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SOMMARJU – SUMMARY

Notifikazzjonijiet tal-Gvern ..... 28,293 - 28,314
Government Notices ..... *28,293 - 28,314*

Avviżi tal-Pulizija ..... 28,315 - 28,317
Police Notices ..... *28,315 - 28,317*

Opportunitajiet ta' Impjieg ..... 28,318 - 28,444
Employment Opportunities ..... *28,318 - 28,444*

Avviżi tal-Gvern ..... 28,444 - 28,446
Notices ..... *28,444 - 28,446*

Offerti ..... 28,446 - 28,452
Tenders ..... *28,446 - 28,452*

Avviżi tal-Qorti ..... 28,452 - 28,476
Court Notices ..... *28,452 - 28,476*

NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 1591

FORZI ARMATI TA' MALTA
(FORZA REGOLARI)

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

Il-Kaptan Jessica Galea 18 ta' Novembru, 2024

Il-15 ta' Novembru, 2024

Nru. 1592

KUNSILL GĦALL-MALTIN LI JGĦIXU BARRA MINN MALTA

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi l-Gvern Malti ħatar il-membri tal-Kunsill għall-Maltin li Jgħixu Barra minn Malta, kif ġej:

Chairman
L-Onor. Dott. Ian Borg, Deputat Prim Ministru u Ministru għall-Affarijiet Barranin u Ewropej u l-Kummerċ

Membri
Dott. Edgar Brincat
Is-Sa Judith Buhagiar
Is-Sa Amie Cardona
Comm. Major James N. Casha
Is-Sa Miriam Friggieri
Il-Prof. Sandro Galea
Dott. Loredana Gatt
Is-Sur Luke Incorvaja
Is-Sur Antoine Mangion
Is-Sa Sarah Meli
Is-Sa Alexandra Micallef
Is-Sa Alison Micallef
Is-Sa Mona Nicholas
Is-Sur Antoine Scicluna
Is-Sa Giselle Sherri-Migliore

Segretarju
Is-Sur Joseph A. Xerri

Il-15 ta' Novembru, 2024

GOVERNMENT NOTICES

No. 1591

ARMED FORCES OF MALTA
(REGULAR FORCE)

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

Captain Jessica Galea 18th November, 2024

15th November, 2024

No. 1592

COUNCIL FOR MALTESE LIVING ABROAD

IT is hereby notified for general information that the Maltese Government has appointed the members of the Council for Maltese Living Abroad, as follows:

Chairman
The Hon. Dr Ian Borg, Deputy Prime Minister and Minister for Foreign and European Affairs and Trade

Members
Dr Edgar Brincat
Ms Judith Buhagiar
Ms Amie Cardona
Comm. Major James N. Casha
Ms Miriam Friggieri
Prof. Sandro Galea
Dr Loredana Gatt
Mr Luke Incorvaja
Mr Antoine Mangion
Ms Sarah Meli
Ms Alexandra Micallef
Ms Alison Micallef
Ms Mona Nicholas
Mr Antoine Scicluna
Ms Giselle Sherri-Migliore

Secretary
Mr Joseph A. Xerri

15th November, 2024

Nru. 1593

TISMIJA TA' TOROQ F'MALTA

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

No. 1593

NAMING OF STREETS IN MALTA

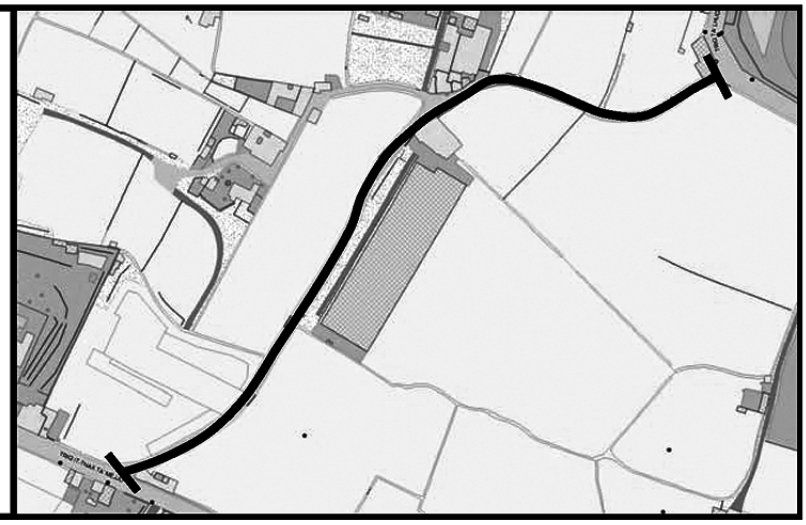
IN exercise of the powers conferred by Subsidiary Legislation 363.10, the Prime Minister has directed the naming of the streets as specified and indicated hereunder.

ĦAŻ-ŻEBBUĠ (M)

BDIL FL-ISEM

Parti minn Triq Batu li tibda k/m Triq Ta' Lhudi u tispiċċa k/m Triq it-Tnax ta' Mejju, hekk kif indikata b'linja fuq il-mappa hawn riprodotta, tissemma:

TREJQET IL-BILBLA

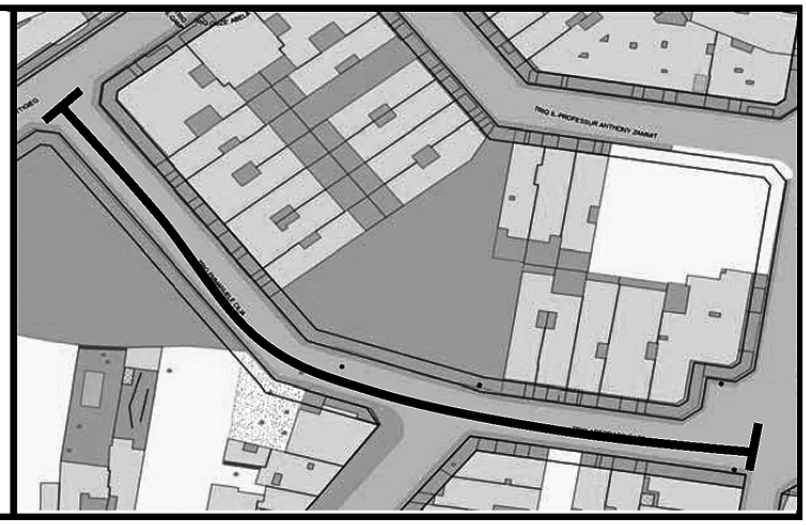


ĦAŻ-ŻEBBUĠ (M)

KJARIFIKA TA' ESTENSJONI

Triq Emmanuele Cilia għandha tibda k/m Triq l-Isqof Ambroġ Buttigieg u tispiċċa k/m Triq Frans Sammut, hekk kif indikata b'linja fuq il-mappa hawn riprodotta.

TRIQ EMMANUELE CILIA



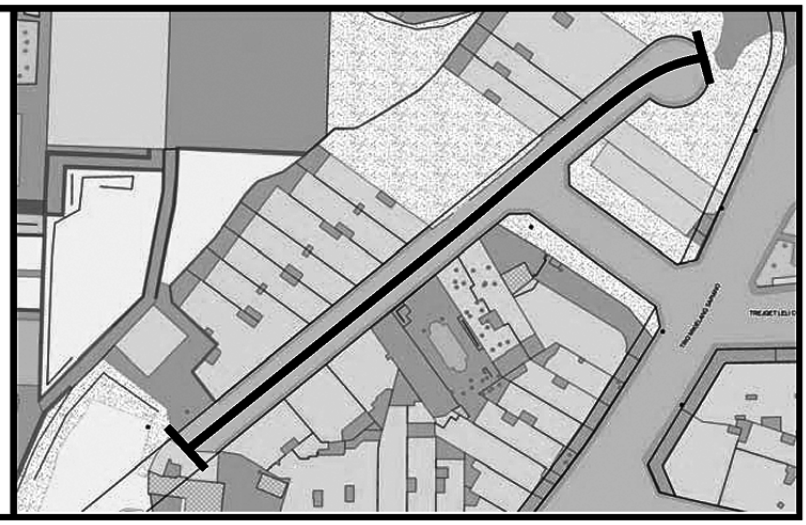
ĦAŻ-ŻEBBUĠ (M)

Triq Ġdida fi Triq Mikielanġ Sapiano li tidħol għaliha minn Triq il-Mitħna Ta' Srina, imsemmija f'din in-notifikazzjoni u indikata b'linja fuq il-mappa hawn riprodotta, tissemma:

TRIQ MICHAEL BONNICI

EKS MEMBRU PARLAMENTARI

1944 - 2019



ĦAŻ-ŻEBBUĠ (M)

Triq mingħajr isem uffiċjali li tibda k/m Triq Mikielang Sapiano, indikata b'linja fuq il-mappa hawn riprodotta, tissemma:

TRIQ IL-MITĦNA TA' SRINA



ĦAŻ-ŻEBBUĠ (M)

BDIL FL-ISEM

Parti minn Triq Ġanni Bonnici, hekk kif indikata b'linja fuq il-mappa hawn riprodotta, tissemma:

TRIQ IT-TULIPAN



ĦAŻ-ŻEBBUĠ (M)

KJARIFIKA TA' ESTENSJONI

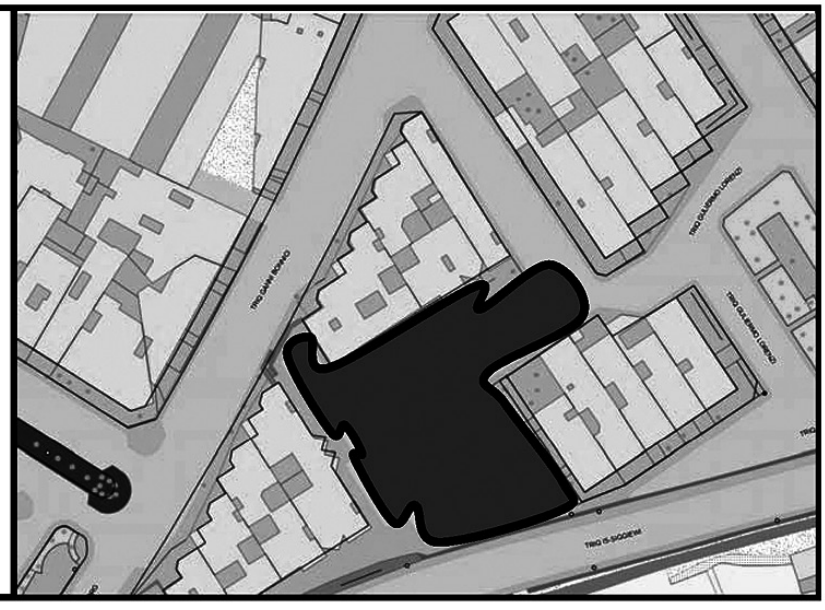
Triq il-Vittmi tal-Gwerra għandha tibda k/m Triq it-Tnax ta' Mejju u tispiċċa k/m Triq il-Penit, hekk kif indikata b'linja fuq il-mappa hawn riprodotta.

TRIQ IL-VITTMI TAL-GWERRA



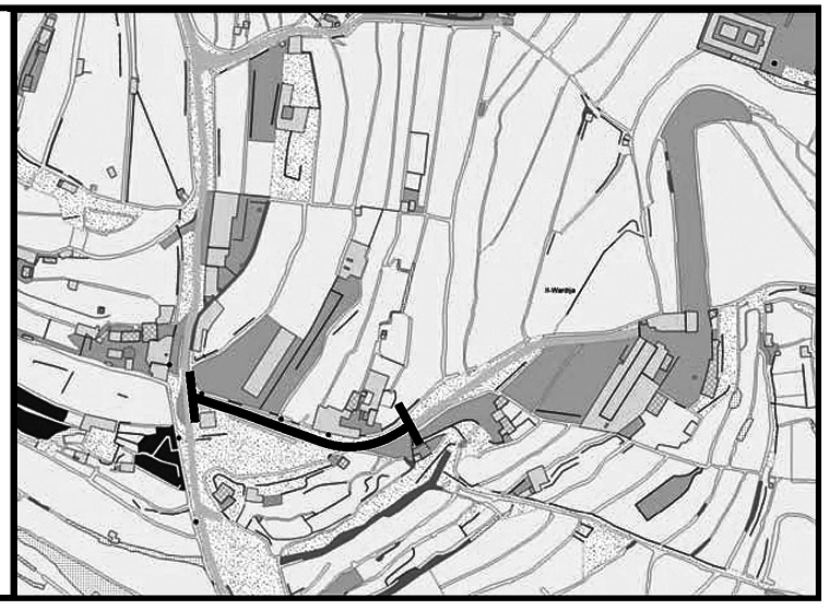
ĦAŻ-ŻEBBUĠ (M)
BDIL FL-ISEM
Parti minn Triq Ġanni Bonnici, hekk kif indikata fuq il-mappa hawn riprodotta, tissemma:

MISRAĦ ŻERNIQ



IŻ-ŻURRIEQ
Triq mingħajr isem uffiċjali, indikata b'linja fuq il-mappa hawn riprodotta, tissemma:

TREJQET
IT-TORRI TAL-WARDIJA



Il-15 ta' Novembru, 2024

Nru. 1594

ĦATRA TA'AĠENT
KUMMISSARJU TAT-TAXXI U D-DWANA

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

15th November, 2024

No. 1594

APPOINTMENT OF ACTING
COMMISSIONER FOR TAX AND CUSTOMS

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

ISEM *NAME*	POŻIZZJONI *POSITION*	DIPARTIMENT *DEPARTMENT*	DATA *DATE*
Is-Sur Shawn Agius	Kummissarju tat-Taxxa u d-Dwana *Commissioner for Tax and Customs*	Uffiċċju tal-Kummissarju *Office of the Commissioner*	19.11.2024 - 20.11.2024 and 22.11.2024

Il-15 ta' Novembru, 2024

15th November, 2024

Nru. 1595

ATT DWAR IT-TAXXA FUQ IL-VALUR MIŻJUD (KAP. 406)

Avviż skont l-Artikoli 58 u 73

SKONT id-dispożizzjonijiet tal-proviso tal-artikolu 58(3) u l-artikolu 73(2) tal-Att tat-Taxxa Fuq il-Valur Miżjud, il-Kummissarju tat-Taxxa u d-Dwana qiegħed hawnhekk jinnotifika lill-persuna/i mniżżla hawn taħt li ħareġ avviż fir-rigward tagħhom għal ħlas ta' taxxa, penali u interessi skont l-Arikolu 59 tal-Kap. 406.

Numru tal-VAT	*Tax Payer*
2535-7815	Lama Management Services Ltd
2535-7815	Alaref M S Kashar
2524-1128	Lama Paceville Ltd
2524-1128	Luigi Martone
2524-1128	Alaref M S Kashar
1886-1234	Lawrence Spiteri
2177-8822	MWF Construction Ltd
2177-8822	William Farrugia
2177-8822	Martin Farrugia
2202-2704	RDJ Ltd
2202-2704	Reginald Borg
2735-2008	Adrian Sciberras
1602-7324	Vella Falzon Building Supplies Limited
1602-7324	Karina Spiteri
1602-7324	Carmen Vella
1602-7324	Alexis Vella Falzon
1602-7324	Nicolai Vella Falzon
2571-8410	Cannapharm Technologies Malta Ltd
2571-8410	Denis Orlov
2217-8416	Diligentia Consulta Ltd
2217-8416	Johann Baldacchino Romano
1828-7828	Susan Sadler
2068-5010	Pemo Limted
2068-5010	Mohaned Mohammed Aboleid Elaser
1993-3630	Iris Joan Douglas Markham
1457-1935	Gordon Ellul
1016-2536	Paul Polidano
2284-4518	LBV Ltd
2284-4518	Justin Attard
2014-1828	Paolo Pengo
2014-1828	Nora Pengo
1887-5104	Nader Tawerghi
1656-0103	Datanet Security Systems Limited

No. 1595

VALUE ADDED TAX ACT (CAP. 406)

Notice in terms of Articles 58 and 73

IN terms of the proviso to Article 58(3) and Article 73(2) of the Value Added Tax Act, the Commissioner for Tax and Customs is hereby notifying the person/s listed hereunder that a demand notice for payment of tax, penalties and interest as per Article 59 of Cap. 406 has been issued in their regard.

VAT Number	*Tax Payer*
2535-7815	Lama Management Services Ltd
2535-7815	Alaref M S Kashar
2524-1128	Lama Paceville Ltd
2524-1128	Luigi Martone
2524-1128	Alaref M S Kashar
1886-1234	Lawrence Spiteri
2177-8822	MWF Construction Ltd
2177-8822	William Farrugia
2177-8822	Martin Farrugia
2202-2704	RDJ Ltd
2202-2704	Reginald Borg
2735-2008	Adrian Sciberras
1602-7324	Vella Falzon Building Supplies Limited
1602-7324	Karina Spiteri
1602-7324	Carmen Vella
1602-7324	Alexis Vella Falzon
1602-7324	Nicolai Vella Falzon
2571-8410	Cannapharm Technologies Malta Ltd
2571-8410	Denis Orlov
2217-8416	Diligentia Consulta Ltd
2217-8416	Johann Baldacchino Romano
1828-7828	Susan Sadler
2068-5010	Pemo Limted
2068-5010	Mohaned Mohammed Aboleid Elaser
1993-3630	Iris Joan Douglas Markham
1457-1935	Gordon Ellul
1016-2536	Paul Polidano
2284-4518	LBV Ltd
2284-4518	Justin Attard
2014-1828	Paolo Pengo
2014-1828	Nora Pengo
1887-5104	Nader Tawerghi
1656-0103	Datanet Security Systems Limited

1656-0103	Martin Zerafa
2468-7726	Esports.Com Ltd
2204-9617	Daniela Todorova Mlekanova
2222-9929	Darren Desira
2313-7320	Gasage Ltd
2313-7320	Antonio Mercuri
2434-3730	Felix Mifsud
1742-3729	OTL Overseas Trading Ltd
1600-9723	Christopher Zerafa
1887-9237	Fairway Trading Ltd
1586-6425	Andre Grech
2064-1124	Estima Ltd
2064-1124	Anouar Brahimi Elmili
2092-6609	Malta Crane Ltd

Jekk il-ħlas ma jsirx fi żmien 30 jum mid-data ta' din in-notifika, il-Kummissarju tat-Taxxa u d-Dwana se jipproċedi biex jinforza l-ħlas skont il-liġi.

Kopji tal-imsemmija avviż jistgħu jinġabru mis-Sezzjoni tal-Ġbir, KTD, Blk 5, Il-Furjana.

Il-15 ta' Novembru, 2024

1656-0103	Martin Zerafa
2468-7726	Esports.Com Ltd
2204-9617	Daniela Todorova Mlekanova
2222-9929	Darren Desira
2313-7320	Gasage Ltd
2313-7320	Antonio Mercuri
2434-3730	Felix Mifsud
1742-3729	OTL Overseas Trading Ltd
1600-9723	Christopher Zerafa
1887-9237	Fairway Trading Ltd
1586-6425	Andre Grech
2064-1124	Estima Ltd
2064-1124	Anouar Brahimi Elmili
2092-6609	Malta Crane Ltd

Unless payment is effected within 30 days from the date of this notice, the Commissioner for Tax and Customs will proceed to enforce payment in terms of law.

Copies of said notices may be collected from the Collection Section, MTCA, Blk 5, Floriana.

15th November, 2024

Nru. 1596

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 it-Torri, Marsaxlokk (indikat fuq il-pjanta f'paġna 28,301).

Triq il-Kavallerizza, Triq l-Arżnell, Triq iż-Żejtun, Triq iċ-Ċippi, Marsaxlokk (indikat fuq il-pjanta f'paġna 28,302).

Triq it-Terħa u Dawret Ħal Għaxaq, Ħal Għaxaq (indikat fuq il-pjanta f'paġna 28,303).

Triq Għar Dalam, Trejqet il-Marnisi, Trejqet il-Marnisi (triq ħdejn Marnisi Triq it-Torri), Triq it-Torri, Birżebbuġa (indikat fuq il-pjanta f'paġna 28,304).

Triq il-Labour, Triq Bir id-Deheb, Triq Tal-Barrani, Triq Għar Dalam, iż-Żejtun (indikat fuq il-pjanta f'28,305).

Sqaq Nru 3 u Nru 6 fi Triq il-Forn, u Sqaq Nru 1 fi Triq il-Kunċizzjoni, Ħal Lija (indikat fuq il-pjanta f'paġna 28,306).

Triq Parades, Triq il-Markiża Bugeja, Triq il-Paroċċa, Triq San Pawl, Triq San Ġorġ, Triq Martino De Redin, Triq il-Knisja, Triq Toni Bajada, Triq il-Konverżjoni, Triq il-Villeġġjatura, Wesgħa Mary Doris Zarb, Triq l-Arżnell, Triq

No. 1596

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 it-Torri, Marsaxlokk (indicated on site plan on page 28,301).

Triq il-Kavallerizza, Triq l-Arżnell, Triq iż-Żejtun, Triq iċ-Ċippi, Marsaxlokk (indicated on site plan on page 28,302).

Triq it-Terħa and Dawret Ħal Għaxaq, Ħal Għaxaq (indicated on site plan on page 28,303).

Triq Għar Dalam, Trejqet il-Marnisi, Trejqet il-Marnisi (road next to Marnisi Triq it-Torri), Triq it-Torri, Birżebbuġa (indicated on site plan on page 28,304).

Triq il-Labour, Triq Bir id-Deheb, Triq Tal-Barrani, Triq Għar Dalam, Żejtun (indicated on site plan on page 28,305).

Alley No. 3 and No. 6 in Triq il-Forn, and Alley No. 1 in Triq il-Kunċizzjoni, Ħal Lija (indicated on site plan on page 28,306).

Triq Parades, Triq il-Markiża Bugeja, Triq il-Paroċċa, Triq San Pawl, Triq San Ġorġ, Triq Martino De Redin, Triq il-Knisja, Triq Toni Bajada, Triq il-Konverżjoni, Triq il-Villeġġjatura, Wesgħa Mary Doris Zarb, Triq l-Arżnell,

il-Kaħli, Triq l-Għabex, Triq il-Lampuki, Triq Ċensu Tanti, Triq Mons. Alfredo Mifsud, Triq il-Wileġ, triq mingħajr isem kantuniera ma' Triq il-Wileġ (ħdejn is-Sirens Stadium), Triq il-Bardnell, Triq l-Għaxra ta' Frar, Triq il-Pruwa, Triq il-Korp tal-Pijunieri, Triq San Timotju, Triq Cassarino, Triq Garcia De Toledo, Triq is-Sajjied, Triq iċ-Ċern, Triq l-Indipendenza, Triq ir-Rizzi, Triq Għawdex, Triq il-Baħħara, Triq il-Klamari, Triq in-Nakkri, Triq it-Turisti, Triq Ras il-Qawra, Triq it-Tamar, Triq il-Qawra, Triq l-Arzell, Triq l-Artikli, San Pawl il-Baħar (indikati fuq il-pjanta fuq paġna 28,307).

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 it-18 ta' Novembru, 2024 u l-31 ta' Mejju, 2025, se tkun qed tibda xogħlijiet fi Triq it-Torri, Marsaxlokk. 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 it-18 ta' Novembru, 2024 u l-31 ta' Mejju, 2025, se tkun qed tibda xogħlijiet fi Triq il-Kavallerizza, Triq l-Arżnell, Triq iż-Żejtun, Triq iċ-Ċippi, Marsaxlokk. 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 it-18 ta' Novembru, 2024 u l-31 ta' Mejju, 2025, se tkun qed tibda xogħlijiet fi Triq it-Terħa u Dawret Ħal Għaxaq, Ħal Għaxaq. 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 it-18 ta' Novembru, 2024 u l-31 ta' Mejju, 2025, se tkun qed tibda xogħlijiet fi Triq Għar Dalam, Trejqet il-Marnisi, Trejqet il-Marnisi (triq ħdejn Marnisi Triq it-Torri), Triq it-Torri,

Triq il-Kaħli, Triq l-Għabex, Triq il-Lampuki, Triq Ċensu Tanti, Triq Mons. Alfredo Mifsud, Triq il-Wileġ, unnamed road corner to Triq il-Wileġ (next to Sirens Stadium), Triq il-Bardnell, Triq l-Għaxra ta' Frar, Triq il-Pruwa, Triq il-Korp tal-Pijunieri, Triq San Timotju, Triq Cassarino, Triq Garcia De Toledo, Triq is-Sajjied, Triq iċ-Ċern, Triq l-Indipendenza, Triq ir-Rizzi, Triq Għawdex, Triq il-Baħħara, Triq il-Klamari, Triq in-Nakkri, Triq it-Turisti, Triq Ras il-Qawra, Triq it-Tamar, Triq il-Qawra, Triq l-Arzell, Triq l-Artikli, St Paul's Bay (indicated on site plan on page 28,307).

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 18th November, 2024 and 31st May, 2025, it will be starting road works in Triq it-Torri, Marsaxlokk. 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 18th November, 2024 and 31st May, 2025, it will be starting road works in Triq il-Kavallerizza, Triq l-Arżnell, Triq iż-Żejtun, Triq iċ-Ċippi, Marsaxlokk. 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 18th November, 2024 and 31st May, 2025, it will be starting road works in Triq it-Terħa and Dawret Ħal Għaxaq, Ħal Għaxaq. 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 18th November, 2024 and 31st May, 2025, it will be starting road works in Triq Għar Dalam, Trejqet il-Marnisi, Trejqet il-Marnisi (road next to Marnisi Triq it-Torri), Triq it-Torri,

Birżebbuġa. 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 it-18 ta' Novembru, 2024 u l-31 ta' Mejju, 2025, se tkun qed tibda xogħlijiet fi Triq il-Labour, Triq Bir id-Deheb, Triq Tal-Barrani, Triq Għar Dalam, iż-Żejtun. 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 it-22ta' Novembru, 2024 u l-30 ta' Ġunju, 2025, se tkun qed tibda xogħlijiet fi Sqaq Nru 3 u Nru 6 fi Triq il-Forn, u Sqaq Nru 1 fi Triq il-Kunċizzjoni, Ħal Lija. 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 it-22ta' Novembru, 2024 u t-30 ta' Ġunju, 2025, se tkun qed tibda xogħlijiet fi Triq Parades, Triq il-Markiża Bugeja, Triq il-Paroċċa, Triq San Pawl, Triq San Ġorġ, Triq Martino De Redin, Triq il-Knisja, Triq Toni Bajada, Triq il-Konverżjoni, Triq il-Villeġġjatura, Wesgħa Mary Doris Zarb, Triq l-Arżnell, Triq il-Kaħli, Triq l-Għabex, Triq il-Lampuki, Triq Ċensu Tanti, Triq Mons. Alfredo Mifsud, Triq il-Wileġ, triq mingħajr isem kantuniera ma' Triq il-Wileġ (ħdejn is-Sirens Stadium), Triq il-Bardnell, Triq l-Għaxra ta' Frar, Triq il-Pruwa, Triq il-Korp tal-Pijunieri, Triq San Timotju, Triq Cassarino, Triq Garcia De Toledo, Triq is-Sajjied, Triq iċ-Ċern, Triq l-Indipendenza, Triq ir-Rizzi, Triq Għawdex, Triq il-Baħħara, Triq il-Klamari, Triq in-Nakkri, Triq it-Turisti, Triq Ras il-Qawra, Triq it-Tamar, Triq il-Qawra, Triq l-Arzell, Triq l-Artikli, San Pawl il-Baħar. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

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

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

Il-15 ta' Novembru, 2024

Birżebbuġa. 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 18th November, 2024 and 31st May, 2025, it will be starting road works in Triq il-Labour, Triq Bir id-Deheb, Triq Tal-Barrani, Triq Għar Dalam, Żejtun. 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.

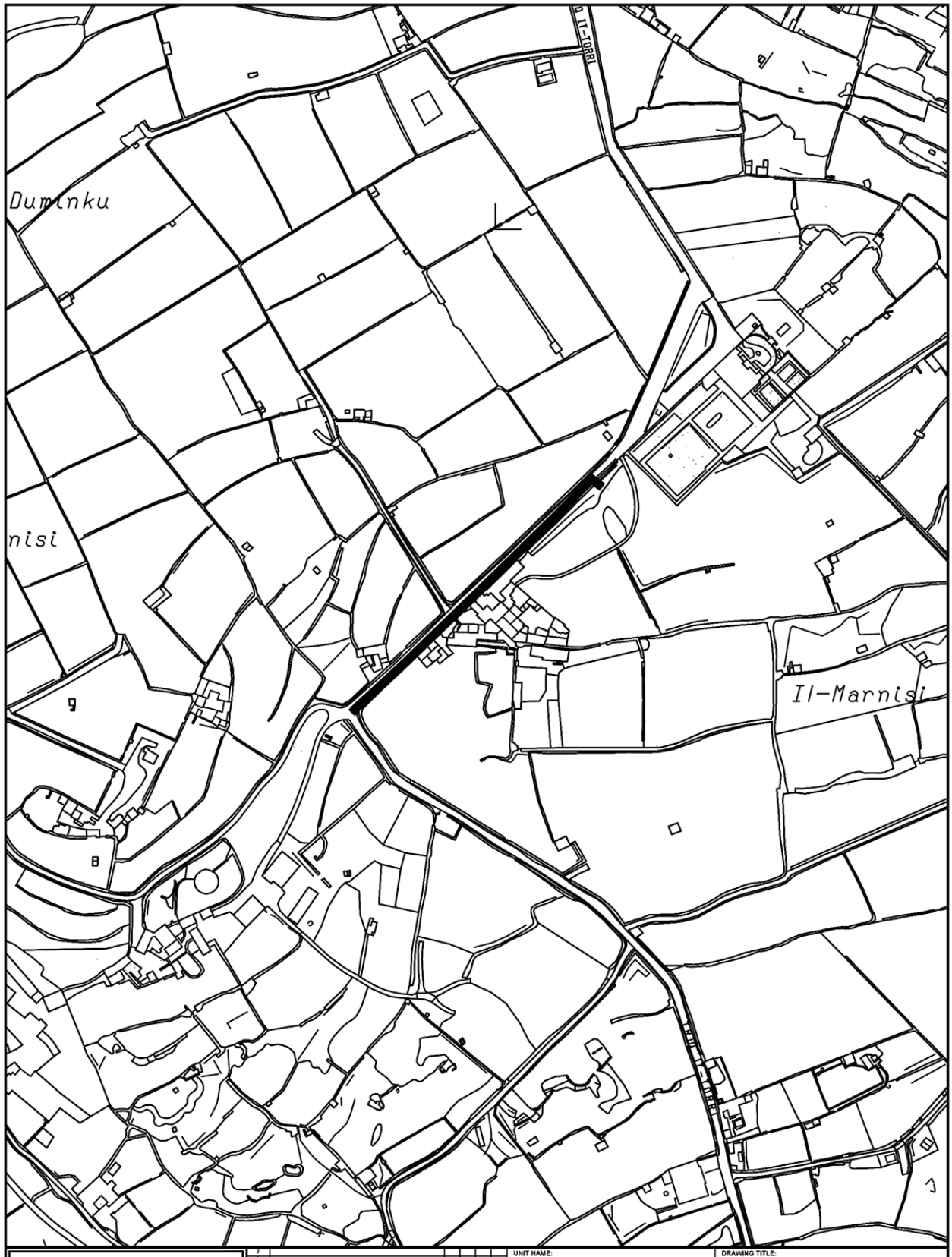
The Agency for Infrastructure Malta notifies that between 22nd November, 2024 and 30th June, 2025, it will be starting road works in Alley No. 3 and No. 6 in Triq il-Forn, and Alley No. 1 in Triq il-Kunċizzjoni, Ħal Lija. Vehicular access and on-street parking in this road may be restricted during certain 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 22nd November, 2024 and 30th June, 2025, it will be starting road works in Triq Parades, Triq il-Markiża Bugeja, Triq il-Paroċċa, Triq San Pawl, Triq San Ġorġ, Triq Martino De Redin, Triq il-Knisja, Triq Toni Bajada, Triq il-Konverżjoni, Triq il-Villeġġjatura, Wesgħa Mary Doris Zarb, Triq l-Arżnell, Triq il-Kaħli, Triq l-Għabex, Triq il-Lampuki, Triq Ċensu Tanti, Triq Mons. Alfredo Mifsud, Triq il-Wileġ, unnamed road corner to Triq il-Wileġ (next to Sirens Stadium), Triq il-Bardnell, Triq l-Għaxra ta' Frar, Triq il-Pruwa, Triq il-Korp tal-Pijunieri, Triq San Timotju, Triq Cassarino, Triq Garcia De Toledo, Triq is-Sajjied, Triq iċ-Ċern, Triq l-Indipendenza, Triq ir-Rizzi, Triq Għawdex, Triq il-Baħħara, Triq il-Klamari, Triq in-Nakkri, Triq it-Turisti, Triq Ras il-Qawra, Triq it-Tamar, Triq il-Qawra, Triq l-Arzell, Triq l-Artikli, St Paul's Bay. 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 information may be obtained by email to (info.im@infrastructuremalta.com).

15th November, 2024



INFRASTRUCTURE MALTA

Number	Alterations	Drawn	Checked	Approved	Date

CHIEF EXECUTIVE OFFICER: Steve Ellul

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UNIT NAME: Implementation	DRAWING TITLE: - Zejtun/Marsaxlok Area Reinforcement Enemalta Trenches Phase 3 Mxlokk Only - Site Plan 1 (Extents of works aren't binding but Indicative)			
HEAD OF UNIT: N.V.				
PROJECT LEADER: -	DATE: Sep 2024	FILE NO: -	DRAWING NO: IMD205/24/e	
DRAWN BY: -	SHEET SIZE: A4	SCALE: 1:2500	REVISION: -	PAGE NO: 7e



INFRASTRUCTURE MALTA

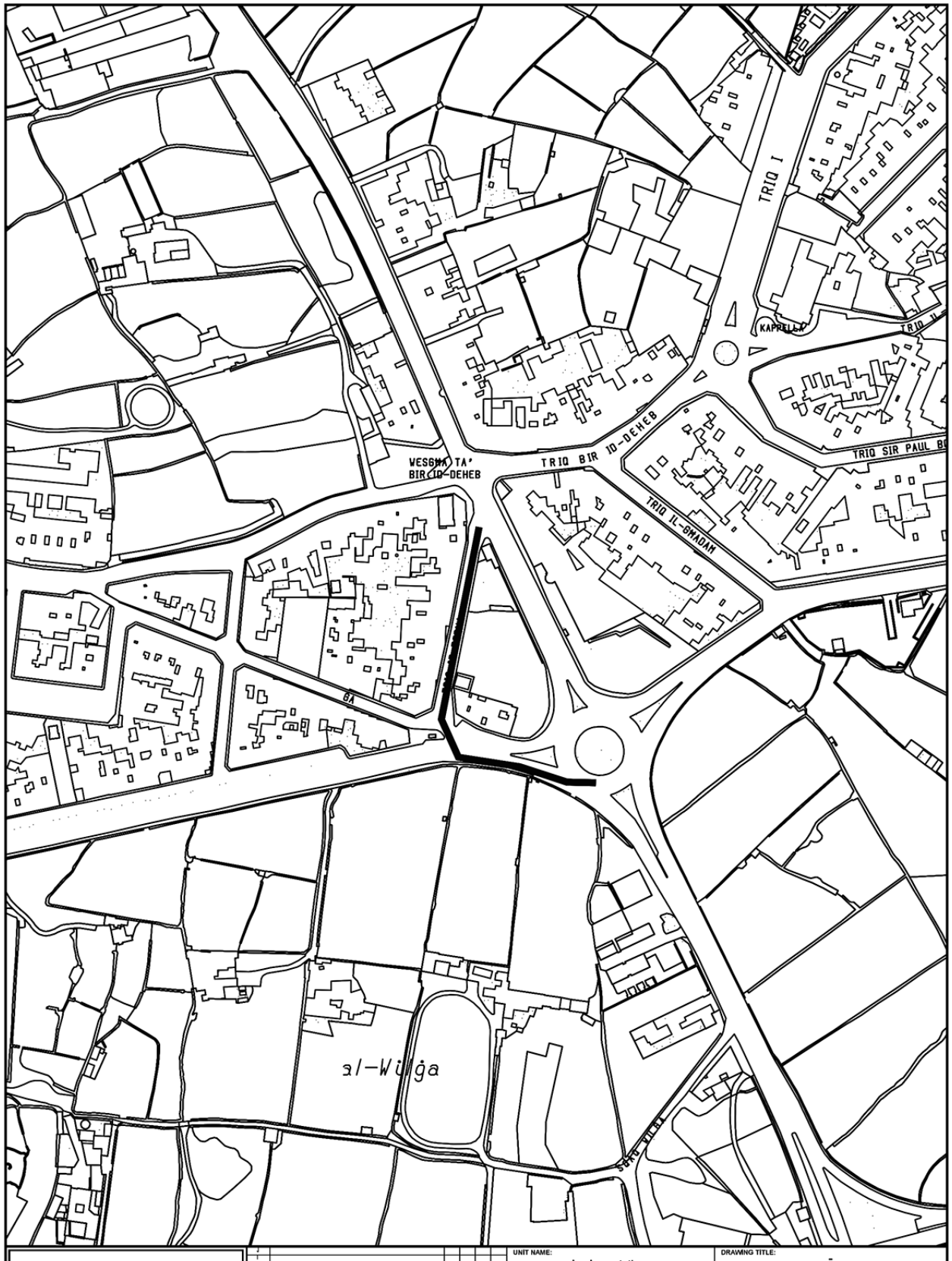
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HEAD OF UNIT:	N.V.
PROJECT LEADER:	-
DRAWN BY:	-
CHIEF EXECUTIVE OFFICER:	Steve Ellul

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DRAWING TITLE:
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Zejtun/Marsaxlok Area Reinforcement
Enemalta Trenches Phase 3 - Site Plan Siers
(Extents of works aren't binding but Indicative)

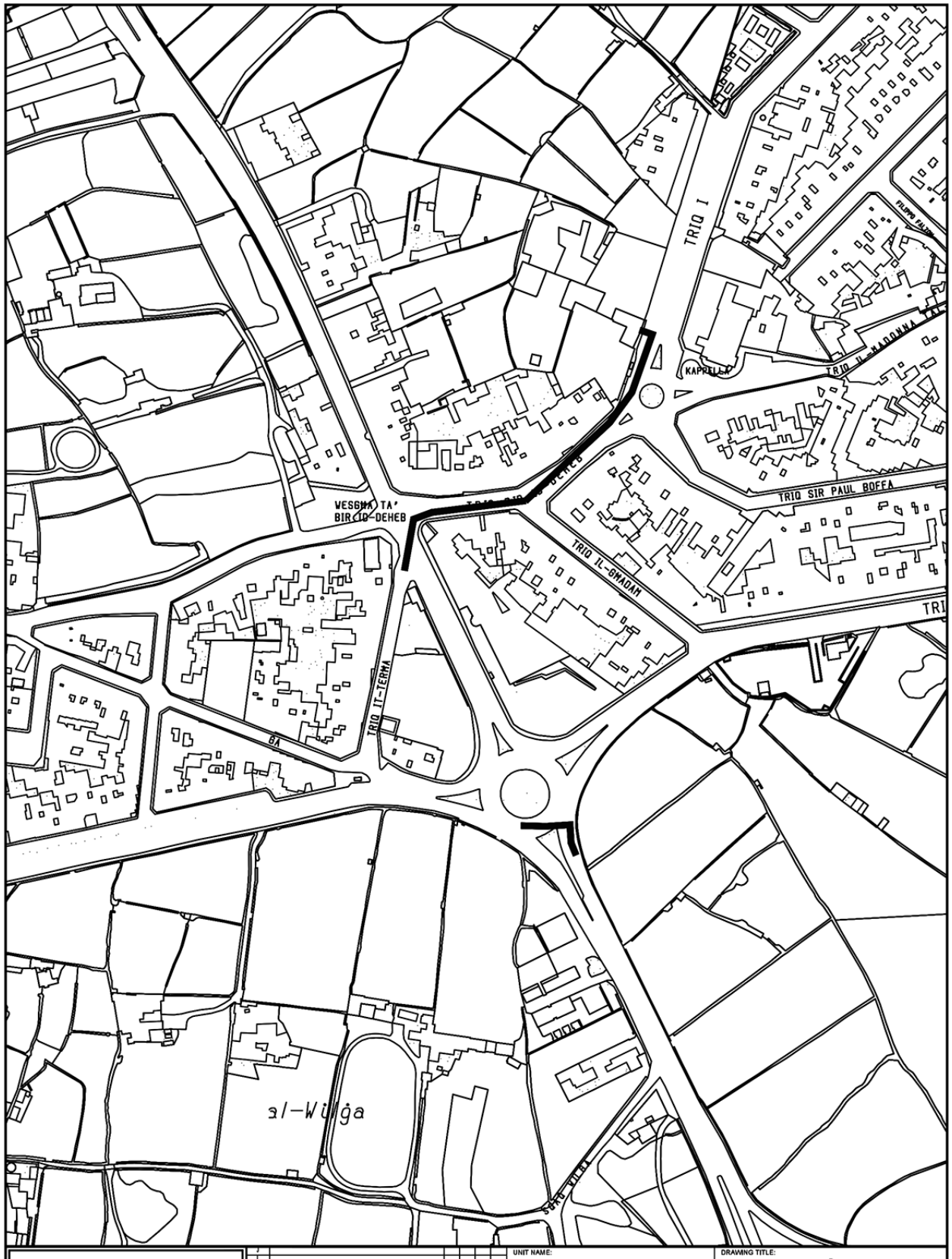
DATE:	FILE NO:	DRAWING NO:
Oct 2024	-	IMD205/24/g

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A3	N.T.S.	-	7g


TRIQ I
KAPRELLA
TRIQ II
TRIQ SIR PAUL
TRIQ BIR ID-DEHEB
WESGHA TA' BIR ID-DEHEB
TRIQ IL-GHADAH
6A
Ġal-Wiġa
INFRASTRUCTURE MALTA
CHIEF EXECUTIVE OFFICER:
Steve Ellul
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UNIT NAME:
Implementation
HEAD OF UNIT:
N.V.
PROJECT LEADER:
-
DRAWN BY:
-
DRAWING TITLE:
-
Zejtun/Marsaxlok Area Reinforcement
Enemalta Trenches Phase 3 Ghaxaq Only - Site Plan
(Extents of works aren't binding but Indicative)
DATE:
Sep 2024
FILE NO:
-
DRAWING NO:
IMD205/24/d
SHEET SIZE:
A4
SCALE:
1:2500
REVISION:
-
PAGE NO:
7d



INFRASTRUCTURE MALTA						UNIT NAME: Implementation	DRAWING TITLE: - Zejtun/Marsaxlok Area Reinforcement Enemalta Trenches Phase 3 Bbuga Only - Site Plan (Extents of works aren't binding but Indicative)
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						PROJECT LEADER: -	DATE: Aug 2024 / FILE NO: - / DRAWING NO: IMD205/24/b
						DRAWN BY: -	SHEET SIZE: A3 / SCALE: N.T.S. / REVISION: A / PAGE NO: 7b
	Alterations	Drawn	Checkd	Apprvd	Date		
CHIEF EXECUTIVE OFFICER: Steve Ellul							
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INFRASTRUCTURE MALTA

Issue	Alterations	Drawn	Checked	Approved	Date

CHIEF EXECUTIVE OFFICER: Steve Ellul

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UNIT NAME: Implementation

HEAD OF UNIT: N.V.

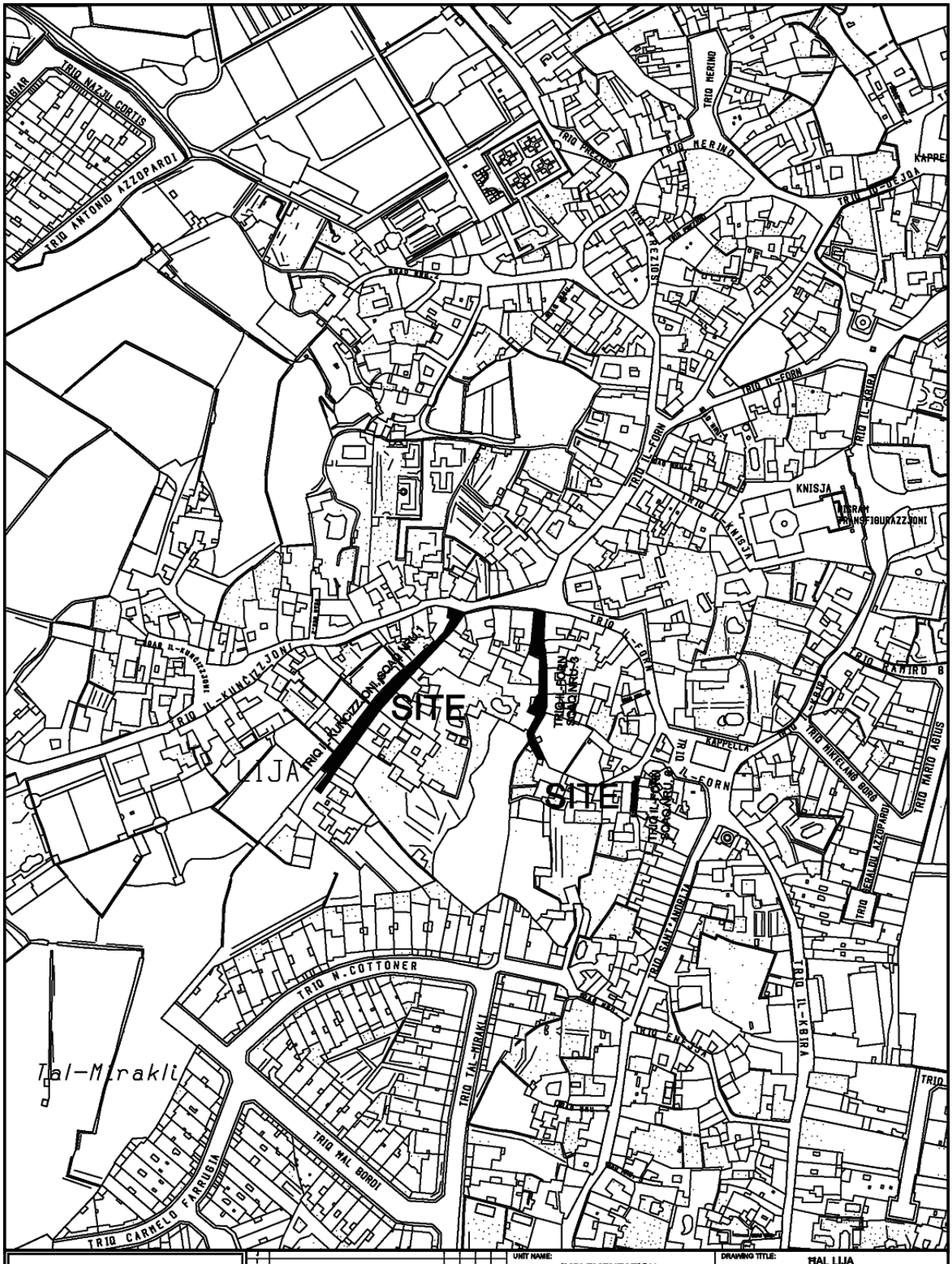
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DRAWN BY: -

DRAWING TITLE: -
Zejtun/Marsaxlok Area Reinforcement
Enemalta Trenches Phase 3 Zejtun Only - Site Plan
(Extents of works aren't binding but Indicative)

DATE:	FILE NO:	DRAWING NO:
Sep 2024	-	IMD205/24/a

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INFRASTRUCTURE MALTA

CHIEF EXECUTIVE OFFICER: Steve Ellul

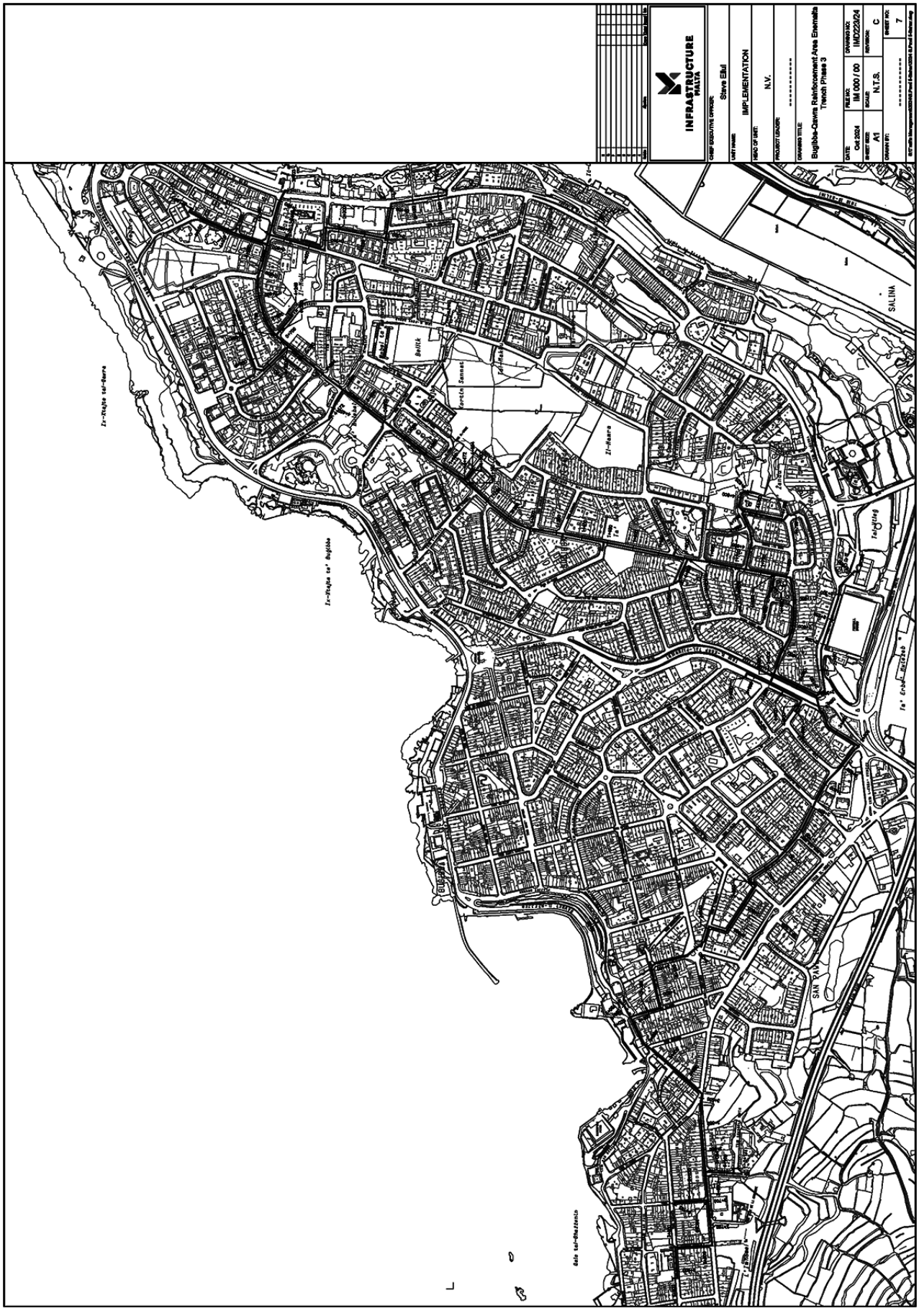
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UNIT NAME:	IMPLEMENTATION
HEAD OF UNIT:	N.V.
PROJECT LEADER:	-
DRAWN BY:	-

DRAWING TITLE: HAL LIJA
3 Alleys at Lija
SITE PLAN
(Extents of Works are not binding but indicative)

DATE:	FILE NO:	DRAWING NO:
Oct 2024	-	IMD251/24

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A4	1:2500	A	5


INFRASTRUCTURE MALTA
Chief Executive Officer:
Steve Ellul
Unit name:
IMPLEMENTATION
Head of Unit:
N.V.
Project Leader:

Drawing Title:
Bugibba-Qawra Reinforcement Area Enemalta Trench Phase 3
DATE:
Oct 2024
File No:
IM 000 / 00
Drawing No:
IMD223/24
Sheet Size:
A1
Scale:
N.T.S.
revision:
C
Drawn By:

Sheet No:
1
Bugibba
Qawra
SALINA
SAN PAWL

Nru. 1597

NUMRI ĠODDA TA' BIBIEN FIS-SIĠĠIEWI

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

No. 1597

NUMBERING OF DOORS AT IS-SIĠĠIEWI

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

SKEDA/*SCHEDULE*
IS-SIĠĠIEWI

TRIQ DUN MANWEL ZAMMIT

In-naħa tax-xellug meta tidħol minn Triq il-Girgenti *Left side entering from Triq il-Girgenti*		In-naħa tal-lemin meta tidħol minn Triq il-Girgenti *Right side entering from Triq il-Girgenti*	
Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Sit bla bini	1	Veduti (Flettijiet)	2
Sit bla bini	3	Palm	4
Sit bla bini	5	Garaxx	6
Sit bla bini	7	El Shaddai	8
Sit bla bini	9	Garaxx	10
Sit bla bini	11	Clover Court	12
Sit bla bini	13	Garaxx	14
Sit bla bini	15	Rancisa Pet Shop	16
Sit bla bini	17	Classic	18
Sit bla bini	19	Garaxx	20
Sit bla bini	21	Antalya	22
Sit bla bini	23	Garaxx	24
Sit bla bini	25	Garaxx	26
Sit bla bini	27	Northwind	28
Sit bla bini	29	Garaxx	30
Sit bla bini	31	Emerald (Flettijiet)	32
Sit bla bini	33	Garaxx	34
Sit bla bini	35	Bieb bla numru	36
Sit bla bini	37	Garaxx	38
Sit bla bini	39	Gold Finch	40
Garaxx	41	Garaxx	42
Garaxx	43	Villarsia	44
Satri	45	Garaxx	46
2, Alsamar	47	Garaxx	48
Garaxx	49	Garaxx	50
Garaxx	51	Nisġa/Archimedes	52
St Rita	53	Id F'Id	54
Garaxx	55	Garaxx	56
4, God's Will	57	Gaia	58

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Garaxx	59	Notre Tesor	60
Bieb bla numru	61	Silmar	62
5A, Joal	63	Daħla għall-garaxxijiet	64
5, Il-Ħolma	65	Paul Grace	66
Chanson	67	Garaxx	68
6, White Dove	69	Pie Jesu	70
Garaxx	71	Garaxx	72
Garaxx	73	Aurora	74
Rafiki	75	Country Lodge	76
8, Shalom	77	Garaxx	78
Garaxx	79	Daħla għall-garaxxijiet	80
Alma Gor	81	Willow Court	82
Garaxx	83	Saint Joseph	84
Le Soleil	85	Garaxx	86
Garaxx	87	Garaxx	88
Garaxx	89	Dar il-Paċi	90
El Hacienda	91	Daħla għall-garaxxijiet	92
Casa Ellul	93	Norwegian Dream	94
Garaxx	95	Jackmar (Flettijiet)	96
Joemar	97	Garaxx	98
Garaxx	99	Panorama (Flettijiet)	100
Garaxx	101	Slaypner Court	102
Fiorella	103	May	104
Bieb bla numru	105	Daħla għall-garaxxijiet	106
The Village (Ħanut)	107	Garaxx	108
Garaxx	109	Bieb bla numru	110
The Eyrie	111	Bieb bla numru	112
Daħla għall-garaxxijiet	113	Garaxx	114
Garaxx	115	Garaxx	116
Garaxx	117	Ħdejn il-Ħarruba	118
Mistletoe	119	Garaxx	120
Wonderland House	121	Aloha	122
Garaxx	123	Garaxx	124
Garaxx	125	Garaxx	126
Kentia	127	Garaxx	128
Fiaba	129	Garaxx	130
Rożinjol	131	Madaros	132
Garaxx	133	Camelbon (Flettijiet)	134
Redentur	135	Garaxx	136
Garaxx	137	Emilia	138
Is-Sliem	139	Garaxx	140
Garaxx	141	Garaxx	142
Chamonix	143	Garaxx	144
Garaxx	145	Garaxx	146

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Carmen House	147
Garaxx	149
Belle Maison	151
Garaxx	153
Garaxx	155
Bieb bla numru	157
Sit bla bini	159
Sit bla bini	161
Ilwien il-Widien	163
Bieb bla numru	165
Garaxx	167
Garaxx	169
Bieb bla numru	171
Gratia Plena	173
Sit bla bini	175
Sit bla bini	177
Sit bla bini	179
Sit bla bini	181
Rose	183
Mirafiori	185
Lotus	187
Tulip	189
Daħla għall-garaxxijiet	191
Silverstone	193
NG Racing (Garaxx)	195

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Rustica	148
Garaxx	150
Chis Koal	152
Garaxx	154
Ave Maria	156
Garaxx	158
Garaxx	160
Maranathà	162
Vindorbren	164
Garaxx	166
Garaxx	168
Sit bla bini	170
Sit bla bini	172
Sit bla bini	174
Sit bla bini	176
PHC Community Clinic	178
PHC Telemedicine Client Support Centre	180
501	182
Binja Silvio Parnis, Ent. 5	184
502	186
601	188
Binja Silvio Parnis, Ent. 6	190
602	192
Binja Silvio Parnis, Ent. 7	194
702	196
703	198
Sardinella	200
Garaxx	202
Garaxx	204
Garaxx	206
Bieb bla numru	208
Daħla għall-garaxxijiet	210
Bieb bla numru	212
Bieb bla numru	214
Garaxx	216
Daħla għall-garaxxijiet	218
Bieb bla numru	220
10A, St Nicholas (Flettijiet)	222
Garaxx	224
Nightingale	226
Pirana	228
Garaxx	230
Garaxx	232
13, Marnick	234
14, Prisma	236

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
		Garaxx	238
		15, Jotansav	240
		Garaxx	242
		Garaxx	244
		Arzella	246
		Jonquil	248
		Garaxx	250
		Garaxx	252
		Garaxx	254
		18	256
		Garaxx	258
		Tashia Garage	260
		Garaxx	262
		Garaxx	264
		Garaxx	266
		Garaxx	268
		6 (Garaxx)	270
		Garaxx	272
		Garaxx	274
		Garaxx	276
		Blue Moon	278
		L-Għarix (Flettijiet)	280
		La Poinsette (Flettijiet)	282
		Garaxx	284
		Garaxx	286
		Style It (Ħanut)	288
		Garaxx	290
		Grada	292
		Sherwood Forest	294
		Garaxx	296
		Garaxx	298
		Bieb bla numru	300
		Le Vallon	302
		Charldor	304
		Garaxx	306
		Garaxx	308
		Francar	310
		Garaxx	312
		Unser Heim	314
		Garaxx	316
		Mike-Rose	318
		Garaxx	320
		Joemar, Plot 7	322
		Garaxx	324
		Shotokan	326

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
		Garaxx	328
		Garaxx	330
		Garaxx	332
		Bieb bla numru	334
		White Pearl	336
		Garaxx	338
		Grada	340
		Victoria House	342
		Tervin	344
		Garaxx	346
		Garaxx	348
		Casa Farrugia	350
		Wied il-Ħesri	352
		Jocabemo	354
		Garaxx	356
		Garaxx	358
		Garaxx	360
		Garaxx	362
		Garaxx	364
		Sweet Dreams (Flettijiet)	366
		Milan Court	368
		Cuori Rosso Neri	370
		Garaxx	372
		Bianco Neri Apartments	374
		Garaxx	376
		Mediterranja	378
		Garaxx	380
		Garaxx	382
		Garaxx	384
		Sharmar	386
		Xaver	388
		Aquila	390
		Shalom	392
		Notre Reve	394
		Cherish	396
		Girgentina	398
		Coeur De Marie	400
		J'Adorè	402
		Deep Blue	404
		Il-Musbieħ	406
		Żerniq/La Vallee	408
		Daħla għall-garaxxijiet	410
		Sit bla bini	412
		Sit bla bini	414
		Sit bla bini	416

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Sit bla bini	418
Sit bla bini	420
Sit bla bini	422
Sit bla bini	424
Sit bla bini	426
Bieb bla numru	428
Bieb bla numru	430
Bieb bla numru	432
Daħla għall-garaxxijiet	434
Daħla għall-garaxxijiet	436
Just Once	438
Trilogy	440
Azalea	442
Aurora Court	444
Our Nest	446
Hamlin Apts	448
Garaxx	450
Destiny	452
Garaxx	454
Garaxx	456
Garaxx	458
Garaxx	460
Bieb bla numru	462
Basement	464

Il-15 ta' Novembru, 2024

Nru. 1598

NUMRI ĠODDA TA' BIBIEN FIŻ-ŻEJTUN

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

15th November, 2024

No. 1598

NUMBERING OF DOORS AT IŻ-ŻEJTUN

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

SKEDA/*SCHEDULE*
IŻ-ŻEJTUN

SQAQ SAN BASTJAN

Meta tidħol minn Triq il-Kbira
Entering from Triq il-Kbira

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
1	1
Bieb bla numru	2
3	3
7 (Grada)	4
Garaxx	5

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
8, Ta' Ħasira	6
Id-Dar tal-Ġenituri	7
Emerson	8
Bieb bla numru	9
Bieb bla numru	10
11	11
12	12
Sit bla bini	13
15 (Bieb imbarrat)	14
Bieb bla numru	15
Bieb bla numru	16
17	17
Bieb bla numru	18
20	19
21, Our Nest	20
25	21
26	22
27/28, Girasole	23
29, Redentur	24
Garaxx	25
Bieb bla numru	26
Binja Belmont/St Klement Court	27
Bieb bla numru	28
Bieb bla numru	29
Bieb bla numru	30
Bieb bla numru	31
Bieb bla numru	32
36	33
37, Redentur	34

Il-15 ta' Novembru, 2024

15th November, 2024

Nru. 1599

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. 1599

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*
15.11.2024	€78.929	€0.934

Il-15 ta' Novembru, 2024

15th November, 2024

AVVIŻ TAL-PULIZIJA

Nru. 257

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

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

Il-Furjana

Min-nhar is-Sibt, 16 ta' Novembru, 2024, fil-5.00 a.m., sal-Ħadd, 17 ta' Novembru, 2024, fit-3.00 p.m., mit-Telgħa tal-Kurċifiss bejn Xatt Pinto u Triq Vilhena, u Triq Vilhena bejn it-Telgħa tal-Kurċifiss u Triq San Franġisk.

It-trasport pubbliku se jkun affettwat.

Ix-Xewkija

Nhar il-Ħadd, 17 ta' Novembru, 2024, mis-2.30 p.m. sas-7.00 p.m., minn Triq San Żakkarija, Triq Ein Karem, Triq il-Kbira, Triq Santa Katarina, Triq il-Knisja u Pjazza San Ġwann Battista.

It-trasport pubbliku jista' jkun affettwat.

Il-Belt Valletta

Nhar il-Ħamis, 21 ta' Novembru, 2024, mit-3.00 a.m. sal-4.00 p.m., minn Triq ir-Repubblika bejn Triq San Kristofru u Triq San Duminku, u mit-3.00 p.m. sa nofsillejl quddiem il-Borża ta' Malta fi Pjazza Kastilja.

It-trasport pubbliku (Valletta circular bus) jista' jkun affettwat.

Bormla

Nhar il-Ħadd, l-1 ta' Diċembru, 2024, mit-8.00 a.m. sas-2.00 p.m., minn Triq l-Oratorju.

It-trasport pubbliku mhux se jkun affettwat.

San Ġiljan

Min-nhar it-Tnejn, 2 ta' Diċembru, 2024, fis-6.00 a.m., sas-Sibt, 7 ta' Diċembru, 2024, fis-6.00 a.m., minn Triq id-Dragunara u parti mix-Xatt ta' San Ġorġ.

It-trasport pubbliku jista' jkun affettwat.

POLICE NOTICE

No. 257

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

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

Floriana

From Saturday, 16th November, 2024, at 5.00 a.m., till Sunday, 17th November, 2024, at 3.00 p.m., through It-Telgħa tal-Kurċifiss between Xatt Pinto and Triq Vilhena, and Triq Vilhena between It-Telgħa tal-Kurċifiss and Triq San Franġisk.

Public transport will be affected.

Xewkija

On Sunday, 17th November, 2024, from 2.30 p.m. till 7.00 p.m., through Triq San Żakkarija, Triq Ein Karem, Triq il-Kbira, Triq Santa Katarina, Triq il-Knisja and Pjazza San Ġwann Battista.

Public transport may be affected.

Valletta

On Thursday, 21st November, 2024, from 3.00 a.m. till 4.00 p.m., through Triq ir-Repubblika between Triq San Kristofru and Triq San Duminku, and from 3.00 p.m. till midnight in front of Malta Stock Exchange in Castille Place.

Public transport (Valletta circular bus) may be affected.

Cospicua

On Sunday, 1st December, 2024, from 8.00 a.m. till 2.00 p.m., through Triq l-Oratorju.

Public transport will not be affected.

St Julian's

From Monday, 2nd December, 2024, at 6.00 a.m., till Saturday, 7th December, 2024, at 6.00 a.m., through Triq id-Dragunara and part of Xatt ta' San Ġorġ.

Public transport may be affected.

Ħ'Attard

Min-nhar it-Tlieta, 3 ta' Diċembru, 2024, f'nofsinhar, sal-Ġimgħa, 6 ta' Diċembru, fit-3.00 p.m., minn Vjal De Paule, Triq il-Linja, Triq Oscar Testa, Triq Birkirkara u l-ispazju tal-parkeġġ quddiem il-Corinthia Hotel.

It-trasport pubbliku se jkun affettwat.

Santa Venera

Nhar il-Ġimgħa, 6 ta' Diċembru, 2024, mit-3.00 p.m. sat-8.00 p.m., minn Triq il-Kanun minn kantuniera ma' Triq il-Parroċċa sa kantuniera ma' Triq Ħal Qormi.

It-trasport pubbliku mhux se jkun affettwat.

Nhar it-Tnejn, 23 ta' Diċembru, 2024, mis-6.00 p.m. sat-8.00 p.m., mhux se jkun hemm clearance mill-knisja parrokkjali fi Triq il-Kbira San Ġużepp, Triq Ħal Qormi, Triq Emmanuel Attard, Triq il-Parata, Triq l-Inkwina, Triq il-Brunzar u Triq il-Paroċċa.

It-trasport pubbliku mhux se jkun affettwat.

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

Il-15 ta' Novembru, 2024

AVVIŻ TAL-PULIZIJA

Nru. 258

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, 23 ta' Novembru, u s-Sibt 30 ta' Novembru, 2024 (ġranet sħaħ) u minn nhar il-Ħadd, l-1 ta' Diċembru, 2024 sal-Ħadd, 15 ta' Diċembru, 2024 (il-ġurnata kollha) minn Triq San Pawl, Triq San Ġużepp, Pjazza L'Isle Adam, Triq Indrì Borg u Triq Doni.

Għajn Tuffieħa

Min-nhar it-Tlieta, 3 ta' Diċembru, 2024, fis-2.00 a.m., sal-Ġimgħa, 6 ta' Diċembru, 2024, fis-6.00 p.m., minn Triq

Ħ'Attard

From Tuesday, 3rd December, 2024, at noon, till Friday, 6th December, at 3.00 p.m., through Vjal De Paule, Triq il-Linja, Triq Oscar Testa, Triq Birkirkara and the parking space in front of Corinthia Hotel.

Public transport will be affected.

Santa Venera

On Friday, 6th December, 2024, from 3.00 p.m. till 8.00 p.m., through Triq il-Kanun from corner with Triq il-Parroċċa till corner with Triq Ħal Qormi.

Public transport will not be affected.

On Monday, 23rd December, 2024, from 6.00 p.m. till 8.00 p.m., there will be no clearance through the parish church in Triq il-Kbira San Ġużepp, Triq Ħal Qormi, Triq Emmanuel Attard, Triq il-Parata, Triq l-Inkwina, Triq il-Brunzar and Triq il-Paroċċa.

Public transport will not be affected.

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

15nd November, 2024

POLICE NOTICE

No. 258

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, 23rd November, and on Saturday, 30th November, 2024 (whole days) and from Sunday, 1st December, 2024 till Sunday, 15th December, 2024 (all day) through Triq San Pawl, Triq San Ġużepp, Pjazza L'Isle Adam, Triq Indrì Borg and Triq Doni.

Għajn Tuffieħa

From Tuesday, 3rd December, 2024, at 2.00 a.m., till Friday, 6th December, 2024, at 6.00 p.m., through Triq

Għajn Tuffieħa minn kantuniera bejn Triq Għajn Tuffieħa u Triq il-Wilġa (direzzjoni tat-Torri ta' Għajn Tuffieħa), Triq in-Naħħalija, triq bla isem minn Triq in-Naħħalija sa Triq Għajn Tuffieħa, il-parkeġġi tal-Bajja ta' Għajn Tuffieħa u l-parkeġġ quddiem it-Torri ta' Għajn Tuffieħa.

Clearance u għeluq tat-triq fit-toroq kollha msemmija.

It-trasport pubbliku se jkun affettwat.

In-Naxxar

Nhar il-Ħamis, 26 ta' Diċembru, 2024, mill-5.00 a.m. sas-1.00 p.m., minn Triq il-Blat l-Abjad u Triq il-Kosta.

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

Il-15 ta' Novembru, 2024

AVVIŻ TAL-PULIZIJA

Nru. 259

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

Ta' Xbiex

Nhar il-Ħadd, 17 ta' Novembru, 2024, mis-6.00 a.m. sat-8.00 a.m., minn Triq ix-Xatt Ta' Xbiex, bejn Ġnien il-Kunsill tal-Ewropa u r-ristorant Mamma Mia.

Il-15 ta' Novembru, 2024

Iż-Żejtun

Nhar il-Ħamis, 21 ta' Novembru, 2024, mill-10.00 a.m. sal-11.30 a.m., minn Misraħ Gregorio Bonnici, Triq il-Madonna tal-Bon Kunsill u Triq Santa Katarina.

It-trasport pubbliku se jkun affettwat.

Nhar it-Tnejn, 25 ta' Novembru, 2024, mis-7.30 p.m. sal-11.30 p.m., minn Triq Santa Katarina, Triq Sant'Anġlu, Triq il-Madonna tal-Bon Kunsill u Misraħ ir-Repubblika.

It-trasport pubbliku se jkun affettwat.

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

Il-15 ta' Novembru, 2024

Għajn Tuffieħa from corner between Triq Għajn Tuffieħa and Triq il-Wilġa (direction of Għajn Tuffieħa's Tower), Triq in-Naħħalija, unnamed street from Triq in-Naħħalija till Triq Għajn Tuffieħa, the parking spaces of Għajn Tuffieħa's Bay and the parking in front of Għajn Tuffieħa's Tower.

Clearance and road closure in all mentioned streets.

Public transport will be affected.

Naxxar

On Thursday, 26th December, 2024, from 5.00 a.m. till 1.00 p.m., through Triq il-Blat l-Abjad and Triq il-Kosta.

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

15th November, 2024

POLICE NOTICE

No. 259

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

Ta' Xbiex

On Sunday, 17th November, 2024, from 6.00 a.m. till 8.00 a.m., through Triq ix-Xatt Ta' Xbiex, between Ġnien il-Kunsill tal-Ewropa and Mamma Mia restaurant.

15th November, 2024

Żejtun

On Thursday, 21st November, 2024, from 10.00 a.m. till 11.30 a.m., through Misraħ Gregorio Bonnici, Triq il-Madonna tal-Bon Kunsill and Triq Santa Katarina.

Public transport will be affected.

On Monday, 25th November, 2024, from 7.30 p.m. till 11.30 p.m. through Triq Santa Katarina, Triq Sant'Anġlu, Triq il-Madonna tal-Bon Kunsill and Misraħ ir-Repubblika.

Public transport will be affected.

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

15th November, 2024

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Pożizzjoni ta' Manager (Paying Agency) fil-Ministeru għall-Agirikoltura, 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".

2.4 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.5 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali,

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".

2.4 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.5 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to

potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

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.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Manager (Paying Agency) 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, tkeniċi, xjentifiċi jew teknoloġiċi, flimkien ma' żviluppi organizzattivi li jistgħu

accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

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%; a**nd**

iii) A pro-rata responsibility allowance flat at 25% of the respective salary scale.

Duties

4. The job duties 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

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-leġislazzjoni 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 leġislazzjoni 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 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 disponibbli 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

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 relevant 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 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,

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;

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-

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. 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

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwa Maltija u 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***)

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

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

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

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

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

iii. a) in possession of a 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,

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.

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.

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 fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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.

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) 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 within one year of their appointment date. 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).

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.

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

Proċeduri tal-Għażla

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

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 – 5.2, 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 onlajn**biss** f'dan l-indirizz: https://recruitment.gov.mt. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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;

Submission of Supporting Documents

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

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

Selection Procedure

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

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

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** at the following address: https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last 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 and time of this call for applications, 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;

livell komparattiv tal-impjegati tas-settur pubbliku; rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat; eżami mediku;

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

żamma ta' dokumenti;

jistgħu jiġu aċċessati fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa, LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://agrikoltura.gov.mt u humanresources.mafa@gov.mt).

Il-15 ta' Novembru, 2024

Kofinanzjat mill-Unjoni Ewropea

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

Pożizzjoni ta' Office Management Co-Ordinator fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, jilqa' applikazzjonijiet għall-pożizzjoni ta' Office Management Co-Ordinator fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea fi ħdan il-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Tul tal-assignment u kundizzjonijiet

2.1 Persuna magħżula tidħol f'assignment ta' tliet (3) snin bħala Office Management Co-Ordinator fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea fi ħdan il-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

2.2 Il-pożizzjoni ta' Office Management Co-Ordinator hija suġġetta għal perjodu ta' prova ta' sena (1).

2.3 Peress li din hi pożizzjoni li tirrikjedi livell għoli ta' fiduċja, il-pożizzjoni ta' Office Management Co-Ordinator

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, Agriculture Research and Innovation Hub, Triq l-Ingiered, Ħal Luqa, LQA 3300. These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Directorate are (http://agrikoltura.gov.mt and humanresources.mafa@gov.mt).

15th November, 2024

Co-funded by the European Union

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

Position of Office Management Co-Ordinator in the Ministry for Foreign and European Affairs and Trade

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade invites applications for the position of Office Management Co-Ordinator within the Permanent Representation of Malta to the European Union in the Ministry for Foreign and European Affairs and Trade.

Duration of assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as an Office Management Co-Ordinator within the Permanent Representation of Malta to the European Union in the Ministry for Foreign and European Affairs and Trade.

2.2 The position of Office Management Co-Ordinator is subject to a probationary period of one (1) year.

2.3 Since this is a position which requires a higher level of trust, the position of Office Management Co-Ordinator

tikkostitwixxi raġuni oġġettiva li taqa' taħt Regolament 7(4) (b) (ii) tal-Liġi Sussidjarja 452.81 intitolat "Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss."

2.4 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-pożizzjoni li għaliha 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.5 Nuqqas ta' sehem sodisfaċenti mogħti mill-Office Management Co-Ordinator matul kull waqt tal-ingaġġ iwassal għat-terminazzjoni ta' dan il-ftehim.

2.6 Il-kandidat magħżul ikun marbut bit-termini u l-kundizzjonijiet stipulati fil-Ftehim ta' Office Management Co-Ordinator.

2.7 a. L-ingaġġ bħala Office Management Co-Ordinator huwa fuq bażi full-time u l-kandidat magħżul ser ikun stazzjonat fi Brussell (il-Belġju).

2.7 b. Il-persuna magħżula hija mistennija li tkun imxiet lejn Brussell fi żmien xahar (1) minn meta tkun infurmata li tkun għaddiet b'suċċess mill-proċess tal-applikazzjoni.

2.8 Impjegati li jkunu jaħdmu mas-settur Pubbliku u jkunu magħżula għall-pożizzjoni ta' Office Management Co-Ordinator iridu jagħmlu l-arranġamenti tagħhom mal-entità li timpjegahom biex jiġu rilaxxati fil-perjodu li huma jkunu se jservu bħala Office Management Co-Ordinator. Dan l-arranġament irid isir qabel jiġi ffirmat il-Ftehim ta' Office Management Co-Ordinator.

2.9 Fil-każ li l-persuna magħżula tkun ġejja minn entità fis-Settur Pubbliku u li tkun rilaxxata mill-entità konċernata biex tokkupa l-pożizzjoni ta' Office Management Co-Ordinator, il-persuna magħżula terga' tibda taħdem ma' dik l-entità fil-mument li hija ma tibqax tokkupa l-pożizzjoni ta' Office Management Co-Ordinator.

2.10 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv

constitutes an objective reason which falls under Regulation 7 (4) (b) (ii) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed term Regulations".

2.4 Selected candidates must be of conduct which is appropriate to the position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.5 Unsatisfactory performance as Office Management Co-Ordinator during any time of the assignment period will lead to termination of the agreement.

2.6 The selected candidate will be bound by the terms and conditions stipulated in the Agreement for the engagement of an Office Management Co-Ordinator.

2.7 a. The engagement of Office Management Co-Ordinator is on a full-time basis and the selected candidate will be stationed in Brussels (Belgium).

2.7 b. The selected candidate must be able to move to Brussels within one (1) month of being informed that he/she has been successful in the application process.

2.8 Public Sector employees selected for the position of Office Management Co-Ordinator must make their own arrangements with their employing entity with regards to their release for the period during which they are to serve as Office Management Co-Ordinator before signing their Agreement as Office Management Co-Ordinator.

2.9 In the case of a selected candidate emanating from a public sector entity and who is granted release by the entity in order to take up the position of Office Management Co-Ordinator, the selected candidate will resume his/her employment with such entity once he/she no longer holds the position of Office Management Co- Ordinator.

2.10 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to

biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

a. Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Salarju marbut mal-pozizzjoni

3.1 Is-salarju marbut mal-pożizzjoni ta' Office Management Co-Ordinator huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 10 (ekwivalenti għal €26,124.33 fl-2024), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar. Barra minn hekk, għat-tul ta' dan l-assignment, l-Office Management Co-Ordinator ser jirċievi l-benefiċċji u l-allowances pagabbli lill-uffiċjali li jokkupaw l-iskala massima tal-Grad Diplomatiku ta' Second Secretary (Salarju ta' Skala 10).

3.2 F'każijiet fejn il-persuna magħżula tkun diġà qed isservi fil-pożizzjoni ta' Office Management Co-Ordinator b'salarju, benefiċċji u allowances li huma ogħla minn dawk stabbiliti f'paragrafu 3.1 hawn fuq, il-kumpens applikabbli f'dawn il-każijiet eċċezzjonali ta' ħatra mill-ġdid għandu jkun tal-ogħla skala ta' salarju, benefiċċji u allowances.

3.3 Għat-tul tal-Ftehim, l-Office Management Co-Ordinator ikun marbut mal-'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; CONDSER Jannar 2024 V1.2) li jistgħu jigu aġġornati minn żmien għal żmien.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Office Management Co-Ordinator huma:

i Jkun t'appoġġ lill-Kap, Unità Amministrattiva fil-proċeduri kollha ta' rutina relatati mar-riżorsi umani tar-Rappreżentanza Permanenti inkluži r-reklutaġġ, HR Plan, Performance Appraisals, rekords ta' assenzi u arranġamenti kuntrattwali għall-persunal ingaġġat li jaqgħu taħt jew taħt il-Liġi tax-Xogħol Maltija jew Belġjana;

ii Jkun t'appoġġ lill-Attaché Tekniku (Amministrazzjoni) fl-immaniġġjar tas-salarji kemm għall-Uffiċjali Bażati f'Malta kif ukoll għall-Persunal Imqabbad Lokali;

iii Jiżgura li l-proċeduri ta' akkwist applikati jkunu konformi mal-proċeduri finanzjarji fil-Missjonijiet Barra minn Malta;

ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

a. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Salary pegged to the position

3.1 The Salary attached to the position of Office Management Co-Ordinator is equivalent to the maximum of Salary Scale 10 less an increment (equivalent to €26,124.33 in 2024), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the later. In addition, for the duration of his/her Agreement, the Office Management Co-Ordinator shall receive the benefits and allowances payable to officers at the maximum step of the Diplomatic Grade of Second Secretary (Salary Scale 10).

3.2 In cases where the selected candidate is already currently serving in the position of Office Management Co- Ordinator at a salary scale, benefits and allowances that are higher than those established at section 3.1 above, the applicable compensation upon re-appointment in such exceptional cases shall be the higher applicable salary scale, benefits and allowances.

3.3 For the duration of the Agreement, the Office Management Co-Ordinator shall abide by the 'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; CONDSER January 2024 V1.2) and which may b updated from time to time.

Duties

4. The job duties for the position of Office Management are:

i Supporting the Head, Administration Unit in all routine procedures related to the Permanent Representation`s human resources including the recruitment, HR Plan, Performance Appraisals, absence records and contractual arrangements for engaged staff who fall under either under the Maltese or Belgian Employment Law;

ii Supporting the Technical Attaché (Administration) in salary management for both the Malta Based Officers and Locally Engaged Personnel;

iii Ensuring that the procurement procedures applied are in line with the financial procedures at Missions Abroad;

iv Jkun t'appoġġ għar-rappurtar finanzjarju intern, l-analiżi u r-rimborżi u l-allowances applikabbli kif meħtieġ;

v Jiżgura li l-provvisti għall-uffiċċju huma ta' kwalità għolja u li l-ħażniet jinżammu sew. Ir-rappurtar tal-istatus tal-provvisti tal-istokk lill-Uffiċċju Prinċipali fuq bażi biannwali (sa nofs is-sena u tmiem is-sena kalendarja);

vi Jkun t'appoġġ għax-xiri ta' provvisti jew kiri ta' għamara, tagħmir u attrezzaturi kif ukoll il-manutenzjoni u t-tiswija tagħhom;

vii Jieħu ħsieb il-ġestjoni tal-inventarju tar-Rappreżentanza Permanenti, ir-Residenza Uffiċjali tar-Rappreżentanti Permanenti u l-Uffiċċji tad-Delegazzjoni ta' Malta fil-Bini Europa, iċ-Ċentru tal-Konferenzi tal-Lussemburgu u l-uffiċċju ta' Strasburgu fil-Parlament Ewropew;

viii Jkun t'appoġġ għall-ippjanar, l-implimentazzjoni, il-koordinazzjoni u l-ospitar tal-avvenimenti tar-Rappreżentanza Permanenti, inkluż vis-à-vis setup loġistiku u tekniku, u ospitalità;

ix Jkun t'appoġġ għall-ġestjoni loġistika relatata maż-żjarat tal-membri tal-Gvern, tal-Kap tal-Istat u tal-Kap tal-Gvern;

x Jiżgura li l-kompiti ta' manutenzjoni ġenerali tar-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea, l-uffiċċji tad-delegazzjonijiet u r-Residenza uffiċjali tar-Rappreżentant Permanenti jitwettqu kif suppost u regolarment kif meħtieġ;

xi Jkun t'appoġġ għall-iżvilupp, amministrazzjoni u/jew tlestija ta' proġetti speċifiċi li jistgħu jiġu implimentati minn żmien għal żmien fi ħdan ir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea;

Ġenerali

i. Jiżgura li d-dejta li tappartjeni għax-xogħol tal-Unità tinħażen u tiġi arkivjata b'mod sikur u sigur u f'konformità mal-GDPR;

ii. Jwettaq dmirijiet amministrattivi professjonali biex tappoġġja l-operazzjonijiet tal-uffiċċju inklużi l-ipproċessar tal-kliem, il-preżentazzjoni, l-iffajljar, l-iskedar tal-laqgħat u ż-żamma tal-kalendarji;

iii. Isegwi u jamministra programm wieħed jew aktar u/jew sistema ta' informazzjoni u appoġġ kif meħtieġ;

iv. Jieħu ħsieb iż-żamma ta' rekords u informazzjoni, u t-tħejjija ta' rapporti għall-Kap, Unità Amministrattiva fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea;

iv Supporting internal financial reporting, analyses and the applicable reimbursements and allowances as required;

v Making sure that the office supplies are of high quality and that stocks are properly maintained. Reporting the status of stock supplies to Head Office on a biannual basis (by mid-year and end of calendar year);

vi Supporting the purchasing of supplies or leasing of furniture, equipment and fixtures as well as their maintenance and repair;

vii Managing the inventory of the Permanent Representation, the Official Residence of the Permanent Representative and Delegation Offices of Malta at the Europa Building, Luxembourg Conference Centre and Strasbourg office at the European Parliament;

viii Supporting the planning, implementation, co-ordination and hosting of the Permanent Representation's events, including vis-à-vis logistical and technical setup and hospitality;

ix Supporting the logistical management related to visits of members of Government, of the Head of State and of the Head of Government;

x Ensuring that the general upkeep tasks of the Permanent Representation of Malta to the European Union, the delegation offices and the official Residence of the Permanent Representative are carried out properly and regularly as required;

xi Supporting the development, administration and/or completion of specific projects that may be implemented from time to time within the Permanent Representation of Malta to the European Union;

General

i. Ensuring that data pertaining to the work of the Unit is stored and archived in a safe and secure manner and in line with the GDPR;

ii. Performing professional administrative duties to support the office operations including word processing, presentation, filing, scheduling meetings and maintaining calendars;

iii. Following up and administering one or more programmes and/or information systems and support as necessary;

iv. Maintaining records and information, and preparing reports for Head, Administration Unit at the Permanent Representation of Malta to the European Union;

v. Jidentifika titjib fil-proċess immirat lejn l-eliminazzjoni tal-burokrazija; tnaqqis fl-ispejjeż u titjib fil-prestazzjoni, il-politiki u l-proċeduri tal-impjegati;

vi. Jaġixxi bħala punt ta' referenza għal partijiet terzi inklużi iżda mhux limitati għall-Protokoll Belġjan, is-Segretarjat Ġenerali tal-Kunsill, kumpaniji tal-ġestjoni tal-bini, fornituri tal-kiri u kuntratturi oħra;

vii. Jwettaq kull biċċa xogħol oħra, li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;

viii. Kwalunkwe ħidma oħra assenjata mir-Rappreżentant Permanenti;

ix. Kull dmir ieħor 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:

i. ikunu ċittadini ta' Malta;

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża. Għarfien fil-lingwa Franċiża jkun meqjus bħala vantaġġ;

iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 ECTS/ECVET je ekwivalenti)* fir-Riżorsi Umani jew Management jew Amministrazzjoni jew Psikoloġija jew f'qasam rilevanti kif determinat mill-Management.

*Kwalifika rikonoxxuta komparabbli ma' 60/180 ECTS/ECVET krettu, hekk kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

JEW

iv. Uffiċjali Pubbliċi fi Skala ta Salarju mhux inqas minn Skala 12 jew impjegati tas-Settur Pubbliku li bħalissa qed jaqdu dmirijiet fis-Servizz Pubbliku jew ħaddiema tal-RSSL, it-tnejn f'livell komparabbli ta' responsabbiltà, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni.

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.

v. Identifying process improvements aimed towards eliminating bureaucracy; cost reduction and improving employee performance, policies and procedures;

vi. Acting as a point of reference for third parties including but not limited to the Belgian Protocol, the General Secretariat of the Council, building management companies, leasing suppliers and other contractors;

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

viii. Any other tasks assigned by the Permanent Representative;

ix. 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. citizens of Malta;

ii. proficient in the Maltese and English languages. Knowledge of French is considered an asset;

iii. in possession of a recognised Bachelor`s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent)* in Human Resources or Management or Administration or Psychology o in a relevant area as determined by the Management;

*A recognised qualification comparable to 60/180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

OR

iv. Public Officers in a Scale not below 12 or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, with three (3) years work experience relevant to the position.

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) Fid-dawl tan-natura speċifika ta' din il-pożizzjoni, il-kandidati huma mistennija li jkunu kisbu l-kwalifika tagħhom jew ġew approvati għall-għoti tal-kwalifika sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjoni.

(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 awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar l'isfel).

5.3 Applikazzjonijiet minn persuna li tkun diġà qed tokkupa l-pożizzjoni ta' Office Management Co-Ordinator fir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea fi Brussell tkun biss ikkunsidrata jekk hija tkun serviet sad-data tal-għeluq ta' din it-talba għall-applikazzjonijiet minn tal-inqas sentejn fil-pożizzjoni kurrenti ta' Office Management Co-Ordinator.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn Bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 200 u l-marka li persuna trid iġġib biex tgħaddi hija 100.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 -5.2, 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-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn**biss** f'dan l-indirizz: https://recruitment.gov.mt. L-applikazzjonijiet għandhom

5.2 (i) In view of the specific nature of this position, candidates are expected to have obtained their qualification or be approved for the award of the qualification by the closing time and date of the call for applications.

(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 Applications from a serving Office Management Co-Ordinator at the Permanent Representation of Malta to the European Union in Brussels will only be considered if he/she has served by the closing date of this call for applications a minimum of two (2) years in the current Office Management Co-Ordinator position.

Submission of Supporting Documents

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

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

Selection Procedure

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is 200 and the pass mark is 100.

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

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director for Corporate Services, Ministry for Foreign and European Affairs and Trade, through the Online Government Recruitment Portal **only** at the following address: https://recruitment.gov.mt. Applications are to include a Curriculum

jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati 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 Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma www.foreign.gov.mt, (+356) 2204 3030, (recruitment.mfet@gov.mt).

Il-15 ta'Novembru, 2024

Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 2024. A computer- generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last 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;
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, Triq San Pawl, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and e-mail address of the receiving Department are www.foreign.gov.mt, (+356) 2204 3030 and (recruitment.mfet@gov.mt).

15th November, 2024

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ U L-KUMMERĊ

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

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affraijiet Barranin u Ewropej u l-Kummerċ jilqa' applikazzjonijiet għall-post t' Assistant Manager (Riżorsi Umani) fil-Minister għall-Affraijiet 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 (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 għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

2.8 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-Kondotta maħruġ mill-Uffiċċju tar-

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE

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

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade invites applications for the post of Assistant Manager (Human Resources) in the Ministry for Foreign and European Affairs and Trade.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager (Human Resources) is Salary Scale 11, which in the year 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 Central Administration's policies in force from time to time.

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

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

2.8 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the

Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.9 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

a. Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager (Riżorsi Umanihuma:

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 tar-riżorsi umani huma konformi mal-politiki ċentrali;

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

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

Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.9 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

a. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

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

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

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

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

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

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

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

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta ; jew

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

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

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

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

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan 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. kunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża;

Kandidati li ma jkollhomx MQF ta' Livell 1 fil-lingwa Maltija, iridu jattendu u jgħaddu b'suċċess flassessjar mill-kors 'Maltese Language 1' offrut mill-Istitut għas-Servizzi Pubbliċi. L-attendenza għal dan il-kors flimkien mal-kisba tal-Livell 1 tal-MQF għandhom jitlestew qabel il-konferma tal-ħatra, jiġifieri fi żmien tnax-il (12) xahar mill-ingaġġ. Jekk il-persuna tonqos milli tippreżenta evidenza li għaddiet il-kors b'suċċess u attendiet sal-aħħar tal-perjodu ta' prova (jiġifieri tnax-il (12) xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq.

i. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Work and Human Resources Management, jew Training and Development, jew Public Administration, jew Public Management, jew Corporate Governance and Leadership, jew Leadership and Organisational Behaviour, jew Management and Leadership, jew Strategy, jew Leadership and Change Management, jew Industrial Relations

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. proficient in the Maltese and English Language;

Candidates who do not possess an MQF Level 1 in the Maltese language, must attend and be successful in the assessment of the 'Maltese Language 1' course, offered by the Institute for Public Services. Attendance for such course together with attainment of MQF Level 1 are to be completed before confirmation of appointment, i.e. within twelve (12 months from engagement. Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve (12) months from engagement) will result in automatic termination of the post in caption.

a. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Work and Human Resources Management,or Training and Development, or Public Administration, or Public Management, or Corporate Governance and Leadership, or Leadership and Orginasiational Behaviour, or Management and Leadership, or Strategy, or Leadership and Change Management, or Industrial Relations and Workplace

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 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) 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 (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 fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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).

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 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 (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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Submission of Supporting documentation

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

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

Proċeduri tal-għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-Għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 200 u l-marka li persuna trid iġġib biex tgħaddi hija 120.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barrani u Ewropej u l-Kummerċ, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn**biss** f'dan l-indirizz: https://recruitment.gov.mt. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 **p.m. (Hin** Ċentrali **Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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;

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 200 and the pass mark is 120.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Foreign and European Affairs and Trade, through the Online Government Recruitment Portal **only** at the following address: https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is **5.15 p.m. (Central European Time) of Friday, 29th November, 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 and time of this call for applications, 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-Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-15 ta' Novembru, 2024

MINISTERU GĦAT-TRASPORT, L-INFRASTRUTTURAU X-XOGĦLIJIET PUBBLIĊI

Post ta' Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) 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' Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) 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 (12) -il xahar.

2.2 Is-salarju ta' Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) huwa ta' Skala ta' Salarju 10, li fis-sena 2024 huwa ta' €24,085.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €26,532.

2.3 Persuna fil-grad ta' Graduate Engineer (Electrical) tiġi promossa għall-grad ta' Junior Engineer (Electrical) fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273 fis-sena 2024) wara li tkun kisbet il-Warrant biex jipprattika l-Professjoni ta' Engineer (Electrical) u jekk tkun qdiet dmirha b'mod sodisfaċenti.

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 Human Resources Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, Triq San Pawl, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Department are www.foreign.gov.mt, (+356) 2204 3359 and (recruitment.mfet@gov.mt).

15th November, 2024

MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND PUBLIC WORKS

Post of Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) 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 Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) in the.Ministry for Transport, Infrastructure and Public Works.

Terms and Conditions

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

2.2 The salary for the post of Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) is Salary Scale 10, which in the year 2024 is equivalent to, €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.

2.3 A Graduate Engineer (Electrical) will be promoted to the grade of Junior Engineer (Electrical) in Scale 9 (€25,589.02 x €447.33 - €28,273 in the year 2024) upon having successfully obtained their Professional Warrant to practice as Engineer (Electrical) and subject to satisfactory performance.

2.4 Persuna magħżula li jkollha il-Warrant biex tipprattika l-professjoni ta' Engineer (Electrical) tinħatar Junior Engineer (Electrical) fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273 fis-sena 2024), filwaqt li jekk il-persuna magħżula jkollha mill-inqas tliet (3) snin prattika professjonali wara li tkun kisbet il-Warrant tinħatar mill-ewwel Engineer (Electrical) fi skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100 fis-sena 2024).

2.5 Persuna fil grad ta' Junior Engineer (Electrical) li tkun ikkonfermata fil-grad tiġi promossa għall-grad ta' Engineer (Electrical) fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100 fis-sena 2024) wara sentejn (2) servizz fil-grad jew mal-kisba ta' tliet (3) snin prattika professjonali wara li tkun kisbet il-Warrant, liema minnhom ikun qabel u jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Persuna fil-grad ta' Engineer (Electrical) fi Skala ta' Salarju 8, li jkollha erba' (4) snin servizz fi Skala 8, jew sentejn (2) servizz fi Skala 8 jekk tkun fil-pussess ta kwalifika approvata ta' wara il-gradwazzjoni, titla' għall-Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043 fis-sena 2024) jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.7 Il-persuna nnominata tkun intitolata għal benefiċċji oħra u soġġetta għall-kundizzjonijiet u obbligi li jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern ta' Malta u l-Union kompetenti.

2.8 Il-persuna maħtura titħalla tipprattka l-professjoni b'xogħol privat sakemm:

a) Dan jitwettaq strettament barra l-ħinijiet uffiċjali tax-xogħol

U

b) Dan ma jinterferix jew ma jikkonfliġġix mad-dmirijiet uffiċjali jew mal-esiġenzi tas-servizz. F'dan ir-rigward ilpersuna maħtura għandha tiżgura li qed topera skont il-Kodiċi tal-Etika u ta' Sezzjoni 6.2.3 tal-PSMC, u li ma twettaq l-ebda tip ta' xogħol barra mill-impieg tagħha mal-Gvern li jista' jmur kontra l-interessi tal-Gvern u/jew li jista' jwassal għal kunflitt ta' interess jew tfixkil fil-qadi tad-dmirijiet uffiċċjali tagħha mal-Gvern. Xogħol privat għandu dejjem ikun bil-permess tas-Segretarju Permanenti.

2.9 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.4 A selected applicant in possession of a Warrant to practice as Engineer will be appointed as Junior Engineer (Electrical) in Salary Scale 9 (€25,589.02 x €447.33 - €28,273 in 2024), provided that a new entrant into the class with at least three (3) years professional practice after obtaining Warrant will enter directly as Engineer (Electrical) in Salary Scale 8 (€27,179.02 x €486.83 - €30,100 in 2024).

2.5 A Junior Engineer (Electrical) who is confirmed in the grade will be promoted to the grade of Engineer (Electrical) in Salary Scale 8 (€27,179.02 x €486.83 - €30,100 in 2024) on completion of two (2) years' service in the grade or on the attainment of three (3) years professional practice after obtaining warrant, whichever is the earlier and subject to satisfactory performance.

2.6 An Engineer (Electrical) in Salary Scale 8, with at least four (4) years service in Salary Scale 8 or two (2) years' service in Salary Scale 8 if in possession of an approved postgraduate qualification shall progress to Salary Scale 7 (€28,855.98 x €531.17 - €32,043 in 2024) subject to satisfactory performance.

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

2.8 The appointee will be allowed to undertake private practice of this profession provided that:

a) It is carried out strictly outside official hours of work;

AND

b) It does not interfere or conflict with his official duties or with the exigencies of the service. In this regard the appointee must ensure that he operates within the framework of the Code of Ethics and of Section 6.2.3 of the PSMC and will not carry any form of work outside of Government employment which may be against the interest of Government and/or which may lead to a conflict of interest or interfere with the performance of his official duties with the Government. Private work invariably necessitates the permission of the Permanent Secretary.

2.9 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.10 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) huma:

i Jinterpreta disinji arkitettoniċi/ta' inġinerija u briefs dwar id-disinn tal-proġett;

ii Ifassal rekwiżiti għal servizzi elettriċi u sistemi ta' vultaġġ baxx ħafna, u jipprepara speċifikazzjonijiet dettaljati u dokumentazzjoni oħra għall-pubblikazzjoni ta' sejħiet għal xiri ta' provvisti u/jew xogħlijiet f'konformità mar-Regolamenti Finanzjarji tal-Gvern;

iii Jagħmel kalkulazzjonijiet tad-disinn, jittestja u jsib minn fejn oriġinat il-ħsara, jattendi laqgħat u jwettaq spezzjonijiet fuq il-post biex jevalwa l-progress, isolvi kwistjonijiet u jikkontrolla l-kwalità waqt id-disinn u l-implimentazzjoni tal-proġett;

iv Jikteb rapporti tekniċi, bills of quantities, stimi tal-ispejjeż, programmi ta' xogħol u skedi ta' manutenzjoni, u jpinġi disinji elettriċi f'format elettroniku bl-użu tal-programm CAD provdut mid-Dipartiment;

v Jiddisinja u jimplimenta miżuri ambjentali u inizjattivi ta' enerġija effiċjenti fil-proġetti kollha f'konformità mal-aħħar direttivi u politiki lokali u tal-UE, u jipprovdi analiżi tal-ispejjeż u l-benefiċċju bl-użu ta' programmi u għodda provduti mid-Dipartiment;

vi Jikkollabora mal-klijenti, fornituri tas-servizz u professjonisti oħra f'kull stadju tad-disinn u l-implimentazzjoni tal-proġett; u jiggwida, jissorvelja u jikkollabora mal-istaff tekniku, kuntratturi u konsulenti biex jiżgura disinn u implimentazzjoni xierqa tal-proġetti;

2.10 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

The selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

3. The job duties for the post of Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical) are:

i Interprets architectural/engineering drawings and project design briefs;

ii Draws up requirements for electrical services and extra low voltage systems, and prepares detailed specifications and other documentation for publication of calls for the procurement of supplies and/or works in line with Government Financial Regulations;

iii Carries out design calculations, testing and fault-finding, and attends meetings and conducts site visits to monitor progress, resolve issues and control quality during project design and implementation;

iv Compiles technical reports, bills of quantities, cost estimates, work programmes and maintenance schedules, and drafts electrical drawings in electronic format using the CAD software provided by the Department;

v Designs and implements green measures, energy efficient initiatives in all projects in line with the latest EU and local Directives and Policies, and provides cost-benefit analysis using software and tools provided by the Department;

vi Liaises with clients, service providers and other professionals at all stages of project design and implementation, and guides, supervises and liaises with technical staff, contractors and consultants to ensure proper design and implementation of projects;

vii Jikkontribwixxi biex itejjeb is-sigurtà, itejjeb l-effiċjenza u l-kwalità tal-operat, jikkontrolla n-nefqa u l-protezzjoni tal-ambjent; u jiddisinja u jimplimenta proġetti ta' enerġija li tiġġedded u jipprovdi fattibilità għal kull wieħed;

viii Jikteb Rapporti tal-Inġinier fuq is-Sikurezza Kontra n-Nirien, Dawl u Ħsejjes kif mitlub mid-Dipartiment u /jew l-Awtorità tal-Ippjanar;

ix Jipparteċipa f'Kumitati għall-Evalwazzjoni tal-Offerti;

x Iżomm ruħu aġġornat mal-aħħar teknoloġija fis-suq biex jiddisinja sistemi għal Binjiet Smart bl-applikazzjoni ta' Building Management Systems, Automation, u sistemi ta' IoT u IP;

xi Jissorvelja standards tad-disinn, jiżgura l-applikazzjoni tagħhom u jirrevedi l-adegwatezza tagħhom fil-prattika, u jżomm ruħu aġġornat mal-aħħar żviluppi, politiki u regolamenti biex jiżgura konformità;

xii Jattendi seminars u sezzjonijiet ta' taħriġ/korsijiet kif u meta mitlub mid-Dipartiment;

xiii Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha kif jista' jkun meħtieġ;

xiv Iwettaq kwalunkwe 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 leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq ħieles tal-ħaddiema; jew

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

vii Contributes to enhancing safety, improve operational efficiency and quality, control costs and the protection of the environment; designs and implements renewable energy projects and provides feasibility for each;

viii Draws up Engineer's Fire Safety, Lighting and Noise Reports as required by the Department and/or the Planning Authority;

ix Participates in Tender Evaluation Committees;

x Keeps up to date with the latest technology available on the market to design systems for Smart Buildings with the application of Building Management Systems, Automation, IoT and IP systems;

xi Monitors design standards, ensures their application and reviews their suitability in practice, and keeps up to date with the latest Standards, Policies and Regulations to ensure compliance;

xii Attends seminars and training sessions/courses as and when required by the Department;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-Malti u l-Ingliż;

ii. able to communicate in Maltese and English;

iii. fil-pussess ta' degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 ECTS/ECVETS je ekwivalenti*) fl-Inġinerija Elettrika jew kwalifika professjonali kumparabbli, li fiż-żmien relevanti, tkun rikonoxxuta mill-Engineering Board għall-għoti tal-Warrant tal-Inġinerija kif irregolat mill-provizzjoni f'Kapitolu 321 tal-Att VII ta 1988 (Engineering Profession Act) fil-Kodiċi Ċivili.

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 Electrical Engineering or a comparable professional qualification, which at the relevan time, is recognised by the Engineering Board for the granting of a Warrant of Engineer as regulated by the provisions of Chapter 321 from Act VII of 1988 (Engineering Profession Act) in the Civil Code.

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

*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.

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

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

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 f i żmien sena mid-data tal-ħatra tagħhom. 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 għal 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-dispożizzjoniji 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-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.

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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

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

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

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

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

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

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

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-Sezzjoni tar-Reklutaġġ, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajnbiss f'dan l-indirizz: (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa 29 ta' Novembru, 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 xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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;

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 Applications are to be submitted, for the attention of the Recruitment Section, People Management Directorate, Ministry for Transport, Infrastructure and Public Works, through the Online Government Recruitment Portal only at the following address: (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday 29 November, 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 and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;

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

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

jistgħu jiġu aċċessati 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 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://infrastructure.gov.mt/) u (recruitment1.mtip@gov.)

Il-15 ta' Novembru, 2024

MINISTERU TAL-INTERN, IS-SIGURTÀ U X-XOGĦOL

Post ta' Health and Safety Officer fil-Ministeru għall-Intern, is-Sigurtà u x-Xogħol

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

1. Is-Segretarju Permanenti, Ministeru għall-Intern, is-Sigurtà u x-Xogħol jilqa' applikazzjonijiet għall-post ta' Health and Safety Officer fil-Ministeru għall-Intern, is-Sigurtà u x-Xogħol.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Health and Safety Officer huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236.00 fis-sena, li jiżdied b' €354 fis-sena sa massimu ta' €23,360.00.

2.3 Persuna fil-grad ta' Health and Safety Officer titla' fi Skala ta' Salarju 10 (€24,085.98 x €407.67 - €26,532.00) wara ħames (5) snin servizz fil-grad ta' Health and Safety Officer fi Skala ta Salarju 12, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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 Directorate, Ministry for Transport, Infrastructure and Public Works, Block H (Ent B), Triq Antonio Muarizio Valperga, Floriana FRN1710. These general provisions are to be regarded as an integral part of this call for applications.

The website and email address of the receiving Directorate are (https://infrastructure.gov.mt/) and (recruitment1.mtip@gov.mt).

15th November, 2024

MINISTRY FOR HOME AFFAIRS, SECURITY AND EMPLOYMENT

Post of Health and Safety Officer in the Ministry for Home Affairs, Security and Employment

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Home Affairs, Security and Employment invites applications for the post of Health and Safety Officer in the Ministry for Home Affairs, Security, and Employment.

Terms and Conditions

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

2.2 The salary for the post of Health and Safety Officer is Salary Scale 12, which in the year 2024 is equivalent to €21,236.00 per annum, rising by annual increments of €354 up to a maximum of €23,360.00

2.3 A Health and Safety Officer will progress to Scale 10 (€24,085.98 x €407.67 - €26,532.00 in the year 2024) on completion of five (5) years service as Health and Safety Officer in Salary Scale 12, subject to satisfactory performance.

2.4 Persuna li ikollha degree rikonoxxuta f'Livell 6 tal-MQF tiġi mpoġġija awtomatikament bħala Health and Safety Officer fi Skala ta' Salarju 10 (€24,085.98 x €407.67 - €26,532.00 fis-sena 2024).

2.5 Health and Safety Officer fi Skala ta' Salarju 10 jipprogressa għal Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273.00 fis-sena 2024) wara ħames (5) snin ta' servizz sodisfaċenti fil-grad ta' Health and Safety Officer fi Skala ta' Salarju 10.

2.6 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra. Applikanti jkunu soġġetti għal Security Clearnace.

2.7 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

a. Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Health and Safety Officer huma:

i) Jimplimenta u jinforza l-Liġijiet u r-Regolamenti dwar is-Saħħa u s-Sigurtà fuq il-post tax-xogħol li jkun fis-seħħ minn żmien għal żmien;

ii) Jiżviluppa, jimplimenta u jinforza politika u linji gwida dwar is-saħħa u s-Sigurtà fil-Ministeru;

iii) Jispezzjona postijiet tax-xogħol, jagħti pariri fuq prekawzjonijiet ta' Sigurtà u metodi tax-xogħol korretti u jinforza kwalunkwe miżura ta' prekawzjoni kif meħtieġ;

2.4 Officers who are in possession of a relevant qualification at MQF Level 6 will be automatically placed as Health and Safety Officer in Salary Scale 10 (€24,085.98 x €407.67 - €26,532.00 in the year 2024).

2.5 A Health and Safety Officer in Salary Scale 10 shall further progress to Salary Scale 9 (€25,589.02 x €447.33 - €28,273.00 in the year 2024) on completion of five (5) years service as Health and Safety Officer in Salary Scale 10.

2.6 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment. Applicants will be subject to a Security Clearance.

2.7 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

a. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

3. The job duties for the post of Health and Safety Officer are:

i) Implements and enforces the Occupational Health and Safety Legislation and Regulations in force from time to time;

ii) Develops, implements, and enforces health and safety policies and guidelines in the Ministry;

iii) Inspects places of work, provides guidance on any safety precautions and proper work methods and enforces any precautionary measures as necessary;

iv) Jassessja ir-riskju fuq kwalunkwe xogħol li jitwettaq jew prattiċi ta' xogħol segwiti mill-impjegati tal-Ministeru; u jintroduċi wkoll miżuri ta' kontroll li jikkorrispondu mal-assessjar tar-riskju;

v) Jipprovdi informazzjoni u taħriġ fuq kwistjonijiet ta' saħħa u Sigurtà fuq il-post tax-xogħol lill-impjegati, u jikkollabora mar-rapreżentanti tal-fiaddiema u senior officers oħra fil-Ministeru;

vi) Jorganizza u jipparteċipa f'inizjattivi dwar is-saħħa u s-Sigurtà fuq il-post tax-xogħol li jittieħdu fil-Ministeru;

vii) Jgħaqqad rapporti, jżomm rekords, u jipprovdi analiżi dwar affarijiet relatati mas-saħħa u s-Sigurtà fuq il-post tax-xogħol;

viii) Iwettaq dmirijiet oħra kif relatati mas-saħħa u s-Sigurtà fuq il-post tax-xogħol skont kif jiġu assenjatu lilu;

ix) Jikkollabora ma' entitajiet pubbliċi oħra u terzi persuni rilevantu skont kif ikun meħtieġ sabiex id-dmirijiet assenjati lilu jitwettqu b'mod effettiv u sabiex jistabbilixxi u jsostni koperazzjoni kostruttiva f'affarijiet relatati mas-saħħa u s-Sigurtà fuq il-post tax-xogħol;

x) Iżomm ruħu aġġornat ma' żviluppi u leġiżlazzjoni fil-qasam tas-saħħa u s-Sigurtà fuq il-post tax-xogħol, kemm dawk nazzjonali u kif ukill internazzjonali;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

iv) Makes risk assessments and introduces corresponding control measures on any work or work practices being carried out by employees in the Ministry;

v) Provides information and training to occupational health and safety issues to employees, and liaising with workers' representatives and other senior officers in the Ministry;

vi) Organises and participates in any initiatives on occupational health and safety issues undertaken within the Ministry;

vii) Compiles reports, maintains records and provides analyses on matters relating to occupational health and safety;

viii) Carries out any other occupational health and safety related duties assigned to him/her;

ix) Liaises with other public entities and relevant stakeholders as may be required for effective fulfilment of assigned duties and for establishing and maintaining constructive cooperation in occupational health and safety matters;

x) Keeps abreast with developments in occupational health and safety matters and legislation both at a national and international level;

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. 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-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

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

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-Lingwa Maltija u Ingliża;

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

iii. ikollhom kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal-minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fil-Health and Safety.

iii. in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credit or equivalent*) in Health and Safety.

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

* 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 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 fi żmien sena mid-data tal-ħatra tagħhom. 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 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.

4.2 (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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

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

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

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

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

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

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

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 ta' Sezzjoni tar-Rizorsi Umani, Ministeru għall-Intern, is-Sigurtà u x-Xogħol, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss f'dan l-indirizz: https://recruitment.gov.mt. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa 29 ta' Novembru, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fiddispożizzjonijiet 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 u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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;

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 Applications are to be submitted, for the attention of the Human Resources Section, Ministry for Home Affairs, Security and Employment, through the Online Government Recruitment Portal only at the following address: https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 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 and time of this call for applications, 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;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-settur pubbliku;
rinunzji ta' applikazzjonijiet pendenti;
pubblikazzjoni tar-riżultat;
eżami mediku;

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

jistgħu jiġu aċċessati fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mit-Taqsima tar-Riżorsi Umani, Departiment tal-Pulizija. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment huma (pulizija.gov.mt) u (hr.police@gov.mt).

Il-15 ta' Novembru, 2024

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

Post ta' ICT and Business Analyst fl-Information Management Unit 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' ICT and Business Analyst fl-Information Management Unit fi ħdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

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

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, Police Department. 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 Department are (pulizija.gov.mt) and (hr.police@gov.mt).

15th November, 2024

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of ICT and Business Analyst in the Information Management Unit 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 (MEYR) invites applications for the post of ICT and Business Analyst in the Information Management Unit within the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

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

2.2. Is-salarju ta' ICT and Business Analyst huwa ta' Skala ta' Salarju 9, li fis-sena 2024 huwa ta' €25,589.02 fis-sena, li jiżdied b'€447.33 fis-sena sa massimu ta' €28,273.00.

2.3. Persuna fil-grad ta' ICT and Business Analyst titla' fi Skala 8 (€27,179.02 x €486.83 - €30,100.00 fis-sena 2024) wara ħames (5) 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.

2.4. Persuna fil-grad ta' ICT and Business Analyst fi Skala ta' Salarju 8 tkun intitolata wkoll għall-Performance Bonus li jista' jvarja' minn 0% sa 10% tas-salarju bażiku tiegħu. L-ammont pagabbli jiġi ddeterminat miċ-Chief Information Officer wara li tiġi kkunsidrata prestazzjoni tal-Uffiċjal u, fejn japplika, kwalunkwe rakkomandazzjoni li titressaq mis-superjur immedjat tal-Uffiċjal. Il-ħlas tal-bonus huwa suġġett għall-polices tal-Amministrazzjoni Ċentrali skont kif inhu 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.

2.5. Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.6. Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

2.2. The salary for the post of ICT and Business Analyst is Salary Scale 9, which in the year 2024 is equivalent to, €25,589.02 per annum, rising by annual increments of €447.33 up to a maximum of €28,273.00.

2.3. An ICT and Business Analyst will progress to Scale 8 (€27,179.02 x €486.83 - €30,100.00 in the year 2024) on completion of five (5) 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. An ICT and Business Analyst on Salary Scale 8 is eligible for a Performance Bonus which may vary from 0% to 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 in the Information and Communications Technology (ICT) Class.

2.5. Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.6. In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' ICT and Business Analyst huma:

i. jipprovdi appoġġ tekniku, skond kif meħtieġ;

ii. jikkoordina u jissorvelja l-kumpilazzjoni ta' 'data' użata għal skopijiet ta' rraportar ta' negozju u jipprovdi lappoġġ meħtieġ għall-ġenerazzjoni tagħhom;

iii. jirrevedi Kuntratti tal-ICT u jiżgura il-ħarsien ta' SLA's hekk kif miftiehma mal-Ministeru jew Dipartiment kkonċernat;

iv. jikkoordina 'change management process' u, fejn applikabbli, jiżgura illi l-utenti kollha (interni u externi) jkunu informati bil-bidliet magħmula fis-sistemi tal-informazzjoni;

v. jassisti lis-CIO fil-ġbir ta' 'data' meħtieġa għat-tħejjija u l-monitoraġġ tal-pjanijiet tal-Ministeru jew Dipartiment fil-qasam tal-ICT, b'attentenzjoni speċjali għall-pjanijiet strateġiċi, ta' bbaġitjar, u dawk ta' operazzjoni;

vi. jiżgura li s-sistemi ta' informazzjoni li qed jiġu implimentati huma utilizzati u sfruttati fl-intier tagħhom, u fejn il-user requirements ġew milħuqa totalment;

vii. jikkoordina taħriġ fuq Sistemi ta' Informazzjoni, fejn applikabbli;

viii. jassisti l-amministrazzjoni fl-implimentazzjoni tal-Istrateġija tan-Negozju tal-ICT, Kontinwita' tan-Negozju, u 'Disaster Recover';

ix. jkun konxju tar-Regolamenti Ġenerali għall-Protezzjoni tad-'Data' u tal-importanza u r-rilevanza tagħhom għall-Ministeru/Dipartiment u jagħti pariri fuq l-osservanza tagħhom b' aċċenn partikolari għall-sistemi tal-ICT fi ħdan il-Ministeru/Dipartiment;

x. jipparteċipa fil-kumpilazzjoni tad-definizzjonijiet li jikkostitwixxu r-rekwiżiti neċessarji u jiżgura li lispeċifikazzjonijiet tas-sistema jissodisfaw ir-rekwiżiti tan-negozju tal-Ministeru/Dipartiment;

xi. jassisti waqt 'user acceptance testing' sabiex jiġi żgurat li s-sistema hekk kif żviluppata tissodisfa r-rekwiżiti tan-negozju u hija konformi mal-ispeċifikazzjonijiet miftiehma;

xii. jassisti u jappoġġja lis-superjuri tiegħu/tagħha biex jifhmu l-'ICT-Business functionalities' f' oqsma speċifiċi tan-negozju;

xiii. jissorvelja u jevalwa teknoloġiji ġodda, dwar ir-rilevanza tagħhom għall-Ministeru/Dipartiment u joffri pariri

Duties

3. The job duties for the post of ICT and Business Analyst are:

i. providing technical support as required;

ii. coordinating and supervising the compilation of data used for business reporting purposes and provides the necessary support for their generation;

iii. reviewing ICT Contracts and ensuring that SLAs agreed with the Ministry/Department are adhered to;

iv. coordinating the change management process and ensuring that users and the public, where applicable, are informed of changes made to information systems following new implementations, upgrades or enhancements;

v. assisting the CIO in gathering the necessary data for the preparation and monitoring of the strategic, budgeting and operational plans of the Ministry/Department in the area of ICT;

vi. ensuring that information systems being implemented are used to their optimum, and where necessary, user requirements for new software applications are met;

vii. coordinating training for current and new staff on Information Systems in use;

viii. assisting the Department/Ministry's management in the implementation of the ICT Business strategy, business continuity and disaster recovery;

ix. being aware of the Data Protection Act and of its importance and relevance to the Ministry/Department and advising management on its practical observance vis-s-vis ICT systems of the Ministry/Department;

x. participating in the compilation of the requirements definition and ensuring that the system specifications meet the business requirements of the Ministry/Department;

xi. assisting during user acceptance testing to ensure that the system developed meets the business requirements and is according to the specifications agreed to;

xii. assisting and support his/her superiors in the understanding of the ICT-Business functionalities of specific business areas;

xiii. monitoring and evaluating new technology for its relevance to the Ministry/Department and offering advice

xierqa bil-għan li jittieħed vantaġġ sħiħ mil-imsemmija teknoliġiji;

xiv. jżomm ruħu aġġornat mal-iżviluppi u t-tendenzi tekniċi u strateġiċi fi ħdan l-industrija tal-ICT u f'oqsma speċifiċi tan-negozju;

xv. jwettaq dmirijiet oħra kif ggwidat mis-Segretarju Permanenti tal-Ministeru tal-Edukazzjoni, mis-CIO jew mir-rappreżentanti tagħhom;

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

xvii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

accordingly in order to take full advantage of such technology available;

xiv. keeping abreast with technical and strategic developments and trends within the ICT industry and specific business area/s;

xv. performing any other duties as guided by the Permanent Secretary of Ministry for Education, by CIO or their representatives;

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

xvii. any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mil 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. f'pussess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET je ekwivalenti*) fil-Kompjuter u/jew ICT, jew kwalifika professjonali komparabbli fil-Livell 5 tal-MQF fil-Computing u/je ICT flimkien ma' sentejn (2) esperjenza ta' xogħol rilevanti f'ambjent formali u matur tal-ICT.

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

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

4.2. (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-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 f i żmien sena mid-data tal-ħatra tagħhom. 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

on the Withdrawal of the Unite 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 5 (subject to a minimum of 60 ECTS/ECVET credits equivalent *) in Computing and/or ICT, or a comparable professional qualification at MQF Level 5 in Computing and/or ICT plus two (2) years relevant work experience in a formal and mature ICT environment.

*A recognised Qualification comparable to 60 ECTS/ECVET credits, as applicable is only accepted subject to an MQRI 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 within one year of their appointment date. 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

tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għal 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-dispożizzjoniji applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar l'isfel).

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 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.

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

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

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

4.5. Din is-sejħa pubblika qed tiġi ppublikata fl-istess waqt ma' sejħa service-wide għall-post ta' ICT and Busines Analyst fl-Information Management Unit fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjo kif ippublikata nhar il-Ġimgħa 15 ta' Novembru 2024 permezz taċ-Ċirkulari Nru. HR/MEYR 62/2024. Applikanti li jgħadd taħt is-sejħa service-wide jingħataw preċedenza fuq dawk li jgħaddu taħt is-sejħa pubblika. Barra minn hekk, persuna tista' tiġi kkunsidrata għall-ħatra biss jekk ikun hemm vakanza fi żmien tal-validita' tar-riżultat.

4.5. This public call is being published in concurrence with a service-wide call for the post of ICT and Business Analyst in the Information Management Unit in the Ministry for Education, Sport, Youth, Research and Innovation as published o Friday 15th November 2024 through Circular No. HR/MEYR 62/2024. Applicants who are successful under the service wide call will be given precedence over those who are successful under the pubic call. Appointment is moreover subject to the availability of vacancies within the validity period of the result.

Sottomissjoni ta' Dokumentazzjoni

Submission of Supporting Documents

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

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

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

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

Proċeduri tal-Għażla

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

6.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 s a 4.5, 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 f'dan l-indirizz: (https://edurecruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 2 ta' Diċembru, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2. 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 u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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;

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 50%.

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

Submission of Applications

7.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the Online Education Recruitment Portal only at the following address: (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 2nd December, 2024. A computer- generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2. 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 and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations; lateral applications;

reasonable accommodation for registered persons with disability; submission of recognition statements in respect of qualifications; qualifications at a higher level;

comparative level of public sector employees;

rinunzji ta' applikazzjonijiet pendenti;
pubblikazzjoni tar-riżultat; eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat; aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti;

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

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

Il-15 ta' Novembru, 2024

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

Post ta' Senior Systems Administrator fl-Information Management Unit 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 Systems Administrator fl-Information Management Unit fi ħdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

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

2.2. Is-salarju ta' Senior Systems Administrator 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.

2.3. Persuna fil-grad ta' Senior Systems Administrator titla' fi Skala 6 (€30,626.02 x €596.33 - €34,204.00 fis-sena 2024) wara tliet (3) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti u suġġett li jitlesta kors speċifiku ta' ICT Toolkit relatat ma' dan il-grad kif stabbilit minn żmien għal żmien mill-Amministrazzjoni Ċentrali (jiġifieri mingħajr il-ħtieġa li jitlesta l-Public Service Toolkit).

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.

15th November, 2024

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Senior Systems Administrator in the Information Management Unit 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 (MEYR) invites applications for the post of Senior Systems Administrator in the Information Management Unit within the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

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

2.2. The salary for the post of Senior Systems Administrator is Salary Scale 7, which in the year 2024 is equivalent to, €28,855.98 per annum, rising by annual increments of €531.17 up to a maximum of €32,043.00.

2.3. A Senior Systems Administrator will progress to Scale 6 (€30,626.02 x €596.33 - €34,204.00 in 2024) on completion of three (3) years service in the grade, subject to satisfactory performance and subject to completion of a specific ICT Toolkit Course related to this grade as established from time to time by the Central Administration (that is, without the need for completion of the Public Service Toolkit).

2.4. Persuna fil-grad ta' Senior Systems Administrator tkun intitolata wkoll għall-Performance Bonus sa massimu ta' 15% tas-salarju bażiku tagħha. L-ammont pagabbli jiġi ddetterminat miċ-Chief Information Officer wara li tiġi kkunsidrata 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 inhu 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.

2.5. Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.6. Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Senior Systems Administrator huma:

i. Jassisti fl-iżvilupp, l-aġġornament u l-implimentazzjoni ta' prattiċi operattivi ġodda, u tassigura li r-riżorsi disponibbli jintużaw b'mod effettiv u effiċjenti;

ii. Jara li s-servizzi jitwasslu b'mod li jilħqu l-għanijiet tas-servizz, u twettaq evalwazzjonijiet u valutazzjonijiet biex tiżgura proċess stabbilit, effiċjenti u titjib kontinwu;

2.4. A Senior Systems Administrator will also be entitled to an annual Performance Bonus of up to a maximum of 15% of the 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 in the Information and Communications Technology (ICT) Class.

2.5. Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.6. In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

3. The job duties for the post of Senior Systems Administrator are:

i. Assists in developing, updating and implementing new operating practices, and ensuring all available resources are utilised effectively and efficiently;

ii. Oversees the delivery of services to meet service goals and conducting evaluations and assessments to ensure continuous improvement and process efficiencies are in place;

iii. Jassisti biex jiżviluppa u jimplimenta strateġija biex ittejjeb ir-relazzjonijiet ma' fornituri ewlenin u jiżgura li sservizzi u l-prodotti ta' l-IT mixtrija jikkonformaw bis-sħiħ mas-Service Level Agreements (SLA) u kwalunkwe obbligu kuntrattwali ieħor;

iv. Iwettaq superviżjoni fuq l-operat inkluż taħriġ u evalwazzjoni tal-istaff, u tipprovdi direzzjoni lill-ħaddiema tekniċi kif ikun meħtieġ;

v. Jassigura li l-politika u d-deċiżjonijiet maniġerjali jiġu mħarsa billi tassumi rwol ewlieni fl-implimentazzjoni ta' sistemi/soluzzjonijiet tal-IT;

vi. Jiżviluppa u tikkoordina direzzjonijiet u skedi ta' proġetti biex il-benefiċċji jintużaw bl-aħjar mod u jitnaqqsu limpatti fuq l-utenti tas-sistemi tal-IT;

vii. Jassigura li tinżamm is-sigurtà u l-integrità tas-sistemi u d-data pproċessata tal-ICT mill-istess sistemi, inkluż il-kontroll tal-aċċess tal-utenti, l-irkupru minn diżastri u l-proċeduri ta' kontinwità ta' negozju;

viii. Ifassal rapporti analitiċi dwar it-titjib kontinwu tas-servizz bil-għan li jinkisbu benefiċċji kummerċjali sostenibbli;

ix. Jikkoordina ma' entitajiet, fornituri, mas-CIO tal-Ministeru u mal-MITA dwar servizzi, hardware, software u networks tal-ICT biex tiżgura operazzjonijiet siguri u f'waqthom;

x. Jippjana u tfassal l-iskedar tal-installazzjoni tal-hardware, tas-sistemi operattivi u tal-applikazzjonijiet;

xi. Jimmaniġġja r-riżorsi tas-sistemi tal-IT inkluż il-prestazzjoni, il-kapaċità, id-disponibbiltà, is-servizz li jagħti u kemm jista' jiġi rkuprat;

xii. Iżomm ruħu aġġornat mal-iżviluppi teknoloġiċi, fis-sistemi amministrattivi tat-teknoloġija u tirrakkomanda modi biex tieħu vantaġġ mit-teknoloġija ġdida;

xiii. Iwettaq dmirijiet oħra skont kif assenjat mis-Segretarju Permanenti, is-CIO jew irrappreżentant/a/i tagħhom;

xiv. Kull dmir ieħor skont l-esiġenzi tas-Servizz 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

iii. Assists in developing and implementing of a strategy to improve the relations with major suppliers and ensuring that the IT services and products procured fully comply with the related Service Level Agreements (SLA) and any other contractual obligations;

iv. Supervises operations staff including training and evaluating and provide work direction to technical staff as required;

v. Ensures adherence to management policies and decisions by assuming a leading role in the implementation of IT systems/solutions;

vi. Develops and coordinating project directions and schedules to maximize benefits and minimize impacts on the users of the IT systems;

vii. Ensures and maintains security and integrity of all ICT systems and data processed by same systems including user access control, disaster recovery and business continuity procedures;

viii. Compiles analytical reports about continual service improvement with a view to realise sustainable business benefits;

ix. Liaises with relevant entities, suppliers, the Ministry's Chief Information Officer and MITA about ICT services, hardware, software and networks to ensure timely and secure operations of systems;

x. Plans and schedules the installation of hardware, operating systems, and applications software;

xi. Manages the IT systems resources including performance, capacity, availability, serviceability and recoverability;

xii. Stays current with technological developments in systems administration technology and recommending ways to take advantage of new technology;

xiii. Carries out any other duties as directed by the respective Ministry Permanent Secretary and CIO or their representatives;

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

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

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

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

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

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

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

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted 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 mil 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 Community Regulations".

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwa Ingliża; u

ii. able to communicate in the English language; and

iii. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 ECTS/ECVET krettu, je ekwivalenti*) f'Computing u/jew ICT jew kwalifika rikonoxxuta professjonali komparabbli fil-Livell 6 tal-MQ

iii. in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, equivalent*) in Computing and/or ICT or a recognised comparable professional qualification at MQF Level 6 in

f'Computing u/jew ICT, flimkien ma' sentejn (2) esperjenza ta' xogħol relevanti f' ambjent formali u matur tal-ICT.

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

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

4.2. (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-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 f i żmien sena mid-data tal-ħatra tagħhom. 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 għal 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-dispożizzjoniji 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.

Computing and/or ICT, plus two (2) years relevant work experience in a formal and mature ICT environment.

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

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 within one year of their appointment date. 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 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 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.

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. Din is-sejħa pubblika qed tiġi ppublikata fl-istess waqt ma' sejħa service-wide għall-post ta' Senior Systems Administrator fl-Information Management Unit fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u Innovazzjoni kif ippublikata nhar il-Ġimgħa 15 ta' Novembru 2024 permezz taċ-Ċirkulari Nru. HR/MEYR 61/202 Applikanti li jgħaddu taħt is-sejħa service-wide jingħataw preċedenza fuq dawk li jgħaddu taħt is-sejħa pubblika. Barra minn hekk, persuna tista' tiġi kkunsidrata għall-ħatra biss jekk ikun hemm vakanza 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 tal-Edukazzjoni (https://edurecruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

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. This public call is being published in concurrence with a service-wide call for the post of Senior Systems Administrator in the Information Management Unit in the Ministry for Education, Sport, Youth, Research and Innovation a published on Friday 15th November 2024 through Circular No. HR/MEYR 61/2024. Applicants who are successful under the service-wide call will be given precedence over those who are successful under the pubic 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 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 50%.

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

Sottomissjoni tal-Applikazzjoni

7.1. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal ta' Reklutaġġ tal-Edukazzjoni onlajn biss f'dan l-indirizz: (https://edurecruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 02 ta' Diċembru, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2. 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 u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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 il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Il-15 ta' Novembru, 2024

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 at the following address: (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 02nd December, 2024. A computer- generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2. 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 and time of this call for applications, 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.

15th November, 2024

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

Post ta' Systems Administrator fl-Information Management Unit 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' Systems Administrator fl-Information Management Unit fi ħdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

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

2.2. 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' €30,100.00.

2.3. Persuna fil-grad ta' Systems Administrator titla' fi Skala 7 (€28,855.98 x €531.17 - €32,043.00 fis-sena 2024) 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.

2.4. Persuna fil-grad ta' Systems Administrator tkun intitolata wkoll għall-Performance Bonus 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.

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Systems Administrator in the Information Management Unit 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 (MEYR) invites applications for the post of Systems Administrator in the Information Management Unit within the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

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

2.2. 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 €30,100.00.

2.3. A Systems Administrator will progress to Scale 7 (€28,855.98 x €531.17 - €32,043.00 in the year 2024) 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/her basic salary. The amount payable shall be determined by the Chief Information Officer after consideration of the Officer's performance and any recommendations forwarded by the Officer's immediate superior, where applicable. Payment of bonus is also subject to Central Administration's policies in force from time to time.

a) Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in the Working Conditions for Officers in the Information and Communications Technology (ICT) Class.

2.5. Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.6. Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

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 talmanutenzjoni 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 sservizzi talinternet;

iv. Jirriċerka, jidentifika u jipproponi titjib fl-infrastruttura tal-IT għall-konsiderazzjoni talimplimentazzjoni;

v. Jiżviluppa, jimplimenta u jżomm politiki u proċeduri bil-miktub għall-installazzjoni u lkonfigurazzjoni tas-sistemi tal-IT, operazzjonijiet, żvilupp u ġestjoni tad-data;

2.5. Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.6. In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

3. The job duties for the post of Systems Administrator are:

i. Monitors 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. Ensures 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. Ensures business continuity of ICT services including hardware, software, connectivity and web services;

iv. Researches, identifies and proposes IT infrastructural improvement for implementation consideration;

v. Develops, implements and maintains 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 listandards 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. Jwettaq aġġustamenti tal-prestazzjoni kontinwi, aġġornamenti ta' hardware, aġġornamenti tassistema 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. Jżomm dokumentazzjoni aġġornata dwar il-konfigurazzjoni tas-sistemi;

xiv. Jżomm ruħu aġġornat ma' żviluppi u tendenzi tekniċi u strateġiċi fl-industrija ta' l-ICT u qasam/oqsma tan-negozju speċifiċi;

xv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; 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. Installs and configures hardware, software, peripherals, services, directories, storage, etc. in accordance with standards and project/operational requirements;

vii. Reviews system performance and application logs, verifies completion of scheduled jobs such as backups, sets up log shipping for multiple databases, transaction log truncation and generates periodic performance reporting;

viii. Coordinates and communicates with impacted constituencies the repair and recovery from hardware or software failures;

ix. Carries out ongoing performance tuning, hardware upgrades, system updates and resource optimisation as required;

x. Ensures the integrity and security of IT Systems as required by the Government's policies and procedures;

xi. Creates and maintains user accounts and assigns privileges through security systems to ensure efficient operations at all levels;

xii. Tests computer hardware, software and operating system software with the use of test tools and scripts;

xiii. Maintains updated documentation about systems' configurations;

xiv. Keeps abreast with technical and strategic developments and trends within the ICT industry and specific business area/s;

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

ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġislazzjoni 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 mil 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. ikollhom kwalifika rikonoxxuta fil-Livell 6 tal-MQF (b'minimu ta' 180 ECTS/ECVET krettu, jew ekwivalenti*) f Computing u/jew ICT jew kwalifika rikonoxxuta professjonali kumparabbli f'Livell 6 tal-MQF fil-Computing u/jew IC flimkien ma' sena (1) esperjenza ta' xogħol relevanti f'ambjent formali u matur tal-ICT.

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

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 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/ECVET credits, equivalent*) in Computing and/or ICT or a recognised comparable professional qualification at MQF Level 6 i Computing and/or ICT plus one (1) year relevant work experience in a formal and mature work ICT environment.

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

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,

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 f i żmien sena mid-data tal-ħatra tagħhom. 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 għal 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-dispożizzjoniji 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-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodisfaw is-snin

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 within one year of their appointment date. 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 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 to this call for applications (see link below).

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

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

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

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

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying

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. Din is-sejħa pubblika qed tiġi ppublikata fl-istess waqt ma' sejħa service-wide għall-post ta' Systems Administrator fl-Information Management Unit fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni k ippublikata nhar il-Ġimgħa 15 ta' Novembru 2024 permezz taċ-Ċirkulari Nru. HR/MEYR 60/2024. Applikanti li jgħadd taħt is-sejħa service-wide jingħataw preċedenza fuq dawk li jgħaddu taħt is-sejħa pubblika. Barra minn hekk, persuna tista' tiġi kkunsidrata għall-ħatra biss jekk ikun hemm vakanza 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 tal-Edukazzjoni (https://edurecruitment.gov.mt).

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

Proċeduri tal-Għażla

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

6.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol 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 f'dan l-indirizz: https://edurecruitment.gov.mt. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 02 ta' Diċembru, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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. This public call is being published in concurrence with a service-wide call for the post of Systems Administrator in the Information Management Unit in the Ministry for Education, Sport, Youth, Research and Innovation as published on Friday 15th November 2024 through Circular No. HR/MEYR 60/2024. Applicants who are successful under the service wide call will be given precedence over those who are successful under the pubic 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 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 50%.

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

Submission of Applications

7.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the Online Education Recruitment Portal only at the following address: https://edurecruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 02nd December, 2024. A computer- generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2. 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 xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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 il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Il-15 ta' Novembru, 2024

MINISTERU GĦAS-SAĦĦA
U L-ANZJANITÀ ATTIVA

Post ta' Manager II 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 u l-Anzjanità Attiva, tilqa' applikazzjonijiet għall-post ta' Manager II biex iwettaq dmirijiet ta' communications, fi ħdan il-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

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 and time of this call for applications, 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.

15th November, 2024

MINISTRY FOR HEALTH
AND ACTIVE AGEING

Post of Manager II 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 II to perform communications duties within 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 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 li ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) 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.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET 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-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.

2.5 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li għandha degree ta' Baċellerat rikonoxxuta f'Livell 6 talMQF (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 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata 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% tassalarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti, u ħlas ta' allowance tal-klassi annwali ta €2,000, 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-komunikazzjoni, skont il-postijiet vakanti stabbiliti.

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

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 who are in a possession of a recognised Master's Degree at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) 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.

*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.

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 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, subject to satisfactory performance, and a payment of an annual class allowance of €2,000, 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 communications, in accordance with established vacancies.

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

2.9 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.10 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-seħħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf)).

Dmirijiet

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

i. Jimmaniġġja l-kanali kollha tal-komunikazzjoni, li jinkludu iżda mhumiex limitati għal paġna tal-web, Facebook, Instagram, LinkedIn, Twitter u kanali oħra fid-Direttorat tal-promozzjoni tas-saħħa u l-prevenzjoni tal-mard. Dan jinkludi abbozzar ta' materjal varjat bħal artikli, stqarrijiet għall-istampa, kontenut ghal midja soċjali u kontenut tal-web biex tiżdied il-firxa tad-Direttorat għall-pubbliku ġenerali;

ii. Jikkordina komunikazzjoni interna kollha fi ħdan id-Direttorat;

iii. Ikun responsabbli għall-branding tad-Direttorat li hu jew hi huma assenjati għalih;

iv. Jikteb u jqassam kontenut biex jippromovi l-marka u l-attivatijiet tad-Direttorat. Dan jinkludi kwalunkwe aġġornament u reviżjoni konsistenti mal-informazzjoni promozzjonali tad-Direttorat f'diversi taqsimiet tal-midja;

2.9 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.10 In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available from (https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf)).

Duties

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

i. Manages all communication channels, which include but are not limited to webpage, Facebook, Instagram, LinkedIn, Twitter and other channels within the Health Promotion and Disease Prevention Directorate. This includes drafting of varied material such as articles, press releases, social media posts and web content for increasing the Directorate's reach to the general public;

ii. Coordinates all internal communication within the Directorate;

iii. Is responsible for the branding of the Directorate that he or she is assigned to;

iv. Writes and distributes content to promote the Directorate brand and activities. This includes any upgrades and reviews consistently with the Directorate's promotional information in various sections of the media;

v. Jiddetermina kampanji ta' komunikazzjonijiet strateġiċi li jgħinu biex ikomplu l-għanijiet tad-Direttorat;

vi. Jirrappreżenta id-Direttorat f'avvenimenti u konferenzi stampa;

vii. Jaġixxi bħala kollegament bejn id-Direttorat, il-Pubbliku u l-midja biex jiżgura li kwalunkwe messaġġ ikun konsistenti u interessanti;

viii. Iħejji rapporti dettaljati tal-midja, stqarrijiet għall-istampa u kwalunkwe komunikazzjoni oħra kif mitlub;

ix. Jiżviluppa kwalunkwe materjal li se jitqassam lill-pubbliku ġenerali fir-rigward tad-Direttorat li qed jirrappreżenta;

x. Jiddenfinixxi indikaturi ewlenin tal-prestazzjoni għal kull kanal ta' komunikazzjoni li jindikaw il-livell ta' suċċess ta' kampanja;

xi. Jimmaniġġja kull pubbliċità relatata mad-Direttorat;

xii. Iwettaq riċerka dwar il-komunikazzjonijiet u jissorvelja l-progress ta' diversi strateġiji ta' komunikazzjoni;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

v. Determines strategic communications campaigns that will help further the Directorate's goals;

vi. Represents the Directorate at events and press conferences;

vii. Acts as a liaison between the Directorate, the Public and the media to ensure that any messages are consistent and engaging;

viii. Prepares detailed media reports, press releases and any other communications as requested;

ix. Develops any material that will be distributed to the general public in relation to the Directorate;

x. Defines key performance indicators for each communications channel which will indicate a campaign's level of success;

xi. Manages any publicity related to the Directorate;

xii. Performs communications research and monitors the progress of various communication strategies;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Marketing jew Communications jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET 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-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-Marketing jew Communications jew f'oqsma rilevanti kif determinat mill-maniġment u tmien (8) snin esperjenza sodisfaċenti.

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

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

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

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

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

AND

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

*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.

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 Marketing or Communications or in relevant areas as determined by management and eight (8) years satisfactory experience.

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

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

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://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 fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

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

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

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

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

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

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1(iii) or else as indicated in paragraph 3.1 of the general provisions (https://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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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.

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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;

Selection Procedures

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other general provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;

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

jistgħu jiġu aċċessati minn (https://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-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-15 ta' Novembru, 2024

MINISTERU GĦAS-SAĦĦA
U L-ANZJANITÀ ATTIVA

Post ta' Manager II fl-Isptar Ġenerali ta' Għawdex (GGH) 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 u l-Anzjanità Attiva, tilqa' applikazzjonijiet għall-post ta' Manager II fl-isptar Ġenerali ta' Għawdex (GGH) biex iwettaq dmirijiet ta' communications, fi ħdan il-Ministeru għas-Saħħa u l-Anzjanità Attiva.

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 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 li ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) 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.

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

may be accessed from (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 email address of the receiving Division are (http://health.gov.mt) and (recruitment.health@gov.mt).

15th November, 2024

MINISTRY FOR HEALTH
AND ACTIVE AGEING

Post of Manager II at Gozo General Hospital (GGH) 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 II at Gozo General Hospital (GGH) to perform communications duties within 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 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 who are in a possession of a recognised Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) 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.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET 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-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.

*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.

2.5 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li għandha degree ta' Baċellerat rikonoxxuta f'Livell 6 talMQF (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.

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 2024) on completion of six (6) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

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

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

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, subject to satisfactory performance, and a payment of an annual class allowance of €2,000, subject to Central Administration's policies in force from time to time.

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-communications, skont il-postijiet vakanti stabbiliti.

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 communications, in accordance with established vacancies.

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

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

2.9 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.9 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.10 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-seħħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa

2.10 In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess

l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf)).

Dmirijiet

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

i. Jimmaniġġja l-mezzi kollha tal-komunikazzjoni, li jinkludu iżda mhumiex limitati għal paġna tal-web, Facebook, Instagram, LinkedIn, Twitter u mezzi oħra fl-Isptar Ġenerali ta' Għawdex. Dan jinkludi abbozzar ta' materjal varjat bħal artikli, stqarrijiet għall-istampa, kontenut għal midja soċjali u kontenut tal-web biex tiżdied il-firxa tal-Isptar Ġenerali ta' Għawdex għall-pubbliku ġenerali;

ii. Jikkordina komunikazzjoni interna kollha fl-Isptar Ġenerali ta' Għawdex;

iii. Ikun responsabbli għall-branding tal-Isptar Ġenerali ta' Għawdex;

iv. Jikteb u jqassam kontenut biex jippromovi l-marka u l-attivatijiet tal-Isptar Ġenerali ta' Għawdex. Dan jinkludi kwalunkwe aġġornament u reviżjoni konsistenti mal-informazzjoni promozzjonali tal-Isptar Ġenerali ta' Għawdex f'diversi taqsimiet tal-midja;

v. Jiddetermina kampanji ta' komunikazzjonijiet strateġiċi li jgħinu biex ikomplu l-għanijiet tal-Isptar Ġenerali ta' Għawdex;

vi. Jirrappreżenta l-Isptar Ġenerali ta' Għawdex f'avvenimenti u konferenzi stampa;

vii. Jaġixxi bħala kollegament bejn l-Isptar Ġenerali ta' Għawdex, il-pubbliku u l-midja biex jiżgura li kwalunkwe messaġġ ikun konsistenti u interessanti;

viii. Iħejji rapporti dettaljati tal-midja, stqarrijiet għall-istampa u kwalunkwe komunikazzjoni oħra kif mitlub;

candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available from (https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf)).

Duties

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

i. Manages all communication channels, which include but are not limited to webpage, Facebook, Instagram, LinkedIn, Twitter and other channels at the Gozo General Hospital. This includes drafting of varied material such as articles, press releases, social media posts and web content for increasing the Gozo General Hospital's reach to the general public;

ii. Coordinates all internal communication within the Gozo General Hospital;

iii. Is responsible for the branding of the Gozo General Hospital;

iv. Writes and distributes content to promote the Gozo General Hospital brand and activities. This includes any upgrades and reviews consistently with the Gozo General Hospital's promotional information in various sections of the media;

v. Determines strategic communications campaigns that will help further the Gozo General Hospital's goals;

vi. Represents the Gozo General Hospital at events and press conferences;

vii. Acts as a liaison between the Gozo General Hospital, the public and the media to ensure that any messages are consistent and engaging;

viii. Prepares detailed media reports, press releases and any other communications as requested;

ix. Jiżviluppa kwalunkwe materjal li se jitqassam lill-pubbliku ġenerali fir-rigward tal-Isptar Ġenerali ta' Għawdex li qed jirrappreżenta;

x. Jiddenfinixxi indikaturi ewlenin tal-prestazzjoni għal kull mezz ta' komunikazzjoni li jindikaw il-livell ta' suċċess ta' kampanja;

xi. Jimmaniġġja kull pubbliċità relatata mal-Isptar Ġenerali ta' Għawdex;

xii. Iwettaq riċerka dwar il-komunikazzjonijiet u jissorvelja l-progress ta' diversi strateġiji ta' komunikazzjoni;

xiii. Iwettaq kull xogħol ieħor li l-Uffiċjal Kap Eżekuttiv tal-Isptar Ġenerali ta' Għawdex jista' jiddelega lilu/lilha kif ikun meħtieġ;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

ix. Develops any material that will be distributed to the general public in relation to the Gozo General Hospital;

x. Defines key performance indicators for each communications channel which will indicate a campaign's level of success;

xi. Manages any publicity related to the Gozo General Hospital;

xii. Performs communications research and monitors the progress of various communication strategies;

xiii. Undertakes any other tasks which the Chief Executive Officer at the Gozo General Hospital may delegate to him/her as may be required;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Marketing jew Communications jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET 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-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-Marketing jew Communications jew f'oqsma rilevanti kif determinat mill-maniġment u tmien (8) snin esperjenza sodisfaċenti.

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

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

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

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

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

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

AND

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

*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.

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://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 fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 Uffiċjali pubbliċi li huma normalment residenti f'Għawdex iżda li 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 tassalarju 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 rekwiżit ta' eliġibbiltà kif iddikjarat f'din is-sejħa għall-applikazzjoni.

Sottomissjoni ta' Dokumentazzjoni

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

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

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

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1(iii) or else as indicated in paragraph 3.1 of the general provisions (https://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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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;

Selection Procedures

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;

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

jistgħu jiġu aċċessati minn (https://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-Diviżjoni huma (http://health.gov.mt) u (recruitment.health@gov.mt).

Il-15 ta' Novembru, 2024

MINISTERU GĦAS-SAĦĦA
U L-ANZJANITÀ ATTIVA

Post ta' Systems Administrator fl-Information Management Unit (IMU) fi ħdan il-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 u l-Anzjanità Attiva tilqa' applikazzjonijiet għall-post ta' Systems Administrator fl-Information Management Unit (IMU), fis-Saħħa, fi ħdan il-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 Is-salarju ta' Systems Administrator huwa ta' Skala ta' Salarju 8, li fis-sena 2024 huwa ta' €27,179.02 fissena 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,

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

may be accessed from (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 email address of the receiving Division are (http://health.gov.mt) and (recruitment.health@gov.mt).

15th November, 2024

MINISTRY FOR HEALTH
AND ACTIVE AGEING

Post of Systems Administrator at Information Management Unit (IMU) within 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 Systems Administrator Information Management Unit (IMU) at Health within 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 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

kwalunkwe rakkomandazzjoni li titressaq missuperjur 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.

2.5 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.6 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Systems Administrator 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;

iii. Jiġbor u jipproduċi rapporti informattivi dwar l-immaniġjar;

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.

2.5 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.6 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

3. The job duties for the post of Systems Administrator 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. Compiles and generates Management Information Reports.

iv. Jamministra u jieħu ħsieb il-websites u l-intranet;

v. Jeżamina s-sistemi preżenti, jiddefenixxi problemi ta' applikazzjoni billi jikkonsulta malutenti, 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 fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

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 matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġislazzjoni 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-lingwi tal-Malti u l-Ingliż;

U

iii. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 6 tal-MQF (b'minimu ta' 180 ECTS/ECVETS jew ekwivalenti*) filKompjuter 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.

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

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

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

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

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

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

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

AND

iii. 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.

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 fi żmien sena mid-data tal-ħatra tagħhom. 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 within one year of their appointment date. 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

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying

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 Din is-sejħa pubblika qed tiġi ppublikata fl-istess waqt ma' sejħa għas-servizz kollu għall-post ta' Systems Administrator fl-Information Management Unit (IMU) fi ħdan il-Ministeru għas-Saħħa u l-Anzjanità Attiva ta' nhar il-Ġimgħa 15 ta' Novembru 2024 permezz taċ-ċirkulari numru HR/MHA/70/2024. 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 -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, 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 f'dan l-indirizz: https://recruitment.gov.mt. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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.

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 This public call is being published in concurrence with a service-wide call for the post of Systems Administrator in the Information Management Unit (IMU) within the Ministry for Health and Active Ageing as published on Friday 15th November 2024 through Circular No. HR/MHA/70/2024. 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 - 4.4, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the Online Government Recruitment Portal only at the following address: https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

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

7.4 Applikanti jingħataw sa jumejn xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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-diżpożizzjonijet 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-15 ta' Novembru, 2024

MINISTERU GĦAS-SAĦĦA
U L-ANZJANITÀ ATTIVA

Post ta' ICT and Business Analyst fl-Information Management Unit fil-Ministeru għas-Saħħa u l-Anzjanità Attiva

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

1. Is-Segretarju Permanenti Anzjanità Attiva, Ministeru għas-Saħħa u l-Anzjanità Attiva, jilqa' applikazzjonijiet għall-post ta' ICT and Business Analyst fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

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 and time of this call for applications, 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 Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Merchant Street, 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).

15th November, 2024

MINISTRY FOR HEALTH
AND ACTIVE AGEING

Post of ICT and Business Analyst in the Information Management Unit within 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 ICT and Business Analyst in the Ministry for Health and Active Ageing.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' ICT and Business Analyst huwa ta' Skala ta' Salarju 9, li fis-sena 2024 huwa ta' €25,589.02 fis-sena, li jiżdied b'€447.33 fis-sena sa massimu ta' €28,273.

2.3 Persuna fil-grad ta' ICT and Busiiness Analyst titla' fi Skala 8 (€27,179.02 x €486.83 - €30,100) fis-sena 2024 wara ħames (5) 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 għall-żmien mill-Amministrazzjoni Ċentrali.

2.4 Persuna fil-grad ta' ICT and Business Analyst fi Skala ta' Salarju 8 tkun intitolata wkoll għall-bonus marbut mal-prestazzjoni li jista' jvarja minn 0% sa 10% tas-salarju bażiku tiegħu/tagħha. L-ammont pagabbli jiġi ddeterminat miċ-Chief Information Officer wara li tiġi kkunsidrata l-prestazzjoi tal-uffiċjal, u fejn japplika, kwalunkwe rakkondazzjoni li titressaq mis-superjur immedjat tal-uffiċjal. Il-ħlas tal-bonus huwa suġġett għall-policies tal-Amministrazzjoni Ċentrali skont kif inhuma fis-seħħ minn żmien għal żmien.

a) Il-persuna maħtura tkun intitolata għal benefiċċiji oħra u suġġetta għall-kundizzjonijiet u l-obbligi li huma stipulati fil-Working Conditions for Officers within the Information and Communications Technology (ICT) Class.

2.5 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.6 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

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 ICT and Business Analyst is Salary Scale 9, which in the year 2024 is equivalent to, €25,589.02 per annum, rising by annual increments of €447.33 up to a maximum of €28,273.00.

2.3 A ICT and Business Analyst will progress to Scale 8 (€27,179.02x €486.83 - €30,100) on completion of five (5) 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 An ICT and Business Analyst on Salary Scale 8 is eligible for a Performance Bonus which may vary from 0% to 10% of his/her basic salary. The amount payable shall be determined by the Chief Information Officer after consideration of the officer's performance and any recommendations forwarded by the officer's immediate superior, where applicable. Payment of bonus is also subject to Central Administration's policies in force from time to time.

a) Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in the Working Conditions for Officers in the Information and Communications Technology (ICT) Class.

2.5 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.6 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' ICT and Business Analyst are:

i. Jipprovdi appoġġ tekniku, skont kif meħtieġ;

ii. Jikkoordina u jissorvelja l-kumpilazzjoni ta' 'data' użata għal skopijiet ta' rraportar ta' negozju u jipprovdi l-appoġġ meħtieġ għall-ġenerazzjoni tagħhom;

ii. Jirrevedi Kuntratti tal-ICT u jiżgura l-ħarsien ta' SLA's hekk kif miftiehma mal-Ministeru jew Dipartiment ikkonċernat;

iv. Jikkoordina 'change management process' u, fejn applikabbli, jiżgura li l-utenti kollha (interniu esterni) jkunu informati bil-bidliet magħmula fis-sistemi tal-informazzjoni;

v. Jassisti lis-CIO fil-ġbir ta' 'data' meħtieġa għat-tħejjija u l-monitoraġġ tal-pjanijiet tal-Ministeru jew Dipartiment fil-qasam tal-ICT, b'attentenzjoni speċjali għall-pjanijiet strateġiċi, ta' bbaġitjar, u dawk ta' operazzjoni;

vi. Jiżgura li s-sistemi ta' informazzjoni li qed jiġu implimentati huma utilizzati u sfruttati fl-intier tagħhom, u fejn il-user requirements ġew milħuqa totalment;

vii. Jikkoordina taħriġ fuq Sistemi ta' Informazzjoni, fejn applikabbli;

viii.Jassisti 'l-amministrazzjoni fl-implimentazzjoni tal-Istrateġija tan-Negozju tal-ICT, Kontinwità tan-Negozju, u 'Disaster Recover';

ix. Ikun konxju tar-Regolamenti Ġenerali għall-Protezzjoni tad-'Data' u tal-importanza u r-rilevanza tagħhom għall-Ministeru/Dipartiment u jagħti pariri fuq l-osservanza tagħhom b' aċċenn partikolari għal sistemi tal-ICT fi ħdan il-Ministeru/Dipartiment;

x. Jipparteċipa fil-kumpilazzjoni tad-definizzjonijiet li jikkostitwixxu r-rekwiżiti neċessarji u jiżgura li l-ispeċifikazzjonijiet tas-sistema jissodisfaw ir-rekwiżiti tan-negozju tal-Ministeru;

xi. Jassisti waqt 'user acceptance testing' sabiex jiġi żgurat li s-sistema hekk kif żviluppatatissodisfa r-rekwiżiti tan-negozju u hija konformi mal-ispeċifikazzjonijiet miftiehma;

Duties

3. The job duties for the post of ICT and Business Analyst are:

i. Provides technical support as applicable;

ii. Coordinates and supervises the compilation of data used for business reporting purposes and provides the necessary support for their generation;

iii. Reviews ICT contracts and ensures that SLAs agreed with the Ministry/Department are adhered to;

iv. Coordinates the change management process and ensures that users and the public, where applicable, are informed of changes made to information systems following new implementations, upgrades or enhancements;

v. Assisting the CIO in gathering the necessary data for the preparation and monitoring of the strategic, budgeting and operational plans of the Ministry/Department in the area of ICT;

vi. Ensures that information systems being implemented are used to their optimum, and where necessary, user requirements for new software applications are met;

vii. Coordinates training for current and new staff on Information Systems in use;

viii.Assists the Department/Ministry's management in the implementation of the ICT Business strategy, business continuity and disaster recovery;

ix. Is aware of the Data Protection Act and of its importance and relevance to the Ministry/Department and advises management on its practical observance vis-à-vis ICTsystems of the Ministry/Department;

x. Participates in the compilation of the requirements definition and ensures that the systems pecifications meet the business requirements of the Ministry/Department;

xi. Assists during user acceptance testing to ensure that the system developed meets the business requirements and is according to the specifications agreed to;

xii. Jassisti u jappoġġja lis-superjuri tiegħu/tagħha biex jifhmu l-'ICT-Business functionalities' f' oqsma speċifiċi tan-negozju;

xiii. Jissorvelja u jevalwa teknoloġiji ġodda, dwar ir-rilevanza tagħhom għall-Ministeru/ Dipartiment u joffri pariri xierqa bil-għan li jittieħed vantaġġ sħiħ mil-imsemmija teknoliġiji;

xiv. Iżomm ruħu aġġornat mal-iżviluppi u t-tendenzi tekniċi u strateġiċi fi ħdan l-industrija tal-ICTu f'oqsma speċifiċi tan-negozju;

xv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

xii. Assists and supports his/her superiors in the understanding of the ICT- Business functionalities of specific business areas;

xiii. Monitors and evaluates new technology for its relevance to the Ministry/Department and offers advice accordingly in order to take full advantage of such technology available;

xiv. Keeps abreast with technical and strategic developments and trends within the ICT industry and specific business area/s;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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.

kapaċi jikkomunikaw bil-lingwa Maltija u Ingliża;

U

(ii) Fil-pussess tà kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għall minimu tà 60 kretti ECTS/ECVET jew ekwivalenti*) fil-Kompjuter u/jew ICT, jew kwalifika professjonali komparabbli fil-Livell 5 tal-MQF, flimkien mà senten (2) esperjenza tà xogħol relevanti f`ambjent formali u matur tal-ICT.

*Kwalifika rikonoxxuta komparabbli mà 60 ECTS/ECVET kretti, hekk kif applikabbli hija aċċettata biss suġġett għad-dikjarazzjoni formali tà rikonoxximent mil-MQRIC li tiġi sottomessa mal-applikazzjoni,

JEW

(iii) Fi skala tà Salarju mhux inwas min 13, b`ħames (5) snin esperjenza tà xogħol relevanti f`ambjent formali u matur tal-ICT.

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

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

granted a residence permit under the "Family Reunification Regulations, 2007"; or

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

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

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

ii. able to communicate in the Maltese and English Language

AND

(ii) In possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent*) in Computing and/or ICT, or a comparable professional qualification at MQF Level 5, plus two (2) years relevant work experience in a formal and amture ICT environment;

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

OR

(iii) In a Salary Scale not below Scale 13, with five (5) years relevant work experience in a formal and mature ICT environment.

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

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

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 3.1 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 fi żmien sena mid-data tal-ħatra tagħhom. 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 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.

4.2 (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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

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

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

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

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

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

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

4.5 Din is-sejħa pubblika qed tiġi ppubblikata bi qbil ma' sejħa għal servizz kollu għall-Post tà ICT and Business Analyst kif ippubblikata nhar il-Ġimgħa 15 ta' Novembru 2024 permezz taċ-Ċirkulari Nru HR/MHA-AA/049/2024. L-applikanti li jirnexxu taħt is-sejħa għas-servizz kollu se jingħataw preċedenza fuq dawk li jirnexxu taħt is-sejħa pubblika. Il-ħatra hija tà suġġett għad-disponibbiltà ta' postijiet vakanti fil-perjodu ta' validità tar-riżultat.

Sottomissjoni ta' Dokumentazzjoni

5.1(a) 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-Segretarju Permanenti Anzjanità Attiva, Ministeru għas-Saħħa u l-Anzjanita Attiva permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss fuq (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandha tinkludi lista tal-kwalifiċi tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. 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.

4.5. This pubic call is being published in concurrence with a service-wide call for the Post of ICT and Business Analyst as published on Friday 15th November 2024 through the Circular No. HR/MHA-AA/049/2024. 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(a) 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 Permanent Secretary Active Ageing, Ministry for Health and Active Ageing. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 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 Applikanti jingħataw sa jumejn xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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 mill-Ministeru għas-Saħħa u l-Anzjanità Attiva, 46, Livell 1 Palazzo Spinola, Triq San Kristofru, Il-Belt Valletta, VLT 1464 . Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment huma (mha.gov.mt) u (hr.mha@gov.mt).

Il-15 ta' Novembru, 2024

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

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

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

1. Id-Direttur Ġenerali għall-Operat, f'isem is-Segretarju Permanenti, Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir, jilqa' applikazzjonijiet għall-post ta' Junior Legal Officer fil-Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, 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 Ministry for Health and Active Ageing, 46, Level 1, Palazzo Spinola, Triq San Kristofru, Valletta, VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Department are (mha.gov.mt) and (hr.mha@gov.mt).

15th November, 2024

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

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

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Operations), on behalf of the Permanent Secretary, Ministry for the Environment, Energy and Regeneration of the Grand Harbour invites applications for the post of Junior Legal Officer in the Ministry for the Environment, Energy and Regeneration of the Grand Harbour.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Junior Legal Officer huwa ta' Skala ta' Salarju 9, li fis-sena 2024 huwa ta' €25,589.02 fis-sena, li jiżdied b'€447.33 fis-sena sa massimu ta' €28,273.00.

2.3 Persuna fil-grad ta' Junior Legal Officer tiġi promossa għall-grad ta' Legal Officer fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00 fis-sena 2024) wara sentejn (2) servizz fil-grad ta' Junior Legal Officer, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti u sakemm ikollha minn tal-inqas tliet (3) snin ta' prattika legali ppruvata wara li tkun kisbet il-warrant ta' avukat.

2.4 Persuna fil-grad ta' Legal Officer titla fi' Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043.00 fis-sena 2024) wara sitt (6) snin servizz fil-grad ta' Legal Officer fi Skala ta' Salarju 8, dejjem jekk tkun qdiet dmirha b'modsodisfaċenti.

2.5 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.6 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Junior Legal Officer huma:

Terms and Conditions

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

2.2 The salary for the post of Junior Legal Officer is Salary Scale 9, which in the year 2024 is equivalent to, €25,589.02 per annum, rising by annual increments of €447.33 up to a maximum of €28,273.00.

2.3 A Junior Legal Officer will be promoted to the grade of Legal Officer in Scale 8 (€27,179.02 x €486.83 - €30,100.00 in the year 2024) on completion of two (2) years service in the grade of Junior Legal Officer subject to satisfactory performance and provided that the person has been practicing for at least three (3) proven years after obtaining the warrant of lawyer.

2.4 A Legal Officer will progress to Legal Officer in Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00 in the year 2024) on completion of six (6) years' service in the grade of Legal Officer in Salary Scale 8, subject to satisfactory performance.

2.5 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.6 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

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

i. Jeżerċita l-professjoni tiegħu u jwettaq dmirjiet oħra kompatibbli mal-post, inkluż li jirrappreżenta lill-Ministeru fil-Qorti/Arbitraġġ u li jirrispondi għall-ittri legali;

ii. Jassisti lis-Segretarju Permanenti u/jew ir-rappreżentant/a/i tiegħu fuq affarijiet li jkunu jeħtieġu interpretazzjoni legali;

iii. Jabbozza jew jirrevedi ftehim;

iv. Iħejji abbozzi ta' Liġijiet u Avviżi Legali;

v. Iwettaq xogħol relatat ma' Regolamenti, politika u dokumenti oħra tal-UE;

vi. Jiftaħ u jsegwi każijiet legali sabiex jittermina ftehim u/jew jirkupra l-fondi;

vii. Jikkollabora mal-Uffiċċju tal-Avukat tal-Istat fuq każijiet li jkunu qed jiġu segwiti mill-uffiċċju tiegħu;

viii. Jagħmel xogħol ta' riċerka legali f'oqsma li jaqgħu taħt il-portafoll tal-Ministeru;

ix. Jattendi għal-laqgħat/konferenzi kemm f'Malta kif ukoll barra minn Malta;

x. Jirrappreżenta lill-Ministeru fejn u kif meħtieġ;

xi. Jikkordina xogħol legali bejn id-dipartimenti u l-entitajiet tal-Ministeru;

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

xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, 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. 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

i. Exercises his/her profession and performs other duties compatible with the post, including representing the Ministry in Court/Arbitration and respond to legal letters;

ii. Assists the Permanent Secretary and/or his representative/s in matters requiring a legal interpretation;

iii. Drafts or revises agreements;

iv. Prepares draft Legislation and Legal Notices;

v. Performs duties relating to EU Regulations, policies and other documents;

vi. Opens and follows legal cases to terminate agreements and/or to recover funds;

vii. Liaises with the Office of the State Advocate on cases that may be handled by that office;

viii. Performs legal research work on fields which fall under the Ministry's portfolio;

ix. Attends meetings/conferences in Malta and abroad;

x. Represents the Ministry where and as necessary;

xi. Coordinates legal work among the departments and entities of the Ministry;.

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġislazzjoni 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 mil Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika.'

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

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

ii. kapaċi jikkomunikaw bil-lingwa Maltija kif ukoll dik Ingliża;

U

iii. fil-pussess ta' warrant biex jippratika l-professjoni ta'avukat f'Malta

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

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 Community Regulations".

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

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

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

AND

iii. in possession of the warrant to practice the profession of advocate in Malta.

Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, 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-warrant 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 warrant. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali warrant f i żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija warrant 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 għal 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-dispożizzjoniji 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-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.

4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the warrant 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 warrant. Appointees must obtain, or be approved, for the award of such warrant within one year of their appointment date. If this stipulated deadline for the attainment of such warrant 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 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 to this call for applications (see link below).

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

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

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

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

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

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

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 tad-Direttur Ġenerali għall-Operat, Ministerugħall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss f'dan l-indirizz: (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15pm (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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;

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 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 at the following address: (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15pm (Central European Time) of Friday 29th November 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 and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;

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

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

jistgħu jiġu aċċessati 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 il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment/Divizjoni/Direttorat (huma sustainability.gov.mt) u (humanresources.meer@gov.mt).

Il-15 ta' Novembru, 2024

MINISTERU GĦALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

Post ta' Manager II 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' Manager II fid-Direttorat għall-Kostruzzjoni u s-Saħħa u s-Sigurta fuq il-Post tax-Xogħol fi ħdan il-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' 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 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.

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 e-mail address of the receiving Department/Division/Directorate are (sustainability.gov.mt) and (humanresources.meer@gov.mt).

15th November, 2024

MINISTRY FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

Post of Manager II 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 Manager II at the Construction and Occupational Health and Safety Affairs Directorate within the Ministry for Justice and Reform of the Construction Sector.

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 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li jkollha Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) 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.

*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.

2.5 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 aċċettata 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, skont il-postijiet vakanti stabbiliti.

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

2.9 Il-kandidati magħżula 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.4 A Manager II in Salary Scale 7 who is in possession of a recognised Masters Degree at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) 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.

*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.

2.5 A Manager II in Salary Scale 7 who is in possession of a recognised Bachelors 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 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 accordance with established vacancies.

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

2.9 Selected candidates must be of conduct which is appropriate to the post applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.10 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

a. Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

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

i. Jassisti lid-Direttur/Assistent Direttur fit-twaqqif ta' politiki nazzjonali u strateġiji rilevanti u jiżgura li dawn jiġu implimentati fi ħdan id-Direttorat;

ii. Jassisti lid-Direttur/Assistent Direttur fil-ġestjoni tal-allokazzjonijiet u r-riżorsi tal-baġit skont ir-rekwiżiti u l-miri tad-Direttorat;

iii. Imexxi u jimmaniġja l-implimentazzjoni ta' politiki, proċeduri u inizjattivi fi ħdan id-Direttorat taħt il-gwida tad-Direttur u l-Assistent Direttur;

iv. Iwettaq riċerka u analiżi meħtieġa għat-teħid ta' deċiżjonijiet u l-iżvilupp tal-politika, jippreżenta s-sejbiet lis-superjur tiegħu/tagħha għal reviżjoni u jipprovdi assistenza fit-tfassil tal-istrateġija nazzjonali fi ħdan il-kompetenza tad-direttorat;

v. Jirrappreżenta lid-Direttorat f'laqgħat, konferenzi u avvenimenti, kemm lokalment kif ukoll internazzjonalment, jirrapporta riżultati u rakkomandazzjonijiet lid-Direttur;

vi. Jipprovdi tmexxija u direzzjoni lill-membri tal-persunal, jiżgura allinjament mal-għanijiet u l-oġġettivi tad-Direttorat kif stabbiliti mill-maniġment;

vii. Jikkoordina ma' entitajiet governattivi interni u esterni biex javvanza l-għanijiet u l-impenn tad-Direttorat għar-riforma tas-Settur tal-Kostruzzjoni bil-għan li jitrawmu relazzjonijiet pożittivi u kollaborazzjoni;

viii. Jiżgura li l-Ministeru jkollu d-dokumentazzjoni meħtieġa relatata mal-UE disponibbli kif meħtieġ u jissorvelja

2.10 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

a. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

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

i. Assists the Director/Assistant Director in setting up national policies and relevant strategies and ensures that they are implemented within the Directorate;

ii. Assists the Director/Assistant Director in managing budgetary allocations and resources in accordance with the Directorate's requirements and targets;

iii. Leads and manages the implementation of policies, procedures and initiatives within the Directorate under the guidance of the Director and the Assistant Director;

iv. Conducts necessary research and analysis for decision-making and policy development, presents findings to his/her superior for review and provides assistance in drafting the national strategy within the directorate's purview;

v. Represents the Directorate at meetings, conferences and events, both locally and internationally, reports outcomes and recommendations to the Director;

vi. Provides leadership and direction to staff members, ensures alignment with the Directorate's goals and objectives as set by the management;

vii. Coordinates with government entities and external stakeholders to advance the Directorate's objectives and commitment to reforming the Construction Sector with a view to foster positive relationships and collaboration;

viii. Ensures that the Ministry has necessary EU-related documentation available as needed and oversee the management

l-ġestjoni tal-informazzjoni relatata mal-UE biex jiżgura t-tixrid u ż-żamma f'waqthom skont il-proċeduri tas-sigurtà;

ix. Jgħin fl-applikazzjonijiet għall-fondi tal-UE, jiżgura li l-programmi tal-UE jiġu implimentati u li l-fondi tal-UE allokati jiġu utilizzati;

x. Jipprepara rapporti, preżentazzjonijiet u aġġornamenti għall-maniġment superjuri u partijiet interessati esterni kif meħtieġ;

xi. Iħejji abbozzi ta' tweġibiet għal talbiet mill-istituzzjonijiet tal-UE għal deċiżjonijiet ta' politika jew informazzjoni, jiġbor dokumentazzjoni ta' sfond għal-laqgħat tal-Kunsill u tal-kumitati u jikkollabora mal-partijiet interessati rilevanti kif meħtieġ;

xii. Jappoġġja l-ġestjoni fl-iżgurar tal-konformità mar-regolamenti, il-politiki u r-regolamenti tal-UE;

xiii. Jgħin fil-monitoraġġ u l-evalwazzjoni tal-effettività tal-programmi u l-inizjattivi meħuda mid-Direttorat u l-prestazzjoni tal-aġenziji u d-dipartimenti involuti fir-riforma tas-settur tal-kostruzzjoni. Jipprovdi aġġornamenti u rakkomandazzjonijiet regolari lis-superjuri tiegħu/tagħha;

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 (ċ), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

of EU-related information to ensure timely dissemination and storage in accordance with security procedures;

ix. Assists in the applications for EU funds, ensures that EU programmes are implemented and that the allocated EU funds are utilised;

x. Prepares reports, presentations and briefings for senior management and external stakeholders as required;

xi. Drafts replies to requests from EU institutions for policy decisions or information; gathers background documentation for Council and committee meetings and liaises with relevant stakeholders as necessary;

xii. Supports the management in ensuring compliance with EU regulations, policies and regulations;

xiii. Assists in the monitoring and evaluating the effectiveness of programs and initiatives undertaken by the Directorate and the performance of agencies and departments involved in the construction sector reform. Provides regular updates and recommendations to his/her superiors;

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. 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 Community Regulations"

.

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

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

Il-ħatra ta' kandidati msemmija f'(b), (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. ikunu profiċjenti fil-lingwa Maltija u dik Ingliża;

ii. must be proficient 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-Public Policy, jew Management Studies, jew Business Administration, jew Quality Assurance Management, jew Social Policy, jew Research and Innovation, jew Economics, jew Translation Studies, jew European Studies, jew International Relations, jew f'oqsma rilevanti kif determinat mill-maniġment.

iii. in possession of a recognised Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, equivalent*) in Public Policy, or Management Studies, or Business Administration, or Quality Assurance Management, or Social Policy, or Research and Innovation, or Economics, or Translation Studies, or European Studies, or International Relations, 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' 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.

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

JEW

OR

iv. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Public Policy, jew Management Studies, jew Business Administration, jew Quality Assurance Management,

iv. in possession of a recognised Bachelors Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent*) in Public Policy, or Management Studies, or Business Administration, or Quality Assurance Management

jew Social Policy, jew Research and Innovation, jew Economics, jew Translation Studies, jew European Studies, jew International Relations, 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 aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

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

4.2 (i) 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 fi żmien sena mid-data tal-ħatra. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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).

or Social Policy, or Research and Innovation, or Economics, or Translation Studies, or European Studies, or International Relations, 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 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 provision 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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Submission of supporting documentation

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

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

Proċeduri tal-għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn Bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 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 għas-Servizzi Korporattivi, Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajn biss f'dan l-indirizz: https://recruitment.gov.mt. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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;

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 Corporate Services, Ministry for Justice and Reform of the Construction Sector, through the Online Government Recruitment Portal only at the following address: https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, 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 permezz tal-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 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-15 ta' Novembru, 2024

MINISTERU GĦALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

Post ta' Manager I (Riżorsi Umani) 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' Manager I (Riżorsi Umani) 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' 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 (Human Resources) 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 tikseb degree ta' Masters rikonoxxut fil-Livell 7 tal-

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, 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).

15th November, 2024

MINISTRY FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

Post of Manager I (Human Resources) 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 Manager I (Human Resources) 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 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

MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-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.

2.6 Persuna fil-grad ta' Manager I (Skala ta' Salarju 8) se tkompli tavvanza 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, marbut ma' xogħol sodisfaċenti, u ħlas ta' allowance tal-klassi annwali ta €750, 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 tar-Riżorsi Umani, skont il-postijiet vakanti stabbiliti.

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

2.10 Il-kandidati magħżula 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.11 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati

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 as Manager I (Salary Scale 8).

2.7 The appointees shall also be entitled to an annual performance bonus of up to 10% of the basic salary, subject to satisfactory performance, and a payment of an annual class allowance of €750, 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 Human Resources, in accordance with established vacancies.

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

2.10 Selected candidates must be of conduct which is appropriate to the post applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.11 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this

għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

a. Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

3.1 L-oġġettivi tal-post huma li jappoġjaw il-funzjonijiet tal-immaniġġjar tar-Riżorsi Umani inkluż l-ippjanar tar-Riżorsi Umani, konformità tal-proċessi delegati u mmaniġjar tal-ġestjoni tar-rekords/data/statistika aġġornati tal-impjegati li fuqhom jittieħdu d-deċiżjonijiet Strateġiċi tar-Riżorsi Umani. Dan l-irwol huwa kumplimentari għal dak tal-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, il-programmi u l-prattiċi 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 lprogressjonijiet tal-impjegati kif u meta meħtieġ;

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

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

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

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 taddata;

vii. Jikkollabara mal-kapijiet tal-Ministeru biex jiżgura l-implimentazzjoni u l-konformità sħiħa tal-istqarrijiet tal-

respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed;

a. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

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

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

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

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

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

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

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

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

vii. Liaises with the heads of the Ministry to ensure implementation and full compliance of

prestazzjoni u jieħu l-azzjoni meħtieġa biex jiżgura li l-perjodi ta' żmien jiġu osservati b'mod strett;

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

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

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

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (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-

performance appraisals and takes the necessary action to ensure that timeframes are strictly adhered to;

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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;

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Work and Human Resources Management, jew Training and Development, jew Public Administration, jew Public Management, jew Corporate Governance and Leadership, jew Leadership and Organisational Behaviour, jew Management and Leadership, jew Strategy, Leadership and Change Mangement, jew Industrial Relations, jew 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 aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

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

4.2 (i) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn

Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted residence permit under regulation 18 (3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; or

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

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. must be proficient in the Maltese and English languages;

AND

iii. in possession of a recognised Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVE 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 Organisation Behaviour, or Management and Leadership, or Strategy, Leadership and Change Management, or Industrial Relation and Workplace Learning, or Business Administration, or in relevant area determined by the Management.

*A recognised Qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to 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

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 fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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 4.3, 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-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni,

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 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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Justice and Reform of the Construction Sector, through the Online Government

permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajnbiss f'dan l-indirizz: https://recruitment.gov.mt. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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 Il-Belt Valletta VLT 1464. Dawn id-dispożizzjonije 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-15 ta' Novembru, 2024

Recruitment Portal only at the following address: https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, 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, 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).

15th November, 2024

MINISTERU GĦALL-EKONOMIJA, L-INTRAPRIŻA U PROĠETTI STRATEĠIĊI

Post ta' Manager I (Research) fil-Ministeru għall-Ekonomija, l-Intrapriża u Proġetti Strateġiċi

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

1. Is-Segretarju Permanenti, Ministeru għall-Ekonomija, l-Intrapriża u Proġetti Strateġiċi jilqa' applikazzjonijiet għall-post ta' Manager I (Research) fil-Ministeru għall-Ekonomija, l-Intrapriża u Proġetti Strateġiċi.

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 (Research) 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 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 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.

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).

MINISTRY FOR THE ECONOMY, ENTERPRISE AND STRATEGIC PROJECTS

Post of Manager I (Research) in the Ministry for the Economy, Enterprise and Strategic Projects

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the Economy, Enterprise and Strategic Projects invites applications for the post of Manager I (Research) in the Ministry for the Economy, Enterprise and Strategic Projects.

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 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti, u ħlas ta' allowance tal-klassi annwali ta €750, 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 tar-Riċerka , skont il-postijiet vakanti stabbiliti.

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

2.10 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.11 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

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

i. Isegwi, jirriċerka, janalizza u jirrapporta regolarment fuq l-iżviluppi fil-politika tal-UE f'oqsma assenjati, inklużi websajts u midja relatati mal-UE;

2.7 The appointees shall also be entitled to an annual performance bonus of up to 10% of the basic salary, subject to satisfactory performance, and a payment of an annual class allowance of €750, 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 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.

2.10 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.11 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed;

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

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

i. Regularly monitors, researches, analyses and reports on developments in EU policy in assigned areas, including EU-related websites and media;

ii. Isegwi mill-qrib il-proċess tat-teħid tad-deċiżjonijiet, inkluż l-evalwazzjoni ta' proposti u proposti emendati li qed jiġu diskussi fil-Kummissjoni, il-Kunsill u l-Parlament Ewropew;

iii. Jipprepara rapporti, briefing and background Reports, Explanatory Notes, Instruction Notes, dokumenti ta' istruzzjonijiet u diskorsi għall-laqgħat Ministerjali, COREPER, jew kwalunkwe laqgħat oħra tal-UE jew internazzjonali;

iv. Jikkonsolida pożizzjonijiet fuq dossiers li jaqaw taħt il-portafoll tal-Ministeru, inklużi iżda hux limitati għall-Komunikazzjonijiet, Direttivi, Regolamenti u kwalunkwe dokumenti oħra fir-rigward ta' oqsma speċifiċi kif indikat mid-Direttur u l-Assistent Direttur;

v. Jimplimenta l-obbligi li joħorġu mill-leġiżlazzjoni tal-UE, inklużi t-traspożizzjonijiet, obbligi internazzjonali oħra, jew kwalunkwe obbligi oħra li jaqgħu taħt ir-responsabbiltà tal-Ministeru;

vi. Jesegwixxi konsultazzjoni u kollaborazzjoni effettivi filwaqt li jżomm livell għoli ta' komunikazzjoni mad-dipartimenti u l-entitajiet, il-Ministeri tal-Gvern u partijiet interessati, sabiex jikkontribwixxi għall-preparazzjoni u l-konsolidazzjoni tal-pożizzjoni ta' Malta dwar azzjonijiet leġiżlattivi u ta' politika tal-UE u Internazzjonali, fir-rigward ta' oqsma ta' politika kif assenjati mid-Direttur u Assistent Direttur, u jassisti biex jiżgura li l-obbligi relatati tal-Ministeru jiġu implimentati f'waqthom;

vii. jikkoordina konsultazzjonijiet mal-partijiet interessati u mal-pubbliku relatati mal-qasam tar-responsabbiltà kif u meta jkun meħtieġ;

viii. Jattendi laqgħat, konferenzi u seminars kif meħtieġ (kemm lokalment kif ukoll barra), isegwi u jirrapporta r-riżultati.

ix. Jesegwixxi hidmiet oħra, li s-superjur jista' jiddelega, kif jista' jkun meħtieġ.

x. Kwalunkwe dmirijiet oħra assenjati dirett mis-Segretarju Prinċipali Permanenti.

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

ii. Closely monitors the decision-making process, including examination of proposals and amended proposals being discussed within the Commission, Council and European Parliament;

iii. Drawing up in a timely manner, accurate briefing and background Reports, Explanatory Notes, Instruction Notes, Speaking Notes for Ministerial Meetings, Council Working Parties, COREPER, Committee Meetings, Commission Working Groups or any other EU or international Meetings;

iv. Consolidate positions on dossiers pertaining to the Ministry's portfolio, including but not limited to Communications, Directives, Regulations and any such other documents with regard to specific areas as indicated by the Director and Assistant Director, ensuring that the Ministry's concerns are effectively factored into such reports and instruction notes;

v. Follows up on obligations arising from EU legislation, including transpositions, other international obligations, or any other obligations that fall under the responsibility of the Ministry;

vi. Develops effective consultation and collaboration whilst maintaining a high level of communication with line departments and entities, Government Ministries and external stakeholders, so as to contribute towards the preparation and consolidation of Malta's position on EU and International legislative and policy actions, with respect to policy areas as assigned by the Director and Assistant Director, and assists to ensure that the Ministy's related obligations are implemented in a timely manner;

vii. Coordinates stakeholder and public consultations related to the area of responsibility as and when required;

viii. Attends meetings, conferences and seminars as required (both locally and abroad), follow up and reports outcomes;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; **or**

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

fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

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

ii. kapaċi jikkomunikaw fil-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*) fl-Istatistika jew Ekonomija jew International Affairs jew International Relations jew l-Istudji Ewropej jew l-Istudji Legali Ewropej jew Soċjoloġija jew Liġi jew Public Policy jew Business Adminisration jew Strategic Management jew Marketing jew Kummerċ jew f'oqsma rilevanti kif determinat mill-maniġment.

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. 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 Statistics or Economics or International Affairs or International Relations or European Studies or European Legal Studies or Sociology or Law or Public Policy or Business Administration or Strategic Management or Marketing or Commerce or in relevant areas as determined by the Management.

* 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 fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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.

*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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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.

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Ekonomija, l-Intrapriża u Proġetti Strateġiċi, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajnbiss f'dan l-indirizz: (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15pm (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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;

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 Corporate Services, Ministry for the Economy, Enterprise and Strategic Projects through the Online Government Recruitment Portal **only** at the following address: (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up-to- date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of public sector employees;
renouncement of pending applications;
publication of the result; medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;

żamma ta' dokumenti;

jistgħu jiġu aċċessati fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mit-Taqsima Riżorsi Umani, Direttorat għas-Servizzi Korporattivi, Ministeru għall-Ekonomija, l-Intrapriża u Proġetti Strateġiċi, Millenia Buildings, l-ewwel sular, Triq Aldo Moro, Marsa . Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit u l-indirizz elettroniku tad-Dipartiment huma (https://economy.gov.mt/en/job-opportunities/Pages/home.aspx) u (recruitment.meep@gov.mt).

Il-15 ta' Novembru, 2024

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

Post ta' Manager II (Compliance) fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali

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

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

Termini u kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager II Complaince 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 li ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) 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.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li

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, Corporate Services Directorate, Ministry for the Economy, Enterprise and Strategic Projects, Millenia Buildings, First Floor, Aldo Moro Road, Marsa . These general provisions are to be regarded as an integral part of this call for applications.

The website and email address of the receiving Department are (https://economy.gov.mt/en/job-opportunities/Pages/home.aspx) and (recruitment.meep@gov.mt).

15th November, 2024

MINISTRY FOR THE NATIONAL HERITAGE,
THE ARTS AND LOCAL GOVERNMENT

Post of Manager II (Compliance) 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 National Heritage, the Arts and Local Government invites applications for the post of Manager II (Compliance) in the Ministry for the National Heritage, the Arts and Local Government.

Terms and Conditions

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

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

2.3 The salary for the post of Manager II (Compliance) 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 who are in a possession of a recognised Masters Degree at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) 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.

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC

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.

2.5 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, marbut ma' xogħol sodisfaċenti, u ħlas ta' allowance tal-klassi annwali ta €2,000, 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-Compliance, skont il-postijiet vakanti stabbiliti.

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

2.9 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.10 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom.

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.

2.5 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 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, subject to satisfactory performance, and a payment of an annual class allowance of €2,000, 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 Compliance in accordance with established vacancies.

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

2.9 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.10 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their

Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq. Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

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

i. Jwettaq compliance checks/reviżjonijiet fuq Kunsilli Lokali u Reġjonali, f'isem l-LGD, biex jivverifika li l-liġijiet u r-regolamenti, id-direttivi u ċ-ċirkulari jkunu qed jiġu mħarsa. Meta jagħmel dan, il-Maniġer 2 għandu jivvaluta d-dokumenti u l-proċeduri amministrattivi tal-Kunsilli Lokali u Reġjonali biex jiddetermina konformita' mal-liġijiet, regolamenti, internal policies u tal-Gvern Nazzjonali u Lokali u dispożizzjonijiet statutorji oħra applikabbli għall-awtoritajiet lokali. Il-kompitu jinvolvi kemm desk review kif ukoll żjarat gewwa l-uffiċċji tal-Kunsilli Lokali.

ii. Jippreżenta rapporti bil-miktub dwar Compliance Reviews mwettqa;

iii. Jagħti pariri lis-Segretarju Eżekuttiv tal-Kunsill Lokali jew Reġjonali dwar kwistjonijiet ta' kontroli interni u, fejn xieraq, jipproponi miżuri jew azzjoni biex jiġu indirizzati kwistjonijiet bħal dawn; jirrakkomanda wkoll proċessi għas-simplifikazzjoni.

iv. Jeżamina r-Rapporti tal-NAO u l-management letters maħruġa minn Awdituri esterni maħtura mill-Uffiċċju Nazzjonali tal-Verifika. Jikkoordina u jmexxi rappurtar relatat. Jiżgura li s-sejbiet relatati jiġu segwiti biex jiġi żgurat li l-Kunsilli Lokali jirrettifikaw kwistjonijiet ta' tħassib.

v. Jipparteċipa f'laqgħat u jipprepara abbozzi ta' minuti konċiżi iżda komprensivi dwar punti tal-aġenda biex jiġu kkunsidrati mill-manigment.

vi. Jikkoordina mal-partijiet interessati/stakeholders, kif xieraq;

vii. Jikkoordina mad-Direttur Finance and Procurement Compliance fi ħdan l-LGD fil-koordinazzjoni u l-implimentazzjoni tal-pjan/programm ta' ħidma ta' Compliance u l-ħidma tal-Compliance Officers and Managers I;

viii. Jamministra u jissorvelja junior staff u jikkollabora mal-Compliance Officers u Managers I;

application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

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

i. Conduct compliance checks/reviews on Local and Regional Councils, on behalf of the LGD, to verify that laws and regulations, directives and circulars are being adhered to. In doing so the Manager 2 shall assess Local and Regional Councils' financial & administrative documents and procedures to determine financial and procurement compliance by the Local and Regional Councils in Malta and Gozo, in line with national and Local Government laws, regulations, internal policies and other statutory provisions applicable to local authorities. The task entails both desk reviews and onsite visits at Local Councils premises.

ii. Present written compliance reports on compliance activities undertaken;

iii. Advise the Local or Regional Council's Executive Secretary on internal controls and issues emerging from compliance checks and, where appropriate, propose measures or action to address such issues; also recommend processes for simplification.

iv. Examination of NAO Reports and management letters issued by external Auditors appointed by the National Audit Office. Coordinate and manage related reporting. Ensure that related findings are followed up to ensure that Local Councils rectify issues of concern.

v. Participate in meetings and prepare concise but comprehensive draft minutes on agenda items for consideration by top management.

vi. Liaise with stakeholders, as appropriate;

vii. Liaise with the Director Finance and Procurement Compliance within the LGD in co-ordinating and implementing the compliance work plan/ programme and the work of Compliance Officers and Managers I;

viii. Manage and supervise junior employees and collaborate with the Compliance Officers and Managers I;

ix. Jattendi għal mistoqsijiet permezz ta' korrispondenza, email, telefon jew mezzi oħra;

x. Jwettaq kull ħidma oħra kif ordnat mid-Direttur Finance and Procurement Compliance; u

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 (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-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.

ix. Attend to queries through correspondence, email, telephone or other means;

x. Carry out any other tasks as directed by Director Finance and Procurement Compliance; and

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

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

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

Il-ħatra ta' kandidati msemmija f'(b), (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/ikunu profiċjenti bil-Malti u bl-Ingliż;

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) f'Work and Human Resources Management jew Public Administration jew Buisness Administration jew Buisness Management jew Governance and Leadership jew Leadership and Organisational Behaviour jew Management Leadership jew Strategy, Leadership and Change Management jew Legal Studies jew Finanzi, jew Auditing jew Management Studies jew Accountancy 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*) f'Work and Human Resources Management jew Public Administration jew Buisness Administration jew Buisness Management jew Governance and Leadership jew Leadership and Organisational Behaviour jew Management Leadership jew Strategy, Leadership and Change Management jew Legal Studies jew Finanzi, jew Auditing jew Management Studies jew 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

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/must be proficient in the Maltese and English languages;

AND

iii. in possession of a recognised Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Work and Human Resources Management or Public Administration or Public Management or Buisness Administration or Buisness Management or Governance and Leadership or Leadership and Organisational Behaviour or Management Leadership or Strategy, Leadership and Change Management or Legal Studies or Finance or Auditing or Management Studies or 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 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 Work and Human Resources Management or Public Administration or Public Management or Buisness Administration or Buisness Management or Governance and Leadership or Leadership and Organisational Behaviour or Management Leadership or Strategy, Leadership and Change Management or Legal Studies or Finance or Auditing or Management Studies or 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

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 fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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.

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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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.

Sottomissjoni tal-applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajnbiss f'dan l-indirizz: https://recruitment.gov.mt. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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-Diviżjoni għall-Gvern Lokali, 26, Triq l-Arċisqof, il-Belt Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Submission of applications

7.1 Applications are to be submitted, for the attention of the Director General, Ministry for the National Heritage, the Arts and Local Government through the Online Government Recruitment Portal only at the following address: https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is **5.15** p.m. (Central European Time) of Friday, 29th November, 2024. A computer- generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, 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 Local Government Division, 26, Archbishop Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

Is-sit elettroniku, numru tal-fax u indirizz elettroniku tad-Dipartiment/Divizjoni/Direttorat huma (www.localgovernmentdivision.gov.mt) u (hr.dlg@gov.mt).

Il-15 ta' Novembru, 2024

UFFIĊĊJU TAL-PRIM MINISTRU

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

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

1. Id-Direttur (Finanzi u Amministrazzjoni) , Uffiċċju tal-Prim Ministru tilqa' applikazzjonijiet għall-post ta' Manager II fid-Direttorat tal-Policy Development u Programme Implementation fi ħdan l-Uffiċċju tal-Prim Ministru.

Termini u kundizzjonijiet

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

2.2 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 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 li ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) titla' fi Skala ta' Salarju 6 (€30,626.02 x €596.33 - €34,204.00 fl-2024) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

*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.

2.5 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 fl-2024) wara sitt (6) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

15th November, 2024

OFFICE OF THE PRIME MINISTER

Post of Manager II in the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Finance and Administration), Office of the Prime Minister invites applications for the post of Manager II in the Policy Development and Programme Implementation Directorate within the Office of the Prime Minister.

Terms and Conditions

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

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

2.3 The salary for the post of Manager II is Salary Scale 7, which in the year 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 who are in a possession of a recognised Masters Degree at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) 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.

*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.

2.5 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 2024) on completion of six (6) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

*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, marbut ma' xogħol sodisfaċenti, u ħlas ta' allowance tal-klassi annwali ta €2,000, 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 skont il-postijiet vakanti stabbiliti.

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

2.9 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.10 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru 2023 u li daħal fi-seħħ fl-1 ta' Frar 2024, il-Bord tal-Għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Dmirijiet

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

i. Jassisti fl-iżvilupp ta' proposti ta' proġetti u s-sottomissjoni ta' applikazzjonijiet għall-proġetti;

*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, subject to satisfactory performance, and a payment of an annual class allowance of €2,000, 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 accordance with established vacancies.

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

2.9 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.10 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

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

i. Assists in the development of project proposals and the submission of project applications;

ii. Janalizza d-dokumenti (applikazzjonijiet għall-proġetti, dossiers tal-offerti u rapporti tal-progress) qabel ma jkunu sottomessi lill-awtorità rilevanti;

iii. Iwettaq spezzjonijiet u verifiki fuq proġetti biex jiżgura konformità mar-regolamenti u l-policies tal-Gvern, u li l-proċeduri huma mħarsa;

iv. Jelenka atti, ommissjonijiet jew kwalunkwe ħaġa li ma taqbilx mal-ġestjoni xierqa tal-proġetti u jirrapporta irregolaritajiet;

v. Jagħti pariri u jassisti lill-project leaders fuq kwistjonijiet li joħorġu mir-regoli dwar l-Akkwist Pubbliku relatati mal-kuntratti tal-proġetti;

vi. Jissottometti rapporti u sejbiet fuq spezzjonijiet imwettqa rigward il-konformità tal-kuntratti u jipprovdi r-rakkomandazzjonijiet dwar azzjoni korrettiva;

vii. Jipprepara u jfassal id-dokumenti kollha meħtieġa sabiex jaqdi d-dmirijiet tiegħu inkluż iżda mhux limitat ma' dokumenti neċessarji għall-ġestjoni tal-proġetti;

viii. Iwettaq kull xogħol amministrattiv meħtieġ, inkluż il-kitba ta' rapporti permezz tal-użu ta' software meħtieġ
;
ix. Iżomm database kif meħtieġ għaż-żamma tad-data fir-rigward tal-proġetti u l-immaniġġjar finanzjarju tagħhom;

x. Iżomm ruħu aġġornat dwar il-proċeduri u r-regolamenti tal-gvern fl-oqsma relatati mal-Akkwist Pubbliku, ma' Responsabbiltà Fiskali u mar-Regolamenti marbuta ma' finanzi Pubbliċi sabiex ikun jista' jiggwida il-Ministeri, Dipartimenti u Entitajiet tal-Gvern kif xieraq;

xi. Janalizza kwistjonijiet tekniċi u jikkoordina l-abbozzar ta' dokumenti ta' politika, briefs u rapporti;

xii. Jipparteċipa f'taħriġ u laqgħat lokalment u barra minn Malta skont kif meħtieġ; u

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

Rekwiżiti tal-eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

ii. Assesses documents (project applications, tender dossiers and progress reports) prior to the submission to the relevant authority;

iii. Carries out checks and verifications on projects to ensure compliance with Government regulations and policies, and that procedures are adhered to;

iv. Highlights any acts, omissions or whatever is not consonant with the proper management of projects and report irregularities;

v. Advises and assists project leaders on issues arising from the Public Procurement Regulations in relation to the project contract;

vi. Submits reports and findings of checks undertaken on project compliance and provide recommendations on corrective action;

vii. Compiles and drafts all documents as necessary for the correct execution of tasks including but not limited to documents necessary for project implementation;

viii. Performs any necessary administrative work, including report-writing utilizing the relevant software;

ix. Maintains a database as required with a view of storing data in relation to projects and their financial management;

x. Keeps up to date with Government procedures and regulations in the areas of Public Procurement, Fiscal Responsibility and Regulations related to Public finance and be able to guide Ministries, departments and Entities accordingly;

xi. Analyses technical issues and coordinate the drafting of policy papers, briefs and reports;

xii. Participates in training and meetings locally and abroad as required; and

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

Eligibility requirements

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

i. a. citizens of Malta; or

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

c. 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' pajjiż 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), (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. ikunu profiċjenti fil-lingwa Maltija u dik Ingliża ;

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management jew Studji Ewropej jew Business Administration jew Accountancy jew Ekonomija 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

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

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

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

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

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

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

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

AND

iii. in possession of a recognised Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Project Management or European Studies or Business Administration or Accountancy or Economics 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

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-Project Management jew Studji Ewropej jew Business Administration jew Accountancy jew Ekonomija 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 jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra

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 Project Management or European Studies or Business Administration or Accountancy or Economics 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 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 within one

tagħhom. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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 adattat 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 tas-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, permezz tal-Portal ta' Reklutaġġ tal-Gvern onlajnbiss f'dan l-indirizz: https://recruitment.gov.mt. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, 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:

year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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 People Management Section, Finance and Administration Directorate, Office of the Prime Minister, through the Online Government Recruitment Portal only at the following address: https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other general provisions

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
livell komparattiv tal-impjegati tas-settur pubbliku;
rinunzji ta' 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 mis-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Il-Belt Valletta . Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-15 ta' Novembru, 2024

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

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

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

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

Termini u Kundizzjonijiet

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

2.2 Waqt il-perjodu ta' probation/prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-

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 Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

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

15th November, 2024

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 Department 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

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 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' Master's rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu 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' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET 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-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 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, marbut ma' xogħol sodisfaċenti, u ħlas ta' allowance tal-klassi annwali ta' €750, suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

a. 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.

2.8 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

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 Master's 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 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.

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 as Manager I (Salary Scale 8).

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

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

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

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.

2.10 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni 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 sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.11 Dan il-post ġie identifikat bħala 'post 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 rilevanti elenkati fl-Att dwar l-Amministrazzjoni Pubblika u f'Direttiva 14.1 japplikaw.if applikabbli).

2.12 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-seħħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Il-kandidat/i magħżul/a jkun/u meħtieġ/a jimla/jimlew id-Dikjarazzjoni disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf)), peress li din il-kariga tinvolvi funzjonijiet regolatorji kif elenkati fl-Anness tad-Direttiva 14.1.

Dmirijiet

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

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

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.

2.10 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.11 This post has been designated as a 'post 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.

2.12 In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed;

The selected candidate/s will be required to fill in the Declaration available at Appendix 1 to Directive 16 (available from (https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf)), since this post involves regulatory functions as listed in the Annex to Directive 14.1.

Duties

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

i. Assists in the implementation and enforcement of regulations, policies and procedures concerning 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 rilevanti dwar l-impjiegi u jwieġeb mistoqsijiet f'dan ir-rigward;

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-maniġment;

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

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 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-

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. 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);

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

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

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

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

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

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

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

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

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

4.2 (i) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn

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 Identita` 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 relevant area determined by the management.

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

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

4.2 (i) Moreover, candidates who have not yet formally obtained any of the abovementioned qualifications will still

fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://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 fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, Riformi u

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 within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Submission of Supporting Documentation

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

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

Selection Procedures

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, 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

Djalogu Soċjali), permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 29 ta' Novembru, 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 u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Dipartiment għas-Servizzi Korporattivi, 280, Livell Nru 2, Triq ir-Repubblika, Il-Belt Valletta. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-15 ta' Novembru, 2024

Dialogue), through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 29th November, 2024. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from Corporate Services Directorate, 280, Level 2, Triq ir-Repubblika, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://eufunds.gov.mt) and (recruitment.opm-ees@gov.mt).

15th November, 2024

L-AWTORITÀ GĦAS-SAĦĦA U S-SIGURTÀ FUQ IL-POST TAX-XOGĦOL

L-Awtorità għas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol qed tagħmel sejħa biex timpjega fuq bażi full-time:

Manager (Technical)
(Permess tal-Jobsplus: 1014/2024)

Manager (ICT)
(Permess tal-Jobsplus: 1016/2024)

Manager (Research)
(Permess tal-Jobsplus: 1018/2024)

Aktar dettalji, inkluż id-dmirijiet, ir-responsabbiltajiet, il-kundizzjonijiet tax-xogħol, il-ħtiġiet ta' kwalifiki u kif tapplika, jistgħu jitniżżlu mit-Taqsima tal-Impieg fis-sit elettroniku tal-OHSA (https://www.ohsa.mt/recruitment).

Id-data tal-għeluq għall-applikazzjonijiet hija nhar is-Sibt, 23 ta' Novembru, 2024, fl-4.00 p.m. (Ħin Ċentrali Ewropew).

Il-15 ta' Novembru, 2024

AWTORITÀ DWAR IL-MEDIĊINI

Opportunitajiet ta' Karriera

Il-missjoni tal-Awtorità dwar il-Mediċini hi li tipproteġi s-saħħa pubblika permezz tar-regolazzjoni tal-prodotti mediċinali u l-attivitajiet farmaċewtiċi. L-Awtorità dwar il-Mediċini qed tfittex li timpjega:

Medicines Inspector
(Nru tal-Permess tal-Jobsplus 216/2024)

Aktar informazzjoni tista' tinkiseb minn (www.medicinesauthority.gov.mt/careers). Applikazzjonijiet għandhom jintbagħtu b'ittra elettronika lil (hr.medicinesauthority@gov.mt) sa nofsinhar tas-Sibt, 30 ta' Novembru, 2024.

Il-15 ta' Novembru, 2024

DIPARTIMENT TAL-INFORMAZZJONI

Skont ir-Regolamenti dwar il-Kuntratti Pubbliċi (S.L. 601.03), l-Uffiċċju tad-Direct Orders qed jagħti approvazzjoni lid-Dipartiment tal-Informazzjoni fi ħdan l-Uffiċċju tal-Prim Ministru biex jagħmel direct order ma' Joseph Coppini (Fotovision) għall-provvediment ta' high-end photographic equipment including camera bodies, lenses, batteries, protection filters, chargers, studio lighting u card readers għall-prezz ta' €62,453.71 eskluża l-VAT.

Il-15 ta' Novembru, 2024

OCCUPATIONAL HEALTH AND SAFETY AUTHORITY

The Occupational Health and Safety Authority is seeking to recruit individuals for the full-time posts of:

Manager (Technical)
(Jobsplus permit: 1014/2024)

Manager (ICT)
(Jobsplus permit: 1016/2024)

Manager (Research)
(Jobsplus permit: 1018/2024)

Details for all vacancies, including duties and responsibilities, terms of engagement, qualification requirements and mode of application can be downloaded from the Recruitment Section on OHSA's website (https://www.ohsa.mt/recruitment).

The closing date of the applications is Saturday, 23rd November, 2024, at 4.00 p.m. (Central European Time).

15th November, 2024

MALTA MEDICINES AUTHORITY

Career Opportunities

The mission of the Malta Medicines Authority is to safeguard public health through the regulation of medical products and pharmaceutical activities for human use. The Malta Medicines Authority is seeking to employ:

Medicines Inspector
(Jobsplus Permit No. 216/2024)

Further information may be obtained from (www.medicinesauthority.gov.mt/careers). Applications are to be submitted by email to (hr.medicinesauthority@gov.mt) by not later than noon of Saturday, 30th November, 2024.

15th November, 2024

DEPARTMENT OF INFORMATION

In terms and for the purposes of the Public Procurement Regulations (S.L. 601.03), the Direct Orders Office is granting approval to the Department of Information within the Office of the Prime Minister to place a direct order with Joseph Coppini (Fotovision) for the procurement of high-end photographic equipment including camera bodies, lenses, batteries, protection filters, chargers, studio lighting and card readers for the cost €62,453.71 excluding VAT.

15th November, 2024

DIPARTIMENT TAL-INFORMAZZJONI

Skont ir-Regolamenti dwar il-Kuntratti Pubbliċi (S.L. 601.03), l-Uffiċċju tad-Direct Orders qed jagħti approvazzjoni lid-Dipartiment tal-Informazzjoni fi ħdan l-Uffiċċju tal-Prim Ministru biex jagħmel direct order ma' Avantech Ltd għall-provvediment ta' high-end photographic equipment including camera bodies, lenses, batteries, protection filters, chargers u card readers għall-prezz ta' €72,351.49 eskluża l-VAT.

Il-15 ta' Novembru, 2024

DEPARTMENT OF INFORMATION

In terms and for the purposes of the Public Procurement Regulations (S.L. 601.03), the Direct Orders Office is granting approval to the Department of Information within the Office of the Prime Minister to place a direct order with Avantech Ltd for the procurement of high-end photographic equipment including camera bodies, lenses, batteries, protection filters, chargers and card readers for the cost €72,351.49 excluding VAT.

15th November, 2024

KUNSILL LOKALI BORMLA

Sospenjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Bormla jgħarraf illi Triq Dom Mintoff se tkun magħluqa għat-traffiku nhar it-Tlieta, 19 ta' Novembru, 2024, bejn il-5.00 p.m. u d-9.00 p.m., minħabba attività għal 'Jum Bormla'.

Il-15 ta' Novembru, 2024

BORMLA LOCAL COUNCIL

Suspension of Traffic and Parking

The Bormla Local Council notifies that Triq Dom Mintoff will be closed to traffic on Tuesday, 19th November, 2024, between 5.00 p.m. and d-9.00 p.m. due to an event for 'Jum Bormla'.

15th November, 2024

KUNSILL LOKALI N-NAXXAR

Sospensjoni tat-Traffiku u Parkeġġ

Il-Kunsill Lokali n-Naxxar jgħarraf illi nhar il-Ħadd, 24 ta' Novembru, 2024, mid-9.00 a.m. sas-1.00 p.m., Triq Santa Luċija, Triq l-Ifran, Triq San Ġwann u Pjazza Darnino se jkunu magħluqa għat-traffiku.

Triq Santa Luċija kollha se tkun meqjusa bħala żona ta' rmonk fl-istess ħinijiet.

Il-15 ta' Novembru, 2024

NAXXAR LOCAL COUNCIL

Suspension of Traffic and Parking

The Naxxar Local Council notifies that on Sunday, 24th November, 2024, from 9.00 a.m. till 1.00 p.m., Triq Santa Luċija, Triq l-Ifran, Triq San Ġwann and Pjazza Darnino will be closed for traffic.

All of Triq Santa Luċija will be considered as a towing zone during the same times.

15th November, 2024

KUNSILL LOKALI MARSASKALA

Sospensjoni ta' Parkeġġ

Il-Kunsill Lokali Marsaskala jgħarraf illi nhar is-Sibt, 23 ta' Novembru, 2024, mis-7.00 a.m. sal-4.00 p.m., se jkun hemm clearance tal-parkeġġi fi Triq iż-Żonqor taħt u faċċata tal-knisja.

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

Il-15 ta' Novembru, 2024

MARSASKALA LOCAL COUNCIL

Suspension of Parking

The Marsaskala Local Council notifies that on Saturday, 23rd November, 2024, from 7.00 a.m. till 4.00 p.m., there will be clearance of parking bays in Triq iż-Żonqor beneath and in front of the church.

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

15th November, 2024

KUNSILL LOKALI BIRKIRKARA

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Birkirkara jgħarraf li minn nhar il-Ġimgħa, 13 ta' Diċembru, 2024 sal-Ħadd, 15 ta' Diċembru,

BIRKIRKARA LOCAL COUNCIL

Suspension of Traffic and Parking

The Birkirkara Local Council notifies that from Friday, 13th December, 2024 till Sunday, 15th December, 2024,

2024, mis-7.00 a.m. sa nofsillejl, parti minn Triq is-Santwarju, il-parkeġġi ta' Triq Tal-Ħerba u l-parkeġġi ta' Triq Tumas Fenech se jkunu magħluqin għat-traffiku u ħadd ma jista' jipparkja.

Il-15 ta' Novembru, 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, 21 ta' Novembru, 2024.

Avviż Nru 58. Għotja b'ċens perpetwu revedibbli ta' sit tale quale fi Triq il-Lelluxa, Għajnsielem, Għawdex, kif muri bl-aħmar fuq il-pjanta P.D.2024_0489. Min jirbaħ l-offerta għandu ċans sabiex jifdi dan iċ-ċens matul l-ewwel ħmistax-il (15) sena wara reviżjoni skont ir-rata tal-inflazzjoni kif hemm spjegat bid-dettall fuq il-kundizzjonijiet taċ-ċens. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €46,953 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' ħmistax-il elf u sitt mija u wieħed u ħamsin ewro (€15,651) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru 59. Bejgħ ta' sit tale quale fi Vjal l-Indipendenza kantuniera ma' Triq id-Dawr, Il-Mosta, kif muri bl-aħmar fuq il-pjanta P.D.2023_0593. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €9,380 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tlieta u disgħin elf u tmien mitt ewro (€93,800) ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru 60. Bejgħ tale quale ta' arja fuq il-garaxxijiet Nri 64 u 65 fi Triq Serracino Inglott, L-Iklin, kif muri bid-dettalji kollha u bl-aħmar fuq il-pjanta P.D.190A_82_7_1. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €1,010 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' għaxart elef u mitt ewro (€10,100) ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru 61. Bejgħ tale quale ta' arja fuq il-garaxx Nru 66 fi Triq Serracino Inglott, L-Iklin kif muri bid-dettalji kollha u bl-aħmar fuq il-pjanta P.D.190A_82_7_2. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta'

from 7.00 a.m. till midnight, part of Triq is-Santwarju, the parking bays of Triq Tal-Ħerba and the parking bays of Triq Tumas Fenech will be closed for traffic and no parking is allowed.

15th November, 2024

LANDS AUTHORITY

The Chief Executive Officer, Lands Authority, notifies that:

Sealed tenders in respect of the following advertisements are to be deposited in the tender box at the Lands Authority, Auberge de Baviere, Valletta, by 10.00 a.m. on Thursday, 21st November, 2024.

Advt No. 58. Grant on a perpetual revisable emphyteusis of the site tale quale at Triq ta' Lelluxa, Ghajnsielem, Gozo, as shown edged in red on the plan P.D.2024_0489. The winning bidder has the chance to redeem this emphyteusis within the first fifteen (15) years after a revision according to the rate of inflation as explained in detail in the emphyteutical conditions. Tenders are to be accompanied by a bid-bond for an amount of €46,953 as stipulated in the tender conditions. Offers below the amount of fifteen thousand and six hundred and fifty-one euro (€15.651) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

Advt No. 59. Sale tale quale of a site at Vjal l-Indipendenza cornering with Triq id-Dawr, Mosta, as shown edged in red on the plan P.D.2023_0593. Tenders are to be accompanied by a bid-bond for the amount of €9,380 as stipulated in the tender conditions. Offers below the amount of ninety-three thousand and eight hundred euro (€93,800) will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

Advt No. 60. Sale tale quale of an airspace overlying garages Nos 64 and No. 65 at Triq Serracino Inglott, Iklin, as shown in full detail and edged in red on the plan P.D.190A_82_7_1. Tenders are to be accompanied by a bid-bond for the amount of €1,010 as stipulated in the tender conditions. Offers below the amount of ten thousand and one hundred euro (€10,100) will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

Advt No. 61. Sale tale quale of an airspace overlying garage No. 66 at Triq Serracino Inglott, Iklin, as shown in full detail and edged in red on the plan P.D.190A_82_7_2. Tenders are to be accompanied by a bid-bond for the amount

€1,000 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' ħamest elef u mija u ħamsin ewro (€5,150) ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru 62. Għotja b'ċens perpetwu revedibbli ta' sit tale quale fi Triq Ġdida fi Triq il-Bies, Iż-Żejtun, kif muri bl-aħmar fuq il-pjanta P.D.2024_0524. Min jirbaħ l-offerta għandu ċans sabiex jifdi dan iċ-ċens matul l-ewwel ħmistax-il (15) sena wara reviżjoni skont ir-rata tal-inflazzjoni kif hemm spjegat bid-dettall fuq il-kundizzjonijiet taċ-ċens. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €32,580 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' għaxart elef u tmien mija u sittin ewro (€10,860) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir ħlas ta' €50 għad-dokumenti tal-offerta.

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, 5 ta' Diċembru, 2024.

*Avviż Nru 63. Bejgħ tale quale tal-Fond Nru 71, Triq Sant'Anġlu, L-Isla, kif muri bl-aħmar fuq il-pjanta P.D.2018_0468_B. Din il-proprjetà qed tiġi mibjugħa fl-istat li tinsab fih inkluż xi difetti li jista' jkun hemm moħbija. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €10,360 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' mija u ħamsa u tletin elf u disa' mija u ħamsa u tmenin ewro (€135,985) ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir ħlas ta' €50 għad-dokumenti tal-offerta.

*Avviż Nru 64. Bejgħ tale quale tal-fond Nru 73, Triq Sant'Anġlu, L-Isla, kif muri bl-aħmar fuq il-pjanta P.D.2023_0361. Din il-proprjetà qed tiġi mibjugħa fl-istat li tinsab fih inkluż xi difetti li jista' jkun hemm moħbija. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €10,789 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' mija u tmienja u sebgħin elf u disa' mija u erbatax-il ewro (€178,914) ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir ħlas ta' €50 għad-dokumenti tal-offerta.

*Avviż Nru 65. Kiri għall-perjodu ta' ħmistax-il (15) sena ta' garaxx f'Nru 108, Triq Dom Mintoff, Bormla, kif muri bl-aħmar fuq il-pjanta P.D. 2023_0515. Din il-proprjetà hija f'kundizzjoni tale quale u hija fl-istat li tinsab fih inklużi xi difetti li jista' jkun hemm moħbija. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €12,000 hekk kif stipulat fil-

of €1,000 as stipulated in the tender conditions. Offers below the amount of five thousand and one hundred and fifty euro (€5,150) will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

Advt No. 62. Grant on a perpetual revisable emphyteusis of the site tale quale at Triq Ġdida fi Triq il-Bies, Żejtun, as shown edged in red on the plan P.D.2024_0524. The winning bidder has the chance to redeem this emphyteusis within the first fifteen (15) years after a revision according to the rate of inflation as explained in detail in the emphyteutical conditions. Tenders are to be accompanied by a bid-bond for an amount of €32,580 as stipulated in the tender conditions. Offers below the amount of ten thousand and eight hundred and sixty euro (€10.860) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

Sealed tenders in respect of the following advertisements are to be deposited in the tender box at the Lands Authority, Auberge de Baviere, Valletta, by 10.00 a.m. on Thursday, 5th December, 2024.

*Advt No. 63. Sale tale quale of the Premises at No. 71, Triq Sant'Anġlu, Senglea, as shown edged in red on plan P.D.2018_0468_B. This property is being sold in its present state including any latent defects. Tenders are to be accompanied by a bid-bond for an amount of €10,360 as stipulated in the tender conditions. Offers below the amount of one hundred and thirty-five thousand and nine hundred and eighty-five euro (€135,985) will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

*Advt No. 64. Sale tale quale of the premises at No. 73, Triq Sant'Anġlu, Senglea, as shown edged in red on plan P.D.2023_0361. This property is being sold in its present state including any latent defects. Tenders are to be accompanied by a bid-bond for an amount of €10,789 as stipulated in the tender conditions. Offers below the amount of one hundred and seventy-eight thousand and nine hundred and forteen euro (€178,914) will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

*Advt No. 65. Lease for a period of fifteen (15) years of a garage at No. 108 Triq Dom Mintoff, Cospicua, as shown edged in red on the plan P.D. 2023_0515. This property's condition is tale quale, in its present state including any latent defects.Tenders are to be accompanied by a bid-bond for an amount of €12,000 as stipulated in the tender conditions.

kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' erbat elef ewro (€4,000) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

*Avviż Nru 66. Bejgħ tale quale ta' sit fuq in-naħa ta' wara tal-fond 'Morning Star', Triq Ġanni Vassallo, Ir-Rabat,Għawdex, kif muri bl-aħmar fuq il-pjanta P.D.2022_0416. Dan is-sit huwa mdawwar minn proprjetajiet ta' terzi (landlocked). L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €10,900 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' mija u ħamsa u erbgħin elf u ħames mija u erbgħa u sittin ewro (€145,564) ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

*Avviż Nru 67. Għotja b'ċens perpetwu revedibbli ta' sit tale quale fi Triq il-Brolli, Birżebbuġa, kif muri bl-aħmar fuq il-pjanta P.D.2022_0296_B. Min jirbaħ l-offerta għandu ċans sabiex jifdi dan iċ-ċens matul l-ewwel ħmistax-il (15) sena wara reviżjoni skont ir-rata tal-inflazzjoni kif hemm spjegat bid-dettall fuq il-kundizzjonijiet taċ-ċens. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €50,000 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' disgħa u għoxrin elf u seba' mija u sebgħin ewro (€29,770) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir ħlas ta' €50 għad-dokumenti tal-offerta.

*Avviżi li qegħdin jidhru għall-ewwel darba

Dawn l-avviżi qegħdin jiġu ppubblikati bħala stedina għall-pubbliku sabiex jakkwista d-dokumenti tal-offerta online. L-offerenti għandhom jirreferu għall-kundizzjonijiet kollha 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-15 ta' Novembru, 2024

AWTORITÀ GĦALL-AMBJENT U R-RIŻORSI
(ERA)

Espressjoni ta' Interess għal Street Food Trucks

L-Awtorità għall-Ambjent u r-Riżorsi (ERA) tgħarraf illi se torganizza avveniment għall-familja fil-Park tal-Familja

Offers below the amount of four thousand euro (€4,000) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

*Advt No. 66. Sale tale quale of a site at the back of the premises at 'Morning Star', Triq Ganni Vassallo, Victoria, Gozo, as shown edged in red on the plan P.D.2022_0416. This site is landlocked. Tenders are to be accompanied by a bid-bond for an amount of €10,900 as stipulated in the tender conditions. Offers below the amount of one hundred and forty-five thousand and five hundred and sixty-four euro (€145,564) will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender document.

*Advt No. 67. Grant on a perpetual revisable emphyteusis of the site tale quale at Triq il-Brolli, Birżebbuġa, as shown edged in red on the plan P.D.2022_0296_B. The winning bidder has the chance to redeem this emphyteusis within the first fifteen (15) years after a revision according to the rate of inflation as explained in detail in the emphyteutical conditions. Tenders are to be accompanied by a bid-bond for an amount of €50,000 as stipulated in the tender conditions. Offers below the amount of twenty-nine thousand and seven hundred and seventy euro (€29,770) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

*Advertisements appearing for the first time

These advertisements are being published as an invitation to the public to acquire tender documents online. The bidders are to refer to all the conditions of the tender document and 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.

15th November, 2024

ENVIRONMENT AND RESOURCES AUTHORITY
(ERA)

Expression of Interest for Street Food Trucks

The Environment and Resources Authority (ERA) notifiies that it will be organising a family event at

ta' Sant'Antnin, Marsaskala, nhar il-Ħadd, l-1 ta' Diċembru, 2024, jekk it-temp jippermetti.

Numru limitat ta' food trucks li jbigħu ikel san se jkunu jistgħu jarmaw, fuq bażi ta' min japplika l-ewwel.

Aktar informazzjoni tista' tinkiseb minn (https://era.org.mt/eoibee/).

Il-15 ta' Novembru, 2024

KUNSILL MALTI GĦAS-SETTUR TAL-VOLONTARJAT

Il-Kunsill Malti għas-Settur tal-Volontarjat jgħarraf li 'Fondazzjoni Sagħtar', qegd tħabbar il-pubblikazzjoni għal sejħa ta' offerti.

Referenza tal-Proġett VOPS A1.05.2024

'Fondazzjoni Sagħtar' teħtieġ il-provvediment, konsenja u kummissjunar ta' pjattaforma online għall-korsijiet, bħala parti mill-VOPS A1.05.2024 "Online Platform for Educational Programmes".

Dawk interessati għandhom jibagħtu ittra elettronika għall-ispeċifikazzjonijiet lil (on info@saghtar.org.mt).

L-offerta tagħlaq nhar il-Ġimgħa, 6 ta' Diċembru, 2024.

Dan il-proġett ġie ffinanzjat permezz tal-Voluntary Organisations Project Scheme amministrat mill-Kunsill Malti għas-Settur tal-Volontarjat f'isem il-Ministeru għall-Inklużjoni, u l-Volontarjat.

Il-15 ta' Novembru, 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 imniżżla hawn taħt għandhom jintlaqgħu sal-10.00 a.m. tat-Tnejn, 18 ta' Novembru, 2024.

ERU1111U24 – Devices
ERU1111U24 – Medicinal
ERU1111U24A – Devices
ERU1111U24B – Devices
ERU1111U24C – Medicinal
ERU1111U24D – Devices
ERU1111U24E – Devices
ERU1111U24F – Devices
ERU1111U24G – Medicinal
ERU1211U24 – Medicinal

Sant'Antnin Family Park, Marsaskala, on Sunday, 1st December, 2024, weather permitting.

A limited number of food trucks which sell healthy food will be able to set up, on a first come first served basis.

Further information may be obtained from (https://era.org.mt/eoibee/).

15th November, 2024

MALTA COUNCIL FOR THE VOLUNTARY SECTOR

The Malta Council for the Voluntary Sector notifies that 'Fondazzjoni Sagħtar', is requesting the call for tenders:

Project Reference VOPS A1.05.2024

'Fondazzjoni Sagħtar' needs the supply, delivery and commissioning of an online platform for courses, as part of the VOPS A1.05.2024 'Online Platform for Educational Programmes'.

For specifications prospective bidders are invited to send an email to on (info@saghtar.org.mt).

Deadline for submissions is Friday, 6th December, 2024 .

This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector supported by the Ministry for Inclusion and the Voluntary Sector.

15th November, 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, 18th November, 2024.

ERU1111U24 – Devices
ERU1111U24 – Medicinal
ERU1111U24A – Devices
ERU1111U24B – Devices
ERU1111U24C – Medicinal
ERU1111U24D – Devices
ERU1111U24E – Devices
ERU1111U24F – Devices
ERU1111U24G – Medicinal
ERU1211U24 – Medicinal

ERU1211U24 – Devices
ERU1211U24A – Medicinal
ERU1211U24B – Medicinal
ERU1211U24C – Medicinal
ERU1211U24D – Medicinal
ERU1211U24E – Medicinal
ERU1211U24F – Medicinal
ERU1211U24G – Devices
ERU1211U24H – Medicinal
ERU1211U24I – 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-15 ta' Novembru, 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 imniżżla hawn taħt għandhom jintlaqgħu sal-10.00 a.m. tat-Tlieta, 19 ta' Novembru, 2024.

ERU1311U24 – Devices
ERU1311U24 – Medicinal
ERU1311U24A – Medicinal
ERU1311U24B – Medicinal
ERU1311U24C – Medicinal
ERU1311U24D – Medicinal
ERU1311U24E – Medicinal
ERU1311U24F – Medicinal

ERU1311U24G – Devices
ERU1311U24H – Medicinal
ERU1311U24I – 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-15 ta' Novembru, 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:

ERU1211U24 – Devices
ERU1211U24A – Medicinal
ERU1211U24B – Medicinal
ERU1211U24C – Medicinal
ERU1211U24D – Medicinal
ERU1211U24E – Medicinal
ERU1211U24F – Medicinal
ERU1211U24G – Devices
ERU1211U24H – Medicinal
ERU1211U24I – 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.

15th November, 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, 19th November, 2024.

ERU1311U24 – Devices
ERU1311U24 – Medicinal
ERU1311U24A – Medicinal
ERU1311U24B – Medicinal
ERU1311U24C – Medicinal
ERU1311U24D – Medicinal
ERU1311U24E – Medicinal
ERU1311U24F – Medicinal

ERU1311U24G – Devices
ERU1311U24H – Medicinal
ERU1311U24I – 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.

15th November, 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:

Jintlaqgħu offerti elettroniċi rigward l-avviż li ġej sad-9.30 a.m. tal-Ġimgħa, 29 ta' Novembru, 2024. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għall-provvista ta':

CFT 020-4176/24. 'Laparascopic single use atraumatic graspers'

Id-dokumenti tal-offerta huma mingħajr ħlas.

Jintlaqgħu offerti elettroniċi rigward l-avviżi li ġejjin sad-9.30 a.m. tal-Ġimgħa, 6 ta' Diċembru, 2024. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għal:

CFT 009-4173/24. Provvista ta' 'automated microplate reader and washer system' fid-dipartiment tal-patoloġija fl-isptar Mater Dei.

CFT 021-4174/24. Provvista ta' 'Leuprorelin acetate 3.75mg suspension for injection'

CFT 020-4175/24. Provvista ta' 'Hepatitis C and HIV Immunoblots with EOL'

CFT 019-4177/24. Provvista ta' 'Ready Made Feeds' għal trabi li jkunu għadhom kif twieldu.

CFT 021-4178/24. Provvista ta' 'Fentanyl 25mcg/hr Transdermal patch'

CFT 019-4179/24. Provvista ta' '32,000 dry sponges used for cleaning exterior surfaces of the endoscopes'

CFT 020-4180/24. Provvista ta' 'Bioresorbable nasal packs'

CFT 020-4181/24. Provvista ta' 'Centurion Phaco pack'

CFT 014-4182/24. Provvista u konsenja ta' 'postform materials and accessories' għall-Isptar Ġenerali ta' Għawdex.

CFT 020-4183/24. Provvista ta' 'consumables for autopsy and body containment'

CFT 021-4184/24. Provvista ta' 'parenteral nutrition emulsion for infusion (Numeta G16E or equivalent)'

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.

15 ta' Novembru, 2024

Electronic tenders in respect of the following notice will be received till 9.30 a.m. of Friday, 29th November, 2024. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for the supply of:

CFT 020-4176/24. Laparascopic single use atraumatic graspers

This tender document is free of charge.

Electronic tenders in respect of the following notices will be received till 9.30 a.m. of Friday, 6th December, 2024. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 009-4173/24. The supply of automated microplate reader and washer system for the pathology department at Mater Dei hospital.

CFT 021-4174/24. The supply of Leuprorelin acetate 3.75mg suspension for injection

CFT 020-4175/24. The supply of Hepatitis C and HIV Immunoblots with EOL

CFT 019-4177/24. The supply of Ready Made Feeds for newborn babies

CFT 021-4178/24. The supply of Fentanyl 25mcg/hr Transdermal patch

CFT 019-4179/24. The supply of 32,000 dry sponges used for cleaning exterior surfaces of the endoscopes

CFT 020-4180/24. The supply of Bioresorbable nasal packs

CFT 020-4181/24. The supply of Centurion Phaco pack

CFT 014-4182/24. The supply and delivery for postform materials and accessories for Gozo General Hospital

CFT 020-4183/24. The supply of consumables for autopsy and body containment

CFT 021-4184/24. The supply of parenteral nutrition emulsion for infusion (Numeta G16E or equivalent)

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.

15th November, 2024

KUNSILL LOKALI BIRKIRKARA

Il-Kunsill Lokali Birkirkara jgħarraf illi:

Sejħiet għall-offerti għandhom jintlaqgħu mill-Kunsill Lokali Birkirkara, permezz tal-ePPS, sal-11 a.m. ta' nhar it-Tnejn, 16 ta' Diċembru, 2024, għal:

Avviż Nru BLC 01/2024. Servizzi professjonali ta' perit għall-Kunsill Lokali.

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba, imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-etenders (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

Il-15 ta' Novembru, 2024

BIRKIRKARA LOCAL COUNCIL

The Birkirkara Local Council notifies that:

Tenders will be received at the Birkirkara Local Council through ePPS, up to 11 a.m. on Monday, 16th December, 2024, for:

Advt No. BLC 01/2024. Professional services of an architect to the Local Council.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website on (www.etenders.gov.mt).

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.

15th November, 2024

AVVIŻI TAL-QORTI – *COURT NOTICES*

2667

ARB/C082/2022 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fis-7 ta' Novembru, 2024, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Leonard Caruana, LLD). Kumpilazzjoni Numru 491/2022, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

MARIJA RITA SPITERI, ta' 32 sena, bint Joseph Spiteri u Annunziata Spiteri xebba Zammit, imwielda Tal-Pietà, Malta, fit-12 ta' Ottubru, 1992, u residenti f'Ternic, Flat 1, Triq Blat il-Qamar, Is-Siġġiewi, u detentriċi ta' karta tal-identità Maltija bin-numru 493392M.

Il-Qorti AWTORIZZAT lill-imputata MARIJA RITA SPITERI li tirċievi s-salarju tagħha direttament fil-kont tal-bank intestat f'isimha li jispiċċa -2050 u miżmum mal-HSBC Bank plc, minn liema kont l-imputata tista' tipperċepixxi s-salarju tagħha sal-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,

ARB/C082/2022 – VARIATION OF SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 7th November, 2024, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Leonard Caruana, LLD). Compilation Number 491/2022, in the case:

The Republic of Malta

Versus

MARIJA RITA SPITERI, 32 years, daughter of Joseph Spiteri and Annunziata Spiteri née Zammit, born in Tal-Pietà, Malta, on the 12th October, 1992, and residing at Ternic, Flat 1, Triq Blat il-Qamar, Siġġiewi and holder of Maltese identity card bearing number 493392M.

The Court AUTHORISES the accused MARIJA RITA SPITERI to receive her salary directly in the bank account registered in her name ending in -2050 and held at the HSBC Bank Malta plc, from which account the accused may perceive her salary up to 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,

ta' wieħed u għoxrin elf, disa' mija u ħamsa u erbgħin ewro (€21,945) kull sena bħala l-ammont massimu.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 5 (3) tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta u tal-Artikolu 36 (4) 36 tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta wara digriet tal-ordni ta' qbid u ffriżar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Donatella Frendo Dimech, LLD) fis-26 ta' Settembru, 2022, li ġiet ippubblikata fil-Gazzetta tal-Gvern fit-2 ta' Diċembru, 2022, 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' MARIJA RITA SPITERI.

Illum 12 ta' Novembru, 2024

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

2024, of twenty-one thousand, nine hundred and forty-five euro (€21,945) annually as the maximum amount.

This variation is being published in terms of Article 5 (3) of the Prevention of Money Laundering Act, Cap. 373 of the Laws of Malta and Article 36 (4) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta following a seizing and freezing order which decree was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Donatella Frendo Dimech, LLD) on the 26th September, 2022, which was published in the Government Gazette on the 2nd December, 2022, 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 MARIJA RITA SPITERI.

Today 12th November, 2024

MR ANTON SEVASTA
Director, Asset Recovery Bureau

2668

ARB/C091/2024 – ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fl-10 ta' Novembru, 2024, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Istruttorja (il-Maġistrat Dott. Leonard Caruana, LLD). Kumpilazzjoni Numru 947/2024, fil-kawża fl-ismijiet:

Ir-Repubblika ta Malta

Kontra

ISMAIL AGKARAI, ta' 24 sena, iben Delo u Mimosa xebba Maliqaj, imwieled l-Albanija fil-11 ta' Frar, 2000, mingħajr indirizz fiss f'Malta u detentur ta' passaport Grieg bin-numru AY7205683.

ORDNAT is-sekwestru f'idejn terzi persuni b'mod ġenerali l-flejjes u l-proprjetà mobbli kollha li jkunu dovuti lil, jew imissu lil, jew li jkunu proprjetà ta' ISMAIL AGKARAI u pprojbietu milli jittrasferixxi, jagħti b'rahan, iwiegħed, jipoteka, jew xort'oħra jiddisponi minn xi proprjetà mobbli jew immobbli, u dan ai termini tal-Artikolu 22A tal-Ordinanza dwar il-Mediċini Perikoluż, Kap. 101 tal-Liġijiet ta' Malta, tal-Artikolu 23A tal-Kodiċi Kriminali, Kap. 9 tal-Liġijiet ta' Malta, Artikolu 5 tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta, u tal-Artikolu 36(1) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621, tal-Liġijiet ta' Malta.

Il-Qorti AWTORIZZAT lill-imputat li jirċievi l-ammont ta' tlettax-il elf disa' mija u sitta u sebgħin ewro u erbgħa u għoxrin ċenteżmu (€13,976.24) fis-sena, minn fejn għandhom jiġu speċifikati liema flejjes jistgħu jitħallsu

ARB/C091/2024 – SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 10th November, 2024, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Leonard Caruana, LLD). Compilation Number 947/2024, in the case:

The Republic of Malta

Versus

ISMAIL AGKARAI, 24 years, son of Delo and Mimosa née Maliqaj, born in Albania on the 11th February, 2000, without a fixed residence in Malta and holder of a Greek passport bearing number AY7205683.

ORDERED the attachment in the hands of third parties in general of all moneys and other movable property due to or pertaining or belonging to ISMAIL AGKARAI and prohibits the said accused from transferring, pledging, hypothecating or otherwise disposing of any movable or immovable property, and this in terms of Article 22A of the Dangerous Drugs Ordinance, Cap. 101 of the Laws of Malta, Article 23A of the Criminal Code, Cap. 9 of the Laws of Malta, Article 5 of the Prevention of Money Laundering Act, Cap. 373 of the Laws of Malta, and Article 36(1) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta.

The Court AUTHORISED the said accused to receive the amount of thirteen thousand, nine hundred and seventy-six euro and twenty-four cents (€13,976.24) per year, from which it shall be specified what moneys may be paid or received by

jew jiġu rċevuti mill-imputat matul is-sussistenza ta' din l-ordni, ossija s-sors, il-mod u l-modalitajiet l-oħra tal-ħlas inklużi salarju, paga, pensjoni u/jew benefiċċji tas-sigurtà soċjali. B'dan illi kull entità finanzjarja hija ordnata li b'nota tinforma l-Qorti f'liema kont jew minn liema kont ikunu qed jiġu rċevuti l-istess flejjes.

Kull persuna li tagħmel xi ħaġa bi ksur tal-ordni tal-Qorti msemmi fl-Artikolu 22A, fl-Artikolu 23A, fl-Artikolu 5, u fl-Artikolu 36(1) tkun ħatja ta' reat u teħel meta tinstab ħatja multa ta' mhux iżjed minn tnax-il elf ewro (€12,000), jew priġunerija għal żmien ta' mhux iżjed minn tnax-il (12) xahar, jew dik il-multa u priġunerija flimkien.

Kull trasferiment ieħor jew tneħħija oħra ta' proprjetà li jsiru bi ksur ta' dik l-ordni tal-Qorti jkunu nulli u ma jkollhom ebda effett fil-liġi.

Illum 13 ta' Novembru, 2024

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

the accused during the existence of this order, including the source, method and other modalities of payments including salary, wages, pension and/or social security benefits. Provided that every financial entity is ordered to present a note by which it informs the Court in which account or from which account these moneys are taken.

Any person who acts in contravention of the court order mentioned in Article 22A, Article 23A, Article 5, and Article 36(1) referred to above shall be guilty of an offence and shall on conviction be liable to a fine (multa) not exceeding twelve thousand euro (€12,000), or to imprisonment for a period not exceeding twelve (12) months, or to both such fine and imprisonment.

Any transfer or other disposal of any property made in contravention of the said Court order shall be null and without effect at law.

Today 13th November, 2024

MR ANTON SEVASTA
Director, Asset Recovery Bureau

2669

ARB/C060/2024 – KANĊELLAZJONI TAL-ORDNI TAL-IFFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fil-11 ta' Novembru, 2024, mill-Qorti Kriminali (l-Onor. Imħallef Dott. Edwina Grima, LLD). Fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

CHRISTOPHER FEARNE;

EDWARD SCICLUNA;

RONALD MIZZI;

ALFRED CAMILLERI;

JOSEPH RAPA;

KENNETH DEGUARA;

KEVIN DEGUARA;

JEAN CARL FARRUGIA;

DEBORAH ANNE CHAPPELL;

BRADLEY GATT;

ARB/C060/2024 – CANCELLATION OF A FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 11th November, 2024, given by the Criminal Court (the Hon. Madam Justice Dr Edwina Grima, LLD). In the case:

The Republic of Malta

Versus

CHRISTOPHER FEARNE;

EDWARD SCICLINA;

RONALD MIZZI;

ALFRED CAMILLERI;

JOSEPH RAPA;

KENNETH DEGUARA;

KEVIN DEGUARA;

JEAN CARL FARRUGIA;

DEBORAH ANNE CHAPPELL;

BRADLEY GATT;

ARON MIFSUD BONNICI;

JAMES CAMENZULI;

MANUEL (EMMANUEL) CASTAGNA;

ROBERT BORG;

OMISSIS;

U

DF ADVOCATES, bħala ditta kummerċjali rappreżentata minn KENNETH DEGUARA, KEVIN DEGUARA, u JEAN CARL FARRUGIA bħala l-persuni vestiti bir-rappreżentazzjoni legali.

Il-Qorti ORDNAT IL-KANĊELLAZZJONI tal-ordni ta' qbid u ffriżar maħruġa fuq l-assi ta' DF ADVOCATES liema ordni ġiet mogħtija mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Leonard Caruana, LLD) permezz ta' digriet iddatat 24 ta' Lulju, 2024, u li ġiet ippubblikata fil-Gazzetta tal-Gvern fid-9 ta' Awwissu, 2024.

Din in-notifika qed tiġi ppubblikata ai termini tal-Artikolu 36 (8)(ii) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta.

Illum 14 ta' Novembru, 2024

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

ARON MIFSUD BONNICI;

JAMES CAMENZULI;

MANUEL (EMMANUEL) CASTAGNA;

ROBERT BORG;

OMISSIS;

AND

DF ADVOCATES, as a trade name represented by KENNETH DEGUARA, KEVIN DEGUARA, and JEAN CARL FARRUGIA as the persons vested with legal representation.

The Court ORDERED THE CANCELLATION of the seizing and freezing order issued on the assets of DF ADVOCATES which order was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Leonard Caruana, LLD) by a decree dated 24th July, 2024, which was duly published in the Government Gazette of the 9th August, 2024.

This notice is being published in terms of Article 36 (8) (ii) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta.

Today 14th November, 2024

MR ANTON SEVASTA
Director, Asset Recovery Bureau

2670

ARB/C034/2024 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fil-5 ta' Novembru, 2024, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Rachel Montebello, LLD). Kumpilazzjoni Numru 161/2024, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

ROGER AGIUS, uffiċjal pubbliku, ta' 46 sena, iben il-mejjet Paul Agius u Maria Melita Agius xebba Zarb, imwieled San Ġiljan, Malta, fis-26 ta' Lulju, 1978, u residenti f'4, 'Carmen', Triq San Vinċenz, Birżebbuġa, u/jew 'Maria Dolores', Triq il-Karmnu, Ħal Luqa, u detentur ta' karta tal-identità Maltija bin-numru 396578M.

ARB/C034/2024 – VARIATION OF A SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 5th November, 2024, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD). Compilation Number 161/2024, in the case:

The Republic of Malta

Versus

ROGER AGIUS, public officer, 46 years, son of the late Paul Agius and Maria Melita Agius née Zarb, born in St Julian's, Malta, on the 26th July, 1978, and residing at 4, 'Carmen', Triq San Vinċenz, Birżebbuġa, and/or 'Maria Dolores', Triq il-Karmnu, Ħal Luqa, and holder of Maltese identity card bearing number 396578M.

EMANUEL SPAGNOL;

DUSTIN CARUANA;

LUKE SALIBA;

U

SILVIO (SILVIO JOHN) GRIXTI;

Il-Qorti AWTORIZZAT lill-imputat ROGER AGIUS li jiżbanka biss l-ammont rappreżentanti s-salarju totali li ġie depożitat fis-6 ta' Ġunju, 2024, fit-13 ta' Ġunju, 2024, u fil-11 ta' Lulju, 2024, fil-kont tal-bank intestat f'isem l-imputat li jispiċċa -0669 u miżmum mal-Bank of Valletta plc.

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), fil-5 ta' April, 2024, li ġiet ippubblikata fil-Gazzetta tal-Gvern fil-31 ta' Mejju, 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' ROGER AGIUS, Emanuel Spagnol, Dustin Caruana, Luke Saliba, u Silvio (Silvio John) Grixti.

Illum 13 ta' Novembru, 2024

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

EMANUEL SPAGNOL;

DUSTIN CARUANA;

LUKE SALIBA;

AND

SILVIO (SILVIO JOHN) GRIXTI;

The Court AUTHORISED the accused ROGER AGIUS to only withdraw the amount representing the total salary deposited on the 6th June, 2024, 13th June, 2024, and 11th July, 2024, in the bank account registered in the name of the accused ending in -0669 and held at the Bank of Valletta plc.

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 5th April, 2024, which was published in the Government Gazette on the 31st May, 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 ROGER AGIUS, Emanuel Spagnol, Dustin Caruana, Luke Saliba, and Silvio (Silvio John) Grixti.

Today 13th November, 2024

MR ANTON SEVASTA
Director, Asset Recovery Bureau

2671

ARB/C057/2024 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fil-5 ta' Novembru, 2024, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Rachel Montebello, LLD). Kumpilazzjoni Numru 560/2024, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

JONATHAN MIZZI;

GRETA sive GRETA JOSEPHINE MIZZI;

OTMAN ALI OTMAN ABDULKADER;

AKAKUS INTERNATIONAL LTD;

ARB/C057/2024 – VARIATION OF A SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 5th November, 2024, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD). Compilation Number 560/2024, in the case:

The Republic of Malta

Versus

JONATHAN MIZZI;

GRETA sive GRETA JOSEPHINE MIZZI;

OTMAN ALI OTMAN ABDULKADER;

AKAKUS INTERNATIONAL LTD;

CONVEY SHIPPING & TRADING AGENCY LTD;

DUNCAN MANGION;

CARMEL BUSUTTIL;

TIMOTHY GALEA;

JONATHAN THEUMA, impjegat, ta' 47 sena, iben il-mejjet Anthony Theuma u Maria Concetta Theuma xebba Micallef, imwieled Ħ'Attard, Malta, fis-17 ta' Ġunju, 1977, u residenti f'A4, 'Mais', Blue Haven, Triq il-Barrieri, Iż-Żurrieq, u detentur ta' karta tal-identità Maltija bin-numru 327677M.

EDWARD MIFSUD;

U

MARICA BUGEJA;

Il-Qorti AWTORIZZAT lill-imputat JONATHAN THEUMA sabiex jeżegwixxi s-segwenti pagamenti mill-kont tal-bank intestat f'isem l-imputat li jispiċċa -9001 u miżmum mal-HSBC Bank Malta plc, hekk kif imniżżla sussegwentement:

a) Pagament mensili fl-ammont ta' €191.22 għal kont ta' self li jispiċċa -0573 u miżmum mal-HSBC Bank Malta plc;

b) Pagament mensili fl-ammont ta' €16.79 għall-polza tal-assigurazzjoni bir-referenza numru 300-001220 u miżmuma mal-HSBC Life Assurance (Malta) Limited. Illi dan il-pagament għandu jifforma parti mill-ammont annwali ta' €21,945 illi l-imputat huwa intitolat jipperċepixxi.

Illi din l-awtorizzazzjoni tal-Qorti għall-ħlas ta' dawn l-ispejjeż jibqa' jgħodd u jiswa għal kull meta jinqalgħu, mingħajr il-ħtieġa li jiġi ppreżentat rikors kull darba li jkun hemm dawn l-imsemmija spejjeż.

Il-Qorti AWTORIZZAT wkoll lill-HSBC Bank Malta plc u lill-HSBC Life Assurance (Malta) Limited sabiex jirċievu l-ħlasijiet rispettivi msemmija mill-kont tal-bank intestat f'isem l-imputat li jispiċċa -9001 u miżmum mal-HSBC Bank Malta plc.

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. Noel Bartolo, LLD), fl-10 ta' Lulju, 2024, li ġiet ippubblikata fil-Gazzetta tal-Gvern fid-19 ta' Lulju 2024, fejn il-Qorti ordnat iż-żamma u s-sekwestru f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprjetà

CONVEY SHIPPING & TRADING AGENCY LTD;

DUNCAN MANGION;

CARMEL BUSUTTIL;

TIMOTHY GALEA;

JONATHAN THEUMA, employee, 47 years, son of the late Anthony Theuma and Maria Concetta Theuma née Micallef, born in Ħ'Attard, Malta, on the 17th June, 1977, and residing at A4, 'Mais', Blue Haven, Triq il-Barrieri, Żurrieq, and holder of Maltese identity card bearing number 327677M.

EDWARD MIFSUD;

AND

MARICA BUGEJA;

The Court AUTHORISES the accused JONATHAN THEUMA to carry out the following payments from the bank account registered in his name ending in -9001 and held at the HSBC Bank Malta plc, as listed hereunder:

a) Payment in the amount of €191.22 per month for the loan account ending in -0573 and held at the HSBC Bank Malta plc;

b) Payment in the amount of €16.79 per month for the insurance policy with reference number 300-001220 and held by HSBC Life Assurance (Malta) Limited. That this payment shall form part of the annual amount of €21,945 which the accused is entitled to perceive.

That this Court authorisation for the execution of these expenses shall remain valid and applicable each time these payments are due, without the néed to submit an application every time these expenses are encountered.

The Court further AUTHORISES the HSBC Bank Malta plc and the HSBC Life Assurance (Malta) Limited to receive the mentioned payments respectively from the bank account registered in the name of the accused ending in -9001 and held at the HSBC Bank Malta plc.

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 Noel Bartolo, LLD) on the 10th July, 2024, which was published in the Government Gazette on the 19th July, 2024, where the court ordered the attachment in the hands of third parties in general of

mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' Jonathan Mizzi, Greta sive Greta Josephine Mizzi, Otman Ali Otman Abdulkader, Akakus International Ltd, Convey Shipping & Trading Agency Ltd, Duncan Mangion, Carmel Busuttil, Timothy Galea, JONATHAN THEUMA, Edward Mifsud u Marica Bugeja.

Illi dan l-avviż diġà ġie ppubblikat fil-Gazzetta tal-Gvern fil-27 ta' Settembru, 2024, u qed jinħareġ mill-ġdid permezz ta' digriet mogħti fil-5 ta' Novembru, 2024, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Rachel Montebello, LLD) fejn il-Qorti ordnat li l-pagament mensili fl-ammont ta' €391.02 għal kont ta' self li jispiċċa -0573, għandu jiġi sostitwit bl-ammont mensili ta' €191.22.

Illum 13 ta' Novembru, 2024

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

all moneys and other movable or immovable property due or pertaining or belonging to Jonathan Mizzi, Greta sive Greta Josephine Mizzi, Otman Ali Otman Abdulkader, Akakus International Ltd, Convey Shipping & Trading Agency Ltd, Duncan Mangion, Carmel Busuttil, Timothy Galea, JONATHAN THEUMA, Edward Mifsud and Marica Bugeja.

That this notice has already been published in the Government Gazette on 27th September, 2024, and is being reissued through a decree dated 5th November, 2024, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD) where the Court ordered that the monthly payment amount of €391.02 for the loan account ending -0573 shall be substituted by the monthly amount of €191.22.

Today 13th November, 2024

MR ANTON SEVASTA
Director, Asset Recovery Bureau

2672

ARB/C039/2024 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fit-8 ta' Novembru, 2024, mill-Qorti Kriminali (l-Onor. Imħallef Dott. Edwina Grima, LLD).

Ir-Repubblika ta' Malta

Kontra

JOSEPH MUSCAT;

KONRAD MIZZI;

KEITH SCHEMBRI;

CLARENCE JOHN CONGER-THOMPSON;

CHRISTOPHER SPITERI;

JONATHAN VELLA;

DAVID-JOSEPH MELI, avukat, ta' 41 sena, iben Joseph Meli u Marion Meli xebba Glanville, imwieled Tal-Pietà, Malta, fl-1 ta' Mejju, 1983, u residenti f'60, Flat 6, Triq Windsor, Tas-Sliema, u detentur ta' karta tal-identità Maltija bin-numru 253583M.

IVAN VASSALLO;

MARIO VICTOR GATT;

ARB/C039/2024 – VARIATION OF A SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 8th November, 2024, given by the Criminal Court (the Hon. Madame Justice Dr Edwina Grima, LLD).

The Republic of Malta

Versus

JOSEPH MUSCAT;

KONRAD MIZZI;

KEITH SCHEMBRI;

CLARENCE JOHN CONGER-THOMPSON;

CHRISTOPHER SPITERI;

JONATHAN VELLA;

DAVID-JOSEPH MELI, lawyer, 41 years, son of Joseph Meli and Marion Meli née Glanville, born in Tal-Pietà, Malta, on the 1st May, 1983, and residing at 60, Flat 6, Triq Windsor, Tas-Sliema, and holder of Maltese identity card bearing number 253583M.

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;

Il-Qorti AWTORIZZAT lill-imputat DAVID-JOSEPH MELI sabiex jeżegwixxi s-segwenti pagamenti mill-kont tal-bank intestat f'isem terza persuna li jispiċċa -2068 u miżmum mal-Lombard Bank Malta plc, hekk kif imniżżla sussegwentement:

a) Pagament għal kont ta' self għad-dar li jispiċċa -6600 u miżmum mal-Lombard Bank Malta plc fl-ammont ta' €3,450 rappreżentanti l-arretrati dovuti fuq l-istess kont, u kif ukoll pagamenti mensili fl-ammont ta' €575;

b) Pagament għal kont ta' self għad-dar li jispiċċa -5358 u miżmum mal-Lombard Bank Malta plc fl-ammont ta' €5,856 rappreżentanti l-arretrati dovuti fuq l-istess kont, u kif ukoll pagamenti mensili fl-ammont ta' €976;

c) Pagament għal kont ta' self għad-dar li jispiċċa -5800 u miżmum mal-Lombard Bank Malta plc fl-ammont ta' €2,178 rappreżentanti l-arretrati dovuti fuq l-istess kont, u kif ukoll pagamenti mensili fl-ammont ta' €363;

d) Pagament għal kont ta' self għad-dar li jispiċċa -5358 u miżmum mal-Lombard Bank Malta plc fl-ammont ta' €6,060 rappreżentanti l-arretrati dovuti fuq l-istess kont, u kif ukoll pagamenti mensili fl-ammont ta' €1,010.

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;

AND

NEXIA BT LIMITED;

The Court AUTHORISES the accused DAVID-JOSEPH MELI to carry out the following payments from the bank account registered in the name of a third party ending in -2068 and held at the Lombard Bank Malta plc, as listed hereunder:

a) Payment for the home loan account ending in -6600 and held at the Lombard Bank Malta plc in the amount of €3,450 representing the arrears due on the same account, as well as monthly payments in the amount of €575;

b) Payment for the home loan account ending in -5358 and held at the Lombard Bank Malta plc in the amount of €5,856 representing the arrears due on the same account, as well as monthly payments in the amount of €976;

c) Payment for the home loan account ending in -5800 and held at the Lombard Bank Malta plc in the amount of €2,178 representing the arrears due on the same account, as well as monthly payments in the amount of €363;

d) Payment for the home loan account ending in -5358 and held at the Lombard Bank Malta plc in the amount of €6,060 representing the arrears due on the same account, as well as monthly payments in the amount of €1,010.

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 Limited, Technoline Limited, Eurybates Limited, Taomac Limited, u Nexia BT Limited.

Illum 13 ta' Novembru, 2024

IS-SUR ANTON SEVASTA
Direttur, Uffiċċju għall-Irkupru tal-Assi

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, and Nexia BT Limited.

Today 13th November, 2024

MR ANTON SEVASTA
Director, Asset Recovery Bureau

2673

Permezz ta' digriet mogħti fit-12 ta' Novembru, 2024, fl-atti tal-protest numru 20/2024, fl-ismijiet Ashot Boyalyan vs Armen Stepanian et noe, il-Prim'Awla tal-Qorti ordnat is-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront ta' Armen Stepanini a tenur tal-Artikolu 2130(2) tal-Kap. 16.

Fil-Prim'Awla tal-Qorti Ċivili

Illum 16 ta' Jannar, 2024

Ashot Boyajyan, detentur tal-Permess ta' Residenza Malti numru 0042873A

vs

Armen Stepanian (detentur tal-passaport Russu numru 64No2021565)

Kuraturi deputati biex jirrappreżentaw lil Samvel Gurjinyan Gurdzhinyan (detentur tal-passaport Russu numru 9799632) u Uspenskaya Irina Leonidova (detentur tal-passaport Russu numru 4506314388)

Protest Ġudizzjarju ta' Ashot Boyajyan, detentur tal-Permess ta' Residenza Malti numru 0042873A

Jesponi bir-rispett:

Illi l-protestanti Ashot Boyajyan qiegħed iressaq dan il-protest ġudizzjarju b'riferenza għall-Ipoteka Ġenerali u

By means of a decree of the 12th November, 2024, in the records of the protest number 20/2024, in the names Ashot Boyajyan vs Armen Stepanian et noe, the First Hall of the Civil Court ordered the following publication for the purpose of effecting service on Armen Stepanian in terms of Article 2130(2) of Cap. 16.

In the First Hall of the Civil Court

Today 16th January, 2024

Ashot Boyajyan, holder of Maltese Residency Permit number 0042873A

vs

Armen Stepanian (holder of Russian passport number 64No2021565)

Deputy curators on behalf of Samvel Gurjinyan Gurdzhinyan (holder of Russian passport number 9799632) and Uspenskaya Irina Leonidova (holder of Russian passport number 4506314388)

Judicial Protest of Ashot Boyajyan, holder of Maltese Residency Permit number 0042873A

Respectfully submits:

That the Protestor Ashot Boyajyan is filing this judicial protest with reference to the General Hypothec and the

l-Ipoteka Speċjali li huwa għandu reġistrata fuq l-appartament internament immarkat numru tnejn (2), li jifforma parti mill-blokka uffiċjalmnt numerata ħamsa u tletin (35) bl-isem 'Falcon Forge' fi Triq it-Torri, L-Imsida, kontra d-debituri Samvel Gurjinyan Gurdzhinyan u Uspenskaya Irina Leonidova, kopja annessa u mmarkata 'Dok. A';

Illi l-kreditu fuq l-istess ipoteki hawn fuq imsemmija huwa fl-ammont ta' ħamsa u tmenin elf ewro (€85,000) bl-interessi ta' tmienja fil-mija (8%) fis-sena fuq l-istess somma sa mill-1 ta' Ottubru, 2013, liema interessi llum laħqu is-somma ta' tmienja u sittin elf ewro (€68,000);

Illi l-appartament li fuqu hemm insinwata l-ipoteka speċjali u ċjoè l-appartament internament immarkat numru tnejn (2), li jifforma parti mill-blokka uffiċjalment immarkata numru ħamsa u tletin (35) bl-isem 'Falcon Forge' fi Triq it-Torri, L-Imsida, inbiegħ permezz tas-subbasta numru 21/2018 fl-20 ta' Ottubru, 2022, lill-Protestat Armen Stepanian;

Illi stante li l-Ipoteka Speċjali tgawdi mid-diritto di seguito fuq il-proprjetà mgħobbija bl-istess ipoteka, il-Protestat Armen Stepanian (detentur tal-passaport Russu numru 64No2021565) għandu jħallas lill-Protestant Ashot Boyajyan is-somma ta' mija u tlieta u ħamsin elf ewro (€153,000) rappreżentanti s-sorte fl-ammont ta' ħamsa u tmenin elf ewro (€85,000) u l-interessi ta' tmienja u sittin elf ewro (€68,000);

Għaldaqtant, filwaqt li l-protestant ipoġġi kemm lill-Protestati Samvel Gurjinyan Gurdzhinyan u Uspenskaya Irina Leonidova u kemm lill-Protestat Armen Stepanian in dolo, mora et culpa, il-protestant qiegħed formalment jinterpellahom sabiex iħallsu is-somma ta' mija u tlieta u ħamsin elf ewro (€153,000) lill-Protestant Ashot Boyajyan. Fin-nuqqas il-protestant se jkun qed jieħu l-passi kollha neċessarji skont il-liġi inkluż li jesegwixxi l-Ipoteka Speċjali permezz ta' subbasta.

Dan il-protest qed jiġi intavolat għall-finijiet u l-effetti kollha tal-liġi, partikolarment l-artikolu 2072 tal-Kodiċi Ċivili, Kap. 16 tal-Liġijiet ta' Malta u tal-artikolu 356 tal-Kodiċi tal-Organizzazjoni u Proċedura Ċivili, Kap. 12 tal-Liġijiet ta' Malta.

Tant sabiex il-Protestati jagħrfu jirregolaw ruħhom.

Bl-ispejjeż

Protestanti: Ashot Boyajyan, Portomaso 1481, Vjal Portomaso, Paceville, San Ġiljan

Notifika: Armen Stepanian, 36, Triq Inguanez, Ir-Rabat

Special Hypothec that he has registered on the apartment internally marked number two (2), which forms part of the block offically numbered thirty-five (35) with the name 'Falcon Forge' in Triq it-Torri, Msida, against the debtors Samvel Gurjinyan Gurdzhinyan and Uspenskaya Irina Leonidova, copy attached and marked as 'Doc. A';

That the credit on the same Hypothecs mentioned above is in the amount of eighty-five thousand euros (€85,000) with the interest of eight percent (8%) per annum on the same sum from the 1st October, 2013, which interests today amounts to sixty-eight thousand euro (€68,000);

That the apartment on which the special Hypothec is registered, that is the apartment internally marked number two (2), which forms part of the block officially numbered thirty-five (35) with the name 'Falcon Forge' in Triq it- Torri, Msida, was sold by judicial sale by auction number 21/2018 on the 20th of October, 2022, to the Protested Armen Stepanian;

That since the Special Hypothec is attached to the property burdened with the same Hypothec, the Protested Armenian Stepanian (holder of the Russian passport number 64No2021565) must pay the Protestor Ashot Boyajyan the sum of one hundred and fifty-three thousand euro (€153,000) representing the original debt of eighty-five thousand euro (€85,000) and the interests of sixty-eight thousand euro (€68,000);

Now therefore, while the Protestor places the Protested Samvel Gurjinyan Gurdzhinyan and Uspenskaya Irina Leonidova and the Protested Armen Stepanian in dolo, mora et culpa, the Protestor is formally calling upon them to pay the sum of one hundred and fifty-three thousand euro (€153,000) to the Protestor Ashot Boyajyan. In the absence, the Protestor will further his action according to law including the execution of the Special Hypothec by means of another judicial sale by auction.

This protest is being filed for all the effects and purposes at law, particularly those stipulated in article 2072 of the Civil Code, Cap. 16 of the Laws of Malta and article 356 of the Code of Organisation and Civil Procedure, Cap. 12 of the Laws of Malta.

For the Protested's guidance.

With costs

Applicant: Ashot Boyajyan, Portomaso 1481, Vjal Portomaso, Paceville, St Julian's

Notification: Armen Stepanian, 36, Triq Inguanez, Rabat

Reġistru tal-Qrati Superjuri, illum 13 ta' Novembru, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur tal-Qrati Ċivili u Tribunali

Registry of the Superior Courts, today 13th November, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

2674

Bandu għall-Kuraturi

Repubblika ta' Malta

Lill-Marixxall tal-Qrati

B'digriet mogħti minn din il-Qorti fit-22 ta' Settembru, 2023 fuq talba ta' Valerie Norma Stevens ġie ordnat biex jintgħażlu kuraturi deputati sabiex jirrappreżentaw lis-sidien mhux magħrufa fl-atti taċ-ċedola numru 2004/2023 fl-ismijiet Valerie Norma Stevens vs Kuraturi Deputati u fl-atti l-oħra relattivi u sussegewenti:

Permezz ta' ċedola ta' depositu u kontestwali fidi ta' ċens numru 2004/2023 fl-ismijiet Valerie Norma Stevens, armla ta' Arthur John Stevens, bint Frank Hall u Josephine Hall née Breadner, imwielda Maidenhead, United Kingdom fit-3 ta' Marzu, 1938, u residenti Beachcrest, Fort William, Douglas, Isle of Man IM1 5BH (passaport Brittaniku 760601529) vs Kuraturi Deputati sabiex jirrappreżentaw lis-sidien mhux magħrufa, fil-Prim'Awla tal-Qorti fid-19 ta' Settembru, 2023, fejn Valerie Norma Stevens esponiet bir-rispett:

Illi l-esponenti tippossiedi l-farmhouse bl-isem ta' Casa Kantuniera, Triq ir-Ramla kantuniera ma' Triq Wied iz-Ziju, Iż-Żejtun, konfinanti mit-Tramuntana ma' Triq Wied iz-Ziju, mil-Lbiċ ma' Triq ir-Ramla u mil-Lvant ma' beni ta' terzi, kif suġġetta għaċ-ċens annwu u perpetwu ta' €0.20 ekwivalenti għal 1s 8d altrimenti liberu u frank, bid-drittijiet u l-pertinenzi kollha tiegħu, immarkat fuq is-site plan li qed tigi hawn annessa u mmarkata bħala Dok. A u dan kif aħjar deskritt fl-att tan-nutar Dott. Francis Micallef tas-6 ta' Ottubru, 1966, Dok. B dan il-fond huwa residenzjali.

Illi l-espnenti tixtieq tipprevalixxi ruħha mill-fakultà mogħtija lilha bl-artikolu 1501 tal-Kodici Ċivili u tifdi dan l-istess ċens u illi għalhekk jammonta għal €4.

Għaldaqstant, l-esponenti qiegħda umilment tadixxi lil din l-Onorabbli Qorti u taħt l-Awtorità tagħha tgħaddi sabiex tiddepożita l-ammont komplessiv ta' €5.2 rappreżentanti €4 prezz tal-fidi taċ-ċens gravanti l-immobbli fuq imsemmija

Banns for Curators

Republic of Malta

To the Marshall of the Court

By means of a decree given by this Court on the 22nd September, 2023, following a request by Valerie Norma Stevens vs Deputy Curators to represent the unknown owners the records of the schedule of deposit number 2004/2023 in the names Valerie Norma Stevens vs Deputy Curators and in the other relative and subsequent acts:

By means of a schedule of deposit and redemption of groundrent, number 2004/2023 in the names of Valerie Norma Stevens, widow of Arthur John Stevens, daughter of Frank Hall and Josephine Hall née Breadner, born in Maidenhead, United Kingdom on the 3rd March, 1938, and residing at Beachcrest, Fort William, Douglas, Isle of Man IM1 5BH (British passport 760601529) vs Deputy Curators to represent the unknown owners, filed in the First Hall of the Civil Court on the 19th September, 2023, the applicant Valerie Norma Stevens respectfully submitted:

That the applicant possesses the farmhouse with the name Casa Kantuniera, Triq ir-Ramla corner with Triq Wied iz-Ziju, Żejtun, bounded on the North with Triq Wied iz-Ziju, on the south by Triq ir-Ramla and on the east by property of third parties, as subject to the annual and perpetual groundrent of €0.20 equivalent to 1s 8d otherwise free and unencumbered, with all its rights and appurtenances, marked on the site plan which is here attached and marked as Doc. A and this as better described in the act of Notary Dr Francis Micallef dated 6th October, 1966, Doc. B this premises is residential.

That the interpellant wishes to avail herself of the faculty given to her by Article 1501 of the Civil Code and redeem this same groundrent and thus amounts to €4.

Thus, the applicant is humbly calling upon this Honourable Court and under its authority passes on to deposit the total amount of €5.2 representing €4 price of redemption of groundrent regarding the immovable above

kwantu għal €1 arretrati ta' ħames (5) snin ċens u €0.20 ħlas ta' lawdemju biex jiġu mogħtija liberament lis-sidien rispettivi wara li titħalla d-debita riċevuta.

Esponenti: Casa Kantuniera, Triq ir-Ramla, Iż-Żejtun

Notifika: Direttur tar-Reġistru Pubbliku, 197, Triq il-Merkanti, Il-Belt Valletta

Kuraturi deputati

Int għaldaqstant ordnat li twaħħal kopja uffiċjali ta' dan il-bandu fid-daħla ta' din il-Qorti Superjuri u ssejjaħ b'dan lil kull min irid jidħol bħala kuratur biex jidher fi żmien sitt ijiem f'dan ir-Reġistru u jagħmel b'nota d-dikjarazzjoni illi huwa jidħol għal dan.

Int ordnat ukoll li tgħarraf lil kull wieħed illi jekk ma jagħmilx din id-dikjarazzjoni fiż-żmien fuq mogħti, din il-Qorti tgħaddi biex tagħzel kuraturi tal-uffiċċju.

U wara li tkun għamilt dan, jew jekk tiltaqa' ma' xi xkiel fl-esekuzzjoni ta' dan il-bandu, inti għandek tgħarraf minnufih lil din il-Qorti.

Mogħti mill-Qorti Superjuri hawn fuq imsemmija bix-xhieda tal-Onor. Imħallef Doreen Clarke, LLD, Duttur tal-Liġi.

Illum 22 ta' Settembru, 2023

Reġistru tal-Qrati Superjuri, illum 8 ta' Novembru, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati u Tribunali

mentioned as for €1 arrears of five (5) years groundrent and €0.20 payment of laudemium to be freely given to the respective owners after leaving the due receipt.

Applicant: Casa Kantuniera, Triq ir-Ramla, Żejtun

Notification: Director Public Registry, 197 Triq il-Merkanti, Valletta

Deputy curators

You are therefore ordered to affix an official copy of these banns at the entrance of this Superior Court and to summon whosoever wishes to act as curator to appear before this registry within six days and by means of a minute to submit a declaration that he wishes so to act.

You are also ordered to inform each one that if he fails to make this declaration within the stipulated time, the Court will proceed to the selection of curators of office.

And after so acting or if you should encounter any difficulty in the execution of these banns, you are to inform forthwith this Court.

Given by the Civil Court First Hall, above mentioned, with the witness of the Hon. Madam Justice Doreen Clarke, LLD Doctor of Laws.

Today 22nd September, 2023

Registry of the Superior Courts, today 8th November, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

2675

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fl-14 ta' Ottubru, 2024, fl-atti tar-Rikors Ġuramentat numru 359/2024TA, li ġie ppreżentat fit-3 ta' April, 2024, fl-ismijiet: Titan Aviation Fuels sarl vs Jetclub Malta Limited, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kap.12 biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lis-soċjetà intimata sabiex tħallas lis-soċjetà rikorrenti is-somma ta' dsatax-il elf, mitejn u għaxar ewro u ħamsa u sebgħin ċenteżmu (€19,210.75ċ) Bl-ispejjeż kollha u bl-imgħax legali kontra l-konvenut li hu inġunt għas-subizzjoni.

By means of a decree given by the Civil Court, First Hall, on the 14th October, 2024, in the records of Sworn Application number 359/2024TA, which was filed on the 3rd April, 2024, in the names: Titan Aviation Fuels sarl vs Jetclub Malta Limited, the following publication was ordered, in terms of Article 187 et sequitur of Cap.12 for the purpose of service of the respondent. The applicant asked this Honourable Court to, among others: Condemn the respondent company to pay the applicant company the sum of nineteen thousand, two hundred and ten euros and seventy five cents (€19,210.75c). With all costs and legal interest against the defendant who is summoned so that a reference to his evidence be made.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għat-2 ta' Diċembru, 2024, fid-9.30 a.m.

Notifika Intimat: Jetclub Malta Limited, Highrise Building, First Floor, Triq l-Imradd, Ta' Xbiex

Reġistru tal-Qrati Superjuri, illum 4 ta' Novembru, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

The Sworn Application in the names mentioned above is postponed to the 2nd December, 2024, at 9.30 a.m.

Notify Respondent: Jetclub Malta Limited, Highrise Building, First Floor, Triq l-Imradd, Ta' Xbiex

Registry of the Superior Courts, today 4th November, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

2676

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fis-17 ta' Ottubru, 2024, fl-atti tal-Mandat ta' Inibizzjoni numru 1078/2024/1GG, li ġie ppreżentat fis-27 ta' Ġunju, 2024, fl-ismijiet: Sammut Borg Vanessa Marie et vs Camilleri Monica, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kap.12 biex isservi ta' notifika fil-konfront tal-intimata. Ir-rikorrenti talbu lil din l-Onorabbli Qorti sabiex fost oħrajn: Din l-Onorabbli Qorti jogħġobha tordna l-ħruġ ta' Mandat ta' Inibizzjoni sabiex l-Intimata tinżamm milli tkompli tagħmel l-ħwejjeġ imsemmija.

Il-Mandat ta' Inibizzjoni fl-ismijiet imsemmija hawn fuq huwa differit għas-smigħ nhar l-4 ta' Diċembru, 2024, fil-11.00 a.m.

Notifika Intimata: Camilleri Monica, 166, Edgar, Triq in-Naxxar, Birkirkara

Reġistru tal-Qrati Superjuri, illum 16 ta' Ottubru, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 17th October, 2024, in the records of the Warrant of Prohibitory Injunction number 1078/2024/1GG, which was filed on the 27th June, 2024, in the names: Sammut Borg Vanessa Marie et vs Camilleri Monica, the following publication was ordered, in terms of Article 187 et sequitur of Cap.12 for the purpose of service of the respondent. The applicants asked this Honourable Court to, among others: This Honourable Court orders the issuing of the Warrant of Prohibitory Injunction in order to prevent the respondent from continuing to do the mentioned works.

The Warrant of Prohibitory Injunction in the names mentioned above is deferred for hearing on the 4th December, 2024, at 11.00 a.m.

Notify Respondent: Camilleri Monica, 166, Edgar, Triq in-Naxxar, Birkirkara

Registry of the Superior Courts, today 16th October, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

2677

B'digriet mogħti mill-Qorti Ċivili (Sezzjoni ta' Ġuriżdizzjoni Volontarja) datat 25 ta' Settembru tas-sena 2024, wara rikors tar-Reġistratur tal-Qrati Ċivili u Tribunali ppreżentat fit-18 ta' Settembru tas-sena 2024, ġiet ordnata l-pubblikazzjoni fil-Gazzetta tal-Gvern ta' elenku ta' testmenti sigrieti (kif muri f'paġni 28,465 sa 28,472) li tħejja mill-istess Reġistratur ai termini tal-artikolu 535A(1) tal-Kapitlu 12 tal-Liġijiet ta' Malta.

L-AV. VANESSA GRECH, LLB, LLD
Reġistratur Qrati Civili u Tribunali

By means of a court decree of the Civil Court (Voluntary Jurisdiction) dated 25th of September, 2024, following an application filed by the Registrar of Civil Courts and Tribunals on the 18th of September, 2024, the publication of a list of secret wills (as shown on pages 28,465 to 28,472) compiled by the same Registrar was ordered and this in terms of article 535A(1) of Chapter 12 of the Laws of Malta.

DR VANESSA GRECH, LLB, LLD
Registrar of Civil Courts and Tribunals

Inventarju tat-Testmenti Sigrieti*/Index of Secret Wills*						
Kunjom *Surname*	Isem *Name*	Missier *Father*	Kunjom *Surname*	Miktub *Written*	Prežentat (fil-Qorti Ċivili, Sekonda Awla) *Presented (at the Civil Court, Second Hall)*	NAM Identifier *NAM Identifier*
Abbate	Leopoldo	Clemente	Abbate	20/02/1778	30/08/1855	A009
Abela	Alessandro	Camillo		1794	27/08/1855	A006
Agius	Giovanni Gregorio	Gio. Maria		17/01/1730	30/08/1855	A008
Agius	Veronica	Giovanna Caruana		November 1840	28/11/1840	Misc. A_003
Agius	Veronica	Giovanna Caruana		28/06/1841	28/06/1841	Misc. A_004
Agius	Veronica	Giovanna Caruana		15/11/1842	15/11/1842	Misc. A_005
Alessi	Onorato			1847	20/08/1855	A004
Allegretto	Claudia				28/09/1855	A002
Alliaud	Genofeva	Giusto	Azopardo		30/08/1855	A001
Apap	Michele	Gio. Albino	Apap	07/12/1802	22/04/1808	Misc. B_042
Attard	Benedetto	Gioseppe	Attard	1745	22/08/1855	A003
Attard	Calcedonio	Ignario	Attard	06/03/1801	07/05/1828	Misc. B_038
Attard	Maria	Giovanni	Christoforo	29/04/1817	20/08/1855	A005
Attard/Azzopardi	Rosina	Andrea	Sammut	08/04/1869	13/04/1869	V002
Aynard	Jean Louis			26/07/1786	22/08/1855	A007
Azzopardi	Nicolo'			27/06/1835	27/06/1835	Misc. A_006
Bagini	Diana Maria	Bartolomeo	Bagini	30/08/1750	27/08/1855	B014
Balzan	D. Massimiliano			28/03/1704	30/08/1855	B004
Bertis	Antonio			13/08/1846	17/08/1855	Misc. A_002
Bertlin	Anthony			31/01/1845	17/08/1855	B013
Beverly	Thomas			23/06/1835	18/08/1855	B011
Bonanno	Gioacchino	Ignazio	Bonanno	19/08/1825	17/08/1855	B012
Bonard Labathie	Catarina	Giuseppe			30/08/1855	L001
Bonello	D.isabella			February 1733	22/08/1855	B005
Bonnici	Claudio Vincenzo	Giuseppe		17/12/1835	17/12/1835	Misc. A_007
Bonnici	Filippo	Battista	Bonnici		30/08/1855	B002
Borg	Anna	Giuseppe	Lipari	24/04/1792	20/12/1809	Misc. B_039
Borg	Claudio			12/05/1834	29/07/1834	Misc. B_040
Borg	Evangelista			August 1747	27/08/1855	B007

Kunjom *Surname*	Isem *Name*	Missier *Father*	Kunjom *Surname*	Miktub *Written*	Preżentat (fil-Qorti Ċivili, Sekonda Awla) *Presented (at the Civil Court, Second Hall)*	NAM Identifier *NAM Identifier*
Borg	Giuseppe			26/05/1829	16/08/1855	B015
Borg	Teresa	Stefano	Zammit	04/02/1815	27/08/1855	B008
Borg Giappone	Giuseppe			July 1813	30/08/1855	B001
Borgich	Matteo				08/02/1868	V011
Bracalione	Teresa	Celsomino		24/09/1796	27/08/1855	B006
Brancati	Gio Gregorio			08/10/1750	22/08/1855	B009
Breed Eynaud	Charles				02/09/1865	V004
Brendham	Mosè			22/05/1868	26/05/1868	V010
Briasco	Giacomo	Gio Battista	Briasco	22/06/1811	02/05/1833	Misc. B_041
Bugeja	Lucrezia	Caruana Zeraffa		25/12/1866	11/01/1867	V008
Busuttil	Elena	Giovanne	Azzopardo	08/03/1799	22/08/1855	B010
Cachia	Lorenzo	Giovanni	Battista	04/04/1774	27/08/1855	C021
Cachia	Paolo	Francesco	Cachia	27/04/1813	22/08/1855	C014
Cachia Cremona	Maddalena	Aloisio	Cachia	09/10/1772	27/08/1855	C002
Cachia Sevellin	Caterina			04/06/1792	27/08/1855	C008
Calafato	Felice	Mro. Salvatore	Calafato	25/06/1816	24/10/1820	Misc. B_036
Calafato	Felice	Mro. Salvatore	Calafato	23/09/1815	24/10/1820	Misc. B_037
Calafato	Salvatore	Giovanni	Calafato	20/11/1802	24/10/1820	Misc. B_035
Calcroft	John			May 1843	17/05/1843	Misc .A_008
Calleja	Antonio	Giuseppe		07/03/1837	07/03/1837	Misc .A_010
Calleja	Felicita Scelia			15/03/1811	24/08/1855	C019
Camenzuli	Carolina	Carlo		26/12/1868	07/01/1869	V003
Camilleri	Agostina	Giusto	Camilleri	22/10/1778	31/08/1855	C024
Canizzaro	Diego	Alfio	Canizzaro	22/12/1805	20/08/1855	C015
Carbone	Raymond			13/07/1858	04/08/1858	R002
Caruana	Giovanni	Angelo	Caruana	24/10 /1822	22/08/1855	C018
Caruana	Margerita	Angelo	Dalli	27/08/1782	27/08/1855	C023
Caruana Dingli	Antonia And Ferdinando			31/08/1862	19/09/1862	C016
Cassia	Giovanni Maria	Antonio	Cassia	18/03/1622	25/06/1856	C025
Castaldo Bonello	Giuseppe	Filippo	Castaldo Bonello	17/12/1801	27/08/1855	V010

Kunjom *Surname*	Isem *Name*	Missier *Father*	Kunjom *Surname*	Miktub *Written*	Preżentat (fil-Qorti Ċivili, Sekonda Awla) *Presented (at the Civil Court, Second Hall)*	NAM Identifier *NAM Identifier*
Chetcuti	Antonio	Gulio	Chetcuti	16/02/1830	07/08/1833	Misc. B_034
Ciantar	Caterina			17/09/1723?	22/08/1855	C007
Ciantar Callus	Caterina	Natale	Pagnini	28/02/1738	27/08/1855	C004
Cirino	Carlo	Francesco Antonio	Cirino	22/05/1739	30/08/1855	C028
Correa	Caterina	Salvatore	Mifsud	15/02/1743	27/08/1855	C003
Correa Micallef	Caterina	Salvatore	Mifsud	23/10/1748	22/08/1855	C001
Correa Micallef	Caterina	Salvatore	Mifsud	12/07/1754	22/08/1855	C017
Costanzo	Ignatio			19/04/1734	22/08/1855	C012
Cousin	Andrea	Sigismondo	Cousin	26/04/1783	22/08/1855	C020
Cousin	Anna	Natale	Spiteri	26/04/1783	22/08/1855	C022
Cremona	Giovanni Maria	Nicola	Cremona	15/05/1787	27/08/1855	C009
Creni	Francesca	Giovanni Francesco	Peralta	17/05/1811	27/08/1855	C011
Crespi	Antonio	Filippo Antoni	Crespi	12/09/1753	22/08/1855	C026
Crispo	Marianna	Michelangelo	Crispo	10/08/1742	30/08/1855	C027
Cristoforo	Margarita			28/04/1782	22/08/1855	C005
Curmi	Sapienza	Michele Angelo	Pace	04/03/1817	22/08/1855	C013
Cutajar	Magdalena	Giovanni	Debono		22/08/1855	C006
Dalli	Smeralda			15/04/1814	22/08/1855	D005
D'amico	Agata			1754	30/08/1855	D001
D'anastasio	Annettus			1739	30/08/1855	D004
D'andrea	Anna			1764	30/08/1855	D002
De Piro	Rosa	Marchese Gian Pio De Piro		28/03/1798	27/08/1855	D010
Debono	Francesca			14/03/1782	22/08/1855	D009
Demajo	Melchiore			19/11/1862	19/11/1862	D012
Di Bartrar	Bernardo Giovanne				21/10/1857	B003
Dimech	Margarita				22/08/1855	D008
Dingli	Antonio				07/04/1856	D007
Dingli	Laurentio				30/08/1855	D003
Dottrin	Lorenzo			14/07/1850	20/08/1855	D006
Duranti	Emmanuele	Felice	Duranti		22/03/1837	Misc. A_009

Kunjom *Surname*	Isem *Name*	Missier *Father*	Kunjom *Surname*	Miktub *Written*	Prežentat (fil-Qorti Ċivili, Sekonda Awla) *Presented (at the Civil Court, Second Hall)*	NAM Identifier *NAM Identifier*
Duranti	Gio. Antonio And Maria			26/08/1784	27/08/1855	D011
Eftimidiy	Manussi			09/07/1821	27/08/1855	E002
Ellul	Emmanuele	Angelo	Ellul	08/07/1813	22/08/1855	E003
Falzon	Flora	Francesco	Falzon	18/11/1804	30/09/1829	Misc. B_033
Falzon	Giuseppe			15/11/1834	22/08/1855	F005
Farrugia	Clemente			February 1791	30/08/1855	F004
Farrugia	Maria	Giuseppe		02/08/1780	27/08/1855	F003
Farrugia	Ursola	Giovanni	Battista	06/06/1773	24/08/1855	F002
Felice Moniale	Innocenzia Romana			14/07/1777	30/08/1855	F001
Fenech	Stanislao	Francesco	Fenech	08/11/1772	30/08/1855	F007
Ferrante	Agnese	Francesco	Debono	30/08/1756	22/08/1855	F006
Fiore	Pompeus Remigius	Carlo	Fiori		30/08/1855	F009
Frendo	Maria			13/05/1782	30/08/1855	F008
Gaffiero	Alberto	Michele	Gaffiero	16/04/1864	20/04/1864	G020
Gaillard	Henrico (De…)				22/08/1855	G011
Galea	Diego Antonio			31/08/1784	30/08/1855	G024
Galea	Maria	Antonio	Chetcuti		16/07/1839	Misc. A_011
Garrone	Francesco			22/12/1791	30/08/1855	G023
Garsin	Guiseppe	Aloisio	Garsin	26/07/1837	17/08/1855	G017
Gatt	Maria Giovanna	Felice	Gatt	23/06/1832	23/06/1832	Misc. A_013
Gatt	Aloisia	Cosimo	Gatt	26/04/1783	22/08/1855	G010
Gatt	Guiseppe	Giovanni Battista	Gatt	17/03/1756	22/08/1855	G021
Gatt	Salvatore	Giuseppe	Gatt	27/11/1862	03/12/1862	G005
Gauci	Paolo Ignazio	Giacomo	Gauci	03/09/1786	30/08/1855	G025
Gauci	Paolo Ignazio	Giacomo	Gauci	05/10/1782	30/08/1855	G026
German	Luigi	Lorenzo	German	12/03/1851	12/03/1851	Misc . A_ 012
German	Vittoria	Salvatore	Debarro	22/01/1857	24/01/1857	G008
German	Vittoria	Salvatore	Debarro	05/12/1854	22/08/1855	G015
Gilibert	Giovanni Battista			05/11/1827	22/08/1855	G022
Gilibert	Guglielmo			09/07/1806	11/07/1806	Misc. B_032

Kunjom *Surname*	Isem *Name*	Missier *Father*	Kunjom *Surname*	Miktub *Written*	Preżentat (fil-Qorti Ċivili, Sekonda Awla) *Presented (at the Civil Court, Second Hall)*	NAM Identifier *NAM Identifier*
Giordano	Pietro Antonio			14/01/1726	22/08/1855	G012
Giustiniani	Guilia			24/03/1850	17/08/1855	G004
Goggi Micallef	Marianna	Giorgio	Goggi	24/07/1809	20/08/1855	G001
Goodenough	Edmund			05/05/1846	30/08/1855	G009
Grant	John	Giacomo	Grant	1859	07/12/1859	G013
Grant	John	Giacomo	Grant	29/05/1860	29/05/1860	G014
Grant	Maria Edwardina	Edward	Fenwich	02/10/1844	22/08/1855	G019
Grech	Carlo	Giovanni	Grech	22/07/1797	22/08/1855	G018
Grech	Maria And Theresa	Vincenzo	Grech	02/08/1809	22/08/1855	G016
Grima	Maria	Marci	Grima	08/02/1693	22/08/1855	G027
Grima	Maddalena	Lorenzo	Grima	September 1773	27/08/1855	G007
Griss	Francesco	Emmanuele	Griss	01/08/1847	24/08/1855	G006
Grixti	Gio Maria	Giuseppe	Gristi		03/07/1824	Misc. A_014
Grixti	Guiseppe Carmelo				13/07/1869	V007
Grongnet	Giorgio			12/01/1836	17/08/1855	G003
Grongnet	Pietro Paolo			23/01/1842	20/08/1855	G002
Guerracino	Frederick, Joseph, George, Maximilian, Aristides	Domenico, Mattia, Michele	Guerracino	06/02/1858	06/02/1858	G028
Hankey	Frederic				22/08/1835	Misc. A_015
Hearn	William			20/07/1853	27/08/1855	H001
Heffner	Niccolo'	Gaetano	Heffner	20/06/1789	27/08/1857	E001
Heffner	Nicola	Gaetano	Heffner	13/08/1796	27/08/1855	H002
Imbert	Salvatore	Georgio	Imbert	18/12/1794	20/08/1803	Misc. B_031
Iolit	Isaac			09/03/1838	30/08/1855	I001
Le Marchant	John G.				26/11/1861	L002
Leitch	John	John	Leitch	27/12/1860	27/12/1860	L003
Lorenzi	Guglielmo			1781	22/08/1855	L004
Madiona	Costanzo	Alberto	Madiona	05/10/1803	27/08/1855	M010
Magro	Ludovico	Paolo	Magro	20/01/1846	20/08/1855	M005
Maistre	Paula	Giuseppe	Maistre	11/07/1815	11/07/1828	Misc. B_030

Kunjom *Surname*	Isem *Name*	Missier *Father*	Kunjom *Surname*	Miktub *Written*	Prežentat (fil-Qorti Ċivili, Sekonda Awla) *Presented (at the Civil Court, Second Hall)*	NAM Identifier *NAM Identifier*
Mamo	Paola	Giovanni Nicolò	Muscat	14/12/1876	20/08/1855	M014
Manduca Piscopo Macedonia	Maria			07/05/1813	28/10/1822	Misc. B_029
Mannarino	Giovanna			11/01/1778	30/08/1855	M001
Martin	Nicola			12/03/1767	27/08/1855	M007
Mattei	Luigi And Salvatore	Antonino	Mattei	05/07/1831	22/08/1855	M012
Maura	Cristina	Michele	Axisa		22/08/1855	M008
Micallef	Fortunato			05/11/1788	22/08/1855	M009
Micallef	Michele			04/06/1743	30/08/1855	M002
Mifsud	Giacinta	Polidoro	Farregiani	10/03/1781	30/08/1855	M003
Mifsud	Giacinta	Polidoro	Farregiani	29/01/1780	30/08/1855	M004
Mifsud	Giovanni Battista	Giovanni Battista	Mifsud	28/07/1860	30/07/1860	M006
Mifsud	Michele	Salvatore	Mifsud	19/02/1787	22/08/1855	M013
Mizzi	Grazia	Giovanni Maria	Mizzi	07/03/1789	27/08/1855	M011
Molinos	Maria			December 1821	24/12/1821	Misc. A_017
Moscati Dorel Cassia	Angela	Marchese Diego	Moscati Cassia	17/04/1809	18/09/1834	Misc. B_026
Muscati Padvano	Aberlino			12/06/1619	21/10/1857	P003
Onofrio	Rosario	Antonio	Onofrio	15/06/1860	16/06/1860	O003
O'reilly	Susan Rachel	Myles John	O'reilly	28/06/1860	20/07/1860	O001
Orlando	Anna			17/02/1740	21/10/1857	O002
Pace	Anna	Giuseppe	Debono	31/07/1784	30/08/1855	P007
Paias	Maria	Giorgio	Paias	14/12/1740	30/08/1855	P004
Parlesi	Guiseppe			06/03/1849	13/08/1855	P001
Perdon	Carlo			1775	30/08/1855	P005
Perdon	Carlo			06/12/1770	30/08/1855	P006
Perusielgue	Antonio	Matteo	Perusielgue	13/06/1771	22/08/1855	P012
Perusielgue	Antonio	Matteo	Perusielgue	17/07/1793	08/10/1855	P014
Pinto	Filippo			07/12/1771	22/08/1855	P010
Pisani	Maria	Pietro	Pisani	26/12/1794	22/08/1855	P008

Kunjom *Surname*	Isem *Name*	Missier *Father*	Kunjom *Surname*	Miktub *Written*	Preżentat (fil-Qorti Ċivili, Sekonda Awla) *Presented (at the Civil Court, Second Hall)*	NAM Identifier *NAM Identifier*
Pisani Bugeja	Marianna	Lorenzo	Bugeja		27/08/1855	P015
Portelli	Gavino Patrizio				27/08/1855	P011
Portelli	Giovanni	Agostino	Portelli	04/12/1807	23/11/1815	Misc. B_025
Portelli	Luca			12/03/1773	30/08/1855	P002
Prepaud	Simone	Onorato	Prepaud	09/08/1781	27/08/1855	P009
Pullicino	Pietro Paolo	Giuseppe	Pullicino	14/08/1778	22/08/1855	P013
Ribera	Catarina	Giovanni Battista	Dingli	28/10/1765	22/08/1855	R_001
Sajdon	Caterina	Giovanni Debattista	Saidon	01/09/1810	22/08/1855	S007
Saliba	Marcellina			27/10/1708	22/08/1855	S015
Salomone	Maria	Pietro	Darmanin	22/05/1805	18/05/1807	Misc. B_027
Sammut	Carlo	Vincenzo	Sammut	26/10/1848	27/08/1855	S011
Sammut	Maria	Vincenzo	Sammut	24/07/1789	31/08/1855	S013
Sant	Contessa Angela	Enrico	Testaferrata	29/01/1838	29/01/1838	Misc. A_016
Saunders	Henry Alfred Charles			05/08/1867	09/08/1867	V006
Savona	Gabriele	Bernardo	Savona	23/07/1804	22/08/1855	S009
Scalpello Cadamusto	Anna Maria		Cadamusto	05/08/1752	22/08/1855	S012
Sceberras	Camillo De Bni	Pasquale	Sceberras Testaferrata	23/12/1846	23/12/1846	Misc. A_019
Sceberras	Camillo De Bni			25/08/1847	25/08/1847	Misc. A_020
Schembri	Gaetano	Aloisio	Schembri	23/12/1819	15/11/1836	Misc. B_024
Schembri	Giovanni And Giovanna Silvia	Lorenzo		18/01/1870	24/01/1870	V009
Schembri	Giovanni Battista	Francesco	Schembri		03/09/1858	S014
Schembri	Grazia	Nicola	Xuereb	29/03/1818	29/03/1818	Misc. A_018
Schembri	Salvatore	Francesco	Schembri	24/07/1853	22/08/1855	S008
Scifo	Rosa	Bartolomeo	Scifo		30/08/1855	S018
Sciortino	Don Vincenzo			27/01/1801	18/06/1819	Misc. B_023
Settimo	Ruggiero Dei Principi				27/08/1855	S017
Sevellin	Caterina	Nicola	Cachia	10/11/1772	24/09/1856	S002

Kunjom *Surname*	Isem *Name*	Missier *Father*	Kunjom *Surname*	Miktub *Written*	Prežentat (fil-Qorti Ċivili, Sekonda Awla) *Presented (at the Civil Court, Second Hall)*	NAM Identifier *NAM Identifier*
Sevellin	Caterina	Nicola	Cachia	29/12/1780	22/08/1855	S001
Sevellin	Caterina	Nicola	Cachia	10/01/1779	27/08/1855	S003
Sevellin Cachia	Caterina	Nicola	Cachia	06/11/1779	27/08/1855	S004
Sevellin Cachia	Caterina	Nicola	Cachia	15/05//1782	27/08/1855	S005
Seychel	Caterina Florent	Florent	Francesco	18/05/1758	22/08/1855	S010
Shilin	Giuseppe	Giuseppe	Shilin	26/09/1802	14/03/1814	Misc. B_022
Spiteri	Giuseppe	Agostino	Spiteri	02/07/1817	22/08/1855	S006
Tautier	Catarina			27/03/1745	22/08/1855	T003
Tongue	Anna			27/12/1867	28/12/1867	V005
Tonna	Guiseppe	Gaetano	Tonna	25/08/1804	27/08/1855	T005
Torri	Amede' Augustus			18/08/1855	27/08/1855	T004
Trevisan	Sapienza	Giovanni Paolo	Dimech	20/07/1747	22/08/1855	T002
Troisi	Maddalena	Giovanni Nicolo	Depira	20/01/1758	30/08/1855	T001
Vassallo	Francesco			17/06/1803	22/08/1855	V2_004
Vassallo	Maddalena	Bened:I		06/10/1731	30/08/1855	V2_001
Vella	Anna Maria				21/10/1857	V2_003
Vella	Cristina			20/10/1767	22/08/1855	V2_006
Vella	Domenico			1791	27/08/1855	V2_005
Vella	Giovanni Maria			1740	21/10/1857	V2_002
Vivier	Maddalena		Vivier	02/08/1777	27/08/1855	V2_007
Waugh	John			31/10/1839	30/08/1855	W001
Whimtrop	William			29/04/1869	30/04/1869	V001
Xerri	Vincenzo	Tomasso	Xerri	29/07/1803	22/08/1855	S016
Zahra Clinchant	Antonia	Lorenzi	Fontani	18/05/1809	22/08/1855	Z002
Zammit	Alessandro	Dot. Gio. Nicolo	Zammit	18/06/1830	08/03/1833	Misc. B_021
Zammit	Guglielma	Giovanni	Dozvorth	25/011/1835	22/08/1855	Z005
Zammit Saliba	Lorenzo Baldassare	Filippo Gregorio	Zammit	09/08/1748	22/08/1855	Z001
Zarb	D. Giovanni			07/09/1818	30/08/1855	Z004
Zerafa	Veneranda	Giovanni Maria	Gristi	09/05/1798	22/08/1855	Z003

2678

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fl-10 ta' Ottubru, 2024, fl-atti tar-Rikors Ġuramentat numru 728/2024MS, li ġie ppreżentata fis-27 ta' Ġunju, 2024, fl-ismijiet: Atlas Insurance PCC Limited et vs Chung Ting Cheng, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kap.12 biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrenti talbu lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lill-intimat sabiex iħallas lill-esponenti s-somma ta' wieħed u għoxrin elf ewro (€21,000). Bl-ispejjeż kollha u bl-imgħax legali kontra l-intimat li hu inġunt għas-subizzjoni.

By means of a decree given by the Civil Court, First Hall, on the 10th October, 2024, in the records of Sworn Application number 728/2024MS, which was filed on the 27th June, 2024, in the names: Atlas Insurance PCC Limited et vs Chung Ting Cheng, the following publication was ordered, in terms of Article 187 et sequitur of Cap.12 for the purpose of service of the respondent. The applicants asked this Honourable Court to, among others: Condemn the respondent to pay the applicants the sum of twenty one thousand euros (€21,000). With all costs and legal interest against the respondent who is summoned so that a reference to his evidence be made.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-5 ta' Diċembru, 2024, fid-9.15 a.m.

The Sworn Application in the names mentioned above is postponed to 5th December, 2024, at 9.15 a.m.

Notifika Intimat: Chung Ting Cheng, Forth Mansion Court, Apartment 12 (Blokk A), Triq ix-Xatt, Ta' Xbiex

Notify Respondent: Chung Ting Cheng, Forth Mansion Court, Apartment 12 (Block A), Triq ix-Xatt, Ta' Xbiex

Reġistru tal-Qrati Superjuri, illum 23 ta' Ottubru, 2024

Registry of the Superior Courts, today 23rd October, 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

2679

Bandu għall-Kuraturi

Banns for Curators

Repubblika ta' Malta

Republic of Malta

Lill-Marixxall tal-Qrati

To the Marshall of the Court

B'digriet mogħti minn din il-Qorti , fl-24 ta' Settembru, 2024, fuq talba ta' Martin Maurice Abela et ġie ordnat biex jintgħażlu kuraturi deputati sabiex jirrappreżentaw l-eredità ta' Michael Galea u Angelo Abela, fl-atti tar-Rikors numru 1011/2024FDP, fl-ismijiet Martin Maurice Abela et vs Kuraturi Deputati u fl-atti l-oħra relattivi u sussegwenti.

By means of a decree given by this Court, on the 24th September, 2024, following a request of Martin Maurice Abela et it was ordered that deputy curators be chosen to represent the inheritance of Michael Galea and Angelo Abela , in the records of the Application 1011/2024FDP, in the names Martin Maurice Abela et vs Deputy Curators and in the other relative and subsequent acts.

Permezz ta' Rikors, ippreżentat, fil-Prim'Awla tal-Qorti Ċivili, fl-ismijiet Martin Maurice Abela (KI 0214057M), Maria Emanuela sive Lilian Vassallo (KI 0074854M), Carmel Abela (KI 0794957M), Pauline Azzopardi (KI 0648159M), Philip Galea (KI 0700743M), Cristino Abela (KI 471739M), Frances Galea (KI 0019948M), Paul Galea (KI 269440M), residenti l-Ingilterra u rappreżentant minn Dott. Franco Galea (KI 0402281M), Saviour Galea (KI 0381551M), Anita

By means of an Application, filed in the First Hall Civil Court, in the names Martin Maurice Abela (ID 0214057M), Maria Emanuela sive Lilian Vassallo (ID 0074854M), Carmel Abela (ID 0794957M), Pauline Azzopardi (ID 0648159M), Philip Galea (ID 0700743M), Cristino Abela (ID 471739M), Frances Galea (ID 0019948M), Paul Galea (ID 269440M), residing in England and represented by Dr Franco Galea (ID 0402281M), Saviour Galea (ID 0381551M), Anita

Camilleri (KI 0521579M) f'isimha personali u f'isem ħuha Robert Abela (KI 279981M), residenti l-Olanda, Nicolina Abela (KI 1007049M), Salvina Spiteri (KI 0861052M), Rita Abela (KI 0403360M) u Paul Abela (KI 0747544M) f'ismu personali u f'isem Francis Xavier Abela (liċenzja tas-sewqan 025579574), residenti l-Awstralja vs Kuraturi Deputati biex jirrappreżentaw l-ereditajiet ġjaċenti ta' Michael Galea (KI 833735M) u ta' Angelo Abela (KI 833246M), ippreżentat fit-18 ta' Settembru, 2024, ir-rikorrenti Martin Maurice Abela (KI 0214057M) et talbu bir-rispett lil din l-Onorabbli Qorti sabiex:

1. Tawtorizza lir-rikorrenti jbigħu, għall-prezz ta' mija u ħmistax-il elf ewro (€115,000), il-proprjetà li tinsab fi Sqaq numru 1 Triq il-Kbira, Ħad-Dingli, deskritta fil-konvenju anness bħala Dok. H skont it-termini u kundizzjonijiet hemmhekk pattwiti;

2. In subsidium u fl-eventwalità li din l-Onorabbli Qorti tordna li l-bejgħ għandu jsir għal prezz iżjed għoli minn dak indikat fit-talba preċedenti, tawtorizza l-bejgħ tal-fond de quo skont il-konvenju esibit bħala Dok. H, u tordna lill-esponenti jikkumpensaw proporzjonalment lill-intimati għal kwalunkwe differenza li talvolta tirriżulta;

3. Tagħti dawk il-provedimenti neċessarji ai termini tal-Artikolu 495A(7) tal-Kap. 16 tal-Liġijiet ta' Malta.

Bl-ispejjeż

Esponenti: 73, Sacred Heart, Triq Misraħ Suffara, Ħad-Dingli

Notifika: Kuraturi deputati, Il-Qorti

Il-kawża fl-ismijiet Martin Maurice Abela et vs Kuraturi Deputati tinsab differita għad-29 ta' Novembru, 2024, fid-9.30 a.m.

Int għaldaqstant ordnat li twaħħal kopja uffiċjali ta' dan il-bandu fid-daħla ta' din il-Qorti Superjuri u ssejjaħ b'dan lil kull min irid jidħol bħala kuratur biex jidher fi żmien sitt ijiem f'dan ir-Reġistru u jagħmel b'nota d-dikjarazzjoni illi huwa jidħol għal dan.

Int ordnat ukoll li tgħarraf lil kull wieħed illi jekk ma jagħmilx din id-dikjarazzjoni fiż-żmien fuq mogħti, din il-Qorti tgħaddi biex tagħzel kuraturi tal-uffiċċju.

Camilleri (ID 0521579M) in her own name and for and on behalf of her brother Robert Abela (ID 279981M), residing in Holland, Nicolina Abela (Id 1007049M), Salvina Spiteri (ID 0861052M), Rita Abela (ID 0403360M) and Paul Abela (ID 0747544M) in his own name and on behalf of Francis Xavier Abela (driving licence 025579574), residing in Australia vs deputy curators to represent the vacant inheritance of Michael Galea (ID 833735M) and of Angelo Abela (ID 833246M), on the 18th September, 2024, the applicants Martin Maurice Abela (ID 0214057M) requested with respect this Honourable Court to:

1. Authorise the applicants to sell, for the price of one hundred and fifteen thousand euro (€115,000), the property situated in Alley number 1 Triq il-Kbira, Ħad-Dingli, described in the promise of sale attached as Doc. H according to the terms and conditions therein agreed;

2. In subsidium and in the eventuality that this Honourable Court orders that the sale be made for a price higher than that indicated in the preceeding demand, authorise the sale of the premises de quo according to the preliminary agreement exhibited as Doc. H, and order the applicants to compensate proportionally the respondents for any difference that may result;

3. Give those necessary provisions in terms of Article 495A(7) of Cap. 16 of the Laws of Malta.

With costs

Applicants: 73, Sacred Heart, Triq Misraħ Suffara, Ħad-Dingli

Notification: Deputy curators, Law Courts

The application in the names Martin Maurice Abela et vs deputy curators Application number 1011/2024FDP is postponed for hearing on the 29th November, 2024, at 9.30 a.m.

You are therefore ordered to affix an official copy of these banns at the entrance of this Superior Court and to summon whosoever wishes to act as curator to appear before this registry within six days and by means of a minute to submit a declaration that he wishes so to act.

You are also ordered to inform each one that if he fails to make this declaration within the stipulated time, the Court will proceed to the selection of curators of office.

U wara li tkun għamilt dan, jew jekk tiltaqa' ma' xi xkiel fl-esekuzzjoni ta' dan il-bandu, inti għandek tgħarraf minnufih lil din il-Qorti.

Mogħti mill-Qorti Superjuri hawn fuq imsemmija bix-xhieda tal-Onor. Imħallef Francesco Depasquale, LLD, Duttur tal-Liġi.

Illum 24 ta' Settembru, 2024

Reġistru tal-Qrati Superjuri, illum 14 ta' Novembru, 2024

ALEXANDRA DEBATTISTA
Għar-Registratur, Qrati u Tribunali

And after so acting, or if you should encounter any difficulty in the execution of these banns, you are to inform forthwith this Court.

Given by the Civil Court First Hall, abovementioned, with the witness of the Hon. Mr Justice Francesco Depasquale, LLD , Doctor of Laws.

Today 24th September, 2024

Registry of the Superior Courts, today 14th November, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

2680

Permezz ta' digriet mogħti fl-10 ta' Settembru, 2024, fl-atti tal-ittra uffiċjali numru 1148/2024, fl-ismijiet Joseph Gauci vs Frederick Balzia, il-Bord li Jirregola l-Kera ordna s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Frederick Balzia a tenur tal-artikolu 187(3) tal-Kap. 12.

Fil-Bord li Jirregola l-Kera

Illum 8 ta' Marzu, 2024

Lil Frederick Balzia (KI 110587M) ta' 192, St Philip Street, Birżebbuġa, u/jew Code Nine, Triq iż-Żejtun, Marsaxlokk, u/jew 201, St John, Flat 3, St Philip Street, Birżebbuġa.

Permezz tal-preżenti Joseph Gauci (KI 363559M) filwaqt li jagħmel referenza għall-kuntratt ta' kera datat 10 ta' Settembru, 2020, il-ftehim ta' tigdid tal-lokazzjni relattiva tat-8 ta' Awwissu, 2022, fir-rigward tal-fond 192, St Philip Street, Birżebbuġa, u l-kuntratt ta' kera tal-15 ta' Mejju, 2023, fir-rigward tal-garaxx numru 9, fil-livell minus one 194, St Philip Street, Birżebbuġa, jinterpellak sabiex b'mod immedjat:

1. Tħallas lill-mittenti l-kera fis-somma globali ta' €2,500 senjatament il-kera tal-fond u tal-garaxx ta' 5 xhur senjatament tax-xhur ta' Novembru u Diċembru 2023 u ta' Jannar, Frar u Marzu tas-sena 2024;

2. Tħallas ukoll l-arretrati kollha pendenti tad-dawl u tal-ilma li jista' jkun hemm pendenti fuq l-istess fond u garaxx;

By means of a decree given on the 10th September, 2024, in the records of the judicial letter number 1148/2024, in the names Joseph Gauci vs Frederick Balzia, the Rent Regulation Board ordered the following publication in terms of Article 187(3) of Cap. 12 for the purpose of effecting service on the respondents Frederick Balzia.

In the Rent Regulation Board

Today 8th March, 2024

To Frederick Balzia (ID 110587M) of 192, St Philip Street, Birżebbuġa, and/or Code Nine, Triq iż-Żejtun, Marsaxlokk, and/or 201 St John, Flat 3, St Philip Street, Birżebbuġa.

By means of this present Joseph Gauci (ID 363559M) referring to the lease agreement dated 10th September, 2020, the relative lease renewal agreement dated 8th August, 2022, regarding the premises 192, St Philip Street, Birżebbuġa, and the lease agreement dated 15th May, 2023, regarding garage number 9, at minus one level, 194 St Philip Street, Birżebbuġa, solicits you so that immediately:

1. Pay the interpellant the rent in the global amount of €2,500 especially the rent of the premises and garage for 5 months especially of the months of November and December 2023 and January, February and March of the year 2024;

2. Pay all pending electricity and water arrears on the same premises and garage;

3. Tosserva l-kundizzjonijiet kollha li hemm fil-kuntratti appenna imsemmija u dan mingħajr aktar dewmien.

Fin-nuqqas li tagħmel dan il-mittenti se jieħu l-passi kollha opportuni għax-xoljiment tal-kuntratti ta' kera u l-konsegwenzjali żgumbrament tiegħek mill-fond u l-garaxx mikri u għall-ħlas ta' arretrati u danni subiti.

Din l-ittra uffiċjali qiegħda tintbagħat lilek għal finijiet u effetti kollha tal-kuntratt u kif ukoll għal finijiet u effetti kollha tal-liġi.

Tant sabiex tagħraf tirregola ruħek.

Bl-ispejjeż

Reġistru tal-Qrati Superjuri, illum 14 ta' Novembru, 2024

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

3. Abide by all the conditions contained in the said contracts and this without further delay.

Failing to do this the interpellant shall take all the opportune steps for the dissolution of the lease contracts and the consequential eviction of you from the premises and garage leased and for the payment of arrears and damages suffered.

This judicial letter is being sent to you for all intents and purposes of the contract as well as for all intents and purposes of law.

So much so that you may know how to regulate yourself.

With costs

Registry of the Superior Courts, today 14th November, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

2681

Avviż mir-Reġistru tal-Prim'Awla Tal-Qorti Ċivili

Billi Haben Kibrom Tesfamariam noe (149996A) ippreżentat rikors ġuramentat (numru 1215/24/JVC) fejn giet mitluba l-korrezzjoni tal-Att tar-Reġistru Pubbliku ta' Michael Haben Kibrom Tesfamariam numru 5902/2024 fir-Reġistru Pubbliku.

Kull min jidhirlu li għandu interess u jrid jopponi dik it-talba, b'dan l-avviż huwa msejjaħ sabiex ifisser il-fehma tiegħu, b'nota li għandha tiġi ppeżentata fir-Reġistru ta' dawn il-Qrati fi żmien ħmistax-il ġurnata mill-ħruġ ta' dan l-avviż fil-Gazzetta tal-Gvern.

Dawk illi, fiż-żmien fuq imsemmi, ikunu ppreżentaw dik in-nota, għandhom jiġu notifikati b'kopja tar-rikors ġuramentat hawn fuq imsemmi bil-ġurnata li tingħata għas-smigħ tal-kawża.

B'ordni tal-Qorti,

Reġistru tal-Qorti Superjuri,

Illum 14 ta' Novembru, 2024

CORA CATANIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Notice, Registry of the Civil Court, First Hall

Whereas Haben Kibrom Tesfamariam noe (149996A) filed an application under oath (number 1215/24JVC) demanding the correction of the Act of Public Registry of Michael Haben Kibrom Tesfamariam number 5902/2024 in the Public Registry.

Whosoever may have an interest therein, and wishes to oppose that demand, is hereby called upon to do so, by means of a note to be filed in the Registry of these Courts, within fifteen days from the day of the publication of this present notice in the Government Gazette.

Those who, within the aforesaid time, shall have filed such note, shall be notified by the service of a copy of the said application under oath, of the day which will be appointed for the hearing of the case.

By order of the Court,

Registry of the Superior Court,

Today 14th of November, 2024

CORA CATANIA
For Registrar, Civil Courts and Tribunals

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