St Joseph	77
Dar	79
Garaxx	81

In-naħa tal-lemin meta tidħol minn Triq Clarence

Right side entering from Triq Clarence

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Jocone	54
Garaxx	56
Ħanut	58
Francis	60
Garaxx	62
St Joseph	64
Garaxx	66
Oberon	68

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
73, St Paul	73
75 (Garaxx)	75
Bieb bla numru (Flettijiet)	**77**
Garaxx	**79**
81 (Garaxx)	81

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
54, Jocone	54
56 (Garaxx)	56
Bieb bla numru	**58**
60 (Flettijiet)	**60**
62 (Garaxx)	**62**
64	64

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Marokk Court	**66**
68, Oberon	68

Il-21 ta' Ġunju, 2024

21st June, 2024

Nru. 755

NUMRI ĠODDA TA' BIBIEN FIS-SWATAR, L-IMSIDA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 1285 tat-22 ta' Novembru, 2016, taħt it-titlu 'Numri ġodda ta' bibien fis-Swatar, L-Imsida', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 755

NUMBERING OF DOORS AT IS-SWATAR, L-IMSIDA

Amendments

WITH reference to Government Notice No. 1285 dated 22nd November, 2016, under the title 'Numbering of doors at Is-Swatar, L-Imsida', the following amendments in **bold** should be made.

IS-SWATAR, L-IMSIDA

TRIQ MONS. INNOĊENZ ZAMMIT

In-naħa tax-xellug meta tidħol minn Triq l-Aħwa Cefai

Left side entering from Triq l-Aħwa Cefai

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Ivan (Garaxx)	29
Garaxx	31
11	33
Garaxx	35

In-naħa tal-lemin meta tidħol minn Triq l-Aħwa Cefai

Right side entering from Triq l-Aħwa Cefai

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

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
29, Ivan (Garaxx)	29
Garaxx	**31**
Midway Court	**33**
35 (Garaxx)	35

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

Il-21 ta' Ġunju, 2024

21st June, 2024

Nru. 756

NUMRI ĠODDA TA' BIBIEN F'ĦAL LUQA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 384 tal-10 ta' Ottubru, 1930, għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 756

NUMBERING OF DOORS AT ĦAL LUQA

Amendments

WITH reference to Government Notice No. 384 dated 10th October, 1930, the following amendments in **bold** should be made.

ĦAL LUQA

TRIQ IL-KARMNU

Meta tidħol minn Triq San Tumas
Entering from Triq San Tumas

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
106	142

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
107	143
108	144
109	145
110	146
Bieb bla numru	147
111	148

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
142	142
Persjana	**142A**
Bieb bla numru	**143**
143/144	**144**
Bieb bla numru	**145**
Bieb bla numru	**146**
Bieb bla numru	**146A**
147, **Galea Store (Ħanut)**	147
148	148

Il-21 ta' Ġunju, 2024

Nru. 757

NUMRI ĠODDA TA' BIBIEN F'ĦAL LUQA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 667 tas-26 ta' Lulju, 2002, taħt it-titlu 'Numri ġodda ta' bibien f'Ħal Luqa', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

21st June, 2024

No. 757

NUMBERING OF DOORS AT ĦAL LUQA

Amendments

WITH reference to Government Notice No. 667 dated 26th July, 2002, under the title 'Renumbering of doors at Ħal Luqa', the following amendments in **bold** should be made.

ĦAL LUQA

35. TRIQ MIKIELANĠ SAPIANO

In-naħa tax-xellug meta tidħol minn Triq Ħal Tarxien

Left side entering from Triq Ħal Tarxien

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Antomar	9
Garaxx	11
Andros	13
Garaxx	15
Casa Mangion	17
Julanmarel	19
Garaxx	21
Garaxx	23
Rexdale House	25

In-naħa tal-lemin meta tidħol minn Triq Ħal Tarxien

Right side entering from Triq Ħal Tarxien

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	8
Garaxx	10
Garaxx	12
Notre Amour	14

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
9, Antomar	9
Daħla għall-garaxxijiet	**11**
Bieb bla numru	**11A**
Husavik (Flettijiet)	**13**
15 (Garaxx)	15
17, Casa Mangion	17
Nazzareno Court	**19**
St Anna	**21**
Garaxx	**21A**
23 (Garaxx)	23
25, Rexdale House	25

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
8 (Garaxx)	8
10 (Garaxx)	10
Bieb bla numru	**12**
Bieb bla numru	**12A**
14, Notre Amour	14

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	30
Garaxx	32
Yucca	34
Garaxx	36

għandhom jinqraw
should read

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
30 (Garaxx)	30
Garaxx	**32**
34, Yucca (Flettijiet)	**34**
36 (Garaxx)	36

Il-21 ta' Ġunju, 2024

Nru. 758

NUMRI ĠODDA TA' BIBIEN F'ĦAL QORMI

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 504 tad-29 ta' Mejju, 2007, taħt it-titlu 'Numri ġodda ta' bibien f'Ħal Qormi', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

21st June, 2024

No. 758

NUMBERING OF DOORS AT ĦAL QORMI

Amendments

WITH reference to Government Notice No. 504 dated 29th May, 2007, under the title 'Renumbering of doors at Ħal Qormi', the following amendments in **bold** should be made.

ĦAL QORMI

1. TRIQ AMLETO SPITERI

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

Left side entering from Triq it-Tensila

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
St George	63
Sit bla bini	65
Sit bla bini	67

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

Right side entering from Triq it-Tensila

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Sit bla bini	69		
Sit bla bini	71		
Sit bla bini	73		
Sit bla bini	75		
Sit bla bini	77		
Sit bla bini	79		
Sit bla bini	81		
Sit bla bini	83		
Sit bla bini	85		
Sit bla bini	87		
Sit bla bini	89		
Sit bla bini	91		
Sit bla bini	93		
Sit bla bini	95		
Joemar	97		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
63, St George	63		
Bieb bla numru	**65**		
Flagstone Court, Block A	**67**		
Bieb bla numru	**69**		
Bieb bla numru	**71**		
Flagstone Court, Block B	**73**		
Bieb bla numru	**75**		
Bieb bla numru	**77**		
Flagstone Court, Block C	**79**		
Bieb bla numru	**81**		
97, Joemar	97		

* In-numri 83 sa 95 mhux se jintużaw peress li nfetħu inqas bibien milli kien hemm maħsub oriġinarjament

Il-21 ta' Ġunju, 2024

Nru. 759

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

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 422 tat-8 ta' Ġunju, 1999, taħt it-titlu 'Numri ġodda ta' bibien f'Ħaż-Żebbuġ', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

21st June, 2024

No. 759

NUMBERING OF DOORS AT ĦAŻ-ŻEBBUĠ(M)

Amendments

WITH reference to Government Notice No. 422 dated 8th June, 1999, under the title 'Renumbering of doors at Ħaż-Żebbuġ', the following amendments in **bold** should be made.

ĦAŻ-ŻEBBUĠ(M)

5. TRIQ DUN LURET CALLUS

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

Left side entering from Triq il-Kbira

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Bini qed jinbena (Flettijiet)	29
Sit bla bini	31
Sit bla bini	33

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

Right side entering from Triq il-Kbira

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Sit bla bini	35		
Sit bla bini	37		
Sit bla bini	39		
Garaxx	41		
Garaxx	43		
Garaxx	45		
Bini qed jinbena (Dar)	47		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
29 (Flettijiet)	29		
Garaxx	**31**		
Garaxx	**33**		
Garaxx	**35**		
Carpenter's Place (Flettijiet)	**37**		
43 (Garaxx)	43		
45 (Garaxx)	45		
47, **God Bless**	47		

* In-numri 39 u 41 mhux se jintużaw peress li nfetħu inqas bibien milli kien hemm mibni u maħsub oriġinarjament

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	61		
Cherish	63		
Casa D'Amor	65		
Garaxx	67		
Daħla għall-garaxxijiet	69		
Garaxx	71		
Le Verger	73		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
61, **The Sign Factory**	61		
Cherish (Flettijiet)	**63**		
Garaxx	**65**		
65, Casa D'Amor	**67**		
69 (Daħla għall-garaxxijiet)	69		
71 (Garaxx)	71		
73, Le Verger	73		

Nru. 760

NUMRI ĠODDA TA' BIBIEN FIL-MELLIEĦA

Kjarifika

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 876 tas-27 ta' Ġunju, 2023, taħt it-titlu 'Numri ġodda ta' bibien fil-Mellieħa', għandha ssir din il-kjarifika kif indikata b'tipi **grassi**.

No. 760

NUMBERING OF DOORS AT IL-MELLIEĦA

Clarification

WITH reference to Government Notice No. 876 dated 27th June, 2023, under the title 'Numbering of doors at Il-Mellieħa', the following clarification in **bold** should be made.

IL-MELLIEĦA

26. TRIQ IL-MARLOZZ

In-naħa tax-xellug meta tidħol minn Triq l-Arżnell

Left side entering from Triq l-Arżnell

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

In-naħa tal-lemin meta tidħol minn Triq l-Arżnell

Right side entering from Triq l-Arżnell

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Belle View Apartments	74

għandha tinqara

should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
74, **Belle Vue**	74

Il-21 ta' Ġunju, 2024

21st June, 2024

Nru. 761

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:

No. 761

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*
21.6.2024	€69.735	€0.881

Il-21 ta' Ġunju, 2024

21st June, 2024

AVVIŻ TAL-PULIZIJA

Nru. 148

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

POLICE NOTICE

No. 148

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

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

Ta' Qali limiti ta' Ħ'Attard

Nhar l-Erbgħa, 26 ta' Ġunju, 2024 minn nofsinhar sa nofsillejl minn Triq San Ġakbu, Parkeġġ tal-Gym, Farmers Market, Triq il-Pitkali, Triq Vjal l-Istadium Nazzjonali u Triq il-Ħemsija.

Trasport pubbliku mhux se jkun affettwat.

Il-21 ta' Ġunju, 2024

AVVIŻ TAL-PULIZIJA

Nru. 149

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

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

Ir-Rabat

Nhar is-Sibt, 29 ta' Ġunju, 2024, tneħħija ta' vetturi mit-toroq minn nofsinhar 'il quddiem u għeluq ta' toroq mis-2.00 p.m. 'il quddiem minn Triq it-Tiġrija u Triq il-Belt Valletta.

Il-Gżira

Nhar il-Ħadd, 30 ta' Ġunju 2024 mill-4.00 p.m. sas-1.00 a.m. minn Triq ix-Xatt.

Tas-Sliema

Nhar l-Erbgha, 3 ta' Lulju, 2024 mill-5.30 p.m. 'il quddiem minn Triq it-Torri, il-parkeġġ kollhu tal-Fortizza u parkeġġ għal għaxar vetturi mal-bankina n-naħa tal-baħar.

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

Il-21 ta' Ġunju, 2024

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

Ta' Qali limits of Ħ'Attard

On Wednesday, 26th June, 2024 from noon till midnight through Triq San Ġakbu, Gym Parking Area, Farmers Market, Triq il-Pitkali, Triq Vjal l-Istadium Nazzjonali and Triq il-Ħemsija.

Public transport will not be affected.

21st June, 2024

POLICE NOTICE

No. 149

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

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

Rabat

On Saturday, 29th June, 2024, clearance of vehicles from noon onwards and closure of roads from 2.00 p.m. onwards through Triq it-Tiġrija and Triq il-Belt Valletta.

Gżira

On Sunday, 30th June, 2024 between 4.00 p.m. and 1.00 a.m. through Triq ix-Xatt.

Tas-Sliema

On Wednesday, 3rd July, 2024 from 5.30 p.m. onwards through Triq it-Torri, all the parking of Fortizza and parking spaces for ten vehicles with the pavement on the seaside.

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

21st June, 2024

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 55 tal-2024

Installazzjoni ta' D-Fenders fil-moll tal-Marfa fir-Ramla tal-Bir fil-Fliegu ta' Kemmuna

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf lill-baħħara li se jiġu installati D-fenders tul il-Moll tal-Marfa fir-Ramla tal-Bir fil-Fliegu ta' Kemmuna.

Id-D-fenders se jiġu installati tul il-linja A, B, C, kif muri bl-aħmar fuq is-sit elettroniku ta' Transport Malta (www.transport.gov.mt). L-installazzjoni se tibda nhar l-Erbgħa, 19 ta' Ġunju, 2024 u mistennija titlesta sa l-Erbgħa, 3 ta' Lulju, 2024.

Uħud mix-xogħol se jsir mill-bugħaddasa u se jkunu qed jesponu l-International Code of Signals flag "A".

Għandha tinżamm żona ta' sigurtà ta' 20m mill-moll, minħabba x-xogħlijiet hawn fuq imsemmija, għalhekk l-ebda bastiment ma jitħalla jirmiġġa maġenb il-breakwater waqt li jkun qed isir ix-xogħol, sakemm ma jkunx bl-approvazzjoni tal-kuntrattur fuq il-post. Il-kumplament tal-moll, fejn mhux qed isir l-ebda xogħol se jibqa' disponibbli.

Il-baħħara għandhom joqgħodu attenti ħafna, jinnavigaw b'kawtela u b'veloċità bil-mod ħafna (no wake) meta jkunu fil-viċinanzi u għandhom jagħtu rmiġġ wiesa' liż-żoni indikati, għandhom jikkoperaw mal-kuntrattur fuq il-post.

Il-baħħara kollha għandhom jikkonformaw ma' kwalunkwe struzzjonijiet mogħtija fuq VHF Channel 12 u/jew 16, minn Valletta VTS u minn kwalunkwe Uffiċjal tal-Infurzar fuq il-post.

Ċart affettwata: BA 211

Il-21 ta' Ġunju, 2024

TRANSPORT MALTA

Local Notice to Mariners No. 55 of 2024

Installation of D-Fenders at Marfa quay at Ir-Ramla tal-Bir in Il-Fliegu ta' Kemmuna

The Ports and Yachting Directorate, Transport Malta, notifies mariners that D-fenders will be installed along the Marfa Quay at Ir-Ramla tal-Bir in Il-Fliegu ta' Kemmuna.

The D-fenders will be installed along the line A, B, C, as shown in red on the attached chart. The installation will be starting on Wednesday, 19th June, 2024 and is expected to be completed by Wednesday, 3rd July, 2024.

Some of the work will be carried out by scuba divers and they will be displaying the International Code of Signals flag "A".

A safety area of 20m from the quay is to be kept, due to the above-mentioned works, therefore no vessel will be allowed to berth alongside the breakwater whilst the work is being carried out, unless with the approval of the contractor on site. The remainder of the quay, where no work is being undertaken will remain available.

Mariners are to keep a sharp lookout, navigate with caution and at very slow speed and no wake when in the vicinity and are to give the indicated areas a wide berth, they are to co-operate with the contractor on site.

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

Chart affected: BA 211

21st June, 2024

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru. 56 tal-2024

Wirja tal-logħob tan-nar u landing barge fix-Xatt 'il barra mill-Fortizza Manoel – 28 ta' Ġunju 2024

Id-Direttorat tal-Portijiet u tal-Yachting, Transport Malta, javża lill-baħħara li ser jittella logħob tan-nar ta' 5 minuti, waqt tieġ, mix-xatt tal-Fortizza Manoel nhar il-Ġimgħa, 28 ta' Ġunju, 2024. Il-wirja se tkun iċċentrata f'Punt A kif muri fuq iċ-chart is-sit elettroniku ta' Transport Malta (www.transport.gov.mt) fil-pożizzjoni approssimattiva li ġejja:

TRANSPORT MALTA

Local Notice to Mariners No. 56 of 2024

Fireworks Display and landing barge at the Foreshore off Il-Fortizza Manoel – 28 June 2024

The Ports and Yachting Directorate, Transport Malta, notifies mariners that a 5-minute fireworks display, during a wedding, will be let off from the foreshore of Il-Fortizza Manoel on Friday, 28th June, 2024. The display will be centred at Point A as shown on the chart found on Transport Malta website (www.transport.gov.mt) in the approximate following position:

Latitudni (T)	*Longitudni (L)*
A 35° 54'.222	14° 30'.469

Il-logħob tan-nar se jsir bejn 9.45 p.m. u 10.00 p.m.

Fid-dawl ta' dan ta' hawn fuq, il-baħħara huma avżati biex iżommu 150 metru bogħod mill-punt A fid-data u l-ħin imsemmija hawn fuq.

Barra minn dan ta' hawn fuq, flat barge b'tul totali ta' 23.7 metri se tkun irmiġġata mill-poppa sal-punt B kif muri fuq iċ-chart fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

Latitudni (T)	*Longitudni (L)*
B 35° 54'.133	14° 30'.367

Il-flat barge se tkun irmiġġata fil-pożizzjoni nhar it-Tlieta 25 ta' Ġunju 2024 filgħodu u se titneħħa s-Sibt, 29 ta' Ġunju, 2024 filgħodu. Il-barkun se jintuża bħala pjattaforma tal-inżul li minnha l-passiġġieri jkunu jistgħu jimbarkaw jew jinżlu. Se jibqa fil-pożizzjoni għat-tul kollu, u se jesibixxi dawl fl-aktar sezzjoni 'l quddiem tal-barkun.

Kwalunkwe dgħajjes irmiġġati jew ankrati fiż-żona murija fuq is-sit elettroniku ta' Transport Malta (www.transport.gov.mt) għandhom jitneħħew matul id-data u l-ħin imsemmija hawn fuq. Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, mhux se jaċċetta l-ebda responsabbiltà għal kwalunkwe ħsara kkawżata mill-logħob tan-nar lil xi bastiment u t-tagħmir anċillari tiegħu, kemm jekk tali bastiment u t-tagħmir anċillari tiegħu jitħallew fiż-żona ta' sigurtà ta' 150m, jew barra dik iż-żona ta' sigurtà, mill-punt minn fejn jittella l-logħob tan-nar.

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

Ċart affettwata: BA 177

Il-21 ta' Ġunju, 2024

AĠENZIJA NAZZJONALI TAL-LITTERIŻMU

Sejħa għal Tuturi tal-Kitba fi ħdan l-Aġenzija Nazzjonali tal-Litteriżmu (part-time)

Numru tal-Permess tal-Jobsplus: 515/2024 (it-tieni sejħa)

L-Aġenzija Nazzjonali tal-Litteriżmu qiegħda tilqa' applikazzjonijiet għal Tuturi tal-Kitba (part-time).

Latitude (N)	*Longitude (E)*
A 35° 54'.222	14° 30'.469

The fireworks display will take place between 9.45 p.m. and 10.00 p.m.

In view of the above, mariners are advised to keep 150 metres away from point A on the above-mentioned date and time.

Further to the above a flat barge with an overall length of 23.7 meters will be moored stern-to at point B as shown on the chart found on Transport Malta website (www.transport.gov.mt).

Latitude (N)	*Longitude (E)*
B 35° 54'.133	14° 30'.367

The flat barge will be moored in position on Tuesday, 25th June, 2024 in the morning and will be removed on Saturday, 29th June, 2024 in the morning. The barge will be used as a landing platform from which passengers will be able to embark or disembark. It will remain in position for the whole duration, and it will exhibit a light at the most seaward section of the barge.

Any boats berthed or anchored within the area shown on the attached chart are to be removed during the above-mentioned date and time. The Ports and Yachting Directorate, Transport Malta, will accept no liability whatsoever for any damage caused by the firework displays to any vessel and her ancillary equipment, whether such vessel and her ancillary equipment are left within the 150m safety zone, or outside such safety zone, from the point from which the fireworks are let off.

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

Chart affected: BA 177

21st June, 2024

NATIONAL LITERACY AGENCY

Call for Writing Tutors (part-time) within the National Literacy Agency

Jobsplus Permit Number: 515/2024 (second call)

The National Literacy Agency is seeking to recruit Writing Tutors (part-time).

Sad-data tal-għeluq ta' din is-sejħa l-applikanti jrid ikollhom dawn ir-rekwiżiti:

1. Kwalifika universitarja rikonoxxuta (Baċellerat) fil-Livell 6 tal-MQF jew ogħla fl-Edukazzjoni JEW fl-Ingliż JEW fil-Malti; U

2. Tlestija b'suċċess tal-kors tal-Istitut għall-Edukazzjoni It-Tagħlim tal-Ħiliet tal-Kitba fl-Iskejjel Primarji u Sekondarji (Award) JEW l-Invitational Writing Institute tal-Programm tal-Kitba ta' Malta JEW it-Taħriġ għall-Għalliema fil-Proċess tal-Kitba JEW ekwivalenti JEW ogħla; U

3. Tal-anqas tliet snin esperjenza fit-tagħlim u/jew fl-assistenza tat-tagħlim; U

4. Kompetenza fil-kitba u t-taħdit tal-Malti u tal-Ingliż (tal-anqas ċertifikazzjoni fil-Livell 3 tal-MQF).

L-applikanti magħżula jridu jkunu lesti joffru s-servizz tul is-sena kollha (mhux biss tul is-sena skolastika). Idealment ikunu disponibbli kemm waqt kif ukoll barra l-ħin tal-iskola.

Mal-applikazzjoni għandhom jinhemżu kopji ta' ċertifikati u/jew dokumenti rilevanti fosthom il-kwalifiki u l-esperjenza mitluba f'din is-sejħa.

Il-kandidati għandhom jibagħtu ittra ta' applikazzjoni flimkien mal-kwalifiki u l-esperjenzi fil-format tal-European Curriculum Vitae, kopja taċ-ċertifikati rilevanti tagħhom, ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija u l-lista tax-xogħol li għamlu tul ħajjithom mill-Jobsplus, permezz ta' ittra elettronika lil (nlarecruitment@ilearn.edu.mt) jew bil-posta lill-Aġenzija Nazzjonali tal-Litteriżmu, iċ-Ċentru Nazzjonali tal-Kurrikulu, Triq Ġużè Abela Scolaro, Il-Ħamrun HMR 1304, sa mhux aktar tard mit-Tlieta, 2 ta' Lulju, 2024, f'nofsinhar.

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

Aktar dettalji dwar ir-rwol u l-kundizzjonijiet tal-impjieg jistgħu jinkisbu minn (https://nla.gov.mt/mt/sejhiet) jew permezz ta' ittra elettronika lil (nlarecruitment@ilearn.edu.mt) jew bin-numru tat-telefown 2598 3325.

Il-21 ta' Ġunju, 2024

Applicants must fulfil the following eligibility criteria by the closing date:

1. A recognised degree at MQF Level 6 or higher in Education OR English OR Maltese; AND

2. Successful completion of the Institute for Education programme Teaching Writing Skills in Primary and Secondary Schools (Award) OR the Malta Writing Programme Invitational Writing Institute OR the Writing Process One-week Training for Teachers OR equivalent OR higher; AND

3. A minimum of 3 years teaching and/or learning support experience; AND

4. Fluency in written and spoken Maltese and English (minimum certification at MQF Level 3).

Selected candidates must be available to render service throughout the calendar year (not only the scholastic year). Ideally, they should be available during and/or outside school hours.

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

Candidates should submit their letter of application, together with a summary of qualifications and experience in a European Curriculum Vitae Format, a copy of their relevant scanned certificates, a valid police conduct certificate and their Jobsplus employment history, by email to (nlarecruitment@ilearn.edu.mt) or by post to Recruitment, National Literacy Agency, NCC, Triq Ġużè Abela Scolaro, Ħamrun HMR 1304, by not later than Tuesday, 2nd July, 2024, at noon.

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

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

21st June, 2024

L-AĠENZIJA TAT-TEKNOLOĠIJA TAL-INFORMATIKA TA' MALTA

Technical Services Officer
Jobsplus Permit: 379/2017

Software Licence Management – Modern Workplace Technologies

Il-MITA qed tfittex Technical Services Officer fl-Uffiċċju tas-Software Licence Management.

L-Uffiċċju tas-Software Licence Managmenet huwa responsabbli għall-ġestjoni u l-monitoraġġ tal-liċenzji tas-software ta' diversi entitajiet tas-Settur Pubbliku. Minbarra d-dmirijiet amministrattivi relatati mal-ġestjoni tal-liċenzjar tas-software, bħal rappurtar, verifika u konformità. Aħna nipprovdu appoġġ tat-tieni linja fuq is-Servizzi tal-Microsoft 365, u oqsma speċjalizzati oħra bħal ċertifikati diġitali u ġestjoni tal-ismijiet tad-dominju. Niżguraw reġistrazzjonijiet u konfigurazzjonijiet, li jikkontribwixxu għall-istabbiltà tal-ekosistema diġitali tagħna.

Bħala membru tat-tim, it-Technical Services Officer ikollu l-opportunità li jaħdem f'ambjent dinamiku u innovattiv, b'aċċess għall-aħħar teknoloġiji u għodod, kif ukoll jirċievi taħriġ u mentoring minn professjonisti b'esperjenza.

Rekwiżiti ta' Eliġibbiltà

Waħda mill-kwalifiki u/jew esperjenza li ġejjin, it-tnejn f'qasam tal-ICT:

i) Kwalifika fil-Livell 5 tal-MQF jew ogħla; JEW

ii) Kwalifika f'qasam relatat (Livell 4 tal-MQF) u sena esperjenza f'qasam tal-ICT; JEW

iii) Sentejn (2) esperjenza f'qasam tal-ICT

Il-kandidati jistgħu jiġu offruti l-pożizzjoni bħala Livell ta' Associate – Livell tal-Karriera 2; jew Livell ta' Karriera 3; jew Livell ta' Karriera 4, skont il-livell ta' kompetenza.

Gradwati ġodda jistgħu jiġu offruti opportunità ta' impjieg suġġett għall-għoti ta' riżultati finali. Jiġi pprovdut ukoll taħriġ.

CV dettaljat, flimkien ma' ittra ta' akkumpanjament għandhom jintbagħtu sa mhux aktar tard mit-28 ta' Gunju, 2024, lil (careers.mita@gov.mt).

CV dettaljat flimkien ma' ittra elettronika ta' akkumpanjament għandhom jintbagħtu sa mhux aktar tard mill-Ġimgħa, 28 ta' Ġunju, 2024, lil (careers.mita@gov.mt).

Il-21 ta' Ġunju, 2024

MALTA INFORMATION TECHNOLOGY AGENCY

Technical Services Officer
Jobsplus Permit: 379/2017

Software Licence Management – Modern Workplace Technologies

MITA is looking for a Technical Services Officer in the Software License Management Office.

The Software License Management Office is responsible for managing and monitoring the software licenses of various public sector entities. Besides the administrative duties related to software licensing management, such as reporting, auditing and compliance. We provide 2nd line support on Microsoft 365 Services, and other specialised areas as Digital certificates and management of domain names. Ensuring registrations and configurations, contributing to our digital ecosystem's stability.

As a member of the team, the Technical Services Officer will have the opportunity to work in a dynamic and innovative environment, with access to the latest technologies and tools. You will also receive training and mentoring from experienced professionals.

Eligibility Requirements

One of the following qualifications and/or experience, both in an ICT area:

i) A qualification at MQF Level 5 or higher; OR

ii) A qualification in a related area (MQF Level 4) and 1 year experience in an ICT area; OR

iii) Two (2) years' experience in an ICT area

Candidates may be offered the position as an Associate Level – Career Level 2; or Career Level 3; or Career Level 4, depending on competency level.

Fresh graduates may be offered an employment opportunity subject to the provision of final results. Training will be provided.

Submit a detailed CV, together with a covering email by not later than 28th June, 2024, to (careers.mita@gov.mt).

A detailed CV together with a covering email is to be submitted by not later than Friday, 28th June, 2024, to (careers.mita@gov.mt).

21st June, 2024

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

Post ta' Assistant Manager (EUCD) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ jilqa' applikazzjonijiet għall-post ta' Assistant Manager fid-Dipartiment tal-Ko-Ordinazzjoni tal-Unjoni Ewropea fi ħdan il-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Termini u kundizzjonijiet

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

2.2 Waqt il-perjodu ta' probation/prova, dawk appuntati iridu jkunu temmew b'suċċess kors t' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju t'Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-Eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (ċ) huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236.00 fis-sena, li jiżdied b'€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 t'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 Il-persuni maħtura jkunu intitolati wkoll għall-ħlas ta' allowance tal-klassi ta' €500, suġġett għal xogħol sodisfaċenti.

2.7 Il-persuni maħtura jkunu ntitolati wkoll għall-benefiċċji oħrajn marbuta ma' din il-kariga u mat-twettiq taddmirijiet tagħhom fi ħdan id-Dipartiment tal-Ko-Ordinazzjoni tal-Unjoni Ewropea.

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

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

Post of Assistant Manager (EUCD) in the Ministry for Foreign and European Affairs and Trade

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade invites applications for the post of Assistant Manager in the European Union Co-Ordination Department within the Ministry for Foreign and European Affairs and Trade.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager 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 Appointees will also be entitled to the payment of an annual class allowance of €500, subject to satisfactory performance.

2.7 Appointees will also be entitled to such other benefits as tied to such post and to the performance of such duties within the EUCD.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse

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

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

Dmirijiet

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

i. Assistenza amministrattiva ġenerali, li tinkludi iżda mhux limitata għal:

a. il-filing, id-dħul tad-data, u t-tħejjija tad-dokumentazzjoni;

b. iż-żamma ta' rekords fiżiċi u elettroniċi organizzati u aġġornati, u l-ġestjoni ta' komunikazzjonijiet irċevuti u mibgħuta, inklużi emails, memos, u ittri;

c. l-abbozzar u l-editjar ta' materjal bil-miktub bħal avviżi, rapporti, u preżentazzjonijiet;

d. assistenza fl-ippjanar u l-organizzazzjoni ta' laqgħat tad-Dipartiment, workshops, u avvenimenti;

e. il-kollaborazzjoni, kif mitlub, fil-ġestjoni tal-iskedi, il-kompiti, u r-riżultati tanġibbli marbuta ma' proġetti;

f. l-assistenza fl-iskedar t'appuntamenti, laqgħat u avvenimenti;

g. iż-żamma ta' komunikazzjoni effettiva fid-Dipartiment;

h. l-iffaċilitar tal-komunikazzjoni fost il-membri tat-tim tal-proġett u l-partijiet ikkonċernati.

ii. Kompiti relatati mal-ġestjoni u t-tqassim tad-dokumentazzjoni tal-UE;

iii. Assistenza fil-koordinazzjoni ta' kwistjonijiet tar-riżorsi umani, inkluż iżda mhux limitat għal:

a. Il-ġestjoni u ż-żamma tar-rekords tal-attendenza tal-impjegati;

b. l-appoġġ għall-proċess ta' onboarding għal rekluti ġodda, l-iżgurar ta' orjentazzjoni u dokumentazzjoni xierqa;

c. l-assistenza fil-proċess ta' reklutaġġ, kif meħtieġ.

iv. It-tħejjija għal u l-parteċipazzjoni f'laqgħat kif ordnat mid-Direttur Ġenerali (Dipartiment tal-Koordinazzjoni tal-UE) u l-Assistent Direttur (Amministrazzjoni), permezz tat-

of a two (2) year period, appointees may only be transferred at their own request to carry out duties elsewhere, in accordance with established vacancies.

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

Duties

3. The job duties for the post of Assistant Manager (EUCD) are:

i. Providing general administrative assistance, including but not limited to:

a. filing, data entry, and preparation of documentation;

b. maintaining organized and up-to-date physical and electronic records, and managing incoming and outgoing communications, including emails, memos, and letters;

c. drafting and editing written materials such as announcements, reports, and presentations;

d. assisting in planning and organisation of departmental meetings, workshops, and events;

e. collaborating as directed in the management of project schedules, tasks, and deliverables;

f. assisting in the scheduling of appointments, meetings, and events;

g. maintaining effective communication channels within the department;

h. facilitating communication among project team members and stakeholders.

ii. Handling of tasks related to the management and dissemination of EU documentation;

iii. Assisting in the coordination of Human Resources matters, including but not limited to:

a. Management and record-keeping of employee attendance records;

b. Supporting the onboarding process for new recruits, ensuring proper orientation and documentation;

c. Assist in the recruitment process, as necessary.

iv. Preparing for and participating in meetings as instructed by the Director General (EU Coordination Department) and the Assistant Director (Administration),

tħejjija u d-distribuzzjoni tal-aġendi u d-dokumentazzjoni rilevanti, filwaqt li jiġi żgurat li l-istrutturi ta' rapportar rilevanti fir-rigward tal-parteċipazzjoni tal-laqgħat jiġu osservati u jiġi żgurat li jitwettqu azzjonijiet ta' segwitu f'waqthom kif meħtieġ;

v. Assistenza lid-Direttur Ġenerali (Dipartiment tal-Koordinazzjoni tal-UE), lid-Direttur Assistent (Amministrazzjoni) u lill-Kapijiet tat-taqsimiet fi ħdan id-Dipartiment ta' Koordinazzjoni tal-UE f'kompiti ta' natura amministrattiva marbuta mal-koordinazzjoni ta' kwistjonijiet relatati mal-UE;

vi. Twettiq ta' kwalunkwe kompitu ieħor assenjat mid-Direttur Ġenerali (Dipartiment tal-Koordinazzjoni tal-UE) u l-Assistent Direttur (Amministrazzjoni), kif jista' jkun meħtieġ;

vii. Assistenza lid-Direttur Ġenerali (Dipartiment ta' Koordinazzjoni tal-UE) u lis-Segretarju Permanenti, kif jista' jkun meħtieġ;

viii. 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. ċittadini ta' Malta

ii. ikunu proficjenti bil-lingwa Maltija u bil-lingwa Ingliza

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Work and Human Resources, jew Training u Development, jew Public Administration, jew Corporate Governance and Leadership, jew Leadership and Organisational Behaviour, jew Management and Leadership, jew Change Management, jew Industrial Relations and Workplace Learning, jew Business Management, jew Business Administration, jew European Studies, jew Diplomacy, 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-Work and Human Resources, jew Training and Development, jew Public Administration, jew Corporate Governance and Leadership, jew Leadership and Organisational Behaviour, jew Management and Leadership, jew Change Management, jew Industrial Relations and Workplace Learning, jew Business

through the preparation and distribution of agendas and relevant documentation, ensuring that the relevant reporting structures with regards to the participation of meetings are adhered to and ensuring timely follow up actions are carried out as required;

v. Assisting the Director General (EU Coordination Department), the Assisting Director (Administration) and the Heads of Units within the EU Coordination Department in tasks of administrative nature linked to the coordination of EU-related matters;

vi. Undertaking any other tasks assigned by the Director General (EU Coordination Department) and the Assistant Director (Administration), as may be required;

vii. Assisting the Director General (EU Coordination Department) and Permanent Secretary, as may be required;

viii. 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. citizens of Malta

ii. must be proficient in Maltese Language & English Language

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Work and Human Resources, or Training and Development, or Public Administration, or Corporate Governance and Leadership, or Leadership and Organisational Behaviour, or Management and Leadership, or Change Management, or Law, or Industrial Relations and Workplace Learning, or Business Administration or Business Management or European Studies, or Diplomacy, or in relevant areas as determinined 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 Work and Human Resources, or Training and Development, or Public Administration, or Corporate Governance and Leadership, or Leadership and Organisational Behaviour, or Management and Leadership, or Change Management, or Industrial Relations and Workplace Learning, or Business Administration, or Business

Administration, jew Business Management, jew European Studies, jew Law, jew Diplomacy, 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: Maltese, jew English, jew French, jew Italian, jew German, jew Mathematics, jew IT, jew Accounts, jew Business Studies, jew Commerce, jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn is-suġġetti Maltese, jew English, jew French, jew Italian, jew German, jew Mathematics, jew IT, jew Accounts, jew Business Studies, jew Commerce.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm 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.

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

Management, or European Studies, or Law, or Diplomacy, or in relevant areas as determinined 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 French, or Italian, or German, or Mathematics, or IT, or Accounts, or Business Studies, or Commerce, or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced level (which must include one (1) of the following subjects: Maltese, or English, or French, or Italian, or German, or Mathematics, or IT, or Accounts, or Business Studies, or Commerce.

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

Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, 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 possessionof 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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than

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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni ta' Direttur għas-Servizzi Korporattivi, Ministeru

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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 procedure

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 Foreign and

għall-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz ta' l-onlajn tar-Recruitment Portal tal-Gvern **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 għandom 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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

European Affairs and Trade through the Online Government Recruitment Portal only on (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Human Resorces 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.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma (www.foreign.gov.mt), (+356) 22043359 u (recruitment.mfet@gov.mt).

Il-21 ta' Ġunju, 2024

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

Post Ta' Manager I (EUCD) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ jilqa' applikazzjonijiet għall-post ta' Manager I fid-Dipartiment tal-Ko-Ordinazzjoni tal-Unjoni Ewropea fi ħdan il-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Termini u kundizzjonijiet

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

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' €26,532.00.

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 tmien (8) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb degree ta' Masters rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 kredtu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat minn Management għandha titqiegħed fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273.00 fl-2024) u tavvanza għal Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100 in 2024) wara sentejn (2) snin servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 9).

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

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).

21st June, 2024

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

Post of Manager I (EUCD) 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 in the European Union Co-Ordination Department within 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 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 - €32,043.00 in 2024) on completion of eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 A Manager I (Salary Scale 10) who obtains a recognised Masters Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by Management shall be placed in Salary Scale 9 (€25,589.02 x €447.33 - €28,273.00 in 2024) and will progress to Salary Scale 8 (€27,179.02 x €486.83 - €30,100 in 2024) after two (2) years satisfactory service as Manager I (Salary Scale 9).

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

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

2.6 Persuna fil-grad ta' Manager I (Skala ta' Salarju 8) se jkompli javvanza għal Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043.00 in 2024) wara sentejn (2) servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 8).

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, u ħlas ta' allowance tal-klassi annwali ta €750 marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.8 Il-persuni maħtura jkunu ntitolati wkoll għall-benefiċċji oħrajn marbuta ma' din il-kariga u mat-twettiq taddmirijiet tagħhom fi ħdan id-Dipartiment tal-Ko-Ordinazzjoni tal-Unjoni Ewropea.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager I (EUCD) are:

i. Jassisti lill-Kapijiet fi ħdan id-Dipartiment tal-Ko-Ordinazzjoni tal-UE f'kompiti relatati mal-koordinazzjoni u l-ġestjoni tal-parteċipazzjoni tal-Ministeri dwar l-istrutturi u l-proċessi tal-UE u jiżgura koordinazzjoni effettiva tal-kwistjonijiet kollha relatati mal-UE fil-Ministeri kollha, kif ukoll mir-Rappreżentanza Permanenti ta' Malta għall-UE;

ii. Ikun responsabbli għall-oqsma assenjati, l-ispettru ta' suġġetti differenti tagħhom flimkien mad-diskussjonijiet rilevanti fil-livell nazzjonali, tal-UE u dak internazzjonali biex tiġi kkordinata pożizzjoni xierqa bejn il-Ministeri kkonċernati;

iii. Jassisti fil-koordinazzjoni għat-tħejjija u l-formulazzjoni f'waqthom ta' Memoranda u kwistjonijiet rilevanti meħtieġa għal-laqgħat regolari tal-Kumitat Interministerjali għall-Affarijiet tal-UE;

iv. Jassisti fil-koordinazzjoni ta' tħejjija f'waqtha u formulazzjoni ta' noti ta' struzzjoni meħtieġa għal-laqgħat tal-COREPER I u l-COREPER II, laqgħat tal-Kunsill tal-Unjoni Ewropea, Gruppi ta' Ħidma tal-Kummissjoni Ewropea, kif ukoll kwalunkwe laqgħa oħra relatata;

verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00 in 2024) after two (2) years of satisfactory service Manager I (Salary Scale 8).

2.7 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary and a payment of an annual class allowance of €750, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.8 Appointees will also be entitled to such other benefits as tied to such post and to the performance of such duties within the EUCD.

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

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

Duties

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

i. Assisting the Heads within the EU Co-Ordination Department in tasks related to the coordination and management of the Ministries' participation on EU structures and processes and ensuring effective coordination of all EU-related matters across all Ministries as well as from the Permanent Representation of Malta to the EU;

ii. Being responsible for the areas assigned, their various spectrum of subject matter along with the relevant discussions at a national, EU and international level to coordinate the appropriate position amongst various Ministries;

iii. Assisting in the coordination for the timely preparation and formulation of Memoranda and relevant issues required of the regular meetings of the Inter-Ministerial Committee on EU Affairs;

iv. Assisting in the coordination of timely preparation and formulation of instruction notes required for COREPER I and COREPER II meetings, meetings of the Council of the EU and European Commission Working Groups, as well as any other related meetings;

v. Jassisti fil-koordinazzjoni ta' tħejjija f'waqtha u formulazzjoni ta' briefs fir-rigward tal-laqgħat li jsiru mill-Ministri tal-Gvern ta' Malta u s-Segretarji Parlamentari;

vi. It-twettiq ta' riċerka fil-qasam ta' għarfien rilevanti u l-għoti ta' pariri kif meħtieġ;

vii. Il-koordinazzjoni tal-proċess ta' approvazzjoni għad-dokumentazzjoni rilevanti;

viii. Il-koordinazzjoni tal-azzjoni ta' segwitu kif meħtieġ;

ix. L-iżgurar li l-istrutturi ta' rappurtar rilevanti fir-rigward tal-parteċipazzjoni tal-laqgħat jiġu osservati;

x. Jassisti lill-Presidenti għall-Kumitati Interministerjali kif meħtieġ;

xi. Jassisti lid-Direttur Ġenerali (Dipartiment tal-Koordinazzjoni tal-UE) u lis-Segretarju Permanenti kif 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:

i. ċittadini ta' Malta

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

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-Istatistika, jew fl-Ekonomija, jew fl-Istudji Ewropej, jew fis-Soċjoloġija, jew fil-Liġi, jew fil-Public Policy, jew fir-Relazzjonijiet Internazzjonal, jew fl-Istudji Diplomatiċi, jew fl-Istudji Mediterranji, jew f'oqsma rilevanti kif determinat mill-maniġment.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti

v. Assisting in the coordination of timely preparation and formulation of briefs with regard to meetings held by the Malta Government Ministers and Parliamentary Secretaries;

vi. Undertaking research in the relevant area of expertise and providing advice and input as necessary;

vii. Coordinating the clearance process for relevant documentation;

viii. Coordination of follow up action as required;

ix. Ensuring that the relevant reporting structures with regards to the participation of meetings are adhered to;

x. Assisting the Chairpersons for the Inter-Ministerial Committees as required;

xi. Assisting the Director General (EU Co-Ordination Department) and Permanent Secretary as 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. citizens of Malta

ii. must be proficient in Maltese Language and English Language;

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Statistics, or Economics, or European Studies, or Sociology, or Law, or Public Policy, or International Relations, or Diplomatic Studies, or Mediterranean Studies, 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,

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) 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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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 (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/trancripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.4, 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-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajnbiss fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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;

Selection Procedure

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 Foreign and European Affairs and Trade through the Online Government Recruitment Portal**only** on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat; aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti;

jistgħu jiġu aċċessati fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-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-21 ta' Ġunju, 2024

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

Post ta' Manager II (EUCD) fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ jilqa' applikazzjonijiet għall-post ta' Manager II fid-Dipartiment tal-Ko-Ordinazzjoni tal-Unjoni Ewropea fi ħdan il-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 (12) -il xhar.

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 huwa ta' Skala ta' Salarju 7, li fl-2024 huwa ta' €28,855.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €32,043.00.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€30,626.02 x €596.33 - €34,204.00 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 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li għandha degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET

the process for the submission of petitions concerning the result; access to application forms and related details;
retention of documents;

may be viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Human Resources Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, St. Paul Street, 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 u (recruitment.mfet@gov.mt).

21st June, 2024

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

Post of Manager II (EUCD) 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 II in the European Union Co-Ordination Department within 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 II 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 €32,043.00.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€30,626.02 x €596.33 - €34,204.00 in 2024) on completion of three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

2.5 A Manager II in Salary Scale 7 who are in a possession of a recognised Bachelor's Degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*)

jew ekwivalenti*) titla' fi Skala ta' Salarju 6 (€30,626.02 x €596.33 - €34,204.00 fis-sena 2024) wara sitt (6) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

2.6 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, u ħlas ta› allowance tal-klassi annwali ta €2,000, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.7 Il-persuni maħtura jkunu ntitolati wkoll għall-benefiċċji oħrajn marbuta ma' din il-kariga u mat-twettiq taddmirijiet tagħhom fi ħdan id-Dipartiment tal-Ko-Ordinazzjoni tal-Unjoni Ewropea.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager II (EUCD) huma:

i. Jassisti lill-Kapijiet fi ħdan id-Dipartiment tal-Ko-Ordinazzjoni tal-UE f'kompiti relatati mal-koordinazzjoni u l-ġestjoni tal-parteċipazzjoni tal-Ministeri dwar l-istrutturi u l-proċessi tal-UE u jiżgura koordinazzjoni effettiva tal-kwistjonijiet kollha relatati mal-UE fil-Ministeri kollha, kif ukoll mir-Rappreżentanza Permanenti ta' Malta għall-UE;

ii. Ikun responsabbli għall-oqsma assenjati, l-ispettru ta' suġġetti differenti tagħhom flimkien mad-diskussjonijiet rilevanti fil-livell nazzjonali, tal-UE u dak internazzjonali biex tiġi kkordinata pożizzjoni xierqa bejn il-Ministeri kkonċernati;

iii. Jassisti u jissorvelja l-koordinazzjoni għat-tħejjija u l-formulazzjoni f'waqthom ta' Memoranda u kwistjonijiet rilevanti meħtieġa għal-laqgħat regolari tal-Kumitat Interministerjali għall-Affarijiet tal-UE;

iv. Jassisti u jissorvelja l-koordinazzjoni ta' tħejjija f'waqtha u formulazzjoni ta' noti ta' struzzjoni meħtieġa għal-laqgħat tal-COREPER I u l-COREPER II, laqgħat

will progress to Salary Scale 6 (€30,626.02 x €596.33 - €34,204.00 in 2024) on completion of six (6) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

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.

2.6 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, and a payment of an annual class allowance of €2,000, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.7 Appointees will also be entitled to such other benefits as tied to such post and to the performance of such duties within the EUCD.

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

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

Duties

3. The job duties for the post of Manager II (EUCD) are:

i. Assisting the Heads within the EU Co-Ordination Department in tasks related to the coordination and management of the Ministries' participation on EU structures and processes and ensuring effective coordination of all EU-related matters across all Ministries as well as from the Permanent Representation of Malta to the EU;

ii. Being responsible for the areas assigned, their various spectrum of subject matter along with the relevant discussions at a national, EU and international level to coordinate the appropriate position amongst various Ministries;

iii. Assisting and supervising the coordination for the timely preparation and formulation of Memoranda and relevant issues required of the regular meetings of the Inter-Ministerial Committee on EU Affairs;

iv. Assisting and supervising the coordination of timely preparation and formulation of instruction notes required for COREPER I and COREPER II meetings, meetings of

tal-Kunsill tal-Unjoni Ewropea, Gruppi ta' Ħidma tal-Kummissjoni Ewropea, kif ukoll kwalunkwe laqgħa oħra relatata;

v. Jassisti u jissorvelja l-koordinazzjoni ta' tħejjija f'waqtha u formulazzjoni ta' briefs fir-rigward tal-laqgħat li jsiru mill-Ministri tal-Gvern ta' Malta u s-Segretarji Parlamentari;

vi. It-twettiq ta' riċerka fil-qasam ta' għarfien rilevanti u l-għoti ta' pariri kif meħtieġ;

vii. Il-koordinazzjoni u s-superviżjoni tal-proċess ta' approvazzjoni għad-dokumentazzjoni rilevanti;

viii. Il-koordinazzjoni u s-superviżjoni tal-azzjoni ta' segwitu kif meħtieġ;

ix. L-iżgurar li l-istrutturi ta' rappurtar rilevanti fir-rigward tal-parteċipazzjoni tal-laqgħat jiġu osservati;

x. Jassisti lill-Presidenti għall-Kumitati Interministerjali kif meħtieġ;

xi. Jassisti lid-Direttur Ġenerali (Dipartiment tal-Ko-Ordinazzjoni tal-UE) u lis-Segretarju Permanenti kif meħtieġ;

xii. Jassisti lill-Kapijiet fi ħdan id-Dipartiment tal-Ko-Ordinazzjoni tal-UE kif meħtieġ, inkluż fis-superviżjoni, il-monitoraġġ u l-mentoring tal-uffiċjali fil-pożizzjoni ta' Manager I;

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

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

Rekwiżiti tal-eliġibbiltà

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

i. ċittadini ta' Malta

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

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Statistics, jew Economics, jew European Studies, jew Sociology, jew Law, jew Public Policy, jew International Relations, jew Diplomatic Studies, jew

the Council of the EU and European Commission Working Groups, as well as any other related meetings;

v. Assisting and supervising the coordination of timely preparation and formulation of briefs with regard to meetings held by the Malta Government Ministers and Parliamentary Secretaries;

vi. Undertaking research in the relevant area of expertise and providing advice and input as necessary;

vii. Coordinating and supervising the clearance process for relevant documentation;

viii. Coordination and supervision of follow up action as required;

ix. Ensuring that the relevant reporting structures with regards to the participation of meetings are adhered to;

x. Assisting the Chairpersons for the Inter-Ministerial Committees as required;

xi. Assisting the Director General (EU Co-Ordination Department) and Permanent Secretary as required;

xii. Assisting the Heads within the EU Co-Ordination Department as required, including in the supervision, monitoring and mentoring of officers in the position of Manager I;

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 m

i. citizens of Malta;

ii. must be proficient in Maltese Language and English Language

AND

iii. in possession of a recognized Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Statistics, or Economics, or European Studies, or Sociology, or Law, or Public Policy, or International Relations, or Diplomatic Studies, or

Mediterranean Studies, jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's 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

iv. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Statistics, jew Economics, or European Studies, jew Sociology, jew Law, jew Public Policy, jew International Relations, jew Diplomatic Studies, jew Mediterranean Studies, jew f'oqsma rilevanti kif determinat mill-maniġment u tmien (8) snin esperjenza sodisfaċenti.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, 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) 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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar l'isfel).

Mediterranean Studies, or in relevant areas as determined by Management.

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

OR

iv. in possession of a recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Statistics, or Economics, or European Studies, or Sociology, or Law, or Public Policy, or International Relations, or Diplomatic Studies, or Mediterranean Studies, or in relevant areas as determined by Management and eight (8) years satisfactory experience.

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

Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, 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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

Submission of supporting documentation

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

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

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

Proċeduri tal-għażla

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

Selection procedure

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 relevanti u ppruvata.

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-applikazzjoni

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 ta' Reklutaġġ tal-Gvern onlajnbiss fuq (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

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** on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format,

xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-Portal. Id-data tal-għeluq tal-applikazzjonijiet hija 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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 permezz fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, numru ta' kuntatt u indirizz elettroniku tad-Dipartiment huma www.foreign.gov.mt, (+356) 2204 3359 u (recruitment.mfet@gov.mt).

Il-21 ta' Ġunju, 2024

which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Human Resources Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, St. Paul Street, 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 Section are www.foreign.gov.mt, (+356) 2204 3349 and (recruitment.mfet@gov.mt).

21st June, 2024

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

Post ta' Assistant Manager (Riżorsi Umani) fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma t' abbuż fuq it-tfal m' huwa tollerat. Fil-proċess tar-reklutaġġ, il-MEYR jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Taħriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-post t' Assistant Manager (Riżorsi Umani) fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Termini u kundizzjonijiet

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

2.2 Waqt il-perjodu ta' probation/prova, dawk appuntati iridu jkunu temmew b'suċċess kors t' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju t'Assistant Manager (Riżorsi Umani) huwa ta' Skala ta' Salarju 11, li fis-sena 2024 huwa ta' €22,642.98 fis-sena, li jiżdied b'€375.17 fis-sena sa massimu ta' €24,894.00.

2.4 Persuna fil-grad t'Assistant Manager 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.

2.5 Il-persuni maħtura jkunu intitolati wkoll għall-ħlas ta' allowance tal-klassi ta' €500, suġġett għal xogħol 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.

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Assistant Manager (Human Resources) in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L.327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation invites applications for the post of Assistant Manager (Human Resources) in the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager (Human Resources) 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.

2.4 An Assistant Manager 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.

2.5 Appointees will also be entitled to the payment of an annual class allowance of €500, 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.

Dmirijiet

3.1 L-oġġettivi tal-post huma li jappoġġjaw il-funzjonijiet kollha tal-immaniġjar tar-Riżorsi Umani inkluż l-ippjanar tar-Riżorsi Umani, konformita' ta'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 ta' People Management.

3.2 Id-dmirijiet għal dan il-post ta' Assistant Manager (Riżorsi Umani) huma:

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

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

iii. Jappoġġja l-ġbir tad-data u r-rekords tar-Riżorsi Umani billi jżomm sistema ta' preżentata u ta' rkupru u jżomm rekords tal-passat u attwali, li għandha tiġi allinjata mas-sistema ċentrali ta' DAKAR kif meħtieġ;

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

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

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

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

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

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

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

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

Duties

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

3.2 The job duties for the post of Assistant Manager (Human Resources) are:

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

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

iii. Supports in the collations of data and human resource records by maintaining a filing and retrieval system and keeping past and current records, which is to be aligned to the Central DAKAR system as required;

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

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

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

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

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

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

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

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

xii. Jwettaq dmirijiet oħra kif assenjati mill-Maniġment Superjuri minn żmien għal żmien;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta ; jew

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

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

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

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

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

xii. Carrying out any other duties as assigned by Senior Management team from time to time;

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

xiv. Undertake 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 citizen 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 National and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the Unite Kingdom and Northern Ireland from the European Union and the European Atomic Energy Communit Regulations".

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

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. il-pussess ta' Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fil-Work and Human Resources Management jew Training and Development jew Public Administration jew Public Management jew Corporate Governance and Leadership jew Leadership and Organisational Behaviour jew Management and Leadership jew Strategy,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 60 ECTS/ECVET krettu, hekk kif applikabli, hija aċċetta 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 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) 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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' pertinenti oħra, kif applikabbli skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar l'isfel).

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

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

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

iii. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, equivalent*) in Work and Human Resources Management or Training and Development or Public Administration o Public Management or Corporate Governance and Leadership or Leadership and Organisation Behaviour o Management and Leadership or Strategy, Leadership and Change Management or Industrial Relations an Workplace Learning or Business Administration or in relevant areas as determined by management

*A recognised qualification comparable to 60 ECTS/ECVET credits, as applicable, is only accepted subject to a 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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than tha 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 the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements i respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable t 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 Kriminal 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal tal-Edukazzjoni (https://edurecruitment.gov.mt).

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

Proċeduri tal-għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni permezz ta' l-onlajn Recruitment Portal tal-Edukazzjoni **biss** (https://edurecruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandom 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 1.30 p.m. (Ħin Ċentrali Ewropew)

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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 no 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 Education Recruitment Portal (https://edurecruitment.gov.mt).

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

Selection procedure

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.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation through the Online Education Recruitment Portal only on (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Monday 8th July, 2024. A computer-generated e-mail

ta' nhar it-Tnejn 8 ta' Lulju, 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf). Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Il-21 ta' Ġunju, 2024

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

Post ta' Manager I (Riżorsi Umani) fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma t' abbuż fuq it-tfal

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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf). These general provisions are to be regarded as an integral part of this call for applications.

21st June, 2024

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Manager I (Human Resources) in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form

m' huwa tollerat. Fil-proċess tar-reklutaġġ, il-MEYR jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Taħriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-post ta' Manager I (Riżorsi Umani) fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Termini u kundizzjonijiet

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

2.2 Waqt il-perjodu ta' 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 tmien (8) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb degree ta' Masters rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 kredtu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat minn Management għandha titqiegħed fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273.00 fl-2024) u tavvanza għal Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00 in 2024) wara sentejn (2) snin servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 9).

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Masters 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.

2.6 Persuna fil-grad ta' Manager I (Skala ta' Salarju 8) se jkompli javvanza għal Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043.00 in 2024) wara sentejn (2) servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 8).

of child abuse. MEYR adheres to S.L.327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation invites applications for the post of Manager I (Human Resources) in the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

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

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

2.3 The salary for the post of Manager I (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 eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 A Manager I (Salary Scale 10) who obtains a recognised Masters Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by Management shall be placed in Salary Scale 9 (€25,589.02 x €447.33 - €28,273.00 in 2024) and will progress to Salary Scale 8 (€27,179.02 x €486.83 - €30,100.00 in 2024) after two (2) years satisfactory service as Manager I (Salary Scale 9).

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised Masters 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.

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00 in 2024) after two (2) years of satisfactory service Manager I (Salary Scale 8).

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, u ħlas ta' allowance tal-klassi annwali ta €750 marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

Dmirijiet

3.1 L-oġġettivi tal-post huma li jappoġġjaw il-funzjonijiet kollha tal-immaniġjar tar-Riżorsi Umani inkluż l-ippjanar tar-Riżorsi Umani, konformita' ta' 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 ta' People Management.

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

i. Jappoġġja lis-superjur bil-monitoraġġ tal-funzjonijiet delegati tal-politiki, l-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 malproċessi, 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 ta' 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;

2.7 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary and a payment of an annual class allowance of €750, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

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

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

Duties

3.1 The objectives of the post are to support all Human Resources Management functions including HR Planning, compliance of delegated processes and the management of updated employed records/data/statistics upon which Strategic Human Resources Management decisions are taken. This 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 talistqarrijiet 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 għallapplikazzjonijiet, 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 iddata/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 lorjentazzjoni interministerjali kif meħtieġ;

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

xii. Jwettaq dmirijiet oħra kif ordnat mid-Direttur/Direttur Ġenerali responsabbli għall-People Management;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs 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 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'

vii. 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 interministry orientation as necessary;

xi. 14 Supports the Culture of Excellence whilst ensuring effective communication at all levels;

xii. Performs other duties as directed by the Director/ Director General responsible for People Management;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty

persuni msemmija f'(a), (b) jew (ċ), 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-Irland 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 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 Developme jew Public Administration jew Public Management jew Corporate Governance and Leadership jew Leadershi and Organisational Behaviour jew Management and Leadership jew Strategy, Leadership and Chang Management jew Industrial Relations and Workplace Learning jew Business Administration, jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika rikonoxxuta komparabbli ma 180 ECTS/ECVET krettu, hekk kif applikabbli hija aċċetta biss suġġe 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

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 th United Kingdom and Northern Ireland from the European Union and the European Atomic Energ Community Regulations".

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

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

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

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 18 ECTS/ECVET credits, or equivalent*) in Work and Human Resources Management, or Training an Development, or Public Administration, or Public Management, or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy, Leadership an 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 accepte 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

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) 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 ta sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' pertinenti oħra, kif applikabbl 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal tal-Edukazzjoni ((https://edurecruitment.gov.mt).

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

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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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 tim and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognitio statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as pe 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 no 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/trancripts and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (https://edurecruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal ta' Reklutaġġ tal-Edukazzjoni onlajnbiss fuq (https://edurecruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-Portal. Id-data tal-għeluq tal-applikazzjonijiet hija 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn 8 ta' Lulju, 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;

Selection Procedure

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.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation through the Online Education Recruitment Portal**only** on (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **1.30 p.m. (Central European Time) of** Monday 8th July, 2024. A computer-generated e-mail 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; r
enouncement of pending applications;
publication of the result; medical examination;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu aċċessati fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf).

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

Il-21 ta' Ġunju, 2024

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

Post ta' Senior Manager fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma t'abbuż fuq it-tfal m'huwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ. Taħriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-post ta' Senior Manager fi ħdan l-uffiċċju tas-Segretarju Permanenti fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Termini u kundizzjonijiet

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

the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents;

may be viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf).

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

21st June, 2021

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Senior Manager in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L.327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation invites applications for the post of Senior Manager within the office of the Permanent Secretary in the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

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

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

2.3 The salary for the post of Senior Manager 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

salarju bażiku tagħhom, u ħlas ta› allowance tal-klassi annwali ta' €3,000, marbut ma' xogħol sodisfaċenti u 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, 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 huma:

i. Jikkontribwixxi b'mod effettiv għat-tmexxija kollettiva tal-Ministeru għall-Edukazzjoni, Sport, Żgħażagħ, Riċerka u Innovazzjoni bħala membru tat-Tim tat-Tmexxija, billi jipparteċipa fil-ġenerazzjoni ta' ideat ġodda u modi ġodda għat-twettiq tan-negozju tas-Segretarjat Permanenti;

ii. Jipprovdi appoġġ u pariri lid-Diretturi Ġenerali u d-Diretturi, dwar il-kwistjonijiet kollha relatati ma' kwalunkwe kwistjoni fil-kompetenza tal-Iżvilupp tal-Politika u l-Implimentazzjoni tal-Programmi;

iii. Jwettaq riċerka u jipprovdi pariri dwar opportunitajiet ta' Finanzjament Ewropew lil entitajiet li jaqgħu taħt il-portafoll tal-Ministeru u benefiċjarji oħra;

iv. Jissorvelja, jikkoordina u jimplimenta flimkien mal-partijiet interessati, l-implimentazzjoni xierqa ta' proġetti u skemi li jaqgħu fil-portafoll tal-Ministeru;

v. Jikkoordina mal-Mexxejja tal-Proġetti u jimmonitorja l-implimentazzjoni xierqa ta' proġetti li jaqgħu taħt il-mandat tal-Ministeru jew proġetti appoġġjati mill-Ministeru;

vi. Jiggwida kif xieraq lill-Mexxejja tal-Proġetti s-sottomissjoni tal-applikazzjoni tal-proġett, qabel u wkoll matul l-istadji ta' implimentazzjoni tal-proġett, f'oqsma ta' procurement, ħlasijiet u riżorsi oħra;

vii. Jivvetja rapporti u jiżgura s-sottomissjoni f'waqtha tagħhom, filwaqt li javża ukoll lill-Mexxejja tal-Proġetti jekk l-implimentazzjoni tal-proġett jaqa' lura. Jgħin lill-Mexxejja tal-Proġetti matul l-istadji kollha tal-implimentazzjoni tal-proġett, jiġifieri l-istadju tal-applikazzjoni, l-procurement, il-ħlasijiet u l-għeluq;

viii. Jirrappreżenta lill-Uffiċċju waqt laqgħat kemm lokali kif ukoll barra minn Malta;

their basic salary, and a payment of an annual class allowance of €3,000, subject to satisfactory performance and 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 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 are:

i. Contributes effectively to the collective management of the Ministry for Education, Sport, Youth, Research and Innovation as a member of the Management Team, by participating in the generation of new ideas and fresh approaches to the delivery of the Permanent Secretariat's business;

ii. Provides support and advice to the Directors General and Directors, on all matters relating to any issues within the remit of Policy Development and Programme Implementation;

iii. Performs research and provides advice on European Funding opportunities to entities falling under the Ministry portfolio and other beneficiaries;

iv. Monitors, coordinates and implements together with stakeholders, the proper implementation of projects and schemes falling within the Ministry's portfolio;

v. Liaise with Project Leaders and monitors the proper implementation of projects falling under the Ministry's remit or projects supported by the Ministry;

vi. Guides accordingly Project Leaders prior project application submission and also during the project implementation stages, in areas of procurement, payments and other resources;

vii. Vets reports and ensures their timely submission whilst also alert Project Leaders if project implementation falls behind schedule. Assist Project Leaders during all stages of the project implementation that is application, procurement, payments and closure stage;

viii. Represents the Office during meetings both local and abroad;

ix. Jipparteċipa u joqgħod fuq diversi bordijiet u kumitati li jirrappreżentaw dan l-Uffiċċju;

x. Jaġixxi bħala punt ta' referenza u espert fl-inizjattivi billi jqajjem kuxjenza, jiggwida u jikkonsulta wkoll waqt il-proċess tad-disinn, billi jikkonsulta u jifformula wkoll il-pożizzjoni ta' Malta kif xieraq;

xi. Jnissel bidla biex il-Ministeru jinġieb f'konformità mal-aħjar prattika u jiżgura li l-inizjattivi ta' bidla jiġu kkomunikati b'mod effettiv lill-partijiet interessati interni u esterni kollha;

xii. Jwettaq kwalunkwe dmir ieħor, li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam kif ikkonfermat mis-Segretarju Permanenti;

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

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

Rekwiżiti tal-eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs 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 (ċ), 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' pajjiż terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Rijunifikazzjoni tal-Familji; jew

ix. Participates and sits on various boards and committees representing this Office;

x. Acts as focal point and expert in the initiatives by raising awareness, guiding and also consult during the design process by consulting and also formulating Malta position accordingly;

xi. Instil change to bring the Ministry in line with best practice and ensures that change initiatives are effectively communicated to all internal and external stakeholders;

xii. Undertakes any other duties, which maybe updated to meet the requirements of any area as confirmed by the Permanent Secretary;

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

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

Eligibility requirements

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

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltes 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. 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.'

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), (ċ), (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 Ingliża;

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET je ekwivalenti*) fl-Accountancy jew Social Wellbeing jew Social Policy jew Public Policy jew Publi Administration jew Business Administration jew Marketing jew Management or Educational Leadership je Innovation jew Project Management jew Health and Social Care jew Evidence Based Management, je kwalifika professjonali komparabbli rikonoxxuta f'Livell 7 tal-MQF fl-Accountancy, jew f'oqsma rilevanti ki determinat mill-maniġment.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bilkundizzjoni dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel -2009) b'inqas minn 60 krettu ECTS/ECVET hij 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 servizz maniġerjali rilevanti bħala Manager II, liema grad l-impjegat li għandu jkun ikkonfermat. Kwalunkwe esperjenza oħra relatata fil-qasam meħtieġa għall-grad imsemmi hawn fuq, fi, jew komparabbli ma', Skala ta' Salarju 7 fis-Servizz Pubbliku, li l-applikant jista' jkollu jista' jkun meqjusa mill-Amministrazzjoni, 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-

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 th United Kingdom and Northern Ireland from the European Union and the European Atomic Energ Community Regulations".

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Uni 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 recognized Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credit or equivalent*) in Accountancy or Social Wellbeing or Social Policy or Public Policy or Public Administration o Business Administration or Marketing or Management or Educational Leadership or Innovation or Projec Management or Health and Social Care or Evidence Based Management, or a recognised comparabl professional qualification at MQF Level 7 in Accountancy, or in relevant areas as determined by Management.

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

AND

iv. With five (5) years relevant management service as Manager II, in which grade the employee must be confirmed Any other related experience in the area required for the afore-mentioned grade, in, or comparable to, Salary Scale 7 level in the Public Service, which the applicant may possess may be considered by the Administration 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

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) 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 ta sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' pertinenti oħra, kif applikabbl 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal tal-Edukazzjoni (https://edurecruitment.gov.mt).

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

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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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 tim 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, a 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 no 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 Education Recruitment Portal (https://edurecruitment.gov.mt).

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

Proċeduri tal-għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 s a 4.4 hawn fuq, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal ta' Reklutaġġ tal-Edukazzjoni onlajn biss fuq (https://edurecruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-Portal. Id-data tal-għeluq tal-applikazzjonijiet hija 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn 8 ta' Lulju, 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;

Selection procedure

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 paragraph 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 Ministry for Education, Sport, Youth, Research and Innovation through the Online Education Recruitment Portalonly on (https://edurecruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Monday 8th July, 2024. A computer-generated e-mail 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;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu aċċessati fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Il-21 ta' Ġunju, 2024

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Assistant Manager fl-Uffiċċju tal-Prim Ministru

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

1. Id-Direttur (Finanzi u Amministrazzjoni), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post t' Assistant Manager fid-Direttorat tal-Finanzi u Amministrazzjoni fl-Uffiċċju tal-Prim Ministru.

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 iridu jkunu temmew b'suċċess kors t' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju t'Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-Eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (ċ) huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236.00 fis-sena, li jiżdied b'€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 t'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 Il-persuni maħtura jkunu intitolati wkoll għall-ħlas ta' allowance tal-klassi ta' €500, suġġett għal xogħol sodisfaċenti.

the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents;

may be viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) These general provisions are to be regarded as an integral part of this call for applications.

21st June, 2024

OFFICE OF THE PRIME MINISTER

Post of Assistant Manager in the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Finance and Administration), Office of the Prime Minister invites applications for the post of Assistant Manager in the Finance and Administration Directorate within the Office of the Prime Minister.

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 Appointees will also be entitled to the payment of an annual class allowance of €500, subject to satisfactory performance.

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

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

Dmirijiet

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

i. Jassisti fit-tmexxija u l-eżekuzzjoni ġenerali tal-proġetti mwettqa mid-Dipartiment rispettiv;

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

iii. Jiżgura komunikazzjoni effiċjenti mal-partijiet interessati kollha rilevanti u mal-mexxejja tal-proġett u jikkordina u jipparteċipa f' laqgħat regolari kif u meta jkun meħtieġ u jikkoordina u jwettaq xogħol amministrattiv ta' kuljum inkluż il-ġbir ta' informazzjoni minn tekniċi, inġiniera, kuntratturi, eċċ. kif jista' jkun meħtieġ, u jassisti fiż-żamma tas-servizzi tal-manutenzjoni għal-lifts, bibien tal-ħġieġ u ġeneraturi;

iv. Jkun involut fil-ħidma tad-Dipartiment jew kwalunkwe Uffiċċju delegat ieħor, u jkollu rwol attiv bħala membru tat-tim, u jżomm librerija aġġornata flimkien ma' katalgu ta' proġetti importanti relatati mal-Uffiċċju tal-Prim Ministru;

v. Ikun responsabbli għall-ġbir ta' data u kitba u ta'rapporti kif mitlub mid-Direttur (Finanzi u Amministrazzjoni) u d-Direttur Ġenerali (Support Services);

vi. Jgħin fl-amministrazzjoni tat-trasport u l-loġistika fi ħdan l-Uffiċċju tal-Prim Ministru, jappoġġja d-Diviżjonijiet, id-Direttorati u id-Dipartiment tal-Ministeru, u jżomm kuntatt xieraq dwar kwistjonijiet ta' interess komuni;

vii. Jipproponi, jimplementa u jissorvelja sistemi u prattiki tax-xogħol li jinvolvu t-twettiq effiċjenti u effettiv ta' dmirijiet fil-qasam tat-trasport u l-loġistika;

viii. Jgħin u jagħti pariri fir-rigward tal-manutenzjoni u l-manutenzjoni ta' assi mobbli u immoblli fl-Uffiċċju tal-Prim Ministru;

ix. Jgħin fl-amministrazzjoni tal-flotta tal-vetturi u, fejn meħtieġ, jassisti fit-tfassil ta' pjan ta' sostituzzjoni għal

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

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

Duties

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

i. Assists the overall management and execution of projects undertaken by the respective Department;

ii. 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;

iii. Ensures efficient communication with all relevant stakeholders and with project leaders and coordinates and participates in regular meetings as and when required and co-ordinates and executes daily administrative tasks including the gathering of information from technicians, engineers, contractors, etc. as may be required, and assists in the upkeep of services to lifts, glass doors and generators;

iv. Being involved in the work of the Department or any other delegated Office, and playing an active role as a team member, and maintaining an up-to-date library and catalogue of important projects related to the Office of the Prime Minister;

v. Be responsible for the collection of data and the writes up reports as requested by the Director (Finance and Administration) and the Director General (Support Services);

vi. Assists in the management of transport and logistics within the Office of the Prime Minister, supports Ministry Divisions, Directorates and Departments, and maintains an apporpriate liaison on matters of common interest;

vii. Proposes, implements and supervises systems and work practices that would entail the efficient and effective performance of duties in the field of transport and logistics;

viii. Assists and advices with regard to the upkeep and maintenance of moveable and immoveable assets at Office of the Prime Minister;

ix. Helps in the management of the vehicles fleet and, where necessary, assists in the drawing up of a replacement

vetturi eżistenti mhux effiċjenti, filwaqt li jattendi għall-manutenzjoni, kolliżjonijiet u rekwiżiti oħra relatati mal-flotta tal-vetturi, inkluża azzjoni relatata ma' vetturi mikrija kif meħtieġ waqt li jissorvelja l-konsum tal-fjuwil tal-vetturi;

x. Jikkoordina s-servizzi tat-tindif fuq bażi korporattiva u jassisti fi kwistjonijiet relatati mas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol;

xi. Imexxi u jissorvelja l-progress fuq siti fejn l-implimentazzjoni tal-proġetti tal-Ministeru għaddejjin;

xii. Jikkoordina l-implimentazzjoni ta' inizjattivi ekoloġiċi;

xiii. Jassisti fil-ħtiġijiet u r-rekwiżiti tal-akkwist tad-Dipartiment rispettiv;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta ; jew

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

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

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

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

plan for existing non-efficient vehicles, while attending to all maintenance, collisions and other requirements related to vehicles-fleet, including action related to leased/hired vehicles as necessary while monitoring fuel consumption of vehicles.

x. Coordinates cleaning services on a corporate basis and assists on matters relating to Occupational Health and Safety;

xi. Manages and monitors progress on sites where the implementation of Ministry projects are underway;

xii. Co-ordinates the implementation of green initiatives;

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

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

Any other duties as directed by the Principal Permanent Secretary Department;

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

U

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Project Management jew Management Studies jew Studji Ewropej jew Business Administration jew Accountancy jew Creativity u Innovation jew Quality Assurance Management jew Diploma professjonali rikonoxxuta komparabbli fil-livell 4 tal-MQF fl-Accountancy, 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-Project Management jew Management Studies jew Studji Ewropej jew Business Administration jew Accountacy jew Creativity u Innovation jew Quality Assurance Management jew Diploma professjonali rikonoxxuta komparabbli fil-livell 5 tal-MQF fl-Accountancy, 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: Accountancy jew Economics) jew kwalifika komparabbli pertinenti rikonoxxuta.

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 Language;

AND

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Accountancy or Creativity and Innovation or Quality Assurance Management or a recognised comparable professional Diploma at MQF Level 4 in Accountancy 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 Project Management or Management Studies or European Studies or Business Administration or Accountancy or Creativity and Innovation or Quality Assurance Management or a recognised comparable professional Diploma at MQF Level 5 in Accountancy 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: Accountancy or Economics) or a recognised pertinent comparable qualification.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn is-suġġetti: Accountancy jew Economics).

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm 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.

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonnoxxta fil-Livell 4 tal-MQF (kwalifika jew żewġ suġġetti fil-Livell Avvanzat flimkien ma' tliet suġġetti fil-livell Intermedjajru tal-Matrikola jew fil-pussess ta' tliet (3) suġġetti fil-livell Avvanzat, jew kwalifika rikonoxxuta komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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

OR

(ii) In possession of three (3) subjects at Advanced level (which must include one of the following subjects: Accountancy 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 possessionof 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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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

kif speċifikata fil-paragrafu 4.1 iii (a) sa 4.1 iii (c) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt.

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

Proċeduri tal-għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, permezz ta' l-onlajn tar-Recruitment Portal tal-Gvern **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 għandom 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

4.1 iii (a) to 4.1 iii (c) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 procedure

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 People Management Section, Finance and Administration Directorate, Office of the Prime Minister through the Online Government Recruitment Portal only on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of

tal-applikazzjonijiet hija 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mis-Sezzjoni tal-People Management, Direttorat tal-Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-21 ta' Ġunju, 224

applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from People Management Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, Valletta . These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://www.opm.gov.mt) and (human-resources.opm@gov.mt.).

21st June, 2024

UFFIĊĊJU TAL-PRIM MINISTRU (FONDI EWROPEJ, UGWALJANZA, IR-RIFORMI U D-DJALOGU SOĊJALI)

Post ta' Manager I (Compliance) Fl-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, Ir-Riformi u d-Djalogu Soċjali)

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

1. Is-Segretarju Permanenti, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, Ir-Riformi u d-Djalogu Soċjali) jilqa' applikazzjonijiet għall-post ta' Manager I (Compliance) fid-Dipartment tar-Relazzjonijiet Industrijali u tal-Impjieg fi ħdan il-Ministeru għall-Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali.

Termini u kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax (12) -il 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 (Compliance) 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) wara tmien (8) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb degree ta' Masters rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 kredtu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat minn Management għandha titqiegħed fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273.00 fl-2024) u tavvanza għal Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00 fl-2024) wara sentejn (2) snin servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 9).

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Masters 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.

OFFICE OF THE PRIME MINISTER (EUROPEAN FUNDS, EQUALITY, REFORMS AND SOCIAL DIALOGUE)

Post of Manager I (Compliance) in the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue)

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue) invites applications for the post of Manager I (Compliance) in the Deparment for Industrial and Employment Relations within the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue).

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 (Compliance) 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 eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 A Manager I (Salary Scale 10) who obtains a recognised Masters Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by Management shall be placed in Salary Scale 9 (€25,589.02 x €447.33 - €28,273.00 in 2024) and will progress to Salary Scale 8 (€27,179.02 x €486.83 - €30,100.00 in 2024) after two (2) years satisfactory service as Manager I (Salary Scale 9).

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised Masters 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.

2.6 Persuna fil-grad ta' Manager I (Skala ta' Salarju 8) se jkompli javvanza għal Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043.00 fl-2024) wara sentejn (2) servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 8).

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, u ħlas ta' allowance tal-klassi annwali ta €750 marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.8 Barra minn hekk, persuni maħtura li jitpoġġew fl-Investigations Unit fi ħdan id-Dipartiment għar-Relazzjonijiet Industrijali u tax-Xogħol u li jingħataw dmirijiet investigattivi huma wkoll intitolati għal Monitoring Allowance ta' 10% tas-Salarju Bażiku.

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

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

2.11 Dan il-post/pożizzjoni ġie identifikat bħala "post/pożizzjoni hekk identifikat" għall-finijiet ta' subartikolu 5 tal-artikolu 4 tal-Att dwar l-Amministrazzjoni Pubblika (Kap. 595 tal-Liġijiet ta' Malta) u skont id-Direttiva 14.1 maħruġa mis-Segretarju Permanenti Ewlieni fit-3 ta' Awwissu 2023, li jinvolvi funzjonijiet regolartorji. Il-kundizzjonijiet relevanti elenkati fl-Att dwar l-Amministrazzjoni Pubblika u f'Direttiva 14.1 japplikaw.

Dmirijiet

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

i. Jassisti fl-implimentazzjoni u l-infurzar ta' regolamenti, policies u proċeduri li jirrigwardaw id-DIER;

ii. Jista' jwettaq dmirijiet skont id-dmirijiet u s-setgħat assenjati lill-Ispetturi skont l-Artikolu 43 tal-Kapitlu 452 tal-Liġijiet ta' Malta;

iii. Jista' jipprepara każijiet għal proċeduri tal-Qorti u jipprovdi evidenza fil-Qorti fir-rigward ta' investigazzjonijiet u talbiet tad-DIER;

iv. Ikun familjari mal-leġiżlazzjoni relevanti dwar l-impjiegi u jwieġeb mistoqsijiet f'dan ir-rigward;

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00 in 2024) after two (2) years of satisfactory service Manager I (Salary Scale 8).

2.7 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary and a payment of an annual class allowance of €750, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.8 Furthermore, appointees who are placed in the Investigations Unit within the Department for Industrial and Employment Relations and who are assigned investigative duties are also entitled to a Monitoring Allowance of 10% of Basic Salary.

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

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

2.11 This post has been designated as a "post/position so designated" for the purposes of sub-article 5 of Article 4 of the Public Administration Act (Cap. 595 of the Laws of Malta) and in terms of Directive 14.1 issued by the Principal Permanent Secretary on 3rd August 2023, since it involves regulatory functions. The relevant conditions laid out in the Public Administration Act and Directive 14.1 apply.

Duties

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

i. Assists in the implementation and enforcement of regulations, policies and procedures concerning DIER;

ii. May carry out duties in accordance to the duties and powers assigned to Inspectors in terms of Article 43 of the Chapter 452 of the Laws of Malta;

iii. May prepare cases for Court proceedings and provides evidence in Court in relation to DIER investigations and claims;

iv. Be familiar with relevant employment legislation and answer queries in this respect;

v. Iżomm ruħu aġġornat ma' kwalunkwe bidla fil-leġiżlazzjoni dwar l-impjiegi u r-relazzjonijiet industrijali;

vi. Jattendi laqgħat u fora kemm f'Malta kif ukoll barra, kif meħtieġ mill-management;

vii. Iwettaq kwalunkwe xogħol ieħor kif ordnat mid-Direttur Ġenerali (DIER); u

viii. 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 (ċ), 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-

v. Keeps abreast of any changes in employment and industrial relations legislation;

vi. Attends meetings and other fora both in Malta and abroad as directed by the Senior management;

vii. Carries out any other duties which may be assigned by the Director General (DIER); and

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

Espatrijati fi ħdan Identità skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

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

U

iii. fil-pussess ta' liċenzja valida tas-sewqan u karozza personali jistgħu jkunu meħtieġa;

U

iv. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fir-Riżorsi Umani jew Relazzjonijiet Industrijali jew Management jew Finanzi jew Ekonomija jew Komunikazzjoni jew Public Policy jew Soċjoloġija jew Amministrazzjoni Pubblika jew Social Policy jew Psikoloġija jew International Relations jew Studji Ewropej jew Liġi jew Kriminoloġija jew Turiżmu jew Business Administration, jew f'oqsma rilevanti kif determinat mill-maniġment.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, 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) 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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta'

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

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

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

AND

iii. in possession of a valid driving licence and own car may be required;

AND

iv. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Human Resources or Industrial Relations or Management or Finance or Economics or Communications or Public Policy or Sociology or Public Administration or Social Policy or Psychology or International Relations or European Studies or Law or Criminology or Tourism or Business Administration or in a 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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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

rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal ((https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali), permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss fuq (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk

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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/trancripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedure

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, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue) through the Online Government Recruitment Portal **only** on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying

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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Dipartment għas-Servizzi Korporattivi, 280, Livell nru 2, Triq ir-Repubblika, Belt Il-Belt Valletta. Dawn id-dispożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-21 ta' Ġunju, 2024

from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from Corporate Services Directorate, 280, Level 2, Republic Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, fax number and email address of the receiving Directorate are (https://eufunds.gov.mt) and(recruitment.opm-ees@gov.mt).

21st June, 2024

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Pożizzjoni ta' Manager (Paying Agency) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali

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

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet għall-pożizzjoni ta' Manager (Paying Agency) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali.

Tul tal-assignment u kundizzjonijiet

2.1 Persuna magħżula tidħol f'assignment ta' tlett (3) snin bħala Manager (Paying Agency) fil-Ministeru għall-Agrikoltura, Sajd u Drittijiet tal-Annimali, li jistà jiġi mġedded għal perjodi oħra.

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

2.3 Peress li din il-pożizzjoni hi marbuta ma' terminu ta' żmien fiss, jew tlestija ta' biċċa xogħol speċifika, ilpożizzjoni ta' Manager (Paying Agency) tikkostitwixxi raguni oġġettiva li taqa' taħt Regolament 7 (4) tal-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-"Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss".

Salarju marbut mal-pożizzjoni

3.1 Is-salarju marbut mal-pozizzjoni ta' Manager (Paying Agency) huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 7 (ekwivalenti għal €31,511.83 fl-2024), li jilħaq il-massimu tal-iskala wara sena (1), mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

3.2 Persuna magħżula tkun intitolata wkoll għall:

i. Performance bonus sa massimu ta' 10% tas-salarju bażiku tagħha. Ir-rata attwali tiġi stabbilita' b'diskrezzjoni tas-Segretarju Permanenti (MAFA);

ii. Disturbance allowance (minflok overtime) ta' 15% tas-salarju rispettiv li jista', f'ċirkustanzi eċċezjonali u għall-perjodi speċifiċi kif awtorizzat mis-Segretarju Permanenti rispettiv, tista' tiżdied għal 25%; u

iii. Pro-rata responsibility allowance, stabbilita' għal 25% tal-iskala tas-salarju rispettiv.

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Position of Manager (Paying Agency) in the Ministry for Agriculture, Fisheries and Animal Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries and Animal Rights invites applications for the position of Manager (Paying Agency) in the Ministry for Agriculture, Fisheries and Animal Rights.

Duration of assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Manager (Paying Agency) which may be renewed for further periods.

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

2.3 Since this position is time-barred or linked to the completion of a specific task, the position of Manager (Paying Agency) constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

Salary pegged to the position

3.1 The Salary attached to the position of Manager (Paying Agency) is equivalent to the maximum of Salary Scale 7 less an increment (equivalent to €31,511.83 in 2024), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one (1) year service, whichever is the later.

3.2 A selected candidate will also be entitled to:

i. A performance bonus of up to 10% of his/her basic salary. The actual rate will be established at the discretion of the Permanent Secretary (MAFA);

ii. A disturbance allowance (in lieu of overtime) of 15% of the respective scale which may, in exceptional circumstances and specific periods duly authorised by the respective Permanent Secretary, be increased by 25%; **and**

iii. A pro-rata responsibility allowance flat at 25% of the respective salary scale.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Manager (Paying Aġenzy) huma:

i. Jappoġġja l-operat tal-Aġenzija bi prestazzjoni ta' livell għoli skont kif assenjat f'waħda mill-funzjonijiet tal-Aġenzija u dan biex ix-xogħol jitwettaq b'mod effettiv u effiċjenti, kif ukoll jimplimenta u jesegwixxi skemi, programmi, miżuri u pagamenti ffinanzjati taħt l-EAGF u l-EAFRD, b'mod orjentat lejn il-klijent;

ii. Jassumi sehem ewlieni fil-koordinament ta' inizjattivi dwar il-politika fl-Aġenzija, inklużi dawk mibdijin fuq il-livell ta' l-UE, sabiex jassigura li tittieħed azzjoni deċisiva u f'waqtha biex tkun definita t-triq 'il quddiem u sabiex il-pjan jitwettaq fil-ħin u b'mod korrett fl-ambitu tar-riżorsi disponibbli, dejjem skont id-direzzjonijiet li jistgħu jingħataw mis-superjuri;

iii. Jirrapreżenta lill-Aġenzija tal-Pagamenti, il-Ministeru responsabbli u/jew lil Malta kif u fejn meħtieġ, kemm fuq livell lokali, nazzjonali, internazzjonali jew tal-UE;

iv. Iżomm lis-superjuri diretti u lid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti infurmati dwar żviluppi fil-qasam assenjat lilu, kemm fil-livell tal-UE, kif ukoll f'dak lokali, inklużi żviluppi politiċi, ekonomiċi, soċjali, tekniċi, xjentifiċi jew teknoloġiċi, flimkien ma' żviluppi organizzattivi li jistgħu jolqtu jew ikunu relevanti għax-xogħol tal-Aġenzija tal-Pagamenti, il-funzjonijiet u l-akkreditazzjoni tagħha;

v. Ifassal rapporti u briefs komprensivi, dwar oqsma relatati max-xogħol tal-Aġenzija li jaqgħu taħt il-kompetenza tagħha, dan kemm meta mitluba u kif ukoll fuq inizjattiva personali;

vi. Jimplimenta l-leġiżlazzjoni tal-Politika Agrikola Komuni li tkun fis-seħħ fil-qasam tal-kompetenza tagħha, inkluż inter alia r-Regolamenti tal-Kunsill 1305/2015, 1306/2013, 1307/2013 u 1308/2013 u atti relatati li jimplementaw jew li ġew delegati, kif ukoll leġiżlazzjoni nazzjonali relevanti jew regoli, kif jista' jkun assenjat jew delegat mid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti jew skont id-direzzjoni li tista' tingħata mis-superjuri;

vii. Ifassal u jirrakkomanda lis-superjuri diretti tiegħu proċeduri amministrattivi effettivi għall-monitoraġġ u l-kontrolli meħtieġa sabiex tkun assigurata l-korrettezza u l-osservanza tal-iskadenzi fl-awtorizzazzjoni ta' claims taħt il-kompetenza tiegħu, u jassigura li dawn jiġu implimentati, esegwiti u rrapportati b'mod effiċjenti;

viii. Jikkontribwixxi għall-kisba ta' livelli għoljin ta' kontabilità u trasparenza billi jżomm rekords xierqa dwar id-deċiżjonijiet u t-transazzjonijiet li jsiru, u billi jipprovdi

Duties

4. The job duties for the position of Manager (Paying Agency) are:

i. Supports the Agency's operation by performing at a high-level as assigned within any one of its functions for the effective and efficient delivery of its business, to implement and execute schemes, programmes, measures and payments funded under the EAGF and the EAFRD, in a client-oriented manner;

ii. Be responsible in a leading role in co-ordinating policy initiatives within the Agency, including those at EU level, so as to ensure that appropriate early and decisive action is undertaken to chart a way forward and execute this in a timely and correct manner within resource constraints, in line with such directions as may have been given by superiors;

iii. Represents the Paying Agency, responsible Ministry and/or Malta as and where necessary, whether at local, national, international or at EU level;

iv. Keeps direct superiors and the Director General of the Paying Agency informed of developments in the assigned area, whether at EU or on a domestic level, including potential, economic, social, technical, scientific or technological developments, as well as organisational developments that may impact or be relevant to the business of the Paying Agency, its functioning or accreditation;

v. Draws up succinct but comprehensive reports and briefs, both when requested or upon own initiative, on matters related to the Agency's business in his/her area of competence;

vi. Implements the Common Agricultural Policy legislation in force in his/her area of competence, including inter alia EU Council Regulations 1305/2015, 1306/2013, 1307/2013 and 1308/2013 and the related implementing and delegated acts, as well as relvant national legislation or rules as may be assigned or delegated by the Director General of the Paying Agency or in line with such directions as may have been given by superiors

vii. Draws up and recommends to his/her direct superiors effective administrative monitoring and control procedures required in order to ensure correctness and timeliness for the authorisation of claims in his/her area of competence, and ensures that these are implemented, executed and reported upon in an efficient manner;

viii. Contributes to the Agency's high level of accountability and transparency by keeping appropriate records of decisions and transactions made, provides a timely

risposti effettivi u fil-ħin għall-mistoqsijiet li jsiru mill-Audit Missions tal-Kummissjoni Ewropea, tad-Dipartiment għall-Awditjar Intern u Investigazzjonijiet, tal-Uffiċċju Nazzjonali tal-Verifika jew tal-Ombudsman;

ix. Imexxi l-istaff assenjat lilu billi juri leadership u involviment hands-on fil-koordinament u t-twettiq tal-attività fit-taqsimiet jew mill-istaff li jaqgħu taħt ir-responsabbiltà tiegħu u dan sabiex jintlaħqu l-oġġettivi tal-Aġenzija kif stabbiliti mis-superjuri tiegħu, jmexxi wkoll l-uffiċjali fil-gradi kollha kif meħtieġ billi jagħti l-eżempju, u kif ukoll billi jieħu sehem sħiħ bħala membru tas-senior management, inkluż billi jikkollabora b'mod effettiv ma' dipartimenti, entitajiet u persuni interessati oħra għan-nom tal-Aġenzija meta u kif meħtieġ;

x. Jimmaniġġja l-prestazzjoni ta' membri tal-Aġenzija tal-Pagamenti Agrikoli u Rurali li jkunu jaqgħu taħt ir-responsabbiltà diretta tiegħu, anke billi jasal fi ftehim magħhom dwar pjanijiet personali ta' prestazzjoni, jistabbilixxi miri u aspettativi ċari bbażati fuq miżuri tax-xogħol f'dawk il-pjanijiet, jagħmel monitoraġġ u jevalwa l-prestazzjoni, jipprovdi feedback regolari, jindika oqsma fejn jista' jsir titjib, u juża b'mod attiv l-għodda u l-mekkaniżmi disponsibbli sabiex jimmotivahom u jikseb l-aħjar prestazzjoni, filwaqt li jassigura li l-istess proċess jitħaddem għall-ħaddiema li jaqgħu taħthom;

xi. Jagħmel kull kommunikazzjoni, informazzjoni jew azzjonijiet ta' taħriġ skont kif ikun hemm bżonn biex jassigura t-trasferiment effettiv tal-għarfien u l-ħiliet fost l-istaff jew persuni interessati oħra, anke bit-tħejjija u l-implimentazzjoni ta' kampanji informattivi, promozzjonali u li jqajmu kuxjenza, skont direzzjonijiet mogħtija mid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti jew skont id-direzzjoni li tista' tingħata mis-superjuri;

xii. Jappoġġja u jikkontribwixxi għall-implimentazzjoni b'suċċess ta' inizjattivi tal-Ministeru responsabbli, inklużi miżuri tal-manifest elettorali, miżuri għat-twettiq tal-estimi finanzjarji, miżuri ta' simplifkazzjoni jew regolazzjoni aħjar u inizjattivi u obbligi oħra tas-Servizz Pubbliku kif ikun meħtieġ;

xiii. Juri fi kwalunkwe sitwazzjoni u partikolarment meta jkunu qed jersqu l-iskadenzi tal-fondi, l-abbiltà u r-rieda li jaħdem taħt pressjoni, inkluż meta meħtieġ li jaħdem sat-tard, fi tmiem il-ġimgħa u fil-festi pubbliċi biex ilaħħaq mal-iskadenzi, u fejn meħtieġ li anke jsiefer fuq xogħol uffiċjali;

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

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

and effective response to queries by Audit Missions from the European Commission, the Internal Audit and Investigations Department, the National Audit Office or the Ombudsman;

ix. Manages assigned subordinates by demonstrating leadership and a hands-on approach in the coordination and performance of activities of the unit and/or personnel under his/her charge in order to meet the Agency's objectives as set by his/her superiors, leads officials in all grades in any task by example where necessary, as well as liaises effectively with other departments, entities or stakeholders on the behalf of the Agency when and as required;

x. Manages the performance of members of the Agriculture and Rural Payments Agency under his/her direct responsibility, in part by: agrees personal performance plans with them, sets clear targets and expectations based on work measurement in those plans, monitors and evaluates their performance, provides regular feedback, points out areas for improvement, and actively using all available tools and mechanisms to motivate them and optimize their performance, while ensures a trickle-down approach is also being used for their subordinates;

xi. Undertakes such communication, information or training actions as are needed to ensure effective transfer of knowledge and skills to staff and/or stakeholders, including through the design and implementation of information, promotional or awareness campaigns as directed by the Director General of the Paying Agency or in line with such directions as may have been given by superiors;

xii. Supports and contributes to the successful implementation of the responsible Ministry's initiatives, including such electoral manifesto measures, budgetary implementation measures, simplification and better regulation measures or other public service initiatives or obligations as may be required;

xiii. Demonstrates in all situations and particularly in periods where funding deadlines are approaching, an ability and willingness to work under challenging pressure, including whenever so required by working late or on weekends or on public holidays to meet deadlines, or where required to travel abroad on official business;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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.

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within 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 jew dik Ingliża;

iii. a) ikunu fil-pussess ta' Master's Degree fil-Livell 7 tal-MQF (suġġett għall-minimu ta' 90 ECTS/ECVET krettu jew ekwivalenti*) fl-Accountancy, jew Business Studies, jew Finance, jew Banking, jew Public Policy, jew Environment/ Earth Systems, jew Agriculture, jew Communications, jew kwalifika komparabbli professjonali fil-Livell 7 tal-MQF fl-Accountancy, u sena (1) esperjenza rilevanti għal rwol relatat ma' finanzjament tal-UE;

JEW

b) fil-pussess ta' Bachelor's degree fil-Livell 6 tal-MQF (suġġett għall-minimu ta' 180 ECTS/ECVET krettu jew ekwivalenti**) fl-Accountancy, jew Business Studies, jew Finance, jew Banking, jew Public Policy, jew Environment/ Earth Systems, jew Agriculture, jew Communications, jew Kwalifika komparabbli professjonali fil-Livell 6 tal-MQF fl-Accountancy, u tlett (3) snin esperjenza rilevanti għal rwol relatat ma' finanzjament tal-UE;

JEW

c) huma Uffiċjali Pubbliċi fi Skala ta' Salarju mhux inqas minn Skala 10, jew impjegati fi-Settur Pubbliku li qed jaqdu dmirijiet fis-Servizz Pubbliku, jew ħaddiema tal-RSSL, it-tnejn fl-livell ta' responsabbilta' komparabbi, kif ukoll fil pussess ta' Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġett għall minimu ta' 60 ECTS/ECVET krettu jew ekwivalenti***) fl-Accountancy, jew Business Studies, jew Finance, jew Banking, jew Agriculture, jew Communications, b'sitt (6) snin esperjenza rilevanti għal rwol relatat mal-finanzjament tal UE.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 ECTS/ECVET krettu hija aċċettata biss bil kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mill-Universita 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.

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

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

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

iii. a) in possession of a Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent*) in Accountancy, or Business Studies, or Finance, or Banking, or Public Policy, or Environment/ Earth Systems, or Agriculture, or Communications, or a comparable professional qualification at MQF Level 7 in Accountancy plus one (1) year experience relevant for such an EU-funding related role;

OR

b) in possession of a Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent**) in Accountancy, or Business Studies, or Finance, or Banking, or Public Policy, or Environment/ Earth Systems, or Agriculture, or Communications, or a comparable professional qualification at MQF Level 6 in Accountancy plus three (3) years experience relevant for such an EU funding related role;

OR

c) Public Officers in a Scale not below Scale 10, or Public Sector employees performing duties in the Malta Public Service or RSSL employees, both at a comparable level of responsibility and in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent***) in Accountancy, or Business Studies, or Finance, or Banking, or Agriculture, or Communications, with six (6) years experience relevant for such an EU-funding related role.

* A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application. A recognised Master's 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.

** 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.

*** 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.

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

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.

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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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.

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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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) 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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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).

5.3 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.

5.3 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.

Sottomissjoni ta' Dokumentazzjoni

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

Submission of Supporting Documents

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

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

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

Proċeduri tal-Għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn Bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni.

Selection Procedure

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The

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

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 – 5.3, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajnbiss f'dan l-indirizz: (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 għandom 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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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;

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

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.3, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Agriculture, Fisheries and Animal Rights, through the Online Government Recruitment Portal only on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 moment 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;

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

jistgħu jiġu aċċessati fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mill-Assistent Direttur (People Management), Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation Hub, Triq l-Ingiered, 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-21 ta' unju, 2024

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

may be viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Assistant Director (People Management), Corporate Services Directorate, Agriculture Research and Innovation Hub, Ingiered Road, Luqa, LQA 3300. These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Directorate are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt).

21st June, 2024

Kofinanzjat mill-Unjoni Ewropea

Co-funded by the European Union

MINISTERU GĦAS-SAĦĦA U ANZJANITÀ ATTIVA

Post ta' Allied Health Professional (Podiatry) fil-Ministeru għas-Saħħa u Anzjanità Attiva

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

1. Is-Segretarju Permanenti (Sahha) u Is-Segretarju Permanenti (Anzjanità Attiva), Ministeru għas-Saħħa u Anzjanità Attiva jilqaw applikazzjonijiet għall-post ta' Allied Health Professional (Podiatry) fil-Ministeru għas-Saħħa u 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 kreditu tal-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 3.1, għandhom ukoll fill-pussess tagħhom Master's Degree f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 kreditu tal-ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u

MINISTRY FOR HEALTH AND ACTIVE AGEING

Post of Allied Health Professional (Podiatry) 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 (Podiatry) 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's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD at MQF

rikonoxxuti, jinħatru mad-dħul bħala Senior Allied Health Professional fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100).

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's f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 kreditu tal-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 talCompetency 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 tal-CAF.

Persuna fil-ħatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) fil-pussess ta' Postgraduate Master's f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 kreditu tal-ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, b'mill-inqas sentejn (2) servizz sodisfaċenti bħala Senior Allied Health Professional u ċertifikat ta' tlestija b'suċċess tal-Competency Programme 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, għandu jiġi promoss għal Allied Health Practitioner bilkundizzjoni li tikseb din iċ-ċertifikazzjoni fi żmien sena (1) mill-ħatra ta' Allied Health Practitioner fi Skala ta' Salarju 7. Uffiċjali li jonqsu milli jippreżentaw tali ċertifikazzjoni fil-qafas ta' żmien stipulat għandhom jerġgħu lura awtomatikament għal Senior Allied Health Professional fi Skala ta' Salarju 8.

2.6 Persuna maħtura tkun intitolata għall-benefiċċji l-oħra tali, u suġġetta għall-kundizzjonijiet u obbligi oħra tali li

Level 8, shall on entry be immediately appointed as Senior Allied Health Professional in Salary Scale 8 (€27,179.02 x €486.83 - €30,100).

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's 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 Pramework (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's 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 Comptency 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-Unjin kompetenti.

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Allied Health Professional (Podiatry) huma:

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

v. jwettaq 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 Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta, VLT 1171 li tista' jiġi kkuntattjat ukoll permezz tal-email fuq (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 bil-lejl skont rosters stabiliti fil-Ministeru għas-Saħħa u Anzjanità Attiva. 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-eżiġenzi tas-servizz.

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

Duties

3.1 The job duties for the post of Allied Health Professional (Podiatry) are:

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

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

Further details of the job description of the post may be obtained from the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta, VLT 1171, which may be contacted by email at (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 and Active Ageing. 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 leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq ħieles tal-ħaddiema; jew

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

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt 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 m'humiex 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 above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

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

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

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

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

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

ser jiġu kkunsidrati imma għandhom jipprovdu evidenza ta' proficjenza bażika fil-lingwa Maltija qabel ilkonferma 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-Universita' 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-Universita' ta' Malta. Kwalunkwe ħlas relatat mal-kors jew assessjar tiegħu jridu jiġu mħallsa millkandidati prospettivi magħżula. Madankollu, tali spejjeż jistgħu jiġu applikati biex jitħallsu lura permezz tal-iSkema tal-Continuous Professional Development (CPD).

U

(b) proficjenti 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, 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 jkunu aċċettati;

JEW

jipprovdu dokumentazzjoni li turi tal-inqas sitt (6) xhur esperjenza ta' xogħol iċċertifikata full-time bħala Allied Health Professional rreġistrata 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 kreditu tal-ECTS/ECVET jew ekwivalenti*) fil-Podiatry jew kwalifika ekwivalenti, rikonoxxuta, kumparabbli **U** jkunu f'pussess ta' ċertifikat tar-reġistrazzjoni fil-Podiatry mal-Kunsill ta' Professjonisti Kumplimentari għall-Mediċina f'Malta.

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

language will still be considered but have to provide evidence of basic proficient in the Maltese language before confirmation of appointment, which is within one (1) year of engagement by being successful in the examination in Basic Medical Maltese for the Healthcare Profession Part 1 of the University of Malta. The course officially leading to this examination is the course in Basic Medical Maltese for the Healthcare Profession Part 1 run by the Department of Maltese of the University of Malta. Any related course and assessment fees are to be paid by prospective selected candidates. However, such expenses may be claimed through the Continuous Professional Duties Eligibility Requirements Development Scheme (CPD).

AND

(b) be proficient in the English language; Either

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

OR

by 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 certfied equivalent qualification to IELTS (overal band score 6) e.g. GCSE/Cambridge: Grade C, TOEFL (IBT): 60 - 80, CEFR: B2 will also be accepted;

OR

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

AND

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

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

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

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) 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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.

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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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) 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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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. Uffiċjali Pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deċiżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

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

Is-snin ta' servizz mid-data ta' meta ġiet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa t'applikazzjonijiet.

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

Kwalunkwe kriterju ieħor t'Eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa t'applikazzjonijiet.

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

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

4.4 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 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa u Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT1171 permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti 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 Procedure

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 - 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valleta VLT1171 through the Online Government Recruitment Portal only on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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.

7.4 Applikanti jingħataw sa jumejn xogħol wara d-data tal-għeluq jew sa jumejn 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa u Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT1171. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-21 ta' Ġunju, 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 ghas-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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 VLT1171 . These general provisions are to be regarded as an integral part of this call for applications.

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

21st June, 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-uffiċċju tas-Segretarju Permanenti fis-Saħħa fi ħdan ilMinisteru 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 iridu jkunu temmew b'suċċess kors t' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju t'Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-Eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (ċ) huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236.00 fis-sena, li jiżdied b'€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 t'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 Il-persuni maħtura jkunu intitolati wkoll għall-ħlas ta' allowance tal-klassi ta' €500, suġġett għal xogħol sodisfaċenti.

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

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

Dmirijiet

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

i. tassisti b'mod effiċjenti fl-immaniġjar tal-operazzjonijiet ta' kuljum tal-Uffiċċju tas-Segretarju Permanenti;

ii. twettaq xogħol amministrattiv biex issostni l-operate tal-uffiċċju kif delegat ;

post of Assistant Manager to carry out duties at the office of the Permanent Secretary at Health within 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 (€24,085.98 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 Appointees will also be entitled to the payment of an annual class allowance of €500, subject to satisfactory performance.

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

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

Duties

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

i. assisting in managing the day-to-day operations of the Office of the Permanent Secretary in an efficient manner;

ii. performs general administrative duties to support the offices' operations as delegated;

iii. tassisti fl-ippjanar u l-implimentazzjoni tal-avvenimenti, laqgħat u seminars tal-Uffiċċju;

iv. tiġbor informaazzjoni għall-proċedur ta' rutina kif ikun meħtieġ;

v. iżżomm rekords/informazzjoni u tiżgura li d-data tkun miżmuma u arkivjata b'mod sigur u skont ir-Regolament tal-General Data Protection (EU) 2016/679 (GDPR) u l-Att dwar il-Protezzjoni tad-Dejta (Kap 586);

vi. torganizza u tattendi laqgħat tal-Uffiċċju kif meħtieġ, tieħu l-minuti u ssegwi fuq punti ta' azzjoni;

vii. tkun responsabbli għall-iżvilupp, l-immaniġjar u/jew it-tlestija ta' azzjonijiet speċifiċi li jistgħu jiġu mplimentati minn żmien għal żmien;

viii. tagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa u Anzjanità Attiva;

ix. twettaq kull xogħol ieħor kif mitlub mis-Segretarju Permanenti, jew id-delegat tiegħu;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta ; jew

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

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

iii. assists with the planning and implementation of the Office's events, meetings and seminars as and when required;

iv. Collects and compiles information for routine procedures as may be required;

v. maintains records/information and ensure that data is stored and archived in a safe and secure manner in line with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586);

vi. organises and attends office meetings as required, taking minutes and following up on action;

vii. being responsible for the development, management and/or completion of specific tasks that may be implemented from time to time;

viii. making use of the Information Technology systems which may be in operation within the Ministry for Health and Active Ageing;

ix. any other duties assigned by the Permanent Secretary or his delegate;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwi tal-Malti u l-Ingliż;

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

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fi kwalunkwe area ta' Management, Amministrazzjoni jew Leadership jew kwalunkwe kwalifika professjonali komparabbli rikonoxxuta fil-Livell 4 tal-MQF f'oqsma rilevanti kif determinat mill-maniġment.

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in any Management, Administration, or Leadership areas or any other recognised comparable professional qualification at MQF Level 4 in relevant areas as determined by management.

JEW

OR

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fi kwalunkwe area ta' Management, Amministrazzjoni jew Leadership jew kwalunkwe kwalifika professjonali komparabbli rikonoxxuta fil-Livell 5 tal-MQF f'oqsma rilevanti kif determinat mill-maniġment.

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in any Management, Administration, or Leadership areas or any other recognised comparable professional qualification at MQF Level 5 in relevant areas as determined by management.

JEW

OR

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-livell Avvanzat u tliet (3) suġġetti fil-livell Intermedju talMatrikola (li għandhom jinkludu tnejn (2) minn dawn is-suġġetti: Malti jew Ingliż jew Taljan jew Accounts jew Psychology jew Marketing jew kwalifika komparabbli pertinenti rikonoxxuta.

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 Italian or Accounts or Psychology or Marketing) or a recognised pertinent comparable qualification.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn issuġġetti Malti jew Ingliż jew Marketing jew Taljan jew Religious knowledge jew Sociology jew Home Economics jew Human Ecology)

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm 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.

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonnoxxta fil-Livell 4 tal-MQF (kwalifika jew żewġ suġġetti fil-Livell Avvanzat flimkien ma' tliet suġġetti fil-livell Intermedjajru tal-Matrikola jew fil-pussess ta' tliet (3) suġġetti fil-livell Avvanzat, jew kwalifika rikonoxxuta komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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

OR

(ii) In possession of three (3) subjects at Advanced level (which must include one of the following subjects: Maltese or English or Marketing or Italian or Religious knowledge or sociology or Home Economics or Human Ecology).

*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 possessionof 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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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

kif speċifikata fil-paragrafu 4.1 iii (a) sa 4.1 iii (c) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.4, għandhom esperjenza ta' xogħol relevanti 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 ta' l-onlajn tar-Recruitment Portal tal-Gvern 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 għandom jipproduċu Ċertifikat tal-Kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li

4.1 iii (a) to 4.1 iii (c) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 procedure

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 People Management Division, Ministry for Health and Active Agening, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Online Government Recruitment Portal only on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing

għandhom jintbagħtu permezz tal-Portal. Id-data tal-għeluq tal-applikazzjonijiet hija 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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 flindirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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-Divizjoni huma (http://health.gov.mt) u (recruitment.health@gov.mt).

Il-21 ta' Ġunju, 2024

date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 e-mail address of the receiving Division are (http://health.gov.mt) and (recruitment.health@gov.mt).

21st June, 2024

MINISTERU GĦAS-SAĦĦA
L-ANZJANITÀ' ATTIVA

Post ta' Konsulent Kardjologu b'interess speċjali fl-Elettrofiżjoloġija Kardijaka u Apparat Impjantabbli fid-Dipartiment tal-Kardjoloġija, fl-Isptar Mater Dei, fil-Ministeru għas-Saħħa u Anzjanità Attiva

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa u Anzjanità Attiva tilqa' applikazzjonijiet għall-post ta' Konsulent Kardjologu b'interess speċjali fl-Elettrofiżjoloġija Kardijaka u Apparat Impjantabbli fid-Dipartiment tal-Kardjoloġija, fl-Isptar Mater Dei, fil-Ministeru għas-Saħħa u Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Konsultent huwa ta' Skala ta' Salarju 4, li fis-sena 2024 huwa €40,145.00 fis-sena.

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

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

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

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Konsulent Kardjologu b'interess speċjali fl-Elettrofiżjoloġija Kardijaka u Apparat Impjantabbli huma:

i. jirrispondi direttament liċ-Chairperson Kliniku tad-Dipartiment tal-Kardjoloġija tal-Isptar Mater Dei;

ii. jipprovdi servizz speċjalizzat tal-Kardjoloġija li jinkludi dmirijiet tal-għassa fl-Isptar Mater Dei u fi kwalunkwe servizzi tal-kura tas-saħħa tal-Gvern ta' Malta jew fi kwalunkwe estensjoni futura tas-servizzi tas-saħħa kif provdut taħt Skema Nazzjonali komprensiva tas-Saħħa (inkluż l-Isptar Ġenerali ta'Għawdex, servizzi ta' outreach u outpatient fil-kommunità);

iii. jieħu sehem fix-xogħol ġenerali tad-Dipartiment tal-Kardjoloġija kif assenjat miċ-Chairperson Kliniku tad-Dipartiment tal-Kardjoloġija;

MINISTRY FOR HEALTH AND
ACTIVE AGEING

Post of Consultant Cardiologist with special interest in Cardiac Electrophysiology and Implantable Devices in the Department of Cardiology at Mater Dei Hospital 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 post of Consultant Cardiologist with special interest in Cardiac Electrophysiology and Implantable Devices in the Department of Cardiology at Mater Dei Hospital, 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 Consultant is Salary Scale 4, which in the year 2024 is equivalent to €40,145.00 per annum.

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

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

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

Duties

3.1 The job duties for the post of Consultant Cardiologist with special interest in Cardiac Electrophysiology and Implantable Devices are:

i. be directly accountable to the Clinical Chairperson of the Department of Cardiology, Mater Dei Hospital;

ii. provides specialised Cardiology services including on-call duties in Mater Dei Hospital and in any of the health care services of the Government of Malta or any future extension of health services as provided under a comprehensive National Health Scheme (including Gozo General Hospital, outreach and out-patient services in the community);

iii. participates in the general work of the Department of Cardiology as assigned by the Clinical Chairperson of the Department of Cardiology;

iv. jaħdem b'mod attiv u effettiv bħala parti minn tim multidixxiplinarju u jikkollabora mal-Konsulenti għassa tal-ġurnata f'dipartimenti u sptarijiet oħra rigward ammissjonijiet urġenti;

v. jipparteċipa f'tagħlim ta' qabel u ta' wara l-gradwazzjoni u f'inizjattivi ta' taħriġ skont il-ħtieġa;

vi. juri impen definit għal żvilupp u edukazzjoni professjonali kontinwa;

vii. juri abbiltà li jipprijoritizza l-ammont tax-xogħol u jamministra l-ħin b'mod effettiv u jġorr ir-responsabbiltà għat-tim tiegħu li jiżgura governanza tajba, dixxiplina u prattika klinika tajba speċjalment prattiki ta' kontroll tal-infezzjonijiet;

viii. jipparteċipa fil-Grand Round, Journal Club, f'laqgħat tal-Immaġini, f'laqgħat ta' mortalita' u morbodita', f'laqgħat multidixxiplinarju sa fejn jappartjenu għas-subspeċjalità tal-ġestjoni tar-ritmu kardijaku;

ix. jipparteċipa fil-verifiki u jkun suġġett għal prestazzjoni annwali u jissorvelja l-kontenut tal-ittri tar-rilaxx;

x. jinnegozja maċ-Chaiperson Kliniku tad-Dipartiment tal-Kardjoloġija u mal-Amministraturi tal-Isptar Mater Dei l-output mistenni minnu hekk kif irregolat mill-pjan ta' ħidmitu;

xi. jappoġġja u jippromwovi kultura ta' rispett fost il-kollegi u jgħin biex jiżgura ambjent tax-xogħol ferħan u akkoljenti għall-membri kollha tad-Dipartiment tal-Kardjoloġija għall-benefiċċju tal-pazjent kardijaku;

xii. jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa u Anzjanità Attiva;

xiii. jaċċetta r-responsabbiltà u jipparteċipa f'attivitajiet li joħorġu mis-sħubija jew l-affiljazzjoni ma' networks tal-UE u Internazzjonali tal-Ministeru għas-Saħħa u Anzjanità Attiva u l-Isptar Mater Dei bħan-Netwerks Ewropej ta' Referenza kif applikabbli għall-Kardjoloġija;

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

xv. jwettaq kull dmir ieħor 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 Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta, VLT 1171 li jista' jiġi kkuntattjat ukoll permezz tal-email fuq (recruitment.health@gov.mt).

iv. works actively and effectively as part of a multidisciplinary team and liaises with the Consultants on-call of the day in other departments and hospitals regarding urgent admissions;

v. participates in under-graduate and post-graduate teaching and training initiatives as required;

vi. shows definite commitment to ongoing professional development and education;

vii. shows ability to prioritise workload and manage time effectively and bears responsibility for his/her team ensuring good governance, discipline and good clinical practice especially infection control practices;

viii. participates in Grand Round, Journal Club, Imaging Meetings, Mortality and Morbidity meetings, multidisciplinary meetings in as far as they pertain to the sub-specialty of Cardiac Rhythm Management;

ix. participates in audits and be subject to yearly appraisal and supervises contents of discharge letters;

x. negotiates with the Department of Cardiology Clinical Chairperson and Mater Dei Hospital Administrators his/her expected clinical output as regulated by his/her job plan;

xi. supports and promotes a culture of respect amongst colleagues and help ensure a happy and welcoming work environment for all members of the Department of Cardiology for the benefit of the cardiac patient;

xii. makes use of the Information Technology systems which may be in operation within the Ministry for Health and Active Ageing;

xiii. accepts responsibility and participates in activities arising from the membership or affiliation with EU and International networks of the Ministry for Health and Active Ageing and Mater Dei Hospital such as the European Reference Networks as applicable to Cardiology;

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

xv. carries out any other duties as directed by the Principal Permanent Secretary.

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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-ċaqlieq ħieles tal-ħaddiema; jew

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

f. 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

leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. proficjenti fil-lingwa Maltija u l-lingwa Ingliża.

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

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

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

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

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

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

4.3 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandu aktar minnhekk ikollhom sentejn (2) esperjenza full-time bħala Speċjalist fil-Kardjoloġija. Qed ikun hawnhekk ikkjarifikat li l-esperjenza bħala Speċjalist titqies li ma tibdiex qabel id-data tar-Reġistrazzjoni fir-Reġistru għall-Ispeċjalisti miżmum mill-Kunsill Mediku ta' Malta, jew reġistrazzjoni ekwivalenti maħruġa mill-awtorità kompetenti fi Stat Membru ieħor tal-Unjoni Ewropea. Qed ikun ikkjarifikat ukoll li l-esperjenza mwettqa fuq bażi part-time jew fi kwalunkwe każ fuq bażi ta' inqas minn erbgħin (40) siegħa fil-gimgħa, tkun rikonoxxuta fuq bażi prorata.

and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. proficient in the Maltese and English languages.

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

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

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

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

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

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

4.3 By the closing time and date of this call for applications, applicants must furthermore have two (2) years full- time experience as a Specialist in Cardiology. It is hereby being clarified that specialist experience will be deemed not to commence prior to the date of registration in the Specialist Register kept by the Medical Council of Malta, or equivalent registration issued by the competent authority in another EU Member State. It is furthermore being clarified that experience carried out on a part-time basis, or in any case on a basis of less than forty (40) hours per week, is reckoned on a pro-rata-basis.

4.4 Persuna magħżula li tkun eliġibbli taħt paragrafu 4.2 (iii) (b) u paragrafu 4.2 (iii) (c) hawn fuq trid tkun imniżżla fir-Reġistru għall-Ispeċjalisti miżmum mill-Kunsill Mediku ta' Malta u trid tkun ukoll irreġistrata bi sħiħ mal-Kunsill Mediku ta' Malta qabel il-ħatra.

4.5 Kandidati li japplikaw skont it-termini ta' paragrafu 4.2 (iii) (b) jew paragrafu 4.2 (iii) (c) hawn fuq iridu jiksbu ittra ta' rikonoxximent mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta li tikkonferma li l-kwalifiki tagħhom jistgħu jiġu kkunsidrati bħala ekwivalenti għaċ-Ċertifikat ta' Tlestija ta' Taħriġ Speċjaliżżat maħruġ mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta. F'każ ta' diffikultà għandu jintalab il-parir tal-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta.

Sabiex tiġi ffaċilitata r-referenza, is-sit elettroniku tal-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta jista' jiġi kkonsultat minn (https://healthservices.gov.mt/en/regcounc/msac/Pages/msac.aspx).

4.6 Kandidati li japplikaw skont it-termini ta' paragrafu 4.2 (iii) (b) jew paragrafu 4.2 (iii) (c), u li jkunu meħtieġa jippreżentaw dikjarazzjoni mill-Kumitat għall-Akkreditazzjoni ta' Speċjalist kif mitlub fil-paragrafu 4.5 għandhom jinkludu kopja ta' din id-dikjarazzjoni mal-applikazzjoni u jippreżentaw l-oriġinali waqt l-intervista. Kandidati li mhumiex fil-pussess ta' din id-dikjarazzjoni xorta jistgħu japplikaw, basta jissottomettu kopja ta' dik id-dikjarazzjoni hekk kif tkun għad-dispożizzjoni tagħhom u fi kwalunkwe ċirkustanza mhux aktar tard mid-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet. Applikanti li ma jippreżentawx id-dikjarazzjoni meħtieġa fi żmien xahar għal raġunijiet lil hinn mill-kontroll tagħhom jistgħu jitolbu estenjoni ta' dan il-limitu ta' żmien b'xahar ieħor mill-Kap tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Talbiet għal estensjonijiet lil hinn minn dan il-perjodu għandhom jiġu sottomessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

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

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

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

4.8 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali

4.4 The successful candidate eligible under paragraph 4.2 (iii) (b) and paragraph 4.2 (iii) (c) above must be listed in the Specialist Register kept by the Medical Council of Malta and must also be fully registered with the Medical Council of Malta before appointment.

4.5 Candidates applying in terms of paragraph 4.2 (iii) (b) or paragraph 4.2 (iii) (c) above must obtain a recognition statement from the Specialist Accreditation Committee of Malta confirming that their qualifications may be considered as an equivalent to the Certificate of Completion of Specialist Training (CCST) issued by the Specialist Accreditation Committee of Malta. In case of any difficulty, the advice of the Specialist Accreditation Committee of Malta is to be sought.

For ease of reference, the website of the Specialist Accreditation Committee of Malta may be consulted at (https://healthservices.gov.mt/en/regcounc/msac/Pages/msac.aspx).

4.6 Candidates applying in terms of paragraph 4.2 (iii) (b) or paragraph 4.2 (iii) (c) and who are required to present a statement by the Specialist Accreditation Committee as specified in paragraph 4.5 should include a copy of that statement with their application and present the original at the interview. Candidates not in possession of the required statement may still apply, provided that they submit a copy of the statement as soon as it is available and in any case, by not later than the closing date of this call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the Head of Department receiving the applications, indicating clearly the reasons for the delay. Requests for an extension beyond this period are to be submitted for the consideration of the Public Service Commission.

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

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

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

4.8 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to

li jappartjenu għall-Klassi/Stream tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-bażi tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieġ minn din is-sejħa għall-applikazzjonijiet.

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

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

4.9 Kwalifiki formali, ħiliet u esperjenza speċjalizzata fl-Elettrofiżjoloġija Kardijaka u Apparat Impjantabbli jiġu evalwati abbażi tal-portfolio tal-esperjenza tax-xogħol tal-applikant. Evidenza formali ta' taħriġ u kwalifiki elenkati fil-portfolio jridu jiġu ppreżentati mal-applikazzjoni.

4.10 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal fuq (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 4.10, 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 Anzjanità Attiva, 15, Palazzo Castellania, Triq

pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

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

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

4.9 Formal qualifications, specialist skills and experience in Cardiac Electrophysiology and Implantable Devices, will be evaluated on the basis of the applicant's portfolio of work experience. Formal evidence of training and qualifications listed in the portfolio are to be presented upon application.

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

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 4.10, 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,

il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa 5 ta' Lulju 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 fl-indirizz: (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa u Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Belt Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Valletta VLT 1171, through the Online Government Recruitment Portal **only** on (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **13:30 hrs (Central European Time) of Friday 5th July 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 viewed by accessing the address: https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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.

Is-sit elettroniku tal-Ministeru għas-Saħħa u Anzjanita' Attiva huwa (https://sahha.gov.mt), in-numru tal-fax huwa +356 2299 2609, u l-indirizz elettroniku huwa (recruitment.health@gov.mt).

Il-21 ta' Ġunju, 2024

MINISTERU GĦAS-SAĦĦA U ANZJANITÀ ATTIVA

Post ta' General Practitioner fuq bażi full-time/ part-time fil-Ministeru għas-Saħħa u Anzjanità Attiva

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

1. Is-Segretarju Permanenti (Anzjanità Attiva), Ministeru għas-Saħħa u Anzjanità Attiva jilqa' applikazzjonijiet għall-post ta' General Practitioner fuq bażi full-time/part-time fil-Ministeru għas-Saħħa u Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' General Pactitioner huwa ta' Skala ta' Salarju 6 (f'mhux inqas mit-tielet tarġa), li fis-sena 2024 huwa ta' €30,626.02 fis-sena, li jiżdied b'€596.33 fis-sena sa massimu ta' €34,204.00.

2.3 Persuna maħtura tkun meħtieġa li taħdem skont l-iskeda ta' xogħol stabbilita u trid tagħżel bejn kuntratt A u kuntratt B. Persuna maħtura trid taqbel dwar skeda tal-job plan mall-Management. Remunerazzjoni u sigħat tax-xogħol ikunu skont il-kuntratt magħżu kif indikat fil-ftehim preżenti bejn il-Gvern u l-MAM.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' General Practitioner huma:

i. Jipprovdi servizz ta'kura ta' General Practitioner lir-residenti fid-djar tal-anzjani allokati mill-Anzjanità Attiva u Kura fil-Komunità;

ii. Isegwi pjan ta' kura li irid ikun implimentat u pprovdut lir-residenti kollha;

iii. Jaħdem ma' partijiet interessati esterni meta jkun neċessarju biex tiġi pprovduta l-kura appropjata lir-residenti;

iv. Jaħdem f'tim multidixxiplinarju li jinkludi, imma ma jillimitax ruħu għal nurses, allied heath care professionals, u social workers;

The website address of the Ministry for Health and Active Ageing is (https://health.gov.mt), the fax number is +356 2299 2609, and the email address is (recruitment.health@gov.mt).

21st June, 2024

MINISTRY FOR HEALTH AND ACTIVE AGEING

Post of General Practitioner 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 (Active Ageing), Ministry for Health and Active Ageing invites applications for the post of General Practitioner 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 General Practitioner is Salary Scale 6 (in not less than the third step), which in the year 2024 is equivalent to, €30,626.02 per annum, rising by annual increments of €596.33 up to a maximum of €34,204.00.

2.3 An appointee will be required to work in accordance with an established working schedule and has to choose between contract A and contract B. An appointee will agree on a job plan schedule with the Management. Remuneration and working hours will be according to the contract chosen as indicated in the current Government - MAM Agreement.

Duties

3. The job duties for the post of General Practitioner are:

i. Provides General Practitioner care to residents in elderly homes allocated by the Active Ageing and Community Care;

ii. Follows an agreed care plan that should be implemented and provided to all residents;

iii. Liaises accordingly with external stakeholders where necessary in order to provide the appropriate care to the resident;

iv. Works within a multidisciplinary team that includes, but is not limited to nurses, allied health care professionals and social workers;

v. Ikun parti mis-servizz indikat u jirrispondi lill-Principal General Practitioner, Kap Ezekuttiv, liċ-Chairperson Kliniku tad-Dipartiment, hekk kif applikabbli, u fl-aħħar nett liċ-Chief Medical Officer fl-ambitu tal-implikazzjonijiet tal-ftehim settorali;

vi. Jipparteċipa fit-tagħlim u fl-attivitajiet akkademiċi inkluż riċerka u verifika u laqgħat tas-servizz rilevanti;

vii. Jinvolvi ruħu fil-ġestjoni tas-servizz u jieħu responsabbiltajiet amministrattivi meta meħtieġ;

viii. Jipprovdi servizz residenzjali ta' għassa skont roster stabbilita li tista' tinkludi dmirijiet ta' bil-lejl, kif applikabbli;

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

x. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru tas-Saħħa u Anzjanità Attiva;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma'

v. Forms part of the service indicated and is accountable to the Principal General Practitioner, Chief Executive Officer, to the Clinical Chairperson of the Department as applicable, and ultimately to the Chief Medical Officer in view of the sectoral agreement implications;

vi. Participates in teaching and academic activities including research and audit, and meetings of the relevant service;

vii. Involves himself in the management of the service and takes administrative responsibilities where necessary;

viii. Provides resident on-call service in accordance with an established roster which may include night duty as applicable;

ix. Keeps abreast with the current developments in the respective field, and participates in postgraduate meetings locally and abroad. Research activities will be encouraged, and is expected to generate material for publication in local and foreign medical publications;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty

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 dik Ingliża;

iii. imniżżlin fir-Reġistru għall-ispeċjalisti tal-Mediċina tal-Familja miżmum mill-Kunsill Mediku ta' Malta.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, 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. 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 ġiet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa t'applikazzjonijiet.

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

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

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

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

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

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

iii. listed in the specialist register for Family Medicine kept by the Medical Council of Malta.

Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, 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 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

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

Kwalunkwe kriterju ieħor t'Eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa t'applikazzjonijiet.

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

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

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

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Segretarju Permanenti (Anzjanità Attiva), Ministeru għas-Saħħa u Anzjantia' Attiva permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajnbiss fuq (https://recruitment.gov.mt. L-applikazzjonijiet għandhom jinkludu Curriculum

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

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

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

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

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

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- 4.4, have proven relevant work experience.

Submission of Applications

7.1(b) Applications are to be submitted, for the attention of the Permanent Secretary (Active Ageing), Ministry for Health and Active Ageing through the Online Government Recruitment Portal**only** on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should

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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti 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 xogħol wara d-data tal-għeluq jew sa jumejn 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mit-Taqsima Riżorsi Umani, Ministeru għas-Saħħa u Anzjanità Attiva, Palazzo Spinola, 46, Triq San Kristofru, Il-Belt Valletta. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-21 ta' Ġunju, 2024

include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Human Resources Section, Ministry for Health and Active Ageing, Palazzo Spinola, 46, Triq San Kristofru, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Directorate are (activeageing.gov.mt) and (hr.activeageing@gov.mt).

21st June, 2024

MINISTERU GĦAS-SAĦĦA U L-ANZJANITÀ ATTIVA

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

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa tilqa' applikazzjonijiet għall-Post ta' Manager I biex iwettaq dmirijiet ta' Compliance and Inspections fid-dipartiment tal-Compliance and Inspections fi ħdan 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' tnax (12)-il 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' €26,532.00.

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 tmien (8) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb degree ta' Masters rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 kredtu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat minn Management għandha titqiegħed fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273.00 fl-2024) u tavvanza għal Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00 in 2024) wara sentejn (2) snin servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 9).

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Masters 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.

2.6 Persuna fil-grad ta' Manager I (Skala ta' Salarju 8) se jkompli javvanza għal Skala ta' Salarju 7 (€28,855.98 x

MINISTRY FOR HEALTH AND ACTIVE AGEING

Post of Manager I 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 post of Manager I to carry out Compliance and Inspection duties at the Compliance and Inspection department within Health in the Ministry for Health and Active Ageing.

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 €26,532.00.

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 eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 A Manager I (Salary Scale 10) who obtains a recognised Masters Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by Management shall be placed in Salary Scale 9 (€25,589.02 x €447.33 - €28,273.00 in 2024) and will progress to Salary Scale 8 (€27,179.02 x €486.83 - €30,100.00 in 2024) after two (2) years satisfactory service as Manager I (Salary Scale 9).

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised Masters 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.

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00 in

€531.17 - €32,043.00 in 2024) wara sentejn (2) servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 8).

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, u ħlas ta' allowance tal-klassi annwali ta €750 marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

Dmirijiet

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

i. Jgħin lill-awdituri interni waqt impenji fuq il-post;

ii. Jipparteċipa fi spezzjonijiet ta' segwitu relatati mal-implimentazzjoni tar-rakkomandazzjonijiet tal-awditjar;

iii. L-ispezzjonijiet jistgħu jsiru wara l-ħinijiet tal-uffiċċju;

iv. Jiġbed rapporti dettaljati dwar l-ispezzjonijiet imwettqa;

v. Jattendi laqgħat li jirrappreżenta lid-Direttorat, kif meħtieġ;

vi. Tappoġġja l-ġestjoni tad-Direttorat billi twettaq xogħol ta' uffiċċju, riċerka fuq l-iskrivanija u manutenzjoni ta' databases u records;

vii. Jipparteċipa f'laqgħat ta' sensibilizzazzjoni ma' entitajiet fi ħdan l-MHA u partijiet interessati rilevanti oħra, fir-rigward tar-rwol tad-Direttorat fit-tisħiħ tal-governanza, il-ġestjoni tar-riskju, u l-konformità fil-Ministeru;

viii. Għajnuna fl-ippjanar u l-implimentazzjoni ta' inizjattivi;

ix. Jipparteċipa fi spezzjonijiet ta' konformità fi ħdan l-MHA kif ordnat mill-Kap tat-Taqsima jew id-delegat tagħhom;

x. Jattendi taħriġ relatat mal-funzjonijiet tad-Direttorat, kif meħtieġ;

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

2024) after two (2) years of satisfactory service Manager I (Salary Scale 8).

2.7 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary and a payment of an annual class allowance of €750, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

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

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

Duties

3. The job duties for the post of Manager I are:

i. Assist internal auditors during on-site engagements;

ii. Participates in follow-up inspections related to implementation of audit recommendations;

iii. Inspections may be carried out after office hours;

iv. Draws detailed reports on inspections carried out;

v. Attends meetings representing the Directorate, as required;

vi. Support the Directorate's management by conducting office work, desk research and maintenance of data bases and records;

vii. Participates in outreach meetings to entities within MHA and other relevant stakeholders, in relation to the role of the Directorate in strengthening governance, risk-management, and compliance in the Ministry;

viii. Assisting in the planning and implementation of initiatives;

ix. Participates in compliance inspections within MHA as directed by Head of Section or their delegate;

x. Attend training related to the functions of the Directorate, as required;

xi. Undertakes any other tasks as directed by their superiors, as may be required; and

xii. 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 (ċ), 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.

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwi tal-Malti u l-Ingliż

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management jew Business Administration jew Compliance jew Management jew Public Administration jew f'oqsma rilevanti kif determinat mill-maniġment.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, 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) 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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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.

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

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Project Management or Business Administration or Compliance or Management or Public Administration 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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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-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 ta' Reklutaġġ tal-Gvern onlajn biss fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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.

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

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

Selection Procedure

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 eople Management Division, Ministry for Health and Active Agening, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Online Government Recruitment Portal only on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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-dispożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-21 ta' Ġunju, 2024

MINISTERU GĦAS-SAĦĦA U ANZJANITÀ ATTIVA

Post ta' Allied Health Professional (Speech and Language Pathology) fil-Ministeru għas-Saħħa u Anzjanità Attiva

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

1. Is-Segretarju Permanenti (Sahha) u Is-Segretarju Permanenti (Anzjanità Attiva), Ministeru għas-Saħħa u Anzjanità Attiva jilqaw applikazzjonijiet għall-post ta' Allied Health Professional (Speech and Language Pathology) fil-Ministeru għas-Saħħa u Anzjanità Attiva.

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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 e-mail address of the receiving Division are (http://health.gov.mt) amd (recruitment.health@gov.mt).

21st June, 2024

MINISTRY FOR HEALTH AND ACTIVE AGEING

Post of Allied Health Professional (Speech and Language Pathology) 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 (Speech and Language Pathology) in the Ministry for Health and Active Ageing.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Allied Health Professional bid-Degree f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 kreditu tal-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 3.1, għandhom ukoll fill-pussess tagħhom Master's Degree f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 kreditu tal-ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, jinħatru mad-dħul bħala Senior Allied Health Professional fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100).

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's f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 kreditu tal-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 talCompetency 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 tal-CAF.

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

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's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD at MQF Level 8, shall on entry be immediately appointed as Senior Allied Health Professional in Salary Scale 8 (€27,179.02 x €486.83 - €30,100).

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's 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 Pramework (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's 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 Comptency Programme and Evaluation

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, għandu jiġi promoss għal Allied Health Practitioner bilkundizzjoni li tikseb din iċ-ċertifikazzjoni fi żmien sena (1) mill-ħatra ta' Allied Health Practitioner fi Skala ta' Salarju 7. Uffiċjali li jonqsu milli jippreżentaw tali ċertifikazzjoni fil-qafas ta' żmien stipulat għandhom jerġgħu lura awtomatikament għal Senior Allied Health Professional fi Skala ta' Salarju 8.

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

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Allied Health Professional (Speech and Language Pathology) huma:

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

v. jwettaq 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, 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 may be stipulated in any pertinent agreement between the Government and the competent Union.

Duties

3.1 The job duties for the post of Allied Health Professional (Speech and Language Pathology) are:

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

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

Further details of the job description of the post may be obtained from the People Management Division, Ministry

Ministeru għas-Saħħa u Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta, VLT 1171 li tista' jiġi kkuntattjat ukoll permezz tal-email fuq (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 bil-lejl skont rosters stabiliti fil-Ministeru għas-Saħħa u Anzjanità Attiva. 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-eżiġenzi tas-servizz.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta, VLT 1171, which may be contacted by email at (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 and Active Ageing. Allied Health Professionals engaged on part-time basis will be required to work on a minimum of 20 hours per week and deployed on a roster and section according to the exigencies of the service.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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 m'humiex profiċenti fil-lingwa Maltija xorta ser jiġu kkunsidrati imma għandhom jipprovdu evidenza ta' profiċjenza bażika fil-lingwa Maltija qabel ilkonferma 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-Universita' 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-Universita' ta' Malta. Kwalunkwe ħlas relatat mal-kors jew assessjar tiegħu jridu jiġu mħallsa millkandidati prospettivi magħżula. Madankollu, tali spejjeż jistgħu jiġu applikati biex jitħallsu lura permezz tal-iSkema tal-Continuous Professional Development (CPD).

U

(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, 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 jkunu aċċettati;

JEW

jipprovdu dokumentazzjoni li turi tal-inqas sitt (6) xhur esperjenza ta' xogħol iċċertifikata full-time bħala Allied Health Professional rreġistrata fir-Renju Unit jew fl-Irlanda

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 Language. However, candidates who do not possess 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 Continuous Professional Duties Eligibility Requirements Development Scheme (CPD).

AND

(b) be proficient in the English language; Either

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

OR

by 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 certfied equivalent qualification to IELTS (overal band score 6) e.g. GCSE/Cambridge: Grade C, TOEFL (IBT): 60 - 80, CEFR: B2 will also be accepted;

OR

by providing documentation showing at least six (6) month full-time equivalent certified work experience as registered Allied Health Professional in the United Kingdom, Ireland,

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 kreditu tal-ECTS/ECVET jew ekwivalenti*) fil-Speech and Language Pathology jew kwalifika ekwivalenti, rikonoxxuta, kumparabbli **U** jkunu f'pussess ta' ċertifikat tar-reġistrazzjoni fil-Speech and Language Pathology mal-Kunsill ta' Professjonisti Kumplimentari għall-Mediċina f'Malta.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, 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-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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

or any other English speaking Country where English if the primary and/or the Official language.

AND

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

*A recognized 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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

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 ġiet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa t'applikazzjonijiet.

Kwalunkwe kriterju ieħor t'Eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa t'applikazzjonijiet.

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-Klassi/Stream 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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.

Selection Procedure

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 -4.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa u Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT1171 permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti 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 xogħol wara d-data tal-għeluq jew sa jumejn 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;

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valleta VLT1171 through the Online Government Recruitment Portal only on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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;

jistgħu jiġu aċċessati fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa u Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT1171. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-21 ta' Ġunju, 2024

MINISTERU GĦAS-SAĦĦA U ANZJANITÀ ATTIVA

Post ta' Konsulent Pedjatra b'interess speċjali fin-Nefroloġija Pedjatrika fid-Dipartiment tas-Saħħa tat-Tfal u Adoloxxenti, fl-Isptar Mater Dei, fil-Ministeru għas-Saħħa u Anzjanità Attiva

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa u Anzjanità Attiva tilqa' applikazzjonijiet għall-post ta' Konsulent Pedjatra b'interess speċjali fin-Nefroloġija Pedjatrika fid-Dipartiment tas-Saħħa tat-Tfal u Adoloxxenti, fl-Isptar Mater Dei, fil-Ministeru għas-Saħħa u Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Konsultent huwa ta' Skala ta' Salarju 4, li fis-sena 2024 huwa €40,145.00 fis-sena.

2.3 Persuna fil-ħatra ta' Konsulent tirrapporta direttament liċ-Chairperson Kliniku tad-Dipartiment tas-Saħħa tat-Tfal u Adoloxxenti.

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

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

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Konsulent Pedjatra b'interess speċjali fin-Nefroloġija Pedjatrika huma:

may be viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 VLT1171 . These general provisions are to be regarded as an integral part of this call for applications.

The website and e-mail address of the receiving Division are (http://health.gov.mt) and (recruitment.health@gov.mt).

21st June, 2024

MINISTRY FOR HEALTH AND ACTIVE AGEING

Post of Consultant Paediatrician with special interest in Paediatric Nephrology in the Department of Child and Adolescent Health at Mater Dei Hospital 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 post of Consultant Paediatrician with special interest in Paediatric Nephrology in the Department of Child and Adolescent Health at Mater Dei Hospital, 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 Consultant is Salary Scale 4, which in the year 2024 is equivalent to €40,145.00 per annum.

2.3 The Consultant shall report to the Clinical Chairperson, Department of Child and Adolescent Health.

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

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

Duties

3.1 The job duties for the post of Consultant Paediatrician with special interest in Paediatric Nephrology are:

i. Jipprovdi l-ogħla standards ta' kura bbażata fuq l-evidenza fil-ġestjoni tat-trabi tat-twelid, it-tfal u l-adoloxxenti bħala inpatients, out-patients u każijiet tal-ġurnata b'mard tal-kliewi kemm akut kif ukoll kroniku inklużi anomaliji konġenitali tal-kliewi, sindromu nefrotiku u glomerulopatiji oħra, pressjoni għolja, vaskulite, disturbi tubulari, metaboliċi u tal-ġebel, kwistjonijiet tal-bużżieqa tal-awrina, korriment akut tal-kliewi u mard kroniku tal-kliewi;

i. Provides the highest standards of evidence based care in managing neonates, children and adolescents as inpatients, outpatients and day cases with both acute and chronic kidney disease including congenital renal anomalies, nephrotic syndrome and other glomerulopathies, hypertension, vasculitis, tubular, metabolic and stone disorders, bladder issues, acute kidney injury and chronic kidney disease;

ii. jipprovdi kura esperta għal tfal bi trapjant tal-kliewi u jwettaq dijaliżi peritoneali akuta u kronika u emodijafiltrazzjoni skont il-ħtieġa;

ii. provides expert care for children with a renal transplant and performs acute and chronic peritoneal dialysis and haemodiafiltration as required;

iii. jipprovdi appoġġ lil pedjatri konsulenti oħra u kirurgi pedjatriċi fil -kura ta' tfal bi problemi fil-kliewi u fil-bużżieqa tal-awrina;

iii. provides support to other consultant paediatricians and paediatric surgeons in caring for children with renal and bladder problems;

iv. ikun responsabbli għal dħul ta'emerġenza, konsultazzjonijiet fis-swali, pariri bit-telefon (inkluż lill-pedjatri konsulenti li jaħdmu f'Għawdex) u każijiet ta 'matul il -jum għal tfal b' mard renali;

iv. be responsible for emergency admissions, ward consultations, telephone advice (including to consultant paediatricians working in Gozo) and day cases for children with renal disease;

v. iwettaq dmirijiet on-call għall-Pedjatrija Ġenerali flimkien mal-konsulenti l-oħra kollha, fid-Dipartiment tas-Saħħa tat-Tfal u Adolexxenti u jipprovdi l-ogħla kwalita' ta' kura lit-tfal li jiddaħħlu waqt l-on-call inkluż follow-up xieraq;

v. carry out on-call duties for General Paediatrics together with all other consultants, within the Department of Child and Adolescent Health and provide highest quality of care to children admitted during the on-call including appropriate follow up;

vi. jagħmel out-patient u kliniċi ta' każijiet tal-ġurnata fil-Pedjatrija Ġenerali kif isir mill-Konsulenti Pedjatriċi l-oħra kollha b'interess speċjali fi speċjalitajiet oħra;

vi. carry out outpatient and day case clinics in General Paediatrics as performed by all other Consultant Paediatricians with special interest in other specialties;

vii. jipprovdi kopertura fuq il-post mit-0800hrs sa 2000hrs waqt l-on-calls u kopertura off-site on-call minn 2000hrs sa 0800hrs iżda jista' ikun meħtieġ jattendi lill-pazjenti tfal fuq il-post skont il-kundizzjoni klinika tagħhom;

vii. provides on site cover from 0800hrs until 2000hrs during on-calls and off-site on call cover from 2000hrs to 0800hrs but may be required to attend to children on site depending on their clinical condition;

viii. jikkollabora u jaqsam ir-responsabbiltajiet mal-kollegi li jmexxu l-ġestjoni tad-dipartiment minn jum għal jum u jipparteċipa b'mod attiv u jikkontribwixxi għal timijiet multidixxiplinarji;

viii. liaises and shares responsibilities with colleagues who run the day to day management of the department and actively participates and contributes to multi-disciplinary teams;

ix. jgħallem, iħarreġ u jissorvelja junior staff fil-livelli postgraduate kif ukoll undergraduate fi ħdan id-dipartiment;

ix. teaches, trains and supervises junior staff at postgraduate as well as undergraduate levels within the department;

x. jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa u Anzjanità Attiva;

x. makes use of the Information Technology Systems which may be in operation within the Ministry for Health and Active Ageing;

xi. iwettaq servizzi u jagħmel xogħol li l-Clinical Chairperson tad-Dipartiment tas-Saħħa tat-Tfal u Adolexxenti jista'jiddelegalu, skont il-ħtieġa;

xi. delivers services and undertakes tasks which the Clinical Chairperson of the Department of Child and Adolescent Health may delegate to him, as may be required;

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

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

xiii. iwettaq kull dmir ieħor 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 Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta, VLT 1171 li jista' jiġi kkuntattjat ukoll permezz tal-email fuq (recruitment.health@gov.mt).

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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-ċaqlieq ħieles tal-ħaddiema; jew

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

ii. profiċjenti fil-lingwa Maltija u l-lingwa Ingliż;.

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

i. ikollhom isimihom imniżżel fir-Reġistri għall-Ispeċjalisti kemm f' tal-Pedjatrija u kif ukoll f' tan-Nefroloġija Pedjatrika miżmuma mill-Kunsill Mediku ta' Malta: jew

ii. ikunu approvati li isimhom jitniżżel fir-Reġistri għall-Ispeċjalisti kemm f'tal-Pedjatrija u kif ukoll f'tan-Nefroloġija Pedjatrika miżmuma mill-Kunsill Mediku ta' Malta; jew

iii. a. ikollhom Ċertifikat ta' Tlestija ta' Taħriġ Speċjaliżżat (CCST) maħruġ mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta għall-professjoni rilevanti, li juri li l-applikant lesta tali taħriġ speċjalizzat li jista' jintalab kemm għall-Pedjatrija u kif ukoll għan-Nefroloġija Pedjatrika; jew

b. ikollhom kwalifika ta' speċjalist ekwivalenti għas-CCST kemm l-għall-Pedjatrija u kif ukoll għan-Nefroloġija Pedjatrika, li jkunu maħruġa mill-Awtorità kompetenti ta' stat membru ieħor tal-Unjoni Ewropea, kif indikat f'parti 1b tat-Tieni Skeda tal-Att dwar il-Professjonijiet tas-Saħħa ta' Malta; jew

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

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.

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

i. listed in the Specialist Registers of both Paediatrics as well as Paediatric Nephrology kept by the Medical Council of Malta; or

ii. approved for inclusion in the Specialist Registers of both Paediatrics as well as Paediatric Nephrology kept by the Medical Council of Malta; or

iii. a. in possession of a Certificate of Completion of Specialist Training (CCST) issued by the Specialist Accreditation Committee of Malta for the relevant profession, which shows that the applicant has completed such specialist training as may be prescribed for both Paediatrics as well as Paediatric Nephrology; or

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

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

4.3 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom aktar minn hekk ikollhom sentejn (2) esperjenza full-time bħala Speċjalist kemm fil-Pedjatrija u kif ukoll fin-Nefroloġija Pedjatrika. Qed ikun hawnhekk ikkjarifikat li l-esperjenza bħala Speċjalist titqies li ma tibdiex qabel id-data tar-Reġistrazzjoni fir-Reġistru għall-Ispeċjalisti miżmum mill-Kunsill Mediku ta' Malta, jew reġistrazzjoni ekwivalenti maħruġa mill-awtorità kompetenti fi Stat Membru ieħor tal-Unjoni Ewropea. Qed ikun ikkjarifikat aktar minhekk ukoll li l-esperjenza mwettqa fuq bażi part-time jew fi kwalunkwe każ fuq bażi ta' inqas minn erbgħin (40) siegħa fil-gimgħa, tkun rikonoxxuta fuq bażi prorata.

4.3 By the closing time and date of this call for applications, applicants must furthermore have two (2) years full- time experience as a Specialist in both Paediatrics as well as Paediatric Nephrology. It is hereby being clarified that specialist experience will be deemed not to commence prior to the date of registration in the Specialist Register kept by the Medical Council of Malta, or equivalent registration issued by the competent authority in another EU Member State. It is furthermore being clarified that experience carried out on a part-time basis, or in any case on a basis of less than forty (40) hours per week, is reckoned on a pro-rata-basis.

4.4 Persuna magħżula li tkun eliġibbli taħt paragrafu 4.2 (iii) (b) u paragrafu 4.2 (iii) (c) hawn fuq trid tkun imniżżla fir-Reġistru għall-Ispeċjalisti miżmum mill-Kunsill Mediku ta' Malta u trid tkun ukoll irreġistrata bi sħiħ mal-Kunsill Mediku ta' Malta qabel il-ħatra.

4.4 The successful candidate eligible under paragraph 4.2 (iii) (b) and paragraph 4.2 (iii) (c) above must be listed in the Specialist Register kept by the Medical Council of Malta and must also be fully registered with the Medical Council of Malta before appointment.

4.5 Kandidati li japplikaw skont it-termini ta' paragrafu 4.2 (iii) (b) jew paragrafu 4.2 (iii) (c) hawn fuq iridu jiksbu ittra ta' rikonoxximent mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta li tikkonferma li l-kwalifiki tagħhom jistgħu jiġu kkunsidrati bħala ekwivalenti għaċ-Ċertifikat ta' Tlestija ta' Taħriġ Speċjaliżżat (CCST) maħruġ mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta. F'każ ta' diffikultà għandu jintalab il-parir tal-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta.

4.5 Candidates applying in terms of paragraph 4.2 (iii) (b) or paragraph 4.2 (iii) (c) above must obtain a recognition statement from the Specialist Accreditation Committee of Malta confirming that their qualifications may be considered as an equivalent to the Certificate of Completion of Specialist Training (CCST) issued by the Specialist Accreditation Committee of Malta. In case of any difficulty, the advice of the Specialist Accreditation Committee of Malta is to be sought.

Sabiex tiġi ffaċilitata r-referenza, is-sit elettroniku tal-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta jista' jiġi kkonsultat minn (https://healthservices.gov.mt/en/regcounc/msac/Pages/msac.aspx)

For ease of reference, the website of the Specialist Accreditation Committee of Malta may be consulted at (https://healthservices.gov.mt/en/regcounc/msac/Pages/msac.aspx)

4.6 Kandidati li japplikaw skont it-termini ta' paragrafu 4.2 (iii) (b) jew paragrafu 4.2 (iii) (c), u li jkunu meħtieġa jippreżentaw dikjarazzjoni mill-Kumitat għall-Akkreditazzjoni ta' Speċjalist kif speċifikat fil-paragrafu 4.5 għandhom jinkludu kopja ta' din id-dikjarazzjoni mal-applikazzjoni u jippreżentaw l-oriġinali waqt l-intervista. Kandidati li mhumiex fil-pussess ta' din id-dikjarazzjoni xorta jistgħu japplikaw, basta jissottomettu kopja ta' din id-dikjarazzjoni hekk kif tkun għad-dispożizzjoni tagħhom u fi kwalunkwe ċirkustanza mhux aktar tard mid-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet. Applikanti li ma jippreżentawx id-dikjarazzjoni meħtieġa fi żmien xahar għal raġunijiet lil hinn mill-kontroll tagħhom jistgħu jitolbu estenjoni ta' dan il-limitu ta' żmien b'xahar ieħor mill-Kap tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Talbiet għal estensjonijiet lil hinn minn dan il-perjodu għandhom jiġu sottomessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

4.6 Candidates applying in terms of paragraph 4.2 (iii) (b) or paragraph 4.2 (iii) (c) and who are required to present a statement by the Specialist Accreditation Committee as specified in paragraph 4.5 should include a copy of that statement with their application and present the original at the interview. Candidates not in possession of the required statement may still apply, provided that they submit a copy of the statement as soon as it is available and in any case, by not later than the closing date of this call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the Head of Department receiving the applications, indicating clearly the reasons for the delay. Requests for an extension beyond this period are to be submitted for the consideration of the Public Service Commission.

4.7 Uffiċjali Pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deċiżjoni tal-Grievances Unit fl-istess skala ta' dak ta'

4.7 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher

grad ogħla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

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

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

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

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

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

4.9 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal fuq (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 4.9, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

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

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

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

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

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

4.9 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 Procedure

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 4.9, have proven relevant work experience.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa u Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 28 ta' Ġunju, 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa u Anzjanità

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 on (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 28th June, 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the People Management Division, Ministry

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

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

Il-21 ta' Ġunju, 2024

MINISTERU GĦALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

Post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni

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

1. Is-Segretarju Permanenti, Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni.

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 (Accounting and Finance) li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236.00 fis-sena, li jiżdied b'€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 ta' Salarju 11, li fis-sena 2024 hija ekwivalenti għal €22,642.98 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 ta' Salarju 10, li fis-sena 2024 hija ekwivalenti għal €24,085.98 fis-sena, li tiżdied b'żidiet annwali ta' €407.67

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

21st June, 2024

MINISTRY FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

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

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager (Accounting and Finance) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 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 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, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Salary Scale 10 which in the year 2024 is equivalent to €24,085.98 per annum,

sa massimu ta' €26,532.00 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali ta' allowance tal-klassi ta' €500, suġġett għal xogħol sodisfaċenti.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager (Accounting and Finance) huma:

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

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

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

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

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

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

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

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

rising by annual increments of €407.67 up to a maximum of €26,532.00 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 Appointees will also be entitled to the payment of an annual class allowance of € 500, subject to satisfactory performance.

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

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

Duties

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

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

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

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

iv. Assists in the compilation of publications and reports;

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

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

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

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

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

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

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; **jew**

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

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

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; **or**

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizen 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 National 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.

U

ii. kapaċi jikkomunikaw bil-lingwa Ingliża.

U

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

JEW

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

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

JEW

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

JEW

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

their Family Members in Malta in accordance with the Agreement on the Withdrawal of the Unite Kingdom and Northern Ireland from the European Union and the European Atomic Energy Communit Regulations".

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

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

AND

ii. able to communicate in the English language.

AND

iii. a. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVE credits, or equivalent*) in Business Management, or Business Administration, or Economics, or Banking an Finance, or Accountancy, or a recognised comparable professional qualification at MQF Level 4 in Accountancy, 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, equivalent*) in Business Management, or Business Administration, or Economics, or Banking and Finance, o Accountancy, or a recognised comparable professional qualification at MQF Level 5 in Accountancy, or in relevant areas as determined by Management.

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

OR

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

OR

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

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

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

4.2 (i) 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.

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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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.

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 (2) subjects at Advance level and three (3) subjects at Intermediate Matriculation level, or in possession of three (3) subjects at Advanced level, or a recognised comparable qualification as indicated in 4.1 (iii) (a) and (c), shall enter as Assistant Manager (Salary Scale 12). Upon possession of a relevant Diploma at MQF Level 5 as indicated in paragraph 4.1 (iii) (b) in related areas suc 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 Qualifie Personnel'.

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

(ii) 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 th call for applications.

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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 no earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn **biss** fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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-

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

Submission of Supporting Documents

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

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

Selection Procedure

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 Corporate Services Directorate, Ministry for Justice and Reform of the Construction Sector through the Online Government Recruitment Portal **only** on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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

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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions.MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjon Spinola Palace Business Centre, Livell 3, Triq San Kristofru, Il-Belt Valletta, VLT 1464. Dawn id-dispożizzjonijie ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-21 ta' Ġunju, 2024

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

Post ta' Manager I (Research) fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali biex iservi f'Għawdex

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 (Research) fid-diviżjoni għall-Gvern Lokali fil-Ministeru għal Wirt Nazzjonali, l-Arti u l-Gvern Lokali biex iservi f'Għawdex.

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from Corporate Services Directorate, Ministry for Justice and Reform of the Construction Sector, Spinola Palace Business Centre, Level 3, St Christopher Street, Valletta VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

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

21st June, 2024

MINISTRY FOR THE NATIONAL HERITAGE,
THE ARTS AND LOCAL GOVERNMENT

Post of Manager I (Research) in the Ministry for the National Heritage, the Arts and Local Government to serve in Gozo

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 (Research) in the Local Government Division in the Ministry for the National Heritage, the Arts and Local Government to serve in Gozo.

Termini u kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax -il 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 (Reserach) 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 tmien (8) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb Degree ta' Masters rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 kredtu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat minn Management għandha titqiegħed fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273.00 fis-sena 2024) u tavvanza għal Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00 fis-sena 2024) wara sentejn (2) snin servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 9).

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Masters 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.

2.6 Persuna fil-grad ta' Manager I (Skala ta' Salarju 8) se jkompli javvanza għal Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043.00 fis-sena 2024) wara sentejn (2) servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 8).

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tassalarju bażiku tagħhom, u ħlas ta' allowance tal-klassi annwali ta €750 marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.8 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi limsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss

Terms and Conditions

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

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

2.3 The salary for the post of Manager I (Research) is Salary Scale 10, which in year 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 eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 A Manager I (Salary Scale 10) who obtains a recognised Masters Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by Management shall be placed in Salary Scale 9 (€25,589.02 x €447.33 - €28,273.00 in 2024) and will progress to Salary Scale 8 (€27,179.02 x €486.83 - €30,100.00 in 2024) after two (2) years satisfactory service as Manager I (Salary Scale 9).

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised Masters 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.

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00 in 2024) after two (2) years of satisfactory service Manager I (Salary Scale 8).

2.7 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary and a payment of an annual class allowance of €750, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at

trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam ta' Research, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

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

i. Jirriċerka u japplika għal opportunitajiet ta' proġetti ko-finanzjati mill-UE u/jew Internazzjonali oħra abbażi tal-prijoritajiet tad-Diviżjoni tal-Gvern Lokali u s-settur tal-governanza lokali b'mod ġenerali.

ii. Iwettaq dmirijiet relatati mal-kumpilazzjoni ta' data u statistika u kif ukoll ta' xogħol ieħor marbut ma' riċerka.

iii. Jipprovdi lill-Kap tas-Sezzjoni bil-pożizzjoni ta' Malta dwar formulazzjoni ta' politika proposta mibdija mill-Kunsill tal-Unjoni Ewropea u/jew mill-Parlament Ewropew u/jew mill-Kumitat tar-Reġjuni u/jew mill-Kunsill tal-Ewropa.

iv. Jipprovdi assistenza lill-Kap tas-Sezzjoni u lill-Punt/i ta' Kuntatt fi ħdan l-Uffiċċju fl-abbozzar tar-rappurtar meħtieġ marbut mall-Programmi tal-UE relatati u għal kwalunkwe dokumentazzjoni li tasal mis-Segretarjati tal-Programmi tal-UE fir-rigward tal-pożizzjoni ta' Malta dwar il-suġġett.

v. Jipprovdi appoġġ dirett lill-Punti ta' Kuntatt għal programmi Ewropej li joperaw minn ġewwa d-Diviżjoni tal-Gvern Lokali, li bħalissa huma l-Punt Nazzjonali URBACT u tal-Inizjattiva Urbana Ewropea.

vi. Jattendi konferenzi, seminars u sessjonijiet ta' taħriġ kemm lokalment kif ukoll barra minn Malta skont struzzjonijiet tal-Kap tas-Sezzjoni jew mid-Direttur Ġenerali (Gvern Lokali) jew mis-Segretarju Permanenti.

vii. Jipprovdi koordinazzjoni u konsultazzjoni intra/inter-Ministerjali.

viii. Jipprepara, jattendi u jsegwi laqgħat u ftehim varju li jista' jkun sar.

ix. Jara li jitwassal l-informazzjoni għand il-partijiet interessati.

x. Ixerred dokumentazzjoni, rapporti, kwestjonarji, tara li tfittex u tiġbor risponsi rispettivi u jirrapporta lura lis-Segretarjat tal-UE/il-Ministeru fuq bażi regolari.

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

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

Duties

3. The job duties for the post of Manager I (Policy and Research) are:

i. Searches and applies for EU and/or Internationally co-funded project opportunities in accordance to the priorities of the Local Government Division and the local governance sector in general.

ii. Performs duties related to the compilation of data and statistics and any other research work.

iii. Provides assistance to the Head of Unit with regards to Malta's position on proposed policy formulation initiated by the Council of the European Union and/or by the European Parliament and/or by the Committee of the Regions and/or by the Council of Europe.

iv. Provides assistance to the Head of Unit and to the Contact Point/s within the Office in the drafting of the necessary reporting pertaining to the related EU Programmes and to any documentation received from the EU Programmes' Secretariates in respect to Malta's position on the particular subject-matter.

v. Provides direct support to the Contact Points for European programmes that operate from within the Local Government Division, currently being the National URBACT Point and the European Urban Initiative.

vi. Attends conferences, seminars and training sessions both locally and abroad as directed by the Head of Unit or by the Director General (Local Government) or by the Permanent Secretary.

vii. Provides intra/inter – Ministerial co-ordination and consultation.

viii. Prepares, attends and follows–up meetings and agreements.

ix. Networking and disseminates information.

x. Disseminates documentation, reports, questionnaires, chase for and gather feedback and report back to the EU Secretariat/Line Ministry on a regular basis.

xi. Jiżgura netwerking strateġiku u lobbying effettiv kemm lokalment kif ukoll fil-livell Ewropew.

xii. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' j/tiddelega lilu/ha kif jista' jkun meħtieġ;

xiii. Jwettaq 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 (ċ), 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.

xi. Ensures an effective strategic networking and lobbying both locally and at European level.

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

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

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

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

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

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

ii. kapaċi jikkomunikaw fil-lingwa Maltija u dik Ingliża;

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Maniġment jew Studji Ewropej jew International Relations jew Ekonomija jew Statistika jew Communication Studies jew Project Management jew f'oqsma rilevanti kif determinat mill-maniġment.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, 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) 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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati,

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 lanaguages;

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVE credits, or equivalent*) in Management or European Studies or International Relations or Economics or Statistic or Communication Studies or Project Management 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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided

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 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.

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni ta' tad-Direttur Ġenerali, Diviżjoni għall-Gvern Lokali, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn **biss** fuq (https://recruitment.gov.mt). L-applikazzjonijiet

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.

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

Submission of Supporting Documentation

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

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

Selection Procedure

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 General, Local Government Division, through the Online Government Recruitment Portal**only** on (https://recruitment.gov.mt. Applications are to include a Curriculum

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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu minn 26, Triq l-Arċisqof, Il-Belt Valletta.. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, in-numru tal-fax u l-indirizz elettroniku tad-Dipartiment/Diviżjoni/Direttorat huma (www.localgovernmentdivision.gov.mt) u (hr.dlg@gov.mt).

Il-21 ta' Ġunju, 2024

Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from 26, Triq l-Arċisqof, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

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

21st June, 2024

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

**Post ta' Senior Manager (Riżorsi Umani)
fil-Ministeru għall-Wirt Nazzjonali,
l-Arti u l-Gvern Lokali**

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

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

2.4 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, u ħlas ta› allowance tal-klassi annwali ta' €3,000, marbut ma' xogħol sodisfaċenti u 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 tar-Riżorsi Umani , skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

3.1 L-oġġettivi tal-post huma li jappoġġjaw il-funzjonijiet kollha tal-immaniġjar 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.

MINISTRY FOR THE NATIONAL HERITAGE,
THE ARTS AND LOCAL GOVERNMENT

**Post of Senior Manager (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 Senior Manager (Human Resources) in the Ministry for the National Heritage, the Arts and Local Government in the Local Government Division.

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 (Human Resources) 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.

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, and a payment of an annual class allowance of €3,000, subject to satisfactory performance and 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 Human Resources, in accordance with established vacancies.

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

Duties

3.1 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 Stategic Human Resources Management decisions are taken. The role is complementary to that of People Management.

3.2 Id-dmirijiet għal dan il-post ta' Senior Manager (Riżorsi Umani) huma:

i. Jassisti lid-Direttur Ġenerali/lid-Direttur/lill-Assistent Direttur bil-monitoraġġ tal-funzjonijiet delegati tal-politika, programmi u prattiċi kollha tar-riżorsi umani kemm fid-Diviżjoni għall-Gvern Lokali kif ukoll fil-Kunsilli Lokali biex jiżgura konformità mal-politika ċentrali tal-Ministeru;

ii. Jiżgura li d-Diviżjoni żżomm struttura organizzattiva aġġornata u approvata (HR Plan) u, min-naħa tiegħu, iżomm rekords xierqa u dettaljati fir-rigward tal-pożizzjonijiet identifikati fl-istrutturi organizzattivi approvati;

iii. Jiżgura u jissorvelja l-implimentazzjoni tal-ftehimiet rilevanti mal-Unions fir-rigward ta' dawk il-gradi Dipartimentali li għalihom hija responsabbli d-Diviżjoni kif ukoll dawk relatati mal-Kunsilli Lokali;

iv. Isir monitoraġġ tal-attendenza u l-assenteiżmu u għażżamma tar-rekords tal-persunal; jiżgura wkoll li tali rekords tal-persunal jintużaw biex jipprovdu lill-maniġment, fuq bażi kontinwa, bl-informazzjoni meħtieġa dwar il-persunal;

v. Jimmaniġġja l-ġbir ta' data relatata mar-rekords tar-Riżorsi Umani tad-Diviżjoni billi juża s-sistemi standard tad-Dakar HR Corporate Data System għad-dħul ta' data, mistoqsijiet u rappurtar;

vi. Jipprovdi appoġġ lill-istaff fi ħdan id-Diviżjoni u jipprovdi sapport lill-inizjattivi kollha tas-Saħħa u s-Sigurta fuq il-post tax-xogħol li jittieħdu mid-Diviżjoni skont regolamenti stabbiliti;

vii. Jimmaniġġja b'mod effettiv l-istaff tas-Sezzjoni tar-Riżorsi Umani;

viii. Jiżgura li l-istaff jimxi mar-regoli u r-regolamenti kif deskritti fil-PSMC;

ix. Jiżgura li l-persunal ikun konxju ta' kwalunkwe kors li jkun qed jiġi offrut mill-IPS u jiżgura l-ipproċessar u l-implimentazzjoni ta' performance appraisals;

x. Jifformula t-tweġibiet f'waqthom u xierqa għall-mistoqsijiet Parlamentari relatati mar-Riżorsi Umani;

xi. Jipprovdi sapport lid-direttorati kollha li jaqgħu taħt id-Diviżjoni fir-rigward ta' sejħa għall-applikazzjonijiet, kuntratti, job descriptions, proċeduri dixxiplinarji, u materji oħra relatati;

xii. Jidentifika impjegati dovuti għall-progression u/jew promozzjoni flimkien mal-P & SD;

xiii. Jirisspondi u jagħti pariri lill-Kunsilli Lokali fuq materja li għandha x'taqsam mar-riżorsi umani;

3.2 The job duties for the post of Senior Manager (Human Resources) are:

i. Supports the Director General/Director/Assistant Director with the monitoring of delegated functions of all human resources policies, programs, and practices in the Local Government Division and in Local Councils to ensure compliance with central policies across the ministry;

ii. Ensures that the Division maintain an updated and approved organisational structure (HR Plan) and, in turn, maintains proper and detailed records in relation to the positions identified in the approved organisational structures;

iii. Ensures and monitors the implementation of the relevant agreements with the Unions in relation to those Departmental grades for which the Division is responsible as well as those related to Local Councils;

iv. Monitoring of attendance and absenteeism and for the maintenance of personnel records; also ensures that such personnel records are utilised to provide management, on an ongoing basis, with the required personnel information;

v. Manages the collations of data related to human resources records of the Division by utilising the standard Dakar HR Corporate data systems for data entry, enquiry and reporting;

vi. Provides support to staff within the Division and provide support to all Occupational Health and Safety initiatives undertaken by line Division in accordance with local legislation;

vii. Effectively managing the staff of the Human Resources Section;

viii. Ensures that staff adheres to the rules and regulations as outlined in the PSMC;

ix. Ensures that staff is aware of any courses being offered by the IPS and ensures the processing and implementation of Performance Appraisals;

x. Formulating the timely and appropriate replies to Parliamentary Questions related to HR;

xi. Provide support to all directorates falling within the Division with regards to call for applications, contracts, job descriptions, disciplinary proceedings, and other related matters;

xii. Identifying employees due for progression and/or promotion in liaison with P&SD;

xiii. Replies and gives advice to Local Councils in connection with HR issues;

xiv. Iwettaq dmirijiet oħra kif ordnat mis-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 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 (ċ), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

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

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

Il-ħatra ta' kandidati msemmija f'(b), (ċ), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet

xiv. Perform other duties as requested by his/her 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 employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

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

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment

fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw/ikunu proficjenti fil-Malti u fl-Ingliż ;

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ ECVET jew ekwivalenti*) fil-fil-Work and Human Resources Management, jew Training and Development, jew Public Administration, jew Public Management, jew Corporate Governance, jew Leadership, jew Leadership and Organisational Behaviour, jew Management and Leadership, jew Strategy, Leadership and Change Management, jew Industrial Relations and Workplace Learning jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bilkundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l2009) 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 servizz maniġerjali rilevanti bħala Manager II, liema grad l-impjegat li għandu jkun ikkonfermat. Kwalunkwe esperjenza oħra relatata fil-qasam meħtieġa għall-grad imsemmi hawn fuq, fi, jew komparabbli ma', Skala ta' Salarju 7 fis-Servizz Pubbliku, li l-applikant jista' jkollu jista' jkun meqjusa mill-Amministrazzjoni, 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 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) 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

licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in/must be proficient in the Maltese and English languages;

AND

iii. in possession of a recognized Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Work and Human Resources Management or Training and Development or Public Administration or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or in relevant areas as determined by Management.

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised Masters 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 relevant management service as Manager II, in which grade the employee must be confirmed. Any other related experience in the area required for the afore-mentioned grade, in, or comparable to, Salary Scale 7 level in the Public Service, which the applicant may possess may be considered by the Administration, 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) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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

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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-għażla

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

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

Sottomissjoni tal-applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali, Ministeru għall-Wirt

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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 procedure

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 .

Submission of applications

7.1 Applications are to be submitted, for the attention of the Director General, Local Government Division through

Nazzjonali, l-Arti u l-Gvern Lokali, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mit-Taqsima għar-Riżorsi Umani, 26, Triq l-Arċisqof, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

the Online Government Recruitment Portalonly on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Local Government Division, 26, Triq l-Arċisqof, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

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

Il-21 ta' Ġunju, 2024

MINISTERU GĦAT-TRASPORT, L-INFRASTRUTTURA U X-XOGĦLIJIET PUBBLIĊI

Post ta' Manager I 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' Manager I 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 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 fis-sena 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) fl-2024) wara tmien (8) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb degree ta' Masters rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 kredtu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat minn Management għandha titqiegħed fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273 fl-2024) u tavvanza għal Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100 in 2024) wara sentejn (2) snin servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 9).

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

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

21st June, 2024

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND PUBLIC WORKS

Post of Manager I 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 Manager I 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 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 eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 A Manager I (Salary Scale 10) who obtains a recognised Masters Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by Management shall be placed in Salary Scale 9 (€25,589.02 x €447.33 - €28,273 in 2024) and will progress to Salary Scale 8 (€27,179.02 x €486.83 - €30,100 in 2024) after two (2) years satisfactory service as Manager I (Salary Scale 9).

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

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

2.6 Persuna fil-grad ta' Manager I (Skala ta' Salarju 8) se jkompli javvanza għal Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043 in 2024) wara sentejn (2) servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 8).

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, u ħlas ta' allowance tal-klassi annwali ta €750 marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

Dmirijiet

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

i. Tiżgura l-ipproċċessar preċiż u f'waqtu ta' tranżazzjonijiet fiskali u finanzjarji, kif ukoll l-irrikkordjar, ir-rintraċċar u r-rikonċiljazzjoni ta' dawn it-tranżazzjonijiet;

ii. Tiżgura li r-rekords finanzjarji jinżammu f'konformità mal-proċeduri u l-linji gwidi stabbiliti filwaqt li jżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja u politiki tal-Gvern kif mitlub;

iii. Tiżgura li r-rappurtaġġ finanzjarju jintbagħat fil-ħin stipulat;

iv. Responsabbli għall-korrettezza ta' żamma bażika ta' kotba u dokumenti oħrajn ta' accounts u t-twettiq ta' xogħol rigward il-proċess bankarju ta' rikonċiljazzjoni tal-Kont Pubbliku, below-the-line u voti u jevalwa wkoll il-virements fi ħdan il-voti kif ukoll it-talbiet għal finanzjament addizzjonali;

v. L-implimentazzjoni u l-infurzar ta' leġiżlazzjoni, politiki, direzzjonijiet, proċeduri u linji gwida f'Dipartiment jew Ministeru partikolari jew mal-Gvern;

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

verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€28,855.98 x €531.17 - €32,043 in 2024) after two (2) years of satisfactory service Manager I (Salary Scale 8).

2.7 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary and a payment of an annual class allowance of €750, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

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

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

Duties

3. The job duties for the post of Manager I are:

i. Ensures timely and accurate processing of fiscal and financial transactions, recording, tracking and reconciliation;

ii. Ensures financial records are maintained in compliance with accepted policies and procedures whilst keeping abreast with accounting standards, financial legislation, Government policies as directed;

iii. Ensures all financial reporting deadlines are met;

iv. Responsible for the correctness of basic book keeping and other accounting documents, including performing work on the bank reconciliation process of the Public Account, below-the-line accounts and votes, assessing virements within votes as well as requests for additional funding;

v. Implementation and enforcement of legislation, policies, directions, procedures and guidelines in a particular Department or Ministry or across Government;

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

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

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

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

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

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

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

xiii. Dmirijiet oħra kif ikun meħtieġ mis-superjur/i tiegħu;

xiv. Kwalunkwe dmir ieħor skont l-eżiġenzi tas-Servizz Pubbliku 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 (ċ), 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-

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

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

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

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

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

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 according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the

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

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-Malti u l-Ingliż. 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 (12) -il xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq.

U

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

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

"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 th United Kingdom and Northern Ireland from the European Union and the European Atomic Energ Community Regulations".

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

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

ii. able to communicate in Maltese and English; 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 th 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's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVE credits, or equivalent*) in Public Administration or Financial Services or Business Management or Busines Administration or Economics or Banking and Finance or Accountancy or a recognized comparable professiona qualification at MQF Level 6 in Accountancy or in relevant area determined by the Management.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, 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) 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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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 tim and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognitio statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as pe 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 no 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/trancripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 s a 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

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 ta' Reklutaġġ tal-Gvern onlajn biss fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 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;

Selection Procedure

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 Recruitment Section, Ministry for Transport, Infrastructure and Public Works through the Online Government Recruitment Portal only on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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;

eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu aċċessati fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 FRN1710. 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://infrastructure.gov.mt/) u (recruitment1.mtip@gov.mt).

Il-21 ta' Ġunju, 2024

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

Post ta' Manager II (Project Management) 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' Manager II (Project Management) 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.

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 (Project Management) 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' €32,043.00.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€30,626.02 x €596.33 -

medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents;

may be viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the People Management Directorate, Ministry for Transport, Infrastructure and Public Works, Block H (Ent B), Antonio Maurizio Valperga Street, Floriana FRN1710. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are: (https://infrastructure.gov.mt/) and (recruitment1.mtip@gov.mt).

21st June, 2024

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

Post of Manager II (Project Management) 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 Manager II (Project Management) 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 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager II (Project Management) is Salary Scale 7, which in the year 2024 is €28,855.98 per annum, rising by annual increments of €531.17 up to a maximum of €32,043.00.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€30,626.02 x €596.33 - €34,204.00 in the year

€34,204.00 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 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li għandha degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) titla' fi Skala ta' Salarju 6 (€30,626.02 x €596.33 - €34,204.00 fis-sena 2024) wara sitt (6) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

2.6 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, u ħlas ta› allowance tal-klassi annwali ta €2,000, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager II (Project Management) huma:

i. Jieħu inizjattivi konkreti, taħt id-direzzjoni tas-senior manager, sabiex jippromwovi kultura ta' riċerka fil-Ministeru;

ii. Jirriċerka opportunitajiet ta' ffinanzjar li potenzjalment ikunu jistgħu jinkisbu mid-dipartimenti tal-Ministeru;

iii. Jikkordina mal-Ministeru u ma' persuni interessati oħra bil-ħsieb li jidentifika proġetti li jkunu jistgħu jitwettqu permezz ta' opportunitajiet ta' ffinanzjar nazzjonali, tal-Unjoni Ewropea u/jew oħrajn internazzjonali;

iv. Jaġġorna d-database ta' sħab potenzjali fi proġetti;

v. Jippromwovi u, fejn meħtieġ, jikkordina riċerka u/jew inizjattivi ta' żvilupp;

2024) on completion of three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

2.5 A Manager II in Salary Scale 7 who are in a possession of a recognised Bachelor's Degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€30,626.02 x €596.33 - €34,204.00 in the year 2024) on completion of six (6) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

*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.

2.6 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, and a payment of an annual class allowance of €2,000, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

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

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

Duties

3. The job duties for the post of Manager II (Project Management) are:

i. Takes concrete initiatives, under the direction of the senior manager, to promote a culture of research within the Ministry;

ii. Researches funding opportunities which may potentially be pursued by the Ministry's line departments;

iii. Liaises with Ministry and other stakeholders with a view to identify projects which may be realised through national, European Union and/or other international funding opportunities;

iv. Updates database of potential project partners;

v. Promotes and, where necessary, co-ordinates research and/or development initiatives;

vi. Jiffaċilita il-pilotaġġ tar-riċerka jew inizjattivi ta' żvilupp f'konformità mar-responsabbiltà tal-Ministeru;

vii. Jagħti pariri u appoġġ fuq opportunitajiet ta' ffinanzjar, tmexxija u amministrazzjoni ta' proġetti u oqsma oħra relatati;

viii. Iżomm ruħu aġġornat mal-aħħar żviluppi fi programmi u opportunitajiet ta' ffinanzjar;

ix. Jirrevedi proposti ta' proġetti, relatati mal-MEER, li jkunu se jiġu sottomessi għall-iffinanzjar taħt kwalunkwe programm jew inizjattiva nazzjonali, tal-UE jew internazzjonali, jirrakkomanda jekk tiġix approvata s-sottomissjoni tagħhom, u fejn meħtieġ jagħti pariri dwar il-fattibilità tal-proġetti, skadenzi, riżorsi, limitazzjonijiet fl-iffinanzjar u fatturi relevanti oħra;

x. Jagħti sehmu fit-tħaddim ta' skemi mmirati sabiex għaqdiet volontarji u entitatjiet oħra jibbenefikaw minn finanzjament għall-proġetti;

xi. Jaġixxi għan-nom ta' uffiċjali anzjani skont kif jista' jkun meħtieġ;

xii. Jidderieġi kwalunkwe staff li jista' jkun assenjat taħt ir-responsabbiltà tagħha;

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

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

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

Rekwiżiti tal-eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

vi. Facilitates the piloting of research or developmental initiatives in line with the remit of the Ministry;

vii. Provides advice and support on funding opportunities, project management and administration, and other related matters;

viii. Keeps abreast with the latest developments in funding programmes and opportunities;

ix. Reviews MEER related project proposals to be submitted for financing under any national, EU or international funding programme or initiative, to recommend their approval for submission or otherwise, and where necessary makes recommendations about project-feasibility, timeframes, resources, funding limits and other relevant factors;

x. Assists in the operation of Government schemes intended to fund projects by voluntary organisations and other entities;

xi. Acts for senior officers as may be necessary;

xii. Directs any staff who may be assigned under his/her responsibility;

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

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

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

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 citizen in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi), jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiż 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 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 National and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the Unite Kingdom and Northern Ireland from the European Union and the European Atomic Energy Communit 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 withi Identità should be sought as necessary in the interpretation of the above provisions.

Il-ħatra ta' kandidati msemmija f'(b), (ċ), (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 kif ukoll dik Ingliża;

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

U

AND

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management jew Management Studies jew European Studies jew Business Administration jew Evidence-Based Management jew Creativity and Innovation jew Quality Assurance Management jew Accountancy jew kwalifika rikonoxxuta professjonali komparabbli fil-Livell 7 tal-Accountancy jew f'oqsma rilevanti kif determinat mill-maniġment.

iii. in possession of a recognized Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, equivalent*) in Project Management or Management Studies or European Studies or Business Administration o Evidence-Based Management or Creativity and Innovation or Quality Assurance Management or Accountancy or recognised comparable professional qualification at MQF Level 7 in Accountancy or in relevant areas as determined by Management.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l'2009) b'inqas minn 60 krettu ECTS/ECVET hija

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

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

JEW

iv. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management jew Management Studies jew European Studies jew Business Administration jew Evidence-Based Management jew Creativity and Innovation jew Quality Assurance Management jew Accountancy jew kwalifika rikonoxxuta professjonali komparabbli fil-Livell 6 tal-Accountancy jew f'oqsma rilevanti kif determinat mill-maniġment u tmien (8) snin esperjenza sodisfaċenti.

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, 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) 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 jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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

is verified b MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

OR

iv. in possession of a recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent*) in Project Management or Management Studies or European Studies or Business Administration o Evidence-Based Management or Creativity and Innovation or Quality Assurance Management or Accountancy or recognised comparable professional qualification at MQF Level 6 in Accountancy or relevant areas as determined by Management and eight (8) years satisfactory experience.

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

Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, 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 above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than tha 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 the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements i respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable t 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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

jridu jġibu, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza 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/transkrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (https://recruitment.gov.mt).

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

Proċeduri tal-għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali għall-Operat, Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgha, 5 ta' Lulju, 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.

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 no 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 procedure

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of applications

7.1 Applications are to be submitted, for the attention of the Director General (Operations), Ministry for the Environment, Energy and Regeneration of the Grand Harbour, through the Online Government Recruitment Portal only on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 permezz fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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, Sta Venera, SVR 1302. Dawn id-dispożizzjoniji ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u indirizz elettroniku tad-Dipartiment/Divizjoni/Direttorat huma (sustainability.gov.mt) u (humanresources.meer@gov.mt).

Il-21 ta' Ġunju, 2024

MINISTERU GĦALL-FINANZI

Post ta' Systems Administrator fl-Information Management Unit fi ħdan il-Ministeru għall-Finanzi

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

Is-Segretarju Permanenti, Ministeru għall-Finanzi jilqa' applikazzjonijiet għall-post ta' Systems Administrator fl-Information Management Unit fi ħdan il-Ministeru għall-Finanzi.

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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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, Qormi Road, Sta Venera, SVR 1302. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are (sustainability.gov.mt) and (humanresources.meer@gov.mt).

21st June, 2024

MINISTRY FOR FINANCE

Post of Systems Administrator in the Information Management Unit within 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 Systems Administrator in the Information Management Unit within the Ministry for Finance.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Systems Administrator huwa ta' Skala ta' Salarju 8, li fis-sena 2024 huwa ta' €27,179.02 fis-sena li jiżdied b'€486.83 fis-sena sa massimu ta' €30,100.

2.3 Persuna fil-grad ta' Systems Administrator titla' fi Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043) wara tlett (3) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti u jekk tkun lestiet kors speċifiku ta' ICT Toolkit relatat ma' dan il-grad kif stabbilit minn żmien għal żmien mill-Amministrazzjoni Ċentrali b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Systems Administrator tkun intitolata wkoll għall-bonus marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħha. L-ammont pagabbli jiġi ddeterminat miċ-Chief Information Officer wara li tiġi kkunsidrata l-prestazzjoni tal-Uffiċjal u, fejn japplika, kwalunkwe rakkomandazzjoni li titressaq mis-superjur immedjat tal-Uffiċjal. Il-ħlas tal-bonus huwa suġġett ukoll għall-policies tal-Amministrazzjoni Ċentrali skont kif ikunu fis-seħħ minn żmien għal żmien.

a. Il-persuna maħtura tkun intitolata għall-benefiċċji oħra u suġġetta għall-kundizzjonijiet u l-obbligi li huma stipulati fil-Working Conditions for Officers Within the information and Communications Technology (ICT) Class.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Systems Administrator huma:

i. Jissorvelja l-operat ta' kuljum tas-sistemi tat-Teknoloġija ta' l-Informatika u l-Infrastruttura biex jiżgura appoġġ effettiv lill-utent aħħari fuq l-infrastruttura, sistemi u applikazzjonijiet ta' database u l-manutenzjoni xierqa tagħhom;

ii. Jiżgura li jkun hemm qafas xieraq ta' appoġġ tekniku, inkluż il-ġestjoni u s-superviżjoni tal-manutenzjoni tan-network fiżiku, l-użu tas-servizzi u l-applikazzjonijiet tal-ICT;

iii. Jiżgura business continuity tas-servizzi tal-ICT li jinkludi hardware, software, il-konnettività u s-servizzi talinternet;

iv. Jirriċerka, jidentifika u jipproponi titjib fl-infrastruttura tal-IT għall-konsiderazzjoni tal-implimentazzjoni;

v. Jiżviluppa, jimplimenta u jżomm politiki u proċeduri bil-miktub għall-installazzjoni u l-konfigurazzjoni tas-sistemi tal-IT, operazzjonijiet, żvilupp u ġestjoni tad-data;

Terms and Conditions

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

2.2 The salary for the post of Systems Administrator is Salary Scale 8, which in the year 2024 is equivalent to €27,179.02 per annum, rising by annual increments of €486.83 up to a maximum of €30,100.

2.3 A Systems Administrator will progress to Scale 7 (€28,855.98 x €531.17 - €32,043) on completion of three (3) years service in the grade, subject to satisfactory performance and subject to the completion of a specific ICT Toolkit course related to the grade as established from time to time by the Central Administration.

2.4 A Systems Administrator will also be entitled to an annual Performance Bonus of up to a maximum of 10% of his basic salary. The amount payable shall be determined by the Chief Information Officer after consideration of the officer's performance and any recommendations forwarded by the officer's immediate superior, where applicable. Payment of bonus is also subject to Central Administration's policies in force from time to time.

a. 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 Information and Communications Technology (ICT) Class.

Duties

3. The job duties for the post of Systems Administrator are:

i. Monitoring the day to day running of the IT systems and Infrastructure ensuring effective end user support on the infrastructure, systems and database applications and the appropriate maintenance of such.

ii. Ensuring that an appropriate technical support framework is in place, including the management and oversight of the maintenance of the physical network, deployment of ICT services and applications.

iii. Ensuring business continuity of ICT services including hardware, software, connectivity and web services.

iv. Researching, identifying and proposing IT infrastructural improvement for implementation consideration.

v. Developing, implementing and maintaining written policies and procedures for IT systems installation and configuration, operations, development and data management.

vi. Jinstalla u jikkonfigura hardware, software, peripherals, servizzi, direttorji, ħażna, eċċ, skont l-istandards u l-ħtiġijiet tal-proġett/operat;

vii. Jirrevedi l-prestazzjoni tas-sistema u l-logs tal-applikazzjoni, jivverifika t-tlestija tax-xogħolijiet skedati bħal backups, set up log shipping għal multiple databases, transaction log truncation u jiġġenera rapport perjodiċi tal-prestazzjoni;

viii. Jikkoordina u jikkomunika ma' kostitwenzi milquta dwar it-tiswija u l-irkupru minn falliment ta' hardware jew software;

ix. Iwettaq aġġustamenti tal-prestazzjoni kontinwi, aġġornamenti ta' hardware, aġġornamenti tas-sistema u ottimizzazzjoni tar-riżorsi kif meħtieġ;

x. Jiżgura l-integrità u s-sigurtà tas-Sistemi tal-IT kif meħtieġ mill-politiki u l-proċeduri tal-Gvern;

xi. Joħloq u jżomm kontijiet tal-utenti u l-assenjazzjoni ta' privileġġi permezz ta' sistemi ta' sigurtà biex jiżguraw operazzjonijiet effiċjenti fil-livelli kollha;

xii. Jipprova hardware tal-kompjuter, software u operating system software bl-użu ta' test tools u scripts;

xiii. Iżomm dokumentazzjoni aġġornata dwar il-konfigurazzjoni tas-sistemi;

xiv. Iżomm ruħu aġġornat ma' żviluppi u tendenzi tekniċi u strateġiċi fl-industrija ta' l-ICT u qasam/oqsma tan-negozju speċifiċi;

xv. Jwettaq dmirijiet oħra skont struzzjonijiet mogħtija miċ-Chief Information Officer, mis-Segretarju Permanenti jew irrappreżentant/a/i tagħhom; u

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

vi. Installing and configuring hardware, software, peripherals, services, directories, storage, etc. in accordance with standards and project/operational requirements.

vii. Reviewing system performance and application logs, verifying completion of scheduled jobs such as backups, set up log shipping for multiple databases, transaction log truncation and generating periodic performance reporting.

viii. Coordinating and communicating with impacted constituencies the repair and recovery from hardware or software failures.

ix. Carry out ongoing performance tuning, hardware upgrades, system updates and resource optimisation as required.

x. Ensuring the integrity and security of IT Systems as required by the Government's policies and procedures.

xi. Creating and maintaining user accounts and assigning privileges through security systems to ensure efficient operations at all levels.

xii. Testing computer hardware, software and operating system software with the use of test tools and scripts.

xiii. Maintaining updated documentation about systems' configurations.

xiv. To keep abreast with technical and strategic developments and trends within the ICT industry and specific business area/s;

xv. Carries out any other duties as directed by the Chief Information Officer, the Permanent Secretary or their representatives; and

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq ħieles tal-ħaddiema; jew

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwa Ingliża;

U

iii. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 6 tal-MQF (b'minimu ta' 180 ECTS/ECVETS jew ekwivalenti*) fil-Kompjuter u/jew ICT, jew kwalifika rikonoxxuta komparabbli f'Livell 6 tal-MQF fil-Kompjuter u/jew ICT, flimkien ma' sena (1) esperjenza ta' xogħol relevanti f'ambjent formali u matur tal-ICT.

*Kwalifika rikonoxxuta komparabbli ma' 180 ECTS/ECVETS kretti, 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

employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

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

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

ii. able to communicate in the English Language;

AND

iii. In possession of a recognised qualification at MQF Level 6 (with a minimum of 180 ECTS/ECVETS or equivalent*) in Computing and/or ICT or a recognised comparable professional qualification at MQF Level 6 in Computing and/or ICT plus one (1) year relevant work experience in a formal and mature ICT environment.

*A recognised qualification comparable to 180 ECTS/ECVETS 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

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-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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 ġiet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa t'applikazzjonijiet.

Kwalunkwe kriterju ieħor t'Eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa t'applikazzjonijiet.

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-Klassi/Stream 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 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/ECVETS 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.

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

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

4.6 Din is-sejħa pubblika qed tiġi ppublikata fl-istess waqt ma' sejħa għas-servizz kollu għall-post ta' Systems Administrator fl-Information Management Unit fl-Ufficju fi ħdan il-Ministeru għall-Finanzi ta nhar il-Ġimgħa 21 ta' Ġunju 2024 permezz taċ-ċirkulari numru HR/MFIN 5/2024. Applikanti li jgħaddu taħt is-sejħa għas-servizz kollu jingħataw preċedenza fuq dawk li jgħaddu taħt is-sejħa pubblika. Barra minn hekk, persuna tista' tiġi kkunsidrata għall-ħatra biss jekk ikun hemm post vakanti fi żmien tal-validita' tar-riżultat.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.6, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttorat tas-Servizzi Korporattivi, Ministeru għall-Finanzi permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn **biss** fuq (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae

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

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

4.5 Applicants must be of conduct which is appropriate to the post applied for. Those applying from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.6 This public call is being published in concurrence with a service-wide call for the post of Systems Administrator in the Information Management Unit within the Ministry for Finance as published on Friday 21st June 2024 through Circular No HR/MFIN 5/2024. Applicants who are successful under the service-wide call will be given precedence over those who are successful under the public call. Appointment is moreover subject to the availability of vacancies within the validity period of the result.

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 Procedure

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.6, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Corporate Services Directorate, Ministry for Finance through the Online Government Recruitment Portal **only** o n (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list

(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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti 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 xogħol wara d-data tal-għeluq jew sa jumejn 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu minn recruitment.mfin@gov.mt. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer- generated e-mail 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 e-mail address of the receiving Directorate are (https://finance.gov.mt) and (recruitment.mfin@gov.mt).

MINISTERU GĦALL-FINANZI

Post ta' Systems Analyst fl-Information Management Unit fi ħdan il-Ministeru għall-Finanzi

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

1. Is-Segretarju Permanenti, Ministeru għall-Finanzi jilqa' applikazzjonijiet għall-post ta' Systems Analyst fl-Information Management Unit fi ħdan il-Ministeru għall-Finanzi.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Systems Analyst huwa ta' Skala ta' Salarju 8, li fis-sena 2024 huwa ta' €27,179.02 fis-sena, li jiżdied b'€486.83 fis-sena sa massimu ta' €30,100.

2.3 Persuna fil-grad ta' Systems Analyst titla' fi Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043) wara tliet (3) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti u jekk tkun lestiet kors speċifiku ta' ICT Toolkit relatat ma' dan il-grad kif stabbilit minn żmien għal żmien mill-Amministrazzjoni Ċentrali b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Systems Analyst, tkun intitolata għall-Performance Bonus sa massimu ta' 10% tas-salarju bażiku fis-sena. L-ammont pagabbli jiġi ddeterminat miċ-Chief Information Officer wara li tiġi kkunsidrata l-prestazzjoni tal-Uffiċċjal u, fejn japplika kwalunkwe rakkomandazzjoni li titressaq mis-superjur immedjat tal-uffiċċjal. Il-ħlas tal-bonus huwa suġġett ukoll għall-policies tal-Amministrazzjoni Ċentrali skont kif ikunu fis-seħħ min żmien għal żmien.

a. Il-persuna maħtura tkun intitolata għall-benefiċċji oħra u suġġetta għall-kundizzjonijiet u l-obbligi li huma stipulati fil-Working Conditions for Officers Within the information and Communications Technology (ICT) Class.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Systems Analyst huma:

i. Jippjana u jimmaniġja sezzjonijiet effettivi bil-fomm, li jinkludu taħriġ lill-utenti, kif ukoll jipprovdi sapport u jagħti pariri lill-utenti;

ii. Jipproduċi dokumenti ta' kwalità għolja u rapporti bil-miktub li jqisu l-istandards, il-metodi u l-għodod applikabbli biex jiġġeneraw manwali tal-utenti u materjal ta' taħriġ;

MINISTRY FOR FINANCE

Post of Systems Analyst in the Information Management Unit within 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 Systems Analyst in the Information Management Unit within the Ministry for Finance.

Terms and Conditions

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

2.2 The salary for the post of Systems Analyst is Salary Scale 8, which in the year 2024 is equivalent to, €27,179.02 per annum, rising by annual increments of €486.83 up to a maximum of €30,100.

2.3 A Systems Analyst will progress to Scale 7 (€28,855.98 x €531.17 - €32,043) on completion of three (3) years service in the grade, subject to satisfactory performance and subject to the completion of a specific ICT Toolkit course related to the grade as established from time to time by the Central Administration.

2.4 A Systems Analyst will also be entitled to an annual Performance Bonus of up to a maximum of 10% of his basic salary. The amount payable shall be determined by the Chief Information Officer after consideration of the Officer's performance and any recommendations forwarded by the officer's immediate superior, where applicable. Payment of Bonus is also subject to Central Administration's policies in force from time to time.

a. 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 Information and Communications Technology (ICT) Class.

Duties

3. The job duties for the post of Systems Analyst are:

i. Plans and manages effective communication sessions including training to users, as well as providing support and advice to users.

ii. Produces high quality documents and written reports taking into account applicable standards, methods and tools to generate user manuals and training materials.

iii. Jiġbor u jipproduċi rapporti informattivi dwar l-immaniġjar;

iv. Jamministra u jieħu ħsieb il-websites u l-intranet;

v. Jeżamina s-sistemi preżenti, jiddefenixxi problemi ta' applikazzjoni billi jikkonsulta mal-utenti, jevalwa l-proċeduri u l-proċessi u jiżviluppa soluzzjoni billi jipprepara u jqis soluzzjonijiet alternattivi;

vi. Jidentifika għażliet għal soluzzjonijiet potenzjali u jagħmel evalwazzjoni tagħhom biex jara jekk humiex adattati kemm mill-lat tekniku, kif ukoll mill-lat tan-negozju;

vii. Iwettaq analiżi tar-rekwiżiti, jikkoordina mal-impjegati tekniċi oħra u jħejji proposti speċifiċi għal modifiki jew sostituzzjonijiet tas-sistema;

viii. Ifassal, jissorvelja u jiddokumenta l-iskedi tal-ittestjar għal sistemi kompleti biex jiżgura li s-sistemi jaħdmu kif mistenni;

ix. Jipproponi speċifikazzjonijiet għal modifiki jew sistemi ġodda, bbażati fuq riċerka tas-suq, inkluż hardware adattat li jissapportja speċifikazzjonijiet bħal dawn;

x. Jassisti fil-koordinazzjoni, s-superviżjoni u l-ġestjoni ta'proġetti u programmi speċifiċi relatati mal-IT;

xi. Jirrapreżenta lid-Dipartiment f'laqgħat, seminars jew gruppi ta' ħidma kemm lokalment kif ukoll/jew internazzjonalment. Iħejji follow-up reports, jagħti feedback u jwettaq reviżjonijiet tad-dokumentazzjoni teknika;

xii. Jibqa' aġġornat ma' żviluppi u tendenzi tekniċi u strateġiċi fi ħdan l-industrija tal-ICT u oqsma tan-negozju speċifiċi;

xiii. Jwettaq dmirjiet oħra skont struzzjonijiet mogħtija miċ-Chief Information Officer, mis-Segretarju Permanenti jew irrappreżentant/a/i tagħhom; u

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin

iii. Compiles and generates Management Information Reports.

iv. Administering and maintaining the websites and intranet.

v. Examines current systems, defines application problems by conferring with users; evaluating procedures and processes and developing a solution by preparing and evaluating alternative solutions.

vi. Identifies options for potential solutions and assessing them for both technical and business suitability.

vii. Conducts requirements analysis, liaising with other technical staff and preparing specific proposals for system modifications or replacements.

viii. Draws up, supervising and documenting testing schedules for complete systems to ensure that the systems work as expected.

ix. Proposes specifications for modifications or new systems, based on market research, including suitable hardware to support such specifications.

x. Assists in the coordination, supervision and management of specific IT related projects and programmes.

xi. Represents the Department at meetings, seminars or workgroups both locally and/or internationally. While preparing follow-up reports, feedback and reviewing of technical documentation.

xii. Keeps abreast with technical and strategic developments and trends within the ICT industry and specific business area/s.

xiii. Carries out any other duties as directed by the Chief Information Officer, the Permanent Secretary or their representatives; and

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

Eligibility Requirements

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

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in

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-ċaqlieq ħieles tal-ħaddiema; jew

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwa Ingliża;

U

iii. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 6 tal-MQF (b'minimu ta' 180 ECTS/ECVETS jew ekwivalenti*) fil-Kompjuter u/jew ICT, jew kwalifika rikonoxxuta komparabbli f'Livell 6 tal-MQF fil-Kompjuter u/jew ICT, flimkien ma' sena (1) esperjenza ta' xogħol relevanti f'ambjent formali u matur tal-ICT.

matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

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

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

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

ii. able to communicate in the English language;

AND

iii. in possession of recognised qualification at MQF Level 6 (with a minimum of 180 ECTS/ECVETS or equivalent*) in Computing and/or ICT or a recognised comparable professional qualification at MQF Level 6 in Computing and/or ICT plus one (1) year relevant work experience in a formal and mature ICT environment.

*Kwalifika rikonoxxuta komparabbli ma' 180 ECTS/ ECVETS kretti, hekk kif applikabbli hija aċċetta biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tigi 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-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' 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 ġiet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa t'applikazzjonijiet.

Kwalunkwe kriterju ieħor t'Eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħa t'applikazzjonijiet.

4.4 Uffiċjali pubbliċi li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-Klassi/Stream tal-grad sostantiv

*A recognised Qualification comparable to 180 ECTS/ ECVETS 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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/ECVETS 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

immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-bażi tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieġ minn din is-sejħa għall-applikazzjonijiet.

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

Kwalunkwe rekwiżit ieħor ta' eliġibbiltà għall-post 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.

4.6 Din is-sejħa pubblika qed tiġi ppublikata fl-istess waqt ma' sejħa għas-servizz kollu għall-post ta' Systems Analyst fl-Information Management Unit fi ħdan il-Ministeru għall-Finanzi ta' nhar il-Ġimgħa 21 ta' Ġunju 2024 permezz taċ-ċirkulari numru HR/MFIN 6/2024. Applikanti li jgħaddu taħt is-sejħa għas-servizz kollu jingħataw preċedenza fuq dawk li jgħaddu taħt is-sejħa pubblika. Barra minn hekk, persuna tista' tiġi kkunsidrata għall-ħatra biss jekk ikun hemm post vakanti fi żmien tal-validita' tar-riżultat.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.6, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttorat tas-Servizzi Korporattivi, Ministeru għall-Finanzi permezz tal-Portal ta' Reklutaġġ tal-Gvern

substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

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

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

4.5 Applicants must be of conduct which is appropriate to the post applied for. Those applying from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.6 This public call is being published in concurrence with a service-wide call for the post of Systems Analyst in the Information Management Unit within the Ministry for Finance as published on Friday 21st June 2024 through Circular No. HR/MFIN 6/2024. Applicants who are successful under the service-wide call will be given precedence over those who are successful under the public call. Appointment is moreover subject to the availability of vacancies within the validity period of the result.

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 Procedure

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.6, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Corporate Services Directorate, Ministry for Finance through the Online Government Recruitment Portal

onlajn biss fuq (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 1.30 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 5 ta' Lulju, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti 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 xogħol wara d-data tal-għeluq jew sa jumejn 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 fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu minn recruitment.mfin@gov.mt. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

only on (https://recruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 1.30 p.m. (Central European Time) of Friday, 5th July, 2024. A computer-generated e-mail 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 viewed by accessing the address (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/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 e-mail address of the receiving Directorate are (https://finance.gov.mt) and (recruitment.mfin@gov.mt).

KUNSILL MALTI GĦALL-ARTI

Sejħa għal Servizz ta' Tekniku tad-Dwal ma' Pjazza Teatru Rjal

Dmirijiet u Responsabbiltajiet

Il-programm ta' Pjazza Teatru Rjal ta' din is-sena se jkun wieħed intensiv, b'firxa wiesa ta' kunċerti. Sabiex jiġu appoġġjati dawn l-avvenimenti b'mod effettiv, Pjazza Teatru Rjal qed ifittex persuna mħarrġa u ddedikata biex tingħaqad mat-tim tekniku tagħna bħala Tekniku tad-Dwal. Il-kandidat magħżul għandu jopera l-apparat tad-dawl matul il-provi u l-eżekuzzjonijiet, kif ukoll billi jipprovdi appoġġ tekniku lill-Malta Concert Orchestra.

Responsabbiltajiet Ġenerali

Id-dmirijiet tal-applikant magħżul jinkludu, iżda mhux limitati għal:

manutenzjoni bażika ta' prekawzjoni jew korrettiva tal-apparat tad-dwal;

iqabbad apparat elettroniku ma' dimmer racks u punti tad-dawl;

jinstalla, jipprogramma, u jagħmel patching tal-Avolites light consoles ta' Pjazza Teatru Rjal;

jopera l-console tad-dawl waqt l-avvenimenti ta' PTR biex jiżgura effetti u atmosfera tad-dwal effettivi;

dmirijiet oħra relatati.

Id-deskrizzjoni tal-impjieg m'hijiex neċessarjament lista kompluta tad-dmirijiet iżda hija intenzjonata biex tagħti idea tal-firxa ta' dmirijiet li t-Tekniku tad-Dwal mistenni li jwettaq. Id-deskrizzjoni tal-impjieg tista' tiġi riveduta regolarment u tista' tinbidel.

Kwalifiki u Esperjenza Meħtieġa

Minimu ta' Malta (REWS) Electricians Authorisation 'A';

Minimu ta' ċertifikazzjoni tal-Avolites Academy ta' Livell 1.

Minimu ta' studji tal-ECDL MQF Livell 3;

Kapaċità teknika u familjarità soda mal-apparat tad-dwal;

ARTS COUNCIL MALTA

Call for Service of Light Technician with Pjazza Teatru Rjal

Duties and Responsibilities

This year's Pjazza Teatru Rjal programme promises to be intensive, featuring a wide range of concerts and performances. To support these events effectively, we are seeking a dedicated and hard-working individual to join our technical team as a Light Technician. The selected candidate will play a crucial role in ensuring the smooth operation of light equipment during rehearsals and performances, as well as providing essential technical support to the Malta Concert Orchestra.

General Responsibilities

The duties of the selected bidder are to include but not limited to:

Perform precautionary or corrective basic maintenance of light equipment;

Connect cables of electrical equipment with dimmer racks and light points;

Install, patch, and program Pjazza Teatru Rjal's Avolites light consoles;

Operate the light console during PTR's events, ensuring optimal lighting effects and atmosphere;

Other duties as assigned

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the Light Technician will perform. The job description may be reviewed regularly and may be changed

Qualifications and Experience Required

Minimum of Malta (REWS) Electricians Authorisation 'A';

Minimum of Avolites Academy certification Level 1;

Minimum of ECDL studies MQF Level 3;

Strong technical aptitude and familiarity with light equipment;

Ħiliet b'saħħithom li wieħed jaħdem f'tim u l-abbiltà li jikkolabora effettivament ma' oħrajn;

Li wieħed ikun proattiv u kapaċi jaħdem indipendentament b'superviżjoni minima;

Flessibbiltà li wieħed jaħdem filgħaxija u Sibtijiet u Ħdud, skont kif tkun tirrikjedi l-iskeda tal-avvenimenti;

Ħiliet interpersonali u servizz tal-klijenti eċċellenti;

L-abbiltà li wieħed jaħdem taħt pressjoni fuq firxa ta' xogħolijiet fl-istess waqt, u li wieħed jkun kapaċi jaħdem f'tim sabiex isolvi problemi fejn ikun hemm il-bżonn;

Rieda li wieħed jitgħallem u jkabbar l-għarfien tiegħu;

Abbiltà li wieħed jaħdem b'mod awtonomu bi ftit jew ebda superviżjoni;

Kuntratt

Il-kandidat/a magħżul/a se jkun qiegħed jingħata Kuntratt ta' Servizz ta' sena (1), bil-possibbiltà li dan jiġi mġedded għal perjodu estiż ta' sena (1) oħra, skont il-prestazzjoni tiegħu/tagħha.

Il-kandidat ikollu jwieġeb għad-Direttur ta' PTR u jopera b'sigħat flessibbli sabiex jilħaq mad-domanda u r-rekwiżiti tal-pożizzjoni. Il-kandidat magħżul se jkollu jaħdem f'konformità mar-regoli u r-regolamenti tas-Servizz Pubbliku ta' Malta.

Ir-remunerazzjoni hija dik ta' EUR18 fis-siegħa (VAT eskluż iżda inkluż kwalunkwe taxxi jew miżati oħra) għal bejn wieħed u ieħor 20 kunċert fi staġun, b'22 siegħa għal kull kunċert (inkluż focusing, provi, programmar, u operat).

Il-pagament jiġi pproċessat kull xahar mill-Kunsill Malti għall-Arti wara li dan jirċievi fattura b'numru validu tal-VAT.

Applikazzjonijiet

Pjazza Teatru Rjal tħaddan politika ta' opportunitajiet indaqs u hija impenjata lejn id-diversità u l-inklużjoni fuq il-post tax-xogħol.

Applikanti interessati għandhom jibagħtu ittra ta' motivazzjoni flimkien ma' CV lil: (vacancies@artscouncil.mt).

Id-data tal-għeluq għall-applikazzjonijiet hija t-Tnejn 1 ta' Lulju 2024, f'nofsinhar.

Il-21 ta' Ġunju, 2024

Excellent teamwork skills and ability to collaborate effectively with others;

Proactive and able to work independently with minimal supervision;

Flexibility to work evenings and weekends as required by event schedules;

Excellent interpersonal skills and customer service skills;

Ability to work under pressure and multi-task, using a team approach to solve problems when appropriate;

A willingness to learn and expand his/her knowledge;

Ability to work autonomously with little or no supervision

Contract

The selected candidate will be awarded a one (1) year Contract for Service, with the possibility to renew for a further period of one (1) year, depending on his/her performance.

Answerable to Director of PTR, operating with flexible hours to meet the demands and requirements of the position. The chosen candidate will be required to work within the rules and regulations of the Malta Public Service.

The remuneration is of EUR18 per hour (excluding VAT but including any other taxes or charges) for an estimated 20 concerts for one season with 22hours per concert (including focusing, rehearsals, programming and operations).

Payment will be processed monthly by Arts Council Malta on receipt of an invoice with a valid VAT number.

Applications

Pjazza Teatru Rjal is an equal opportunity employer committed to diversity and inclusion in the workplace.

Interested applicants are required to send a motivation letter together with a CV to: (vacancies@artscouncil.mt).

The closing date for applications is Moday, 1st July, 2024 at noon.

21st June, 2024

AĠENZIJA KULTURALI GĦALL-BELT VALLETTA

Sejħa għall-applikazzjonijiet għal kandidati biex iwettqu dmirijiet bħala Koordinatur tal-Operat fl-Aġenzija Kulturali għall-Belt Valletta (VCA)

Nomenklaturi li jindikaw is-sess maskili jinkludu wkoll is-sess femminili

Is-servizzi ta' Koordinatur tal-Operat huma meħtieġa fil-VCA, u jibdew mill-2024, b'medja ta' 40 siegħa ta' servizz fil-ġimgħa.

Il-kandidat li jintgħażel ser jidħol f'Kuntratt għal Servizz għal perjodu ta' 36 (sitt u tletin) xahar. Is-servizz ser jitħallas b'€14 (eskluża l-VAT) fis-siegħa, b'medja ta' 40 siegħa fil-ġimgħa ta' servizz meħtieġ. Il-valur totali tal-kuntratt ma jaqbiżx is-€87,360 (eskluża l-VAT) fuq tliet snin. Kwalunkwe taxxi jew ħlasijiet oħra għandhom jitħallsu mill-kandidat li jintgħażel.

1. L-Aġenzija Kulturali għall-Belt Valletta

Il-VCA hija entità tal-Gvern li ssostni u ssaħħaħ il-ħajja kulturali vibranti tal-Belt Kapitali permezz tal-ħolqien ta' programm annwali ta' avvenimenti kreattivi żviluppati b'kollaborazzjoni ma' artisti u Organizzazzjonijiet Kulturali Pubbliċi oħra. Bħala l-legat tal-Fondazzjoni Valletta 2018, il-VCA issostni wkoll standards ta' eċċellenza fil-koordinazzjoni u l-organizzazzjoni ta' avvenimenti kulturali fil-belt, filwaqt li tinkoraġġixxi aċċess u parteċipazzjoni minn udjenza diversa.

2. Servizzi Meħtieġa

Il-Koordinatur tal-Operat se jifforma parti mid-Dipartiment tal-Operat tal-VCA u se jkun qed jaħdem taħt is-superviżjoni tal-Kap tal-Operat u l-Uffiċjal Kap Eżekuttiv. Id-dmirijiet ewlenin tal-Koordinatur tal-Operat:

L-amministrazzjoni ta' bażijiet ta' data lokali u/jew tal-UE li jappartjenu għall-Aġenzija Kulturali għall-Belt Valletta;

Li jservi bħala l-ewwel linja ta' appoġġ għas-soluzzjoni ta' xi problemi rrappurtati u kif meħtieġ jeskala l-kwistjoni lis-sid tas-sistema operattiva, lil parti terza jew lill-fornitur kif applikabbli;

It-twettiq kif meħtieġ ta' evalwazzjoni ta' analiżi tas-sistemi u l-identifikazzjoni tar-rekwiżiti operattivi, b'mod partikolari:

VALLETTA CULTURAL AGENCY

Call for applications to perform duties as Operations Coordinator at the Valletta Cultural Agency (VCA)

Nomenclatures denoting the male gender also include the female gender

The services of an Operations Coordinator are required at the VCA, starting in 2024, with an average of 40 hours of service per week.

The successful candidate shall enter into a Contract for Service for a period of 36 (thirty-six) months. The service shall be remunerated at €14 (excluding VAT) per hour, with an average of 40 hours per week of required service. The total contract value will not exceed €87,360 (excluding VAT) over three years. Any other taxes or charges shall be borne by the successful candidate.

1. The Valletta Cultural Agency

The VCA is a Government entity that sustains and strengthens the Capital City's vibrant cultural life through the creation of an annual programme of creative events developed in collaboration with artists and other Public Cultural Organisations. A legacy of the Valletta 2018 Foundation, the VCA also upholds standards of excellence in the coordination and organisation of cultural events in the city, while encouraging access and participation by a diverse audience.

2. Services Required

The Operations Coordinator will form part of the Operations Department of the VCA and will be working under the supervision of the Head of Operations and the Chief Executive Officer. The main duties of the Operations Coordinator are:

Administer local and/or EU databases pertaining to the Valletta Cultural Agency;

Serving as the first line of support for troubleshooting any of the problems reported and as necessary escalate the issue to the owner of the operational system, third-Party or supplier as applicable;

Carrying out as required systems analysis evaluation and identifying the operational requirements, in particular;

Għajnuna lill-utenti fil-ħruġ tar-rapporti meħtieġa għall-operazzjonijiet ta' kuljum u rapporti oħra ad hoc li jistgħu jkunu meħtieġa;

Il-monitoraġġ tal-obbligi kuntrattwali tal-fornitur;

L-iżgurar ta' aderenza mal-politiki u d-deċiżjonijiet tal-ġestjoni fir-relazzjonijiet mal-Operat;

Il-ġbir tal-informazzjoni meħtieġa;

It-twettiq ta' kull akkwist meħtieġ skont ir-Regolamenti dwar l-Akkwist Pubbliku;

L-implimentazzjoni ta' kopertura tal-assigurazzjoni u r-rekwiżiti tagħha;

Iż-żamma tas-saħħa u s-sigurtà u r-rekwiżiti tal-ġestjoni tal-kwalità;

Il-ġbir u l-aġġornament tal-inventarju tal-Aġenzija Kulturali għall-Belt Valletta kif meħtieġ;

It-twettiq ta' dmirijiet ta' akkoljenza meta meħtieġ;

It-twettiq ta' kull dmir ieħor kif ordnat mis-CEO jew ir-rappreżentant tagħha skont l-esiġenzi tal-Aġenzija Kulturali għall-Belt Valletta.

Il-Koordinatur tal-Operat se jkun meħtieġ jaħdem kif ġej:

Mit-8.00 a.m. sas-1.45 p.m. mit-Tnejn sal-Ġimgħa eskluża l-Festi Pubbliċi/Nazzjonali, matul il-perjodu tas-sajf. Il-perjodu tas-sajf ma jinkludi l-ebda waqfa iżda jekk tkun mitluba waqfa minima ta' 15-il minuta mill-Fornitur tas-Servizz, dan għandu jitnaqqas mis-sigħat ta' servizz mogħti mill-Fornitur tas-Servizz.

Mit-8.00 a.m. sal-5.30 p.m. mit-Tnejn sal-Ġimgħa eskluża l-Festi Pubbliċi/Nazzjonali, matul il-perjodu tax-xitwa. Il-perjodu tax-xitwa jinkludi waqfa ta' kuljum ta' 45 minuta li tista' titnaqqas mis-sigħat ta' servizz mogħti mill-Fornitur tas-Servizz.

Jistgħu jintalbu sigħat addizzjonali ta' servizz mill-Aġenzija Kulturali għall-Belt Valletta skont l-esiġenzi tax-xogħol.

Il-ħlas għandu jiġi affettwat skont is-sigħat ta' servizz mogħti (eskluża kwalunkwe waqfiet ta' assenza temporanja) wara s-sottomissjoni ta' timesheet ta' kull xahar li tiddeskrivi

Assisting users in issuing the necessary reports for the daily operations and other ad hoc reports that may be required;

Monitoring supplier contractual obligations;

Ensuring adherence to management policies and decisions in relations to Operations;

Collating and compiling necessary information;

Carrying out any necessary procurement in line with the Public Procurement Regulations;

Implement insurance coverage and its requirements;

Maintaining health and safety and quality management requirements;

Collating and updating of inventory of the Valletta Cultural Agency as required;

Carry out Reception duties when necessary;

Carrying out any other duties as directed by the CEO or her representative according to the exigencies of the Valletta Cultural Agency.

The Operations Coordinator will be required to work as follows:

From 8.00 a.m. till 1.45 p.m. from Monday to Friday excluding Public/National Holidays, during the summer period. The summer period does not include any break however if a minimum 15-minute break is requested by the Service Provider, this shall be deducted from the hours of service rendered by the Service Provider.

From 8.00 a.m. till 5.30 p.m. from Monday to Friday excluding Public/National Holidays, during the winter period. The winter period includes a daily 45-minute break which is deductible from the hours of service rendered by the Service Provider.

Additional hours of service may be requested by the Valletta Cultural Agency in accordance with the exigencies of work.

Payment shall be affected in accordance with the hours of service rendered (excluding any breaks of temporary absence) following the submission of a monthly timesheet

s-sigħat ta' servizz ta' kuljum mogħtija u fattura fiskali dettaljata.

3. Kwalifiki u Esperjenza Meħtieġa

Kwalifika ta' Baċellerat fil-Livell MQF 6 (soġġetta għal minimu ta' 180 kreditu ECTS/ECVET, jew ekwivalenti*) f'suġġett relatat max-Xjenzi Soċjali/il-Management/l-Amministrazzjoni jew kwalifika komparabbli relatata

jew

Kwalifika ta' Diploma fil-Livell MQF 5 (soġġetta għal minimu ta' 60 kreditu ECTS/ECVET, jew ekwivalenti*) fix-Xjenzi Soċjali/il-Management/l-Amministrazzjoni jew kwalifika professjonali komparabbli, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti ppruvata.

L-għarfien u l-esperjenza tax-xogħol relatati mal-ICT se jitqiesu bħala vantaġġ.

Il-kwalifiki u l-esperjenza mitluba għandhom ikunu sostnuti minn ċertifikati u/jew testimonjanzi, li kopji tagħhom għandhom ikunu mehmuża mal-applikazzjoni jew mibgħuta separatament lill-Kap tal-HR Management fil-Valletta Cultural Agency, Exchange Buildings, Triq ir-Repubblika, il-Belt Valletta jew b'email fuq hr@vca.gov.mt sa mhux aktar tard mid-data u l-ħin tal-għeluq.

Iċ-ċertifikati oriġinali u/jew it-testimonjanzi għandhom jiġu prodotti invarjabbilment għall-verifika waqt l-intervista.

4. Applikazzjonijiet

L-applikanti interessati huma mitluba jibagħtu ittra ta' motivazzjoni indirizzata lill-Uffiċjal Kap Eżekuttiv, flimkien ma' CV u kopji taċ-ċertifikati. Dawn id-dokumenti, għandhom jintbagħtu bl-email fuq: hr.vca@vca.gov.mt sa mhux aktar tard minn nofsinhar (Ħin tal-Ewropa Ċentrali) tat-Tnejn 24 ta' Ġunju 2024. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

L-applikanti eliġibbli se jintalbu jattendu għal intervista, immexxija mill-Bord tal-Għażla biex jevalwa l-idoneità tagħhom biex iwettqu d-dmirijiet imsemmija hawn fuq. L-intervista tista' ssir fuq l-internet.

L-għażla finali ser issir fuq mertu tekniku. Se tkun ibbażata fuq analiżi tad-dokumentazzjoni sottomessa skont ir-rekwiżiti ta' din is-sejħa, u fuq ir-riżultat tal-intervista.

Il-21 ta' Ġunju, 2024

outlining the daily hours of service rendered and a detailed fiscal invoice.

3. Qualifications and Experience Required

Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in a subject related to Social Sciences/ Management/ Administration or a related comparable qualification.

or

Diploma qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Social Sciences/Management/Administration or a comparable professional qualification, plus one (1) year proven relevant work experience.

Knowledge and work experience related to ICT will be considered an asset.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application or sent separately to the Head of HR Management at Valletta Cultural Agency, Exchange Buildings, Republic Street, Valletta or by email on hr@vca.gov.mt by not later than the closing date and time.

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

4. Applications

Interested applicants are required to send a motivation letter addressed to the Chief Executive Officer, together with a CV and copies of certificates. These documents are to be sent by email on: (hr.vca@vca.gov.mt) by not later than noon (Central European Time) of Monday, 24th June, 2024. Late applications will not be considered.

Eligible applicants will be asked to sit for an interview which will be conducted by a Selection Board to assess their suitability to carry out the duties mentioned above. The interview may take place over the internet.

The final selection shall be made on technical merit. It will be based on an analysis of the submitted documentation in line with the requirements of this call, and on the outcome of the interview.

21st June, 2024

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

L-Aġenzija għall-Vittmi tal-Kriminalità (VSA) teħtieġ professjonisti motivati għall-postijiet li ġejjin:

Uffiċjal Legali
Permess ta' Jobspus Nru. 591/2024

Case Officer II (Sapport Emozzjonali)
Permess ta' Jobsplus Nru. 593/2024

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

Applikanti interessati għandhom jibagħtu ittra ta' applikazzjoni flimkien ma' ċertifikat riċenti tal-kondotta tal-Puliżija, Europass CV dettaljat u kopji tal-kwalifiki akkademiċi lill-Kap Eżekuttiv tal-VSA fuq (vsa-hr@gov.mt) sa mhux aktar tard mill-Ġimgħa, 5 ta' Lulju, 2024.

Applikazzjonijiet li jaslu tard ma jkunux ikkunsidrati.

Il-21 ta' Ġunju, 2024

AĠENZIJA ŻGĦAŻAGĦ

AZ 007/2024 Espressjoni t'Interess għall-Servizz ta' Esperti Prattikanti f'Diversi Oqsma m'Aġenzija Żgħażagħ

Aġenzija Żgħażagħ tilqa' applikazzjonijiet għal servizz ta' esperti prattikanti f'diversi oqsma sabiex jiġu provduti sezzjonijiet u programmi liż-żgħażagħ, skont kif meħtieġ.

Informazzjoni dettaljata hija aċċessibbli fuq is-sit elettroniku ta' l-Aġenzija Żgħażagħ (https://youth.gov.mt/request-for-quotations/).

L-applikazzjonijiet, f'format ta' European Curriculum Vitae flimkien mal-kwalifiki u esperjenza ta' xogħol jintlaqgħu minn Aġenzija Żgħażagħ, Triq il-Kbira San Ġużepp, Santa Venera SVR 1013 f'envelopp issiġġilat għall-attenzjoni ta' Rowena M Borg sa mhux aktar tard mill-Ġimgħa, 19 ta' Lulju 2024 f'nofsinhar CET.

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 jum ta' ħidma.

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-21 ta' Ġunju, 2024

VICTIM SUPPORT AGENCY
(VSA)

The Victim Support Agency (VSA) is looking for highly motivated result-oriented professionals for the following posts:

Legal Officer
Jobsplus Permit No. 591/2024

Case Officer II (Emotional Support) Jobsplus
Permit No. 593/2024

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

Interested applicants should send a letter of application together with a recent Police certificate of conduct, detailed Europass CV and copies of academic qualifications to the VSA CEO on (vsa-hr@gov.mt) by not later than Friday, 5th July, 2024.

Late applications will not be considered.

21st June, 2024

AĠENZIJA ŻGĦAŻAGĦ

AZ 007/2024 Expression of Interest for Various Expert Practitioners with Aġenzija Żgħażagħ

Aġenzija Żgħażagħ invites applications for various expert practitioners' provision of service to be provided for Aġenzija Żgħażagħ's programmes and projects.

Full details and specifications can be downloaded from the Aġenzija Żgħażagħ website (https://youth.gov.mt/request-for-quotations/).

Applications, in a European Curriculum Vitae Format, including qualifications and work experience, must be received by Aġenzija Żgħażagħ, Triq il-Kbira San Ġużepp, Santa Venera SVR 1013 in a sealed envelope addressed for the attention of Rowena M Borg by not later than Friday, 19th July 2024 at noon CET.

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 12.30 p.m., or by email to (rowena.borg@gov.mt).

21st June, 2024

MINISTERU GĦALL-FINANZI

Lista ta' Direct Contracts mogħtija mill-Ministeru għall-Finanzi matul il-perjodu bejn l-1 ta' Jannar, 2023 u l-31 ta' Diċembru, 2023, ippublikata skont ir-Regolament 111(2) tar-Regolamenti dwar l-Akkwist Pubbliku L.S. 601.03

Il-21 ta' Ġunju, 2024

MINISTRY FOR FINANCE

List of Direct Contracts awarded by the Ministry for Finance during the period between 1st January, 2023 and 31st December, 2023 published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03.

21st June, 2024

Nru. *No.*	Nru. ta' Referenza tad-Direct Order *Direct Order Reference Number*	Isem tad-Direct Order/ Suġġett tad-Direct Order *Direct Order Name/Subject of Direct Order*	Data tal-Għotja *Award Date*	Isem il-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt esklużа l-VAT *Amount excl. VAT*
1	100/2023/20	Provision of Global Location Numbers (GLNs)	1/31/2023	GS1 Malta	€15,275.00
2	100/2023/20	Provision of managerial services	2/13/2023	Mr Carmel Tonna	€24,362.64
3	100/2023/29/A	Provision of consultancy services	3/28/2023	M2-Business Frameworks Limited	€30,000.00
4	100/2023/20	Provision of advisory services	4/13/2023	Mr Brian Zahra	€70,000.00
5	100/2023/20	Provision of consultancy services	4/18/2023	Mr Yehuda Shaffer	€40,000.00
6	100/2023/20	Setup of stand, installation of equipment and dismantling	4/28/2023	Malta Fairs and Conventions Centre (MFCC)	€12,942.50
7	100/2023/20	Provision of cleaning services at MFIN and Line Departments	5/20/2023	Mr Melchiore Dimech	€68,240.00
8	100/2023/20	Provision of legal services	5/22/2023	Dr. Ivan Sammut	€36,400.00
9	100/2023/20	Provision of administrative and quality assurance review work	5/31/2023	Mr Charles Buhagiar	€18,807.20
10	100/2023/20	Provision of clerical and administrative services	6/24/2023	Ms Nathalie Abela	€13,312.00
11	100/2023/20	Provision of media services	8/16/2023	Antilia Limited	€45,000.00
12	100/2023/20	Provision of clerical services	8/16/2023	Ms Ritianne D'Amato	€20,605.80
13	100/2023/20	Provision of clerical services	8/16/2023	Ms Graziella Vella	€20,605.80
14	100/2023/20	Provision of cleaning services at MFIN and Line Departments	8/18/2023	Mr Melchiore Dimech	€68,240.00
15	100/2023/20	Provision of legal services	10/6/2023	Mr Stefan Cassella	€20,000.00
16	100/2023/20	Provision of website development services	10/14/2023	Ascent Software Ltd	€11,787.50
17	100/2023/20	Provision of clerical and administrative services	11/3/2023	Ms. Nathalie Abela	€26,624.00
18	100/2023/20	Provision of administrative and quality assurance review work	11/30/2023	Mr Charles Buhagiar	€18,807.20
19	100/2023/20	Maintenance and support services for the accountancy board website	12/14/2023	Ascent Ltd.	€89,100.00
20	100/2023/20	Provision of legal services	12/20/2023	Dr Ivan Sammut	€20,000.00

KUNSILL LOKALI L-MOSTA

Sospensjoni tat-Traffiku

Il-Kunsill Lokali tal-Mosta jgħarraf illi dawn it-toroq se jkunu magħluqa għat-traffiku:

Is-Sibt, 6 ta' Lulju, 2024, mis-7.00 p.m. sal-Ħadd, 7 ta' Lulju, 2024 f'11.59 p.m.

Is-Sibt, 13 ta' Lulju, 2024, mis-7.00 p.m. sal-Ħadd, 14 ta' Lulju, 2024 f'11.59 p.m.

Is-Sibt, 20 ta' Lulju, 2024, mis-7.00 p.m. sal-Ħadd, 21 ta' Lulju, 2024 f'11.59 p.m.

Is-Sibt 27 ta' Lulju, 2024, mis-7.00 p.m. sal-Ħadd, 28 ta' Lulju, 2024 f'11.59 p.m.

Is-Sibt, 3 ta' Awwissu, 2024, mis-7.00 p.m. sal-Ħadd, 4 ta' Awwissu, 2024 f'11.59 p.m.

Il-Ġimgħa, 9 ta' Awwissu, 2024, mit-3.00 p.m. sal-Ħamis, 15 ta'Awwissu, 2024 f'11.59 p.m. (Ġimgħa tal-Festa).

Is-Sibt, 17 ta' Awwissu, 2024, mis-7.00 p.m. sal-Ħadd, 18 ta' Awwissu, 2024 f'11.59 p.m.

Is-Sibt, 24 ta' Awwissu 2024, mis-7.00 p.m. sal-Ħadd, 25 ta' Awwissu, 2024 f'11.59 p.m.

Is-Sibt, 31 ta' Awwissu 2024, mis-7.00 p.m. sal-Ħadd, 1 ta' Settembru, 2024 f'11.59 p.m.

Traffiku li ġej minn Triq il-Kostituzzjoni jiġi devjat biss lejn Triq il-Kbira.

Traffiku li ġej minn Triq il-Pont u Triq Sant Anna mhux ser ikun hemm aċċess għal-Pjazza.

Traffiku li ġej minn Triq il-Kungress Ewkaristiku jiġi devjat għal Triq it-Torri.

It-trasport pubbliku se jkun affettwat

Il-21 ta' Ġunju, 2024

MOSTA LOCAL COUNCIL

Suspension of Traffic

The Mosta Local Council notifies that the following streets will be closed for traffic:

On Saturday, 6th July, 2024 from 7.00 p.m. till Sunday 7th July, 2024 at 11.59 p.m.

On Saturday, 13th July, 2024 from 7.00 p.m. till Sunday 14th July, 2024 at 11.59 p.m.

On Saturday, 20th July, 2024 rom 7.00 p.m. till Sunday 21st July, 2024 at 11.59 p.m.

On Saturday, 27th July, 2024 from 7.00 p.m. till Sunday 28th July, 2024 at 11.59 p.m.

On Saturday, 3rd August, 2024 from 7.00 p.m. till Sunday 4th August, 2024 at 11.59 p.m.

On Friday, 9th August, 2024 from 3.00 p.m. till Thursday, 15th August, 2024 at 23.59 (Festa Week).

On Saturday, 17th August, 2024 from 7.00 p.m. till Sunday 18th August, 2024 at 11.59 p.m.

On Saturday, 24th August, 2024 from 7.00 p.m. till Sunday 25th August, 2024 at 11.59 p.m.

On Saturday, 31st August, 2024 from 7.00 p.m. till Sunday 1st September, 2024 at 11.59 p.m.

Traffic coming from Triq il-Kostituzzjoni will be diverted to Triq il-Kbira.

Traffic coming from Triq il-Pont and Triq Sant Anna will not enter te Pjazza.

Traffic coming from Triq il-Kungress Ewkaristiku will be diverted to Triq it-Torri.

Public Transport will be affected.

21st June, 2024

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar l-Erbgħa, 26 ta' Ġunju, 2024, mid-9.30 a.m. sal-5.00 p.m., Triq il-Kbira se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'din il-ġurnata matul dan il-ħin.

Il-21 ta' Ġunju, 2024

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Wednesday, 26th June, 2024, from 9.30 a.m. till 5.00 p.m., Triq il-Kbira will be closed for traffic. Parking of vehicles is not permitted during this day and times.

21st June, 2024

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar is-Sibt, 24 ta' Awissu, 2024, bejn nofsinhar u nofsillejl, Triq l-Isqof Gargallo se tkun magħluqa għat-traffiku, ma jistax isir parkeġġ ta' vetturi u se tkun żona ta' rmonk minħabba attivitajiet konnessi mal-Festa ta' San Bartilmew.

Il-Kunsill Lokali Ħal Għargħur jgħarraf ukoll li Triq il-Ġnien se tkun two-way is-Sibt, 24 u l-Ħadd, 25 ta' A wwissu, 2024.

Il-21 ta' Ġunju, 2024

KUNSILL LOKALI ĦAL GĦARGĦUR

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Ħal Għargħur jgħarraf li nhar l-Erbgħa, 28 ta' Awwissu, 2024, mid-9.30 a.m. san-12.30 p.m., Triq il-Kbira se tkun magħluqa għat-traffiku. Ħadd ma jista' jipparkja f'din il-ġurnata matul dan il-ħin.

Il-21 ta' Ġunju, 2024

KUNSILL LOKALI ĦAL GĦARGĦUR

Festa ta' San Bartolomew
25 ta' Awwissu, 2024
Armar ta' Gabbani

Il-Kunsill Lokali Ħal Għargħur jgħarraf li qed jilqa' applikazzjonijiet għall-armar ta' gabbani fl-okkażjoni ta' festa ta' San Bartolomew. L-applikazzjonijiet għandhom jaslu fl-Uffiċċju tal-Kunsill Lokali Ħal Għargħur sa mhux aktar tard mill-Ġimgħa, 26 ta' Lulju, 2024.

Mal-applikazzjoni l-applikant għandu jipprovdi:

Karta tal-identità;
Ritratt tal-gabbana;
Ċertifikat mid-Dipartiment tal-VAT;
Liċenzja tal-Kummerċ;
Ċertifikat maħruġ mid-Dipartiment tas-Saħħa Pubblika.

Jekk xi dokument minn dawn ma jiġix ippreżentat, l-applikazzjoni ma tintlaqax.

Għandu jitħallas dritt skont l-Avviż Legali 119/2002.

Il-21 ta' Ġunju, 2024

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Saturday, 24th August, 2024, between noon and midnight, Triq l-Isqof Gargallo will be closed to traffic, parking of vehicles is not allowed and it will be a tow zone area due to activities connected with the Feast of St Bartholomew.

The Ħal Għargħur Local Council also notifies that Triq il-Ġnien will be two way for traffic on Saturday, 24th and Sunday, 25th August, 2024.

21st June, 2024

ĦAL GĦARGĦUR LOCAL COUNCIL

Traffic and Parking Suspension

The Ħal Għargħur Local Council notifies that on Wednesday, 28th August, 2024, from 9.30 a.m. till 12.30 p.m., Triq il-Kbira will be closed for traffic. Parking of vehicles is not permitted during this day and times.

21st June, 2024

ĦAL GĦARGĦUR LOCAL COUNCIL

Feast of Saint Bartolomew
25th August, 2024
Setting up of Kiosks

The Ħal Għargħur Local Council notifies that it is accepting applications for the setting up of kiosks for the occasion of the feast of Saint Bartolomew. These applications are to reach the office of the Ħal Għargħur Local Council by not later than Friday, 26th July, 2024.

Together with the application the applicant has to submit:

Identity card;
Photo of the kiosk;
Certification from the VAT Department;
Trade Licence;
Certificate issued by the Department of Public Health.

If one of these documents is not presented, the application will not be accepted.

A fee should be paid in accordance to Legal Notice 119/2002.

21st June, 2024

KUNSILL LOKALI L-GĦARB

Sospensjoni ta' Traffiku

Il-Kunsill Lokali l-Għarb jgħarraf illi illi b'mod temporanju minn nhar il-Erbgha, 26 ta' Ġunju, 2024 sat-Tnejn, 8 ta' Lulju, 2024, Triq il-Knisja mill-parti ta' ħdejn Triq il-Viżitazzjoni sa Pjazza Żjara tal-Madonna se tkun one way. Se jkun hemm devjazzjoni għal Triq il-Viżitazzjoni, Triq Felic Grech, Triq Dun Alwiġ Mizzi għal wara il-Knisja. Parkeġġ ta' vetturi huwa pprojbit fi Triq Dun Alwiġ Mizzi u Pjazza Żjara tal-Madonna.

Il-21 ta' Ġunju, 2024

GĦARB LOCAL COUNCIL

Suspension of Traffic

The Għarb Local Council notifies that on a temporary basis as from Wednesday, 26th June, 2024 to Monday, 8th July, 2024, Triq il-Knisja from Triq il-Viżitazzjoni up to Pjazza taż-Żjara tal-Madonna will be one way. There will be a diversion through Triq il-Viżitazzjoni, Triq Felic Grech, Triq Dun Alwiġ Mizzi to areas behind the Church. No parking is allowed in Triq Dun Alwiġ Mizzi and Pjazza Żjara tal-Madonna.

21st June, 2024

KUNSILL LOKALI L-FGURA

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali l-Fgura jgħarraf illi nhar il-Gimgħa, 28 ta' Ġunju, 2024, bejn il-5.00 p.m. u nofsillejl, Triq Nazzareno Farrugia u parti minn Triq Hompesch (direzzjoni lejn Ħaż-Żabbar) se jkunu magħluqa għat-traffiku.

Mhux ser ikun permess parkeġġ fi Triq Nazzareno Farrugia u vetturi li jiqbgħu pparkjati jiġu rmunkati, u l-ħlas isir minnaħa tal-propjetarju tal-vettura.

Il-21 ta' Ġunju, 2024

FGURA LOCAL COUNCIL

Suspension of Traffic and Parking

The Fgura Local Council hereby notifies that on Friday, 28th June, 2024, between 5.00 p.m. and midnight, Triq Nazzareno Farrugia and part of Triq Hompesch (direction to Ħaż-Żabbar) will be closed for transit of vehicles.

No cars will be allowed to park at Triq Nazzareno Farrugia during the same time. Cars that remain parked shall be towed and paid at the owner's expense.

21st June, 2024

KUNSILL LOKALI R-RABAT (MALTA)

Sospensjoni ta' Traffiku

Il-Kunsill Lokali r-Rabat jgħarraf li nhar il-Ħamis, 27 ta' Ġunju, 2024, mid-9.30 a.m. sas-1.30 p.m., Triq Ġorġ Borg Oliver se tkun magħluqa għat-traffiku, trasport pubbliku inkluż.

Uffiċjali tal-LESA se jkunu fuq il-post sabiex jiddevjaw it-traffiku.

Il-21 ta' Ġunju, 2024

RABAT (MALTA) LOCAL COUNCIL

Suspension of Traffic

The Rabat Local Council notifies that on Thursday, 27th June, 2024, Triq Ġorġ Borg Oliver shall be closed for traffic, including public transport, from 9.30 a.m. till 1.30 p.m.

LESA officers shall be on site to divert traffic flow.

21st June, 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, 4 ta' Lulju, 2024, għal:

Avviż Nru. 37 Kiri, għall-perjodu li fadal tal-kirja preżenti li jintemm fil-31 ta' Mejju, 2028, tal-Ħanut vojt tale quale f'Nru. 10, Blokk Nru. 4, Triq L-Inkurunazzjoni, Bormla kif muri bl-aħmar fuq il-pjanta P.D.174_95_1_A. Il-kerrej

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, 4th July, 2024, for:

Advt No. 37. Lease, for the remaining period of the present lease which ends on the 31st May, 2028, of the bare Shop tale quale at No. 10 Block No. 4, Triq L-Inkurunazzjoni, Bormla as shown edged in red on plan P.D.174_95_1_A. The present

prezenti 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' €2,190 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' seba' mija u tletin ewro u ħdax-il ċenteżmu (€730.11) fis-sena ma jiġux ikkunsidrati. Irid isir ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 38 Kiri, għall-perjodu li fadal tal-kirja preżenti li jintemm fil-31 ta' Mejju, 2028, tal-Ħanut vojt tale quale f'Nru. 15, Blokk VI, Triq Sant'Anna kantuniera ma' Triq is-Suq, il-Furjana kif muri bl-aħmar fuq il-pjanta P.D.2005_364_15. Il-kerrej prezenti 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' €1,000 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tliet mija u wieħed ewro u disgħa u tmenin ċenteżmu (€301.89) fis-sena ma jiġux ikkunsidrati. Irid isir ħlas ta' €50 għad-dokumenti tal-offerta.

Dawn l-avviżi qegħdin jiġu ppubblikati bħala stedina għall-pubbliku sabiex jakkwista d-dokumenti tal-offerta online. L-offerenti għandhom jirreferu għall-kundizzjonijiet kollha tad-dokument tal-offerta u huma mitluba li jaqraw sew dawn id-dokumenti. L-offerti għandhom isiru biss fuq il-formola preskritta, li flimkien mal-kundizzjonijiet rilevanti u dokumenti oħra jistgħu jinkisbu billi tagħżel 'Buy Tender' fuq il-paġna ta' dawn l-offerti fis-sit (https://landsauthority.org.mt/services/tendering/). Il-ħlas ta' ħamsin ewro (€50) għandu jsir permezz tas-sistema online tas-sit tal-Awtorità tal-Artijiet bil-card bankarja tal-preferenza tiegħek.

Il-21 ta' Ġunju, 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. tas-Sibt, 27 ta' Lulju, 2024.

PMC Ref. Nru. 21-6510/24. Total laboratory automation system for the Microbiology Laboratory.

Dokumenti tal-Preliminary Market Consultation jinkisbu mingħajr ħlas u l-informazzjoni għandha tintbagħat BISS online lil (www.etenders.gov.mt).

Il-21 ta' Ġunju, 2024

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 €2,190 as stipulated in the tender conditions. Offers below the amount of seven hundred and thirty Euros and eleven cents (€730.11) per annum will not be considered. A fee of €50 will be charged for the tender documents.

Advt No. 38. Lease, for the remaining period of the present lease which ends on the 31st May, 2028, of the bare Shop tale quale at No. 15 Block VI, Triq Sant'Anna cornering with Triq is-Suq, Floriana as shown edged in red on plan P.D.2005_364_15. 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 €1,000 as stipulated in the tender conditions. Offers below the amount of three hundred and one Euros and eighty-nine cents (€301.89) per annum will not be considered. A fee of €50 will be charged for the tender documents.

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 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.

21st June, 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 Saturday, 27th July, 2024.

PMC Ref. No. 21-6510/24. Total laboratory automation system for the Microbiology Laboratory.

Preliminary Market Consultation documents are available free of charge and information is to be submitted ONLY online on (www.etenders.gov.mt).

21st June, 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, 24 ta' Ġunju, 2024.

ERU1706U24A – Devices
ERU1706U24B – Medicinal
ERU1706U24C – Devices
ERU1706U24D – Devices
ERU1706U24 – Devices
ERU1706U24 – Medicinal
ERU1806U24 – 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-21 ta' Ġunju, 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, 25 ta' Ġunju, 2024.

ERU1906U24A – Medicinal
ERU1906U24B – Medicinal
ERU1906U24 – 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-21 ta' Ġunju, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Id-Direttur Maniġerjali (Procurement and Supplies), Ministeru għas-Saħħa, jgħarraf illi:

CFT 009-3657/24. Provvista ta' diversi consumables għal Hamilton Ventilators fl-ITU

ippubblikat fil-Gazzetta tal-Gvern tat-18 ta' Ġunju, 2024, ġie mħassar.

Il-21 ta' Ġunju, 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, 24th June, 2024.

ERU1706U24A – Devices
ERU1706U24B – Medicinal
ERU1706U24C – Devices
ERU1706U24D – Devices
ERU1706U24 – Devices
ERU1706U24 – Medicinal
ERU1806U24 – 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.

21st June, 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, 25th June, 2024.

ERU1906U24A – Medicinal
ERU1906U24B – Medicinal
ERU1906U24 – 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.

21st June, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (Procurement and Supplies), Ministry for Health, notifies that:

CFT 009-3657/24. Supply of various consumables for Hamilton Ventilators in the ITU

published in the Government Gazette of 18th June, 2024, has been cancelled.

21s June, 2024

CENTRAL PROCUREMENT U 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:

Jintlaqgħu offerti elettroniċi rigward l-avviżi li ġejjin sad-9.30 a.m. tal-Ġimgħa, 12 ta' Lulju, 2024. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għal:

CFT 021-3666/24. Provvista ta' Carvedilol 25mg Tablets

CFT 021-3667/24. Provvista ta' Phenylalanine-free Liquid Food Preparation for Phenylketonuria

CFT 021-3668/24. Provvista ta' Amoxicillin 125 mg Oral Suspension

CFT 021-3669/24. Provvista ta' Miconazole and Hydrocortisone Cream

CFT 021-3670/24. Provvista ta' Mupirocin 2% w/w Nasal Ointment

CFT 026-3671/24. Provvista ta' Interfold Hand Towels (small) with reduced environmental impact

CFT 020-3672/24. Provvista ta' Isotonic Eye Drops

CFT 021-3673/24. Provvista ta' Ifosfamide 2g injections

CFT 009-3674/24. Provvista ta' Corridor Led Light Fittings

CFT 021-3675/24. Provvista ta' Sildenafil 20mg Tablets/ Capsules

CFT 020-3676/24. Provvista ta' Disposable Specimens Containers for Histology

CFT 020-3677/24. Provvista ta' Disposable Blades for Microtomy

CFT 020-3678/24. Provvista ta' Sterile Surgical Blades and Bard Parker Handles

CFT 020-3679/24. Provvista ta' Newborn Transparent Ostomy Bags that adheres with a soft skin barrier

CFT 021-3680/24. Provvista ta' Rifampicin 600mg injections

CFT 020-3681/24. Provvista ta' Percutaneous dilatation tracheostomy kits sizes 7 & 8

Id-dokumenti tal-offerta huma mingħajr ħlas.

Id-dokumenti tal-offerti jinkisbu biss mill-Electronic Public Procurement System (www.etenders.gov.mt). Ir-reġistrazzjoni hija meħtieġa sabiex ikun jista' jintuża s-sit elettroniku. Operaturi ekonomiċi Maltin għandu jkollhom l-eID tal-organizzazzjoni tagħhom sabiex ikunu jistgħu jidħlu f'dan is-sit elettroniku. Aktar tagħrif jinkiseb mis-sezzjoni tal-FAQs tal-istess sit.

Il-pubbliku jista' jattendi waqt il-ftuħ u l-iskedar tal-offerti fil-ħinijiet u d-dati msemmija hawn fuq.

Il-21 ta' Ġunju, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO (Sourcing and Supply Chain Management) for the Central Procurement and Supplies Unit (CPSU), Ministry for Health and Active Ageing, notifies that:

Electronic tenders in respect of the following notices will be received till 9.30 a.m. of Friday, 12th July, 2024, Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 021-3666/24. Supply of Carvedilol 25mg Tablets

CFT 021-3667/24. Supply of Phenylalanine-free Liquid Food Preparation for Phenylketonuria

CFT 021-3668/24. Supply of Amoxicillin 125 mg Oral Suspension

CFT 021-3669/24. Supply of Miconazole and Hydrocortisone Cream

CFT 021-3670/24. Supply of Mupirocin 2% w/w Nasal Ointment

CFT 026-3671/24. Supply of Interfold Hand Towels (small) with reduced environmental impact

CFT 020-3672/24. Supply of Isotonic Eye Drops

CFT 021-3673/24. Supply of Ifosfamide 2g injections

CFT 009-3674/24. Supply of Corridor Led Light Fittings

CFT 021-3675/24. Supply of Sildenafil 20mg Tablets/ Capsules

CFT 020-3676/24. Supply of Disposable Specimens Containers for Histology

CFT 020-3677/24. Supply of Disposable Blades for Microtomy

CFT 020-3678/24. Supply of Sterile Surgical Blades and Bard Parker Handles

CFT 020-3679/24. Supply of Newborn Transparent Ostomy Bags that adheres with a soft skin barrier

CFT 021-3680/24. Supply of Rifampicin 600mg injections

CFT 020-3681/24. Supply of Percutaneous dilatation tracheostomy kits sizes 7 & 8

These tender documents are free of charge.

Tender documents are only obtainable from the Electronic Public Procurement System (www.etenders. gov.mt). Registration is required in order to make use of this website. Maltese economic operators need to be in possession of their organisation eID in order to access this website. More information is available from the FAQ section of the same website.

The public may attend during the opening and scheduling of tenders at the times and dates specified above.

21st June, 2024

WASTESERV MALTA LTD

Iċ-Chief Executive Officer, Wasteserv Malta Ltd, jgħarraf li:

Offerti għandhom jittellgħu fuq il-portal ta' WasteServ Malta Ltd (Tenders | Wasteserv Malta (www.wsm.com.mt)), sa nofsinhar ta' nhar l-Erbgħa, 3 ta' Lulju, 2024, għal:

Avviż Nru. WSM 212.23. Provvista ta' tafal.

Il-21 ta' Ġunju, 2024

KUNSILL LOKALI ĦAL QORMI

Il-Kunsill Lokali Ħal Qormi jgħarraf illi:

Avviżi għandhom jintlaqgħu permezz tal-ePPS mill-Kunsill Lokali Ħal Qormi sal-11.00 a.m. ta' nhar it-Tnejn, it-22 ta' Lulju, 2024, għal:

(a) Provvista u konsenja ta' (1) 4-seater electric tricycle u (1) 6-seater electric tricycle with individual solar photovoltaic roof, an individual tracking system u booking system għall-Kunsill Lokali Ħal Qormi.

(b) Servizzi ta' Konsulent Legali għall-Kunsill Lokali Ħal Qormi.

Id-dokumenti tal-avviżi huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS minn fuq is-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull kwotazzjoni, anke l-aktar waħda vantaġġjuża.

Il-21 ta' Ġunju, 2024

KUNSILL LOKALI R-RABAT (GĦAWDEX)

Il-Kunsill Lokali r-Rabat (Għawdex) jgħarraf illi:

Offerti għandhom jintlaqgħu mill-Kunsill Lokali r-Rabat (Għawdex) permezz tal-ePPS sal-10.00 a.m. ta' nhar il-Ġimgħa, 19 ta' Lulju, 2024, għal:

Avviż Nru. VLC/03/2024. Provvista ta' reċipjenti tal-iskart tat-tip heritage biex jitwaħħlu fiċ-Ċentru tar-Rabat

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS minn fuq is-sit elettroniku (www.etenders.gov.mt).

WASTESERV MALTA LTD

The Chief Executive Officer, WasteServ Malta Ltd, notifies that:

Offers must be uploaded on the WasteServ Malta Ltd portal (Tenders | Wasteserv Malta (wsm.com.mt)), up to noon on Wednesday, 3rd July, 2024 for:

Advt No. WSM 212.23. Supply of clay.

21st June, 2024

ĦAL QORMI LOCAL COUNCIL

The Ħal Qormi Local Council notifies that:

Tenders will be received at the Ħal Qormi Local Council through ePPS up to 11.00 a.m. on Monday, 22nd July, 2024, for:

(a) Supply and delivery of one(1) 4-seater electric tricycle and one (1) 6-seater electric tricycle with individual solar photovoltaic roof, an individual tracking system and a booking system for the Ħal Qormi Local Council.

(b) Legal Consultant Services for the Ħal Qormi Local Council

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any quotation, even the most advantageous.

21st June, 2024

RABAT (GOZO) LOCAL COUNCIL

The Rabat (Gozo) Local Council notifies that:

Tenders will be received by the Rabat Local Council through ePPS up to 10.00 a.m. on Friday, 19th July, 2024, for:

Advt No. VLC/03/2024. Supply of heritage type litter bins to be installed at the Victoria Centre.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

Il-21 ta' Ġunju, 2024

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

21st June, 2024

AVVIŻI TAL-QORTI – *COURT NOTICES*

1374

ARB/C039/2024 – ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fit-13 ta' Ġunju, 2024, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Rachel Montebello, LLD). Kumpilazzjoni Numru 380/2024, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

JOSEPH MUSCAT;

KONRAD MIZZI;

KEITH SCHEMBRI;

CLARENCE JOHN CONGER-THOMPSON;

CHRISTOPHER SPITERI;

JONATHAN VELLA;

DAVID-JOSEPH MELI;

IVAN VASSALLO;

MARIO VICTOR GATT, maniġer ġenerali, ta' 58 sena, iben il-mejjet John Gatt u l-mejta Mary Gatt xebba Portelli, imwieled Tal-Pietà, Malta, fis-6 ta' Novembru, 1965, u residenti ġewwa 154, Triq Fleur-De-Lys, Birkirkara, u/jew 42, Triq il-Qalb ta' Ġesù, Birkirkara, u detentur ta' karta tal-identità Maltija bin-numru 523365M.

BRIAN BONDIN;

ADRIAN HILLMAN;

PIERRE SLADDEN;

BRIAN TONNA;

KARL CINI;

ARB/C039/2024 – SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 13th June, 2024, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD). Compilation Number 380/2024, in the case:

The Republic of Malta

Versus

JOSEPH MUSCAT;

KONRAD MIZZI;

KEITH SCHEMBRI;

CLARENCE JOHN CONGER-THOMPSON;

CHRISTOPHER SPITERI;

JONATHAN VELLA;

DAVID-JOSEPH MELI;

IVAN VASSALLO;

MARIO VICTOR GATT, general manager, 58 years, son of the late John Gatt and the late Mary Gatt née Portelli, born in Tal-Pietà, Malta, on the 6th November, 1965, and residing at 154, Triq Fleur-De-Lys, Birkirkara, and/or 42, Triq il-Qalb ta' Ġesù, Birkirkara, and holder of Maltese identity card bearing number 523365M.

BRIAN BONDIN;

ADRIAN HILLMAN;

PIERRE SLADDEN;

BRIAN TONNA;

KARL CINI;

SCIACCA GRILL LIMITED;

KASCO ENGINEERING COMPANY LIMITED;

FSV LIMITED;

MTRACE PLC;

GATEWAY SOLUTIONS LIMITED;

TECHNOLINE LIMITED, inkorporata bl-isem ta' Medical Technology Services Ltd fil-15 ta' Novembru, 1978, b'numru tar-reġistrazzjoni Malti C 4250 u li għandha l-indirizz irreġistrat bħala 51, Triq Edgar Bernard, Il-Gżira, Malta.

EURYBATES LIMITED;

TAOMAC LIMITED;

U

NEXIA BT LIMITED;

Il-Qorti AWTORIZZAT lill-imputat MARIO VICTOR GATT li jipperċepixxi l-ammont stabbilit mill-Ministru b'ordni fil-Gazzetta tal-Gvern ta' Malta Nru. 21,191 permezz tal-Avviż Legali 31 tal-2024 – Ordni tal-2024 li Jistabbilixxi l-Ammont Massimu Rilaxxjabbli lil Persuni li jkunu Suġġetti għal Ordnijiet ta' Sekwestru jew għal Ordnijiet ta' Qbid u Ffriżar taħt l-Att dwar ir-Rikavat mill-Kriminalità, ta' wieħed u għoxrin elf, disa' mija u ħamsa u erbgħin ewro (€21,945) kull sena bħala l-ammont massimu. Dan il-ħlas għandu jsir mill-kont tal-bank intestat f'isem l-imputat li jispiċċa -3707 u miżmum mal-Bank of Valletta plc, liema kont il-Qorti AWTORIZZAT li jirċievi s-salarju tal-imputat MARIO VICTOR GATT mis-soċjetà TECHNOLINE LIMITED, hekk kif imsemmi fid-digriet datat 13 ta' Ġunju, 2024.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 36 (5) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta, wara digriet ta' ordni ta' qbid u ffriżar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Rachel Montebello, LLD), fit-28 ta' Mejju, 2024, li ġiet ippubblikata fil-Gazzetta tal-Gvern fl-4 ta' Ġunju, 2024, fejn il-Qorti ordnat iż-żamma u s-sekwestru f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' Joseph Muscat, Konrad Mizzi, Keith Schembri, Clarence John Conger-Thompson, Christopher Spiteri, Jonathan Vella, David-Joseph Meli, Ivan Vassallo, MARIO VICTOR GATT, Brian Bondin, Adrian Hillman, Pierre Sladden, Brian Tonna, Karl Cini, Sciacca Grill Limited, Kasco Engineering Company Limited, FSV Limited, MTrace plc, Gateway Solutions

SCIACCA GRILL LIMITED;

KASCO ENGINEERING COMPANY LIMITED;

FSV LIMITED;

MTRACE PLC;

GATEWAY SOLUTIONS LIMITED;

TECHNOLINE LIMITED, incorporated with the name Medical Technology Services Ltd on the 15th November, 1978 with Maltese registration number C 4250 and registered address at 51, Triq Edgar Bernard, Gżira, Malta.

EURYBATES LIMITED;

TAOMAC LIMITED;

AND

NEXIA BT LIMITED;

The Court AUTHORISES the accused MARIO VICTOR GATT to perceive the amount established by the Minister by order in the Government Gazette of Malta No. 21,191 through Legal Notice 31 of 2024 – Establishment of Maximum Amount which may be Released to Persons who are Subject to Attachment Orders or to Seizing and Freezing Orders under the Proceeds of Crime Act Order, 2024, of twenty-one thousand, nine hundred and forty-five Euro (€21,945) annually as the maximum amount. That this payment shall be made from the funds deposited into the bank account registered in the name of the accused ending in -3707 and held at the Bank of Valletta plc, which account the Court AUTHORISES to receive the salary of the accused MARIO VICTOR GATT from the accused TECHNOLINE LIMITED, as mentioned in the decree dated 13th June, 2024.

This variation is being published in terms of Article 36 (5) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta, following a seizing and freezing order which decree was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD) on the 28th May, 2024, which was published in the Government Gazette on the 4th June, 2024, 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 Joseph Muscat, Konrad Mizzi, Keith Schembri, Clarence John Conger-Thompson, Christopher Spiteri, Jonathan Vella, David-Joseph Meli, Ivan Vassallo, MARIO VICTOR GATT, Brian Bondin, Adrian Hillman, Pierre Sladden, Brian Tonna, Karl Cini, Sciacca Grill Limited, Kasco Engineering Company Limited, FSV Limited, MTrace plc, Gateway Solutions

Limited, TECHNOLINE LIMITED, Eurybates Limited, Taomac Limited, u Nexia BT Limited.

Illum 19 ta' Ġunju, 2024

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

Limited, TECHNOLINE LIMITED, Eurybates Limited, Taomac Limited, and Nexia BT Limited.

Today 19th June, 2024

MR ANTON SEVASTA
Director, Asset Recovery Bureau

1375

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fit-23 ta' Frar, 2024, fuq rikors ta' HSBC Bank Malta plc (C3177) ġie ffissat il-jum tal-Ħamis, 5 ta' Settembru, 2024, fl-għaxra u nofs ta' filgħodu (10.30 a.m.) għall-bejgħ bl-irkant, li għandu jsir f'Kamra Numru 78, Biswit l-Arkivju, Livell -1, Qrati tal-Ġustizzja, Triq ir-Repubblika, Il-Belt Valletta, tal-fond hawn taħt deskritt:

Il-flat internament numerat bin-numru tnejn (2) formanti parti minn blokka ta' tliet flats mingħajr numru, bl-isem 'Lake View' qabel Bellview, fi Triq is-Sallur qabel Triq il-Gardell f'Marsaskala, liema blokka hija mibnija fuq plott numru tlieta (3) tal-art magħrufa bħala 'Ta' Sinis' sive 'Tal-Baħar', u dan il-plott huwa suġġett għaċ-ċens annwu u perpetwu ta' tmien liri Maltin u tlieta u tletin ċenteżmu u tliet milleżmi (Lm8.33.3) illum ekwivalenti għal dsatax-il ewro wieħed u erbgħin ċenteżmu (€19.41) mill-bqija liberu u frank. Il-blokka tmiss mit-Tramuntana mal-istess triq, mill-Punent ma' proprjetà ta' Felix Abela u mil-Lvant ma' proprjetà ta' Norman Buckle jew is-suċċessuri tagħhom fit-titlu.

Il-flat jinsab fil-livell tat-triq u huwa sottopost u sovrapost għal beni ta' terzi u għandu in komuni mal-flats l-oħrajn is-sistema ta' drenaġġ flimkien ma' sehem relativ tal-partijiet komuni tal-blokka u kif ukoll għandu inkluż porzjon diviż tal-bejt tal-blokka ta' ċirka erbgħa u ħamsin metru kwadru (54m²) u hija dik il-parti tal-bejt li tħares għal fuq Triq is-Sallur li tappartjeni lil konjuġi Bonnici u mibnija fuq dan il-porzjon tal-bejt hemm żewġ washrooms bla numru u waħda tappartjeni lil konjuġi Bonnici u l-oħra lil terzi u stmat li jiswa mitejn u ħamsa u għoxrin elf ewro (€225,000).

L-imsemmi fond huwa proprjetà ta' Duncan Bonnici (KI 236073M) u Marica Bonnici (KI 63074M).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskritt fl-atti tas-subbasta 8/24.

Reġistru tal-Qrati Superjuri, illum l-Erbgħa, 19 ta' Ġunju, 2024

MARVIC FARRUGIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By decree given by the Civil Court, First Hall on the 23rd February, 2024, on the application of HSBC Bank Malta plc (C3177), Thursday, 5th September, 2024, at half past ten in the morning (10.30 a.m.), has been fixed for the sale by auction, 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 flat internally numbered number two (2) forming part of a block of three flats unnumbered, named 'Lake View' previously Bellview, in Triq is-Sallur previously Triq il-Gardell in Marsaskala, which block was built on plot number three (3) of the land known as 'Ta' Sinis' sive 'Tal-Baħar', and which plot is subject to annual and perpetual ground rent of eight Maltese liri and thirty three cents and 3 mille cents (Lm8.33.3) today equivalent to nineteen euro and forty one cents (€19.41) the rest free and unencumbered. The block is bounded on the North with the said street, West by property of Felix Abela and East by property of Norman Buckle or his successors in title.

The flat is situated at street level and is underlying and overlying to third parties property and it has in common with the other flats the drainage systems together with a relative share of the common parts of the block and including with it has a divided portion of the roof of the block of approximately fifty four square meters (54m²) and it is that part of the roof facing on Triq is-Sallur and belongs to spouses Bonnici and built on this portion has two unnumbered washrooms which one belongs to spouses Bonnici and the other to third parties and valued at two hundred and twenty five thousand euro (€225,000).

The said tenement is the property of Duncan Bonnici (ID 236073M) and Marica Bonnici (ID 63074M).

N.B. The said tenement will be sold as described in the acts of judicial sales number 8/24.

Registry of the Superior Courts, this Wednesday, 19th June, 2024

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

1376

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, Sede Kostituzzjonali, fit-22 ta' April, 2024, fl-atti tar-Rikors Kostituzzjonali numru 95/2024MH, li ġie ppreżentat fis-27 ta' Frar, 2024, fl-ismijiet: Schembri John Andrew Prof. et vs l-Avukat tal-Istat et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12 biex isservi ta' notifika fil-konfront tal-intimati. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lill-intimati, jew min minnhom, iħallas l-istess kumpens u danni likwidati lir-rikorrenti ai termini tal-Liġi. Bl-ispejjeż u bl-inġunzzjoni kontra l-intimati għas-subizzjoni.

By means of a decree given by the Civil Court, First Hall, Constitutional Jurisdiction, on the 22nd April, 2024, in the records of Constitutional Application number 95/2024MH, which was filed on the 27th February, 2024, in the names: Schembri John Andrew Prof. et vs State Advocate 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: Condemn the respondents, or either of whom, to pay the same compensation and damages liquidated to the applicants in terms of Law. With costs against the respondents, who are now summoned so that a reference to their evidence be made.

Ir-Rikors Kostituzzjonali fl-ismijiet imsemmija hawn fuq huwa differit għall-4 ta' Ottubru, 2024, fid-9.30 a.m.

The Constitutional Application in the names mentioned above is postponed to 4th October, 2024, at 9.30 a.m.

Notifika Intimat: Scalpello Victor, 53, Astra, Flat 3, Triq il-Bwieraq, Birkirkara

Notify Respondent: Scalpello Victor, 53, Astra, Flat 3, Triq il-Bwieraq, Birkirkara

Reġistru tal-Qrati Superjuri, illum 5 ta' Ġunju, 2024

Registry of the Superior Courts, today 5th June, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

1377

Permezz ta' digriet mogħti fl-14 ta' Ġunju, 2024, mill-Qorti (Sezzjoni tal-Familja) fl-atti tal-mandat ta' inibizzjoni biex iwaqqaf persuna milli tieħu minuri barra minn Malta fl-ismijiet Stephania Ayad vs Majdeddin Ayad, Mandat numru 48/2024AL, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Majdeddin Ayad a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

By means of a decree of the 14th June, 2024, of the Civil Court (Family Section), in the records of the Warrant of Prohibitory Injunction restraining a person from taking a minor outside Malta in the names Stephania Ayad vs Majdeddin Ayad, Warrant number 48/2024 AL, the following publication was ordered for the purpose of effecting service on the respondent Majdeddin Ayad in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

Permezz ta' rikors fl-ismijiet Stephania Ayad (KI 0292679M) vs Majdeddin Ayad (KI 27234A, passaport Libjan numru 303946H) fl-atti tal-Mandat ta' Inibizzjoni biex iwaqqaf persuna milli tieħu minuri barra minn Malta, ippreżentat fil-Qorti (Sezzjoni tal-Familja), fil-5 ta' April, 2024, ir-rikorrenti Stephania Ayad (KI 0292679M) talbet lil din l-Onorabbli Qorti:

By means of an application in the names Stephania Ayad (ID 0292679M) vs Majdeddin Ayad (ID 27234A, Libyan passport number 303946H) in the acts the Warrant of Prohibitory Injunction restraining a person from taking a minor outside Malta, filed in the Civil Court (Family Section), on the 5th April 2024, the applicant Stephania Ayad (ID 0292679M) respectfully requests this Honourable Court so:

Illi l-esponenti għandu interess illi l-minuri hawn taħt imsemmija ma jittiħidx barra minn Malta;

That the applicant has an interest that the minor, hereinafter indicated, be not taken outside Malta;

Illi l-intimat huwa l-persuna li għandu l-kustodja legali jew attwali tal-imsemmi minuri;

That the respondent is the person having the legal or actual custody of the said minor;

Għaldaqstant, l-esponenti umilment jitlob lil din l-Onorabbli Qorti jogħġobha tordna l-ħruġ ta' mandat ta'

Wherefore, the applicant respectfully requests that this Court orders the issue of a warrant of prohibitory injunction

inibizzjoni kontra l-intimata fejn hija tiġi ordnata milli tieħu jew tippermetti li xi ħadd jieħu l-imsemmi minuri barra minn Malta.

Dettalji tal-minuri: … omissis …

Rikorrenti: Flat 1, 24, Arcadia, Triq is-Summiena, Il-Fgura

Notifika intimat Flat 1, 24, Arcadia, Triq is-Summiena, Fgura

Qorti (Sezzjoni tal-Familja) – l-Onor Imħallef Abigail Lofaro, LLD

Il-Qorti,

Rat ir-rikors,

Tilqa' t-talba proviżorjament għall-perjodu ta' tletin ġurnata mil-lum sa tletin jum min-notifika tal-intimat b'dan illi jekk sa dak il-jum it-talba għall-ħruġ ta' dan il-mandat tkun ġiet deċiża defenittivament dan id-digriet ma jibqax applikabbli u f'każ illi sa dakinhar ma tkunx għadha ġiet definittivament deċiża l-Qorti tipprovdi ulterjorment.

Il-Qorti tordna n-notifika ta' dan id-digriet lill-kontroparti li għandha tirrispondi fi żmien għaxart ijiem u tappunta dan ir-rikors għas-smigħ għall-30 ta' April, 2024, fl-9.45 a.m. li ġie differit għas-27 ta' Ġunju, 2024, fid-9.15 a.m. prevja notifika lill-partijiet u lill-awtoritàjiet kompetenti.

Illum 5 ta' April, 2024

Reġistru tal-Qrati (Sezzjoni Familja), illum 20 ta' Ġunju, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Particulars of the minor: … omissis …

Applicant: Flat 1, 24, Arcadia, Triq is-Summiena, Fgura

Notification respondent: Flat 1, 24, Arcadia, Triq is-Summiena, Fgura

Civil Court (Family Section) – the Hon. Madame Justice Abigail Lofaro, LLD

The Court,

Saw the application,

Provisionally upholds the request for the period of thirty days from today up to thirty days from the date of notification of the respondent, on condition that if up until that date, the request for the issuance of this warrant would have been finally decided, this decree no longer remains applicable and if up until that date, the request would not have been finally decided, this Court will then give further directions.

The Court orders the notification of this decree to the counterparty who ought to reply within a week and appoints the application for hearing for the 30th April, 2024, at 9.45 a.m., which hearing was postponed to the 27th June, 2024, at 9.15 a.m. subject to notifying the parties and the competent authorites.

Today 5th April, 2024

Registry of the Civil Courts (Family Section), today 20th June, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1378

Permezz ta' digriet mogħti fil-15 ta' Mejju 2024, mill-Qorti (Sezzjoni tal-Familja) fl-atti tar-Rikors Guramentat numru 32/2024JPG fl-ismijiet Adrian Aquilina vs Elaine Aquilina, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Elaine Aquilina a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Adrian Aquilina (KI 437369M) vs Elaine Aquilina née Saliba (KI 53783M) fl-atti tar-Rikors Ġuramentat numru 32/24 JPG, ppreżentat fil-

By means of a decree of the 15th May 2024 of the Civil Court (Family Section), in the records of the application in the acts of the sworn application number 32/24JPG in the names Adrian Aquilina vs Elaine Aquilina, the following publication was ordered for the purpose of effecting service on the respondent Elaine Aquilina in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of a Sworn Application Number 32/2024JPG in the names Adrian Aquilina (ID 437369M) vs Elaine Aquilina (ID 53783M), filed in the Civil Court (Family

Qorti (Sezzjoni tal-Familja) fis-27 ta' Frar, 2024, ir-rikorrenti Adrian Aquilina talab lil din l-Onorabbli Qorti sabiex:

1. Tappunta avukat tat-tfal sabiex jassigura li l-aħjar interessi tal-minuri qegħdin jigu mħarsa;

2. Tiddikjara li minħabba raġunijiet gravi kif fuq spjegati, fiċ-ċirkostanzi, l-intimata mhux tajba sabiex ikollha l-kustodja tal-ulied minuri tal-partijiet fdata f'idejha u dan ai termini tal-artikolu 56A tal-Kap. 16 tal-Liġijiet ta' Malta;

3. Tipprojbixxi għalkollox lill-intimata li jkollha aċċess għall-ulied minuri tal-partijiet u dan peress li tali aċċess jista' jkun ta' ħsara għall-gid tal-istess minuri u dan ai termini tal-artikolu 57(3) tal-Kap. 16 tal-Liġijiet ta' Malta;

4. Tvarja l-klawsola bin-numru 5e fl-att pubbliku datat 24 ta' Awwissu, 2023, atti tan-Nutar Dott. Patricia Vella Haber billi l-kura u l-kustodja tiġi fdata esklussivament f'idejn l-attur u jiġi ddikjarat illi r-residenza stabbli tal-minuri wlied għandha tkun dik tal-attur u mhux aktar tal-intimata u dan ai termini tal-artikolu 61(1)(2) tal-Kap. 16 tal-Liġijiet ta' Malta u jekk hemm bżonn anke jiġu mqabbda esperti nominandi sabiex jikkonfermaw il-corpus mentis kemm tal-attur u anke tal-intimata;

5. Illi mingħajr preġudizzju għall-ewwel, it-tieni u t-tielet talba jekk l-attur jingħata l-kura u l-kustodja tal-minuri, tvarja u jew tannulla l-klawsola 6 fl-att pubbliku datat 24 ta' Awwissu, 2023, in atti tan-Nutar Dott. Patricia Vella Haber fejn għandu jiġi ddikjarat l-attur ma għandux jibqa' obbligat jiversa favur l-intimata ebda forma ta' manteniment għaż-żewġt itfal minuri ta' €450 fix-xahar.

Bl-ispejjeż, kontra l-intimata li hija min issa inġunta in subizzjoni.

Il-kawża fl-ismijiet Adrian Aquilina vs Elaine Aquilina (Rikors numru 32/2024JPG) hija differita għat-3 ta' Lulju, 2024, fl-10.00 a.m.

Rikorrenti: 13, Amadeus, Triq Ġorġ Borg, Is-Swatar

Notifika intimata: 3, Triq is-Sarsella Ħamra, Ħal Luqa

Reġistru tal-Qrati (Sezzjoni Familja), illum 20 ta' Ġunju, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Section), on the 27th February, 2024, the applicant Adrian Aquilina (ID 437369M) requested this Honourable Court to:

1. Appoint a children's Advocate to ensure that the best interests of the minors are being safeguarded;

2. Declare that due to grievous reasons as above explained, in the circumstances, the respondent is not fit to have custody of the minor children of the parties entrusted to her and this in terms of Article 56A of Cap. 16 of the Laws of Malta;

3. Completely prohibits the respondent from having access to the minor children of the parties and this because such access may be harmful to the welfare of the same minors and this in terms of Article 57 (3) of Cap. 16 of the Laws of Malta;

4. Vary the clause number 5e in the public deed dated 24th August, 2023, acts of Notary Dr Patricia Vella Haber as the care and custody be entrusted exclusively to the plaintiff and be declared that the stable residence of the minor children should be that of the plaintiff and no longer that of the respondent and this in terms of Article 61 (1) (2) of Cap 16 of the Laws of Malta and if necessary also experts be appointed to confirm the mental health of both the plaintiff and the respondent;

5. That without prejudice to the first, second and third demand if the plaintiff is given the care and custody of the minors, vary and or amend clause 6 in the public deed dated 24th August, 2023, in the records of Notary Dr Patricia Vella Haber whereby it is to be declared that the plaintiff shall no longer be obliged to revert in favour of the respondent any form of maintenance for the two minor children of €450 per month.

With costs, against the respondent who is from now summoned so that a reference to her oath be made.

The application in the names Adrian Aquilina vs Elaine Aquilina, Application number 32/2024JPG has been postponed for hearing to the 3rd July, 2024, at10.00 a.m.

Applicant: 13, Amadeus, Triq Ġorġ Borg, Swatar

Notification respondent: 3, Triq is-Sarsella Ħamra, Ħal Luqa

Registry of the Civil Courts (Family Section), today 20th June, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

Permezz ta' digriet mogħti fl-14 ta' Mejju, 2024, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Saviour Sammut vs Carmen Zarb, Rikors numru 84/2024JG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimata Carmen Zarb a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Saviour Sammut (KI 881546M) vs Carmen Zarb ppreżentat fil-Bord li Jirregola l-Kera, fil-21 ta' Frar, 2024, ir-rikorrenti Saviour Sammut talab lil dan l-Onorabbli Bord sabiex:

1. Iwettaq it-test tal-mezzi tal-intimata, ai termini tal-Artikolu 4A (3)(c) tal-Kap. 69 u jiddetermina jekk l-istess intimata tissodisfax il-kriterji tad-dħul u tal-kapital tat-test tal-mezzi;

2. F'każ li dan il-Bord isib li l-intimat ma tissodisfax il-kriterji tad-dħul u tal-kapital tal-mezzi:

a. Ixolji l-kirja favur l-intimata tal-fond 1, Triq il-Qasira, Il-Mosta,

b. Jagħti żmien perentorju lill-intimata, li ma jkunx iżjed minn sentejn sabiex tivvaka minn dan il-fond u tirrilaxxah battal u f'kundizzjoni tajba favur l-esponenti,

c. Jistabbilixxi l-kera pagabbli mill-intimata lill-esponent għall-okkupazzjoni ta' din id-dar matul l-imsemmi perjodu,

d. F'każ li dan il-Bord isib li l-intimata tissodisfa l-kriterji tad-dħul u tal-kapital tat-test tal-mezzi, jirrevedi l-kera pagabbli mill-intimata għar-rigward tad-dar 1, Triq il-Qasira, Il-Mosta, għall-ammont ta' 2% fis-sena tal-valur liberu u frank tas-suq miftuħ tal-fond mill-1 ta' Jannar, 2024, u jikkundanna lill-intimata tħallas lill-esponent l-kera ogħla hekk kif rivedut bl-istess skadenza kurrenti jew b'modalitajiet differenti kif dan il-Bord jidhirlu xieraq u opportun.

Bl-ispejjeż kontra l-intimata li hija inġunta minn issa għas-subizzjoni u b'riżerva għal kull azzjoni oħra kompetenti lill-esponent, inkluż għad-danni jekk ikun il-każ.

Rikorrenti: 112, Triq it-Torri, Il-Mosta

Intimata: 1, Triq il-Qasira, Il-Mosta
L-Awtorità tad-Djar

By means of a decree of the 14th May, 2024, of the Rent Regulation Board, in the records of the Application in the names Saviour Sammut vs Carmen Zarb, Application number 84/2024JG, the following publication was ordered for the purpose of effecting service on the respondent Carmen Zarb 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 Saviour Sammut (ID 881546M) vs Carmen Zarb filed before the Rent Regulation Board, on the 21st February, 2024, the applicant Saviour Sammut requested this Honourable Board to:

1. Carry out the means test of the respondent, in terms of Article 4A(3)(c) of Cap. 69 and determine whether the same respondent meet the criteria for income and capital of the means test.

2. In the event that this Board finds that the respondent does not meet the criteria of the means test of income and capital:

a. Dissolve the lease in favour of the respondent of the premises 1, Triq il-Qasira, Mosta,

b. give the respondent a period of time, not exceeding two years to vacate the premises and release its vacant possession in good condition in favour of the applicant,

c. establish the rent payable by the respondent to the applicant for the occupation of the premises during the said period,

d. In the event that this Board find that the respondent meet the criteria of the means tests for income and capital, revise the rent payabel by the respondent regarding the premises 1, Triq il-Qasira, Mosta, for the amount of 2% per annum of the free and open market value of the premises from 1st January, 2024, and condemn the respondent to pay the applicant the higher rent as revised with the same current installments, or with different ways as this Board deems fit and opportune.

With costs against the respondent who is hereby summoned so that a reference to her oath be made and reserving any other competent action by the applicant, including for damages if the case may be.

Applicant: 112, Triq it-Torri, Il-Mosta

Respondent: 1, Triq il-Qasira, Mosta
Housing Authority

Ir-rikors fl-ismijiet Saviour Sammut vs Carmen Zarb, Rikors numru 84/2024JG jinsab differit għat-3 ta' Lulju, 2024, fid-9.15 a.m.

Reġistru tal-Qrati Superjuri, illum 20 ta' Ġunju, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

The application in the names Saviour Sammut vs Carmen Zarb, Application number 84/2024JG has been postponed for hearing to the 3rd July, 2024, at 9.15 a.m.

Registry of the Superior Courts, today 20th June, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1380

Permezz ta' digriet mogħti fl-20 ta' Mejju, 2024, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Carmelo sive Charles Spiteri et vs Michael Marmarà, Rikors numru 167/2024JG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront ta' Michael Marmarà a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Carmelo sive Charles Spiteri (KI 583735M), Yvonne Spiteri (KI 425542M) u Mary Ann Spiteri (KI 121639M) vs Michael Marmarà (KI 0311163M) ippreżentat fil-Bord li Jirregola l-Kera, fl-4 ta' April, 2024, ir-rikorrenti Carmelo sive Charles Spiteri (KI 583735M) et talbu lil dan l-Onorabbli Bord sabiex:

1. Jiddikjara u jiddeċiedi illi l-intimat Michael Marmarà (KI 0311163M) huma l-inkwilini tal-fond 162 ġja 152, M'Anna, Triq in-Naxxar, Birkirkara, ai termini tal-Kap. 158 tal-Liġijiet ta' Malta;

2. Jordna li jitwettaq it-test tal-mezzi ta' Michael Marmarà (KI 0311163M) li għandu jkun ibbażat fuq it-test tal-mezzi stabbilit fir-Regolamenti dwar it-Tkomplija tal-Kirja (Kriterji ta' Test tal-Mezzi) maħruġa taħt l-Artikolu 1531F u 1622A tal-Kodiċi , u kwalunkwe regolamenti oħra li jissostitwuhom ibbażat fuq id-dħul tal-inkwilin Marmarà bejn l-1 ta' Jannar u l-31 ta' Diċembru, 2023, u fuq il-kapital tal-kerrejj fil-31 ta' Diċembu, 2023;

3. Jiddikjara u jiddeċiedi illi ai termini tal-Att XXIV tal-2018 il-kera għandha tiġi riveduta għal ammont li ma jeċċedix it-2% fis-sena tal-valur liberu u frank tas-suq miftuħ tal-fond 162 ġja 152 M'Anna, Triq in-Naxxar, Birkirkara, u sabiex jiġu stabbiliti kundizzjonijiet ġodda fir-rigward tal-kera u fin-nuqqas jekk l-intimat Marmarà ma jissodisfax il-kriterji tad-dħul u tal-kapital tat-test tal-mezzi li l-intimat Marmarà jigi permess żmien perentorju sabiex il-fond jiġi vakat, oltre li titħallas kumpens pagabbli lir-rikorrenti għall-okkupazzjoni tal-fond matul l-imsemmi perjodu li jammonta għad-doppju tal-kirja li kienet tkun pagabbli skont l-Artikoli

By means of a decree of the 20th May, 2024 of the Rent Regulation Board, in the records of the Application in the names Carmelo sive Charles Spiteri et vs Michael Marmarà, Application number 167/2024JG, the following publication was ordered for the purpose of effecting service on the respondent Michael Marmarà 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 Carmelo sive Charles Spiteri (ID 583735M), Yvonne Spiteri (ID 425542M) and Mary Ann Spiteri (ID 121639M) vs Michael Marmarà (ID 0311163M) filed before the Rent Regulation Board, on the 4th April, 2024, the applicant Carmelo sive Charles Spiteri (ID 583735M) et requested this Honourable Board to:

1. Declare and decide that the respondent Michael Marmarà (KI 031163M) is the tenant of the premises 162 previously 152, M'Anna, Triq in-Naxxar, Birkirkara, in terms of Cap. 158 of the Laws of Malta;

2. Order that the means test of the respondent Michael Marmarà (ID 031163M) be carried out which shall be based on the means test established in the Rules of the Continuation Tenancies (Means Testing Criteria issued in terms of Article 1531F and 1622A of the Civil Code) and any regulations which may from time to time replace them, which means test shall be based on the income of the respondent Marmarà between the 1st January and the 31st January, 2023, and on the capital of the same respondent of the 31st December, 2023;

3. Declare and decide that in terms of Act XXIV of 2021 the rent shall be revised to an amount not exceeding 2% per annum of the free and unencumbered open market value of the premises 162 previously 152, M'Anna, Triq in-Naxxar, Birkirkara, and to establish new conditions regarding the lease and in case the respondent Marmarà does not satisfy the criteria of income and capital of the means test, the respondent Maramarà will be given a peremptory time to vacate the premises, besides a compensation payable to the applicants for the occupation of the same premises during the said period that amounts to double the rent that would be

12 u 12A tal-Kap. 158 tal-Liġijiet ta' Malta u dan skont il-kera li kellha tkun viġenti ai termini tal-Att X tal-2009;

4. Jordna f'każ illi l-intimat Michael Marmarà (KI 0311163M) ma jissodisfax il-kriterji tad-dħul u tal-kapital tat-test tal-mezzi, l-iżgumbrament tal-istess intimat Marmarà mill-fond 162 ġja 152 M'Anna, Triq in-Naxxar, Birkirkara, fi żmien qasir u perentorju stabbilit minn dan il-Bord wara sentejn mis-sentenza sabiex il-fond jigi vakat.

Bl-ispejjeż u bl-inġunzjoni tal-intimati għas-subizzjoni, u b'riżerva u mingħajr preġudizzju għal kwalsijasi azzjoni oħra li tista' talvolta tiġi preżentatata.

Rikorrent: Flat 4, Wilton Place, Triq Graham, Tas-Sliema

Notifika: Michael Marmarà 162, M'Anna, Triq in-Naxxar, Birkirkara

L-Awtorità tad-Djar

Ir-rikors fl-ismijiet Carmelo sive Charles Spiteri et vs Michael Marmarà, Rikors numru 167/2024JG, jinsab differit għat-3 ta' Lulju, 2024, fid-9.55 a.m.

Reġistru tal-Qrati Superjuri, illum 20 ta' Ġunju, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

payable according to Article 12 and 12A of Cap. 158 of the Laws of Malta and this according to the rent which should have been valid in terms of Act X of 2009;

4. Order in case the respondent Michael Marmarà (KI 0311163M) does not satisfy the criteria of income and capital of the means test, the eviction of the same respondent Marmara from the premises 162 previously 152 M'Anna, Triq in-Naxxar, Birkirkara, within a short and peremptory time established by this Board after two years from the judgement so that the premises be vacated.

With costs and the defendant is summoned so that a reference to his oath be made, and saving and without prejudice to any other action that may be brought.

Applicant: Flat 4, Wilton Place, Triq Graham, Tas-Sliema

Notification: Michael Marmarà 162, M'Anna, Triq in-Naxxar, Birkirkara

Housing Authority

The application in the names Carmelo sive Charles Spiteri et vs Michael Marmarà, Application number 167/2024JG, has been postponed for hearing to the 3rd July, 2024, at 9.55 a.m.

Registry of the Superior Courts, today 20th June, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1381

Permezz ta' digriet mogħti fl-4 ta' April, 2024, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Francesca Saveria Borg vs Philippa Maria sive Phyllis Buttigieg et, Rikors numru 95/2023CG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimata Philippa Maria sive Phyllis Buttigieg a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Francesca Saveria Borg (KI 579229M) u b'digriet tal-4 ta' April, 2024, l-atti ġew trasfuzi f'isem Monica Portelli stante l-mewt ta' Francesca Saveria Borg vs Philippa Maria sive Phyllis Buttigieg (Ki 187332M) u l-Awtorità tad-Djar bħala intervenuta fil-kawża ppreżentat fil-Bord li Jirregola l-Kera, fit-23 ta' Frar 2023, ir-rikorrenti Francesca Saveria Borg (KI 579229M) u b'digriet tal-4 ta' April 2024 l-atti gew trasfuzi f'isem Monica Portelli stante l-mewt ta' Francesca Saveria Borg talbet lil dan l-Onorabbli Bord għaliex m'għandux:

By means of a decree of the 4th April, 2024, of the Rent Regulation Board, in the records of the Application in the names Francesca Saveria Borg vs Philippa Maria sive Phyllis Buttigieg et, Application number 95/2023CG, the following publication was ordered for the purpose of effecting service on the respondent Philippa Maria sive Phyllis Buttigieg 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 Francesca Saveria Borg (ID 579229M) and by means of a decree of the 4th April, 2024, the acts of the case were transferred on Monica Portelli because of the death of Francesca Saveria Borg vs Philippa Maria sive Phyllis Buttigieg (ID 1878332M) and Housing Authority as intervener in the case filed in the Rent Regulation Board, on the 23rd February, 2023, the applicant Francesca Saveria Borg (ID 579229M) and by means of a decree of the 4th April, 2024, the acts of the case were transferred on Monica Portelli because of the death of Francesca Saveria Borg requested this Honourable Board why it should not:

1. Jirrevedi l-kera tal-fond ossija d-dar bin-numru 54, Triq Brighella, Santa Venera, mikrija lill-intimata, b'kirja li originat minn qabel l-1 ta' Ġunju, 1995, bil-kera llum ta' €527.43 fis-sena pagabbli kull sena bil-quddiem kull l-1 ta' Jannar ta' kull sena, bl-iskadenza li jmiss fl-1 ta' Jannar, 2024 , għal ammont li ma jeċċedix it-2% fis-sena tal-valur liberu u frank tas-suq miftuħ fl-1 ta' Jannar, 2023, kif ukoll sabiex jigu stabbiliti kundizzjonijiet godda fir-rigward tal-kera u dan ai termini tal-Artikolu 4A tal-Kap. 69 tal-Liġijiet ta' Malta; u

2. Subordinament u bla preġudizzju għall-ewwel talba, f'każ illi l-intimata ma tissodisfax il-kriterji tad-dħul u tal-kapital tat-test tal-mezzi ai termini tal-liġi, jippermetti lill-intimata sabiex tivvaka l-imsemmi fond fi żmien sentejn (2) u dan b'kumpens għall-okkupazzjoni favur l-esponenti, matul dan il-perjodu, hekk kif determinat minn dan l-Onorabbli Bord.

Bl-ispejjeż kontra l-intimata minn issa inġunta għas-subizzjoni.

Rikorrenti: 48, Reo, Triq il-Kanonku Bonnici, Il-Ħamrun

Intimata: 54, Triq Brighella, Santa Venera
L-Awtorità tad-Djar

Ir-rikors fl-ismijiet Francesca Saveria Borg vs Philippa Maria sive Phyllis Buttigieg et, Rikors numru 95/2023CG, jinsab differit għall-4 ta' Lulju, 2024, fid-9.50 a.m.

Reġistru tal-Qrati Superjuri, illum 21 ta' Ġunju, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

1. Revise the rent of the premises that the premises that is the house number 54, Triq Brighella, Santa Venera, rented to the respondent, by means of a lease before the 1st June, 1995, which rent today is of €527.43 per year, that is paid in advance every 1st January of each year with the next installment on the 1st January, 2024, and to the amount that does not exceed 2% of the value of the property in the free and unencumbered open market, on the 1st January, 2023, and to established new rent conditions and this in terms of Article 4A of Cap. 69 of the Laws of Malta; and

2. Subordinately and without prejudice to the first request, in case the respondent does not satisfy the criteria of income and capital of the means test in terms of law, permit the respondent to vacate from the said premises within two (2) years and this by a compensation for the occupation of the premises in favour of the applicants during this period as determined by this Honourable Board.

With costs against the respondent who is from now summoned so that a reference to her oath be made.

Applicant: 48, Reo, Triq il-Kanonku Bonnici, Ħamrun

Respondent: 54, Triq Brighella, Santa Venera
Housing Authority

The application in the names Francesca Saveria Borg vs Philippa Maria sive Phyllis Buttigieg et, Application number 95/2023CG, has been postponed for hearing to the 4th July, 2024, at 9.50 a.m.

Registry of the Superior Courts, today 21st June, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

1382

B'digriet mogħti, mill-Qorti tal-Appell, Sede Inferjuri, fit-12 ta' April, 2024, fl-atti tar-Rikors numru 8/2023 fl-ismijiet Mark Laferla Jr vs l-Awtorità tal-Ippjanar u l-kjamata in kawża MGF Ltd, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront ta' MGF Limited a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12.

Permezz tar-Rikors għar-ritrattazzjoni ta' Mark Laferla Jr (KI 0392589M) ippreżentat fit-12 ta' Ottubru, 2023, fl-ismijiet premessi r-ritrattant Mark Laferla jħoss illi is-sentenza tagħha tal-Erbgħa, tnax (12) ta' Lulju, 2023 (Appell bin-numru 8/2023), il-Qorti tal-Appell (Sede Inferjuri) kienet ibbażata fuq żball ta' liġi billi messha applikat it-tifsira

By means of a decree delivered, by the Court of Appeal, Inferior jurisdiction, on the 12th April, 2024, in the records of the Application number 8/2023 in the names Mark Laferla Jr vs the Planning Authority and the party joined in suit MGF Ltd, the following publication was ordered for the purpose of service of MGF Limited in terms of section 187 (3) et sequitur of Cap. 12.

By means of the Application for a New Trial by Mark Laferla Jr (KI 0392589M) filed on the 12th October, 2023, in the names premised, the applicant Mark Laferla feels that in the judgment dated 12th July, 2023 (Appeal number 8/2023), the Court of Appeal (Inferior jurisdiction) based it on error of law as it should have applied the meaning in

fl-Artikolu 2 tal-Kap. 552 tal-Liġijiet ta' Malta, kif ukoll messha applikat l-Artikolu 9(f) tal-Kap. 551 tal-Liġijiet ta' Malta; inoltre s-sentenza kienet ukoll ibbażata fuq żball ta' dritt (jekk mhux ukoll ta' fatt) kif spjegat fir-rikors u wkoll, fiha dispożizzjonijiet kunfliġġenti tant illi huwa mistħoqq illi t-talba għal ritrattazzjoni tiġi milqugħa.

Għaldaqstant, l-esponent Mark Laferla qed jitlob li din il-Qorti: i) tiddikjara u tiddeċiedi li in bażi tal-premess jeżistu raġunijiet suffiċjenti biżżejjed sabiex issir ritrattazzjoni; ii) tħassar u tannulla s-sentenza tal-Qorti tal-Appell (Sede Inferjuri) tal-Erbgħa, tnax (12) ta' Lulju, 2023, fl-ismijiet premessi; u iii) tordna r-ritrattazzjoni tal-proċeduri tal-Appell bin-numru 8/2023 bl-ispejjeż kontra l-intimati.

Ir-Rikors numru 8/2023 fl-ismijiet Mark Laferla Jr vs l-Awtorità tal-Ippjanar et hu ddifferit għas-26 ta' Ġunju, 2024, fl-10.00 a.m.

Notifika: MGF Limited: Att. Matthew Farrugia, 22, Dar il-Frott, Triq Sun Ġużepp Xerri, San Ġiljan

Reġistru tal-Qrati tal-Appell (Inferjuri), illum 20 ta' Ġunju, 2024

DOTT. FRANCO BONDIN, LLD, M. JUR.
Għar-Reġistratur, Qrati Ċivili u Tribunali

section 2 of Cap 552 of the Laws of Malta, and also it should have applied section 9(f) of Cap 551 of the Laws of Malta; besides the judgment was also based on an error of law (if not also of fact) as explained in the application and also, it contains conflicting provisions so much so that the request for a new trial merits upholding.

Therefore, the applicant Mark Laferla is requesting this Court: i) to declare and decide that on the basis of the premised arguments there exist sufficient reasons for a new trial; ii) to cancel and annul the judgment of the Court of Appeal (Inferior jurisdiction) dated 12th July, 2023 in the names premised; and iii) to order the new trial of Appeal number 8/2023 with costs against the respondents.

Application number 8/2023 in the names Mark Laferla Jr vs Planning Authority et is deferred for hearing to the 26th June, 2024, at 10.00 a.m.

Notification: MGF Limited: Att. Matthew Farrugia, 22, Dar il-Frott, Triq Sun Ġużepp Xerri, St Julian's

Registry of the Courts of Appeal (Inferior Jurisdiction), this day 20th June, 2024

DR FRANCO BONDIN, LLD, M. JUR.
For the Registrar, Civil Courts and Tribunals

1383

B'digriet tat-Tribunal għal Talbiet Żgħar, tal-1 ta' Settembru, 2023, ġiet ordnata l-pubblikazzjoni tal-estratt li jidher hawn taħt għall-finijiet ta' notifika skont l-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12) fil-konfront ta' Sebastiano Bonaccorso.

Go plc (C 22334) ta' GO, Triq Fra Diegu, Il-Marsa MRS 1501, ippreżentat Talba, fid-29 ta' Awwissu, 2023, fejn talbet lit-Tribunal sabiex jikkundanna lil Sebastiano Bonaccorso (KI 217655A) ta' Jeschrist, Flat 1, Triq il-Giżi, Il-Fgura FGR 1042, sabiex iħallas lis-soċjetà attriċi s-somma ta' €4026.26, liema ammont huwa dovut lis-soċjetà attriċi.

Bl-ispejjeż u bl-imgħaxijiet legali

Il-kawża (Avviż numru 301/23CC) hija differita għall-1 ta' Lulju, 2024, fin-12.30 p.m.

Reġistru tal-Qorti tal-Maġistrati (Malta), illum 20 ta' Ġunju, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By a decree of the Small Claims Tribunal of the 1st September, 2023, the publication of the following extract was ordered for the purpose of service on the respondent Sebastiano Bonaccorso in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

Go plc (C 22334) of GO, Triq Fra Diegu, Marsa MRS 1501, filed a Claim on the 29th August 2023, whereby they asked the Tribunal to condemn Sebastiano Bonaccorso (ID 217655A) of Jeschrist, Flat 1, Triq il-Giżi, Fgura FGR 1042, to pay the plaintiff company the sum of €4026.26, which amount is due to the plaintiff company.

With costs and legal interests

The case (Claim number 301/2023CC) is deferred on the 1st July, 2024, at 12.30p.m.

Registry of the Courts of Magistrates (Malta), today 20th June, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

Ippubblikat mid-Dipartiment tal-Informazzjoni (doi.gov.mt) — Valletta — *Published by the Department of Information (doi.gov.mt) — Valletta*
Mitbugħ fl-Istamperija tal-Gvern fuq karta FSC® — *Printed at the Government Printing Press on FSC® certified paper*

FSC
www.fsc.org
MIX
Paper from responsible sources
FSC® C140603