Nru./No. 21,385
Prezz/Price
€10.08

Gazzetta tal-Gvern ta' Malta
The Malta Government Gazette

Il-Ġimgħa, 31 ta' Jannar, 2025
Friday, 31st January, 2025

Pubblikata b'Awtorità
Published by Authority

SOMMARJU – SUMMARY

Notifikazzjonijiet tal-Gvern ..... 1037 - 1068
Government Notices ..... *1037 - 1068*

Avviżi tal-Pulizija ..... 1068 - 1070
Police Notices ..... *1068 - 1070*

Avviżi lill-Baħħara ..... 1070 - 1072
Notices to Mariners ..... *1070 - 1072*

Opportunitajiet ta' Impjieg ..... 1072 - 1219
Employment Opportunities ..... *1072 - 1219*

Avviżi tal-Gvern ..... 1220 - 1237
Notices ..... *1220 - 1237*

Offerti ..... 1237 - 1243
Tenders ..... *1237 - 1243*

Avviżi tal-Qorti ..... 1243 - 1256
Court Notices ..... *1243 - 1256*

NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 172

FORZI ARMATI TA' MALTA (FORZA REGOLARI)

IL-PRESIDENT ta' Malta għoġobha tapprova t-trasferiment tal-Logutenent Ramon Brincat mill-Forza Regolari tal-Forzi Armati ta' Malta għall-Forza tar-Riżerva Individwali, meta rtira, b'seħħ mit-3 ta' Frar, 2025.

Il-31 ta' Jannar, 2025

Nru. 173

PUBBLIKAZZJONI TA' ABBOZZI TA' LIĠI FIS-SUPPLIMENT

HUWA avżat għall-informazzjoni ġenerali illi l-Abbozzi ta' Liġi li ġejjin huma ppubblikati fis-Suppliment li jinsab ma' din il-Gazzetta:

Abbozz ta' Liġi Nru 124 imsejjaħ l-Att tal-2025 li jemenda l-Att dwar Provdituri ta' Servizz lil Kumpanniji; u

Abbozz ta' Liġi Nru 125 imsejjaħ l-Att tal-2025 li jemenda l-Kodiċi Kriminali (Emenda Nru 2).

Il-31 ta' Jannar, 2025

Nru. 174

ATT DWAR L-ELEZZJONIJIET ĠENERALI (KAP. 354)

Ħatra ta' Chairperson tal-Bord Mediku

IL-KUMMISSJONI Elettorali b'din tgħarraf għall-informazzjoni ta' kulħadd illi skont it-termini tal-artikolu 14 tal-Att dwar l-Elezzjonijiet Ġenerali (Kap. 354) Prof. Anton Grech, MD, MSc (Psych.) (Lond.), Ph.D (Maas.), FRC.Psych. (U.K.), ġie appuntat bħala Chairperson tal-Bord Mediku mill-31 ta' Jannar, 2025.

Il-31 ta' Jannar, 2025

Nru. 175

KODIĊI TA' ORGANIZZAZZJONI U PROĊEDURA ĊIVILI (KAP. 12)

Irkantaturi Pubbliċi

NGĦARRFU għall-informazzjoni ta' kulħadd li l-persuni msemmija hawn taħt ġew nominati fuq il-panel ta' Irkantaturi Pubbliċi għall-perjodu mill-1 ta' Jannar, 2024 sal-31 ta' Diċembru, 2025.

GOVERNMENT NOTICES

No. 172

ARMED FORCES OF MALTA (REGULAR FORCE)

THE President of Malta has been pleased to approve the transfer of Lieutenant Ramon Brincat from the Regular Force of the Armed Forces of Malta to the Individual Reserve Force, on retirement, with effect from the 3rd February, 2025.

31st January, 2025

No. 173

PUBLICATION OF BILLS IN SUPPLEMENT

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

Bill No. 124 entitled the Company Service Providers (Amendment) Act, 2025; and

Bill No. 125 entitled the Criminal Code (Amendment No. 2) Act, 2025.

31st January, 2025

No. 174

GENERAL ELECTIONS ACT (CAP. 354)

Appointment of Chairperson of the Medical Board

THE Electoral Commission hereby notifies for general information that in terms of article 14 of the General Elections Act (Cap. 354) Prof. Anton Grech, MD, MSc (Psych.) (Lond.), Ph.D (Maas.), FRC.Psych. (U.K.), has been appointed as Chairperson of the Medical Board as from 31st January, 2025.

31st January, 2025

No. 175

CODE OF ORGANISATION AND CIVIL PROCEDURE (CAP. 12)

Public Auctioneers

IT is notified for general information that the persons mentioned hereunder have been nominated on the panel of Public Auctioneers for the period from the 1st January, 2024, to the 31st December, 2025.

Gingell Littlejohn, is-Sur Edward;
Mamo, is-Sur Eleno;
Mifsud, is-Sur Henry;
Zaffarese, is-Sur Andrew; u
Zammit, is-Sur Keith Ryan.

Il-31 ta' Jannar, 2025
MJHA/47/2009

No. 176

MALTA BUSINESS REGISTRY

Avviż tar-Reġistru tal-Kumpaniji

SKONT is-subregolament (1) tar-regolament 15 tar-Regolamenti Dwar Kontinwazzjoni ta' Kumpaniji, 2002, qiegħda ssir notifika li fl-20 ta' Jannar, 2025, ġiet konsenjata għar-reġistrazzjoni u pubblikazzjoni, kopja ta' riżoluzzjoni straordinarja tal-azzjonisti ta' ACP ARISH HOLDINGS LIMITED (C101514) b'uffiċċju reġistrat f'Level 3, (Suite No. 2864), Tower Business Centre, Tower Street, Is-Swatar, Birkirkara BKR 4013, Malta, li tawtorizza t-talba tal-kumpanija għall-kunsens tar-Reġistratur biex il-kumpanija titkompla bħala kumpanija barra minn Malta.

Kull kreditur tal-kumpanija li d-dejn tiegħu kien jeżisti qabel il-pubblikazzjoni ta' dan l-avviż huwa avżat li sakemm ma ssirx oġġezzjoni permezz ta' rikors ġuramentat skont is-subregolament (2) tar-regolament 15 tar-Regolamenti msemmija, ir-Reġistratur għandu jagħti l-kunsens tiegħu wara li jgħaddu tliet xhur mid-data tal-pubblikazzjoni ta' dan l-avviż.

Dott. Geraldine A. Spiteri Lucas, LLD
Reġistratur tal-Kumpaniji

Il-31 ta' Jannar, 2025

Nru. 177

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 il-Maċina u Triq l-Oratorju, l-Isla (indikat fuq il-pjanta fuq il-paġna 1040).

Parti minn Sqaq Fwieni, parti minn Triq San Anard, Triq l-Isqof Paul Darmanin, Ħaż-Żabbar (indikat fuq il-pjanta fuq il-pjanta fuq il-paġna 1041).

Parti minn Triq is-Sienja u parti minn Triq Espeditu Deguara, iż-Żurrieq (indikat fuq il-pjanta fuq il-pjanta fuq il-paġna 1042).

Gingell Littlejohn, Mr Edward;
Mamo, Mr Eleno;
Mifsud, Mr Henry;
Zaffarese, Mr Andrew; and
Zammit, Mr Keith Ryan.

31st January, 2025

No. 176

MALTA BUSINESS REGISTRY

Notice of Registry of Companies

IN accordance with paragraph (i) of regulation 15 of the Continuation of Companies Regulations, 2002, it is hereby notified that on the 20th January, 2025, a copy of an extraordinary resolution of the shareholders of ACP ARISH HOLDINGS LIMITED (C101514) with registered office at Level 3, (Suite No. 2864), Tower Business Centre, Tower Street, Swatar, Birkirkara BKR 4013, Malta, authorising the request by the company to the Registrar for his consent to be continued as a company outside Malta, was delivered for registration and publication.

Any creditor of the company whose debt existed prior to the publication of this notice is advised that unless objection is lodged by writ of summons, in terms of paragraph (ii) of regulation 15 of the aforesaid Regulations, the Registrar shall give his consent on the lapse of three months from the date of the publication of this notice.

Dr Geraldine A. Spiteri Lucas, LLD
Registrar of Companies

31st January, 2025

No. 177

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 il-Maċina u Triq l-Oratorju, Senglea (indicated on site plan on page 1040).

Part of Sqaq Fwieni, part of Triq San Anard, Triq l-Isqof Paul Darmanin, Ħaż-Żabbar (indicated on site plan on page 1041).

Part of Triq is-Sienja and part of Triq Espeditu Deguara, Żurrieq (indicated on site plan on page 1042).

Triq il-Ġibjun, Santa Luċija (indikat fuq il-pjanta fuq il-pjanta fuq il-paġna 1043).

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-3 ta' Frar, 2025 u it-30 ta' Settembru, 2025, se tibda xogħlijiet fi Triq il-Maċina u Triq l-Oratorju, l-Isla. 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-3 ta'Frar, 2025 u il-30 ta' Settembru, 2025, se tkun qed tibda xogħlijiet f'parti minn Sqaq Fwieni, parti minn Triq San Anard, Triq l-Isqof Paul Darmanin, Ħaż-Żabbar. 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-3 ta' Frar, 2025 u il-30 ta' Settembru, 2025, se tibda xogħlijiet f'parti minn Triq is-Sienja u parti minn Triq Espeditu Deguara, iż-Żurrieq. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

L-Aġenzija għal Infrastruttura Malta tgħarraf li bejn is-17 ta' Frar, 2025 u il-30 ta' Settembru, 2025, se tibda xogħlijiet fi Triq il-Ġibjun, Santa Luċija. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt ċerti xogħlijiet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

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

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

Il-31 ta' Jannar, 2025

Triq il-Ġibjun, Santa Luċija (indicated on site plan on page 1043).

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 3rd February, 2025 and 30th September, 2025, it will be starting road works in Triq il-Maċina and Triq l-Oratorju, Senglea. 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 3rd February, 2025 and 30th September, 2025, it will be starting road works in part of Sqaq Fwieni, part of Triq San Anard and Triq l-Isqof Paul Darmanin, Ħaż-Żabbar. 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.

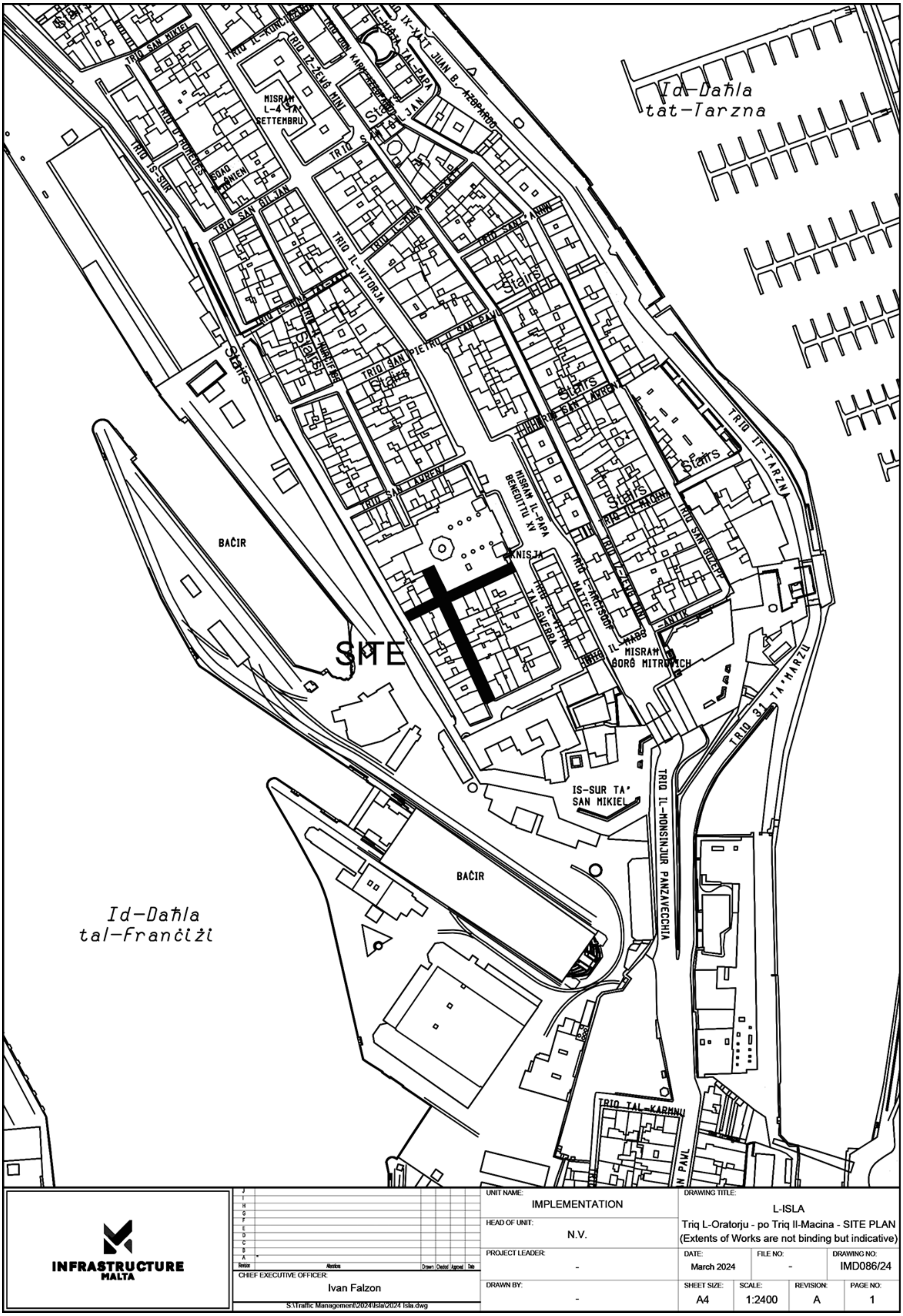
The Agency for Infrastructure Malta notifies that between 3rd February, 2025 and 30th September, 2025, it will be starting road works in part of Triq is-Sienja and part of Triq Espeditu Deguara, Żurrieq. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' 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 17th February, 2025 and 30th September, 2025, it will be starting road works in Triq il-Ġibjun, Santa Luċija. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

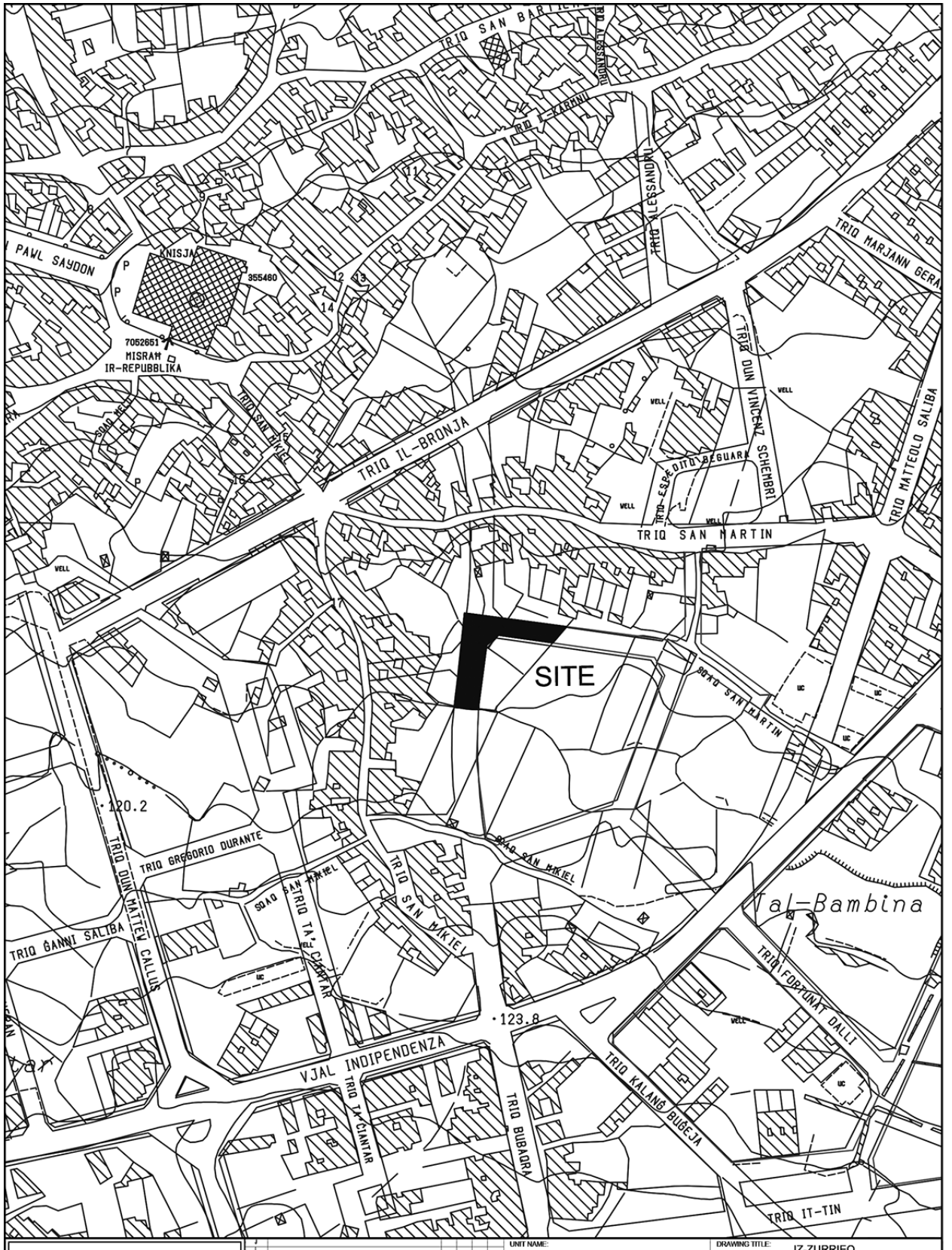
Vehicles found in contravention to the order of this notice and to the related 'no parking' signs on site are liable to be towed.

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

31st January, 2025


Id-Daħla
tat-Tarzna
Id-Daħla
tal-Franċiżi
SITE
BAĊIR
BAĊIR
TRIQ SAN MIKIEL
TRIQ IS-SUR
TRIQ SAN ĠILJAN
TRIQ IL-VITORJA
TRIQ SAN PIETRU U SAN PAWL
TRIQ SAN LAWRENZ
TRIQ SANT' ANNA
TRIQ IL-TARZNA
TRIQ SAN ĠUŻEPP
TRIQ 31 TA' MARZU
TRIQ IL-MONSINJUR PANZAVECCHIA
TRIQ TAL-KARMNU
MISRAĦ L-4 TA' SETTEMBRU
MISRAĦ IL-PAPA BENEDITTU XV
MISRAĦ BORĠ MITROVICH
IS-SUR TA' SAN MIKIEL
KNISJA
Stairs
INFRASTRUCTURE MALTA
UNIT NAME: IMPLEMENTATION
HEAD OF UNIT: N.V.
PROJECT LEADER: -
CHIEF EXECUTIVE OFFICER: Ivan Falzon
DRAWN BY: -
S:\Traffic Management\2024\Isla\2024 Isla.dwg
DRAWING TITLE: L-ISLA
Triq L-Oratorju - po Triq Il-Macina - SITE PLAN
(Extents of Works are not binding but indicative)
DATE: March 2024
FILE NO: -
DRAWING NO: IMD086/24
SHEET SIZE: A4
SCALE: 1:2400
REVISION: A
PAGE NO: 1


Il-Hofra
Il-Burset
TRIQ IL-MEHRIEZ
TRIQ L-INWASA
SITE
TRIQ IL-DAQQA
TRIQ A.CALIBARI
TRIQ IL-FIĠEL
TRIQ IL-FADDUS
TRIQ IL-KAPPAR
TRIQ IL-GOTHIN
TRIQ IL-ŻABRA
L-Imwieġel
INFRASTRUCTURE MALTA
CHIEF EXECUTIVE OFFICER:
Steve Ellul
S:\Traffic Management\2024\Zabbar\2024 Zabbar.dwg
UNIT NAME:
IMPLEMENTATION
HEAD OF UNIT:
R.C.
PROJECT LEADER:
-
DRAWN BY:
-
DRAWING TITLE:
ĦAŻ-ŻABBAR
po Triq il-Mehriez - po sqaq Fwieni
- po Triq San Anard - SITE PLAN
Extends of works aren't binding but indicative
DATE:
Sep 2024
FILE NO:
-
DRAWING NO:
IMD219/24
SHEET SIZE:
A4
SCALE:
1:2500
REVISION:
A
PAGE NO:
4



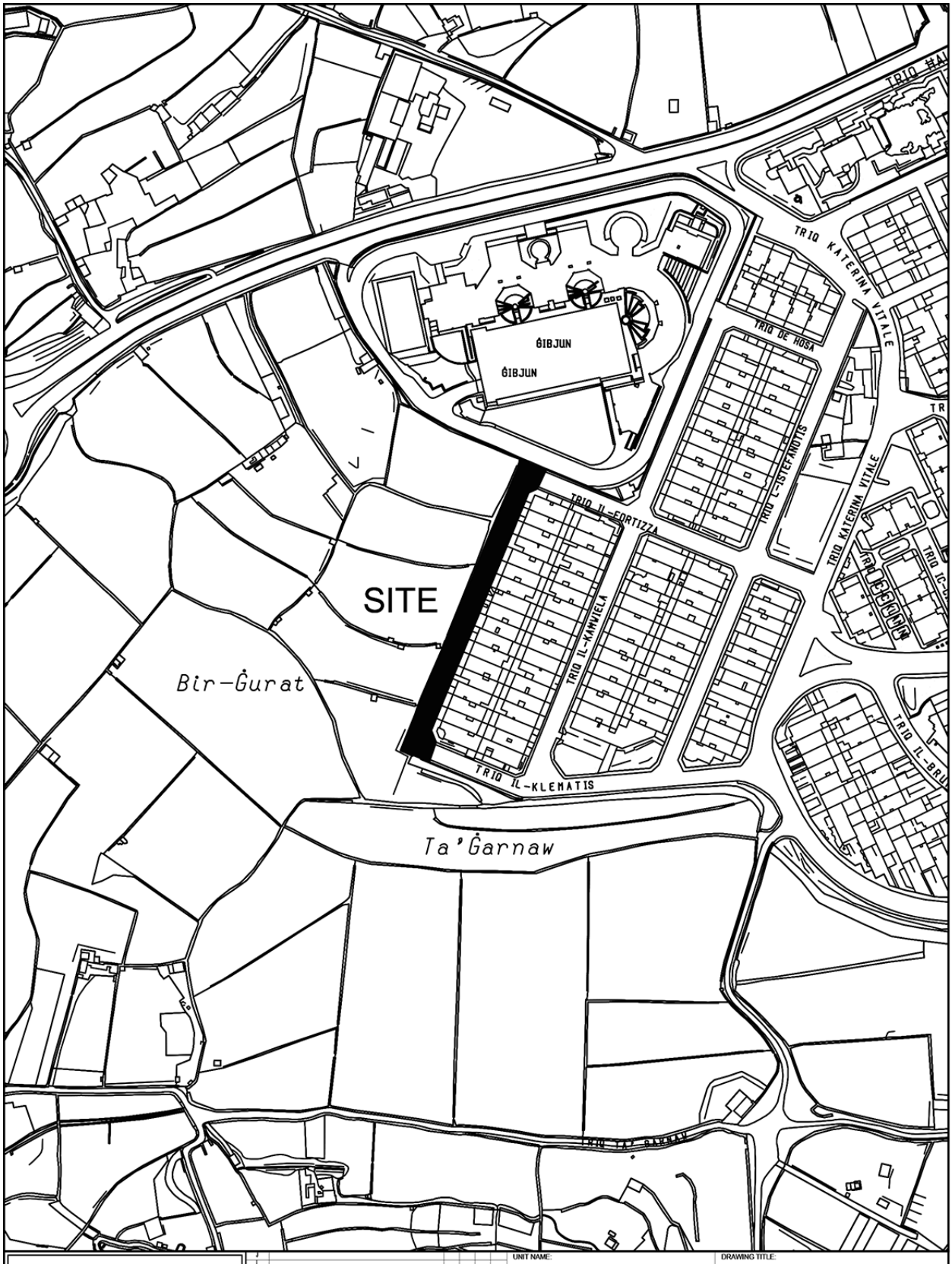
INFRASTRUCTURE MALTA

UNIT NAME:	IMPLEMENTATION
HEAD OF UNIT:	N.V.
PROJECT LEADER:	-
DRAWN BY:	-
CHIEF EXECUTIVE OFFICER:	Ing. Fredrick Azzopardi
COMPUTER PATH:	N:\Design\Common Area\Traffic Management\2019\Zurrieq

DRAWING TITLE: IZ-ZURRIEQ
po Triq Is-Sienja - po Triq Espeditu Deguara
- SITE PLAN
(Extends of works aren't binding but indicative)

DATE:	FILE NO:	DRAWING NO:
Oct 2023	-	RD392/19/b

SHEET SIZE:	SCALE:	REVISION:	PAGE NO:
A4	1:2500	-	10b



INFRASTRUCTURE MALTA

Revision	Alterations	Drawn	Checked	Approved	Date

CHIEF EXECUTIVE OFFICER: Steve Ellul

S:\Traffic Management\2025\Santa Lucija\2025 Santa Lucija.dwg

UNIT NAME: IMPLEMENTATION

HEAD OF UNIT: N.V.

PROJECT LEADER: A.C.G.

DRAWN BY: M.B.

DRAWING TITLE: SANTA LUĊIJA
Triq il-Gibjun - SITE PLAN
(Extents of works aren't binding but Indicative)

DATE:	FILE NO:	DRAWING NO:
Jan 2025	-	IMD033/25

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

Nru. 178

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

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

Data *Date*	Deheb Pur Gramma *Pure Gold* *Grams*	Fidda Pura Gramma *Pure Silver* *Grams*
31.1.2025	€85.290	€0.948

L-31 ta' Jannar, 2025

No. 178

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:

31st January, 2025

Nru. 179

ATT DWAR IL-PROFESSJONI NUTARILI U ARKIVJI NUTARILI (KAP. 55)

Kunsill Nutarili

NGĦARRFU illi ai termini tal-Artiklu 86 tal-Att dwar il-Professjoni Nutarili u Arkivji Nutarili, il-membri tal-Kunsill Nutarili l-ġdid kif elett fil-Laqgħa Ġenerali Annwali tal-Kulleġġ Nutarili tat-18 ta' Diċembru, 2024, fl-ewwel laqgħa tiegħu tal-24 ta' Diċembru, 2024, ġew assenjati s-segwenti karigi:

President
In-Nutar Dott. Roland Wadge

Viċi President
In-Nutar Dott. Graziella Agius Farrugia

Segretarju Ġenerali
In-Nutar Dott. Maronia Fenech

Teżorier
In-Nutar Dott. Daniel Vella

Membri
In-Nutar Dott. Liza Schembri
In-Nutar Dott. Josette Spiteri Cauchi
In-Nutar Joseph Abela
In-Nutar Dott. Dejan Debono
In-Nutar Robert Joseph Felice

Il-31 ta' Jannar, 2025

No. 179

NOTARIAL PROFESSION AND NOTARIAL ARCHIVES ACT (CAP. 55)

Notarial Council

IT is notified that in terms of Article 86 of the Notarial Profession and Notarial Archives Act, the members of the new Notarial Council elected at the Annual General Meeting of the Notarial College held on the 18th of December, 2024, at its first meeting of the 24th of December, 2024, were assigned the following posts:

President
Notary Dr Roland Wadge

Vice President
Notary Dr Graziella Agius Farrugia

General Secretary
Notary Dr Maronia Fenech

Treasurer
Notary Dr Daniel Vella

Members
Notary Dr Liza Schembri
Notary Dr Josette Spiteri Cauchi
Notary Joseph Abela
Notary Dr Dejan Debono
Notary Dr Robert Joseph Felice

31st January, 2025

Nru. 180

ATT DWAR IL-PROFESSJONI NUTARILI U L-ARKIVJI NUTARILI (KAP. 55)

LISTA ta' Uffiċjali Reviżuri maħtura mill-Kunsill Nutarili li lilhom għandhom jiġu ppreżentati għall-ispezzjoni, bejn April u Settembru 2025, fl-indirizzi iktar 'l isfel indikati, l-atti *inter vivos* kollha riċevuti fis-sena 2024 min-nutara li qegħdin jeżerċitaw il-professjoni tagħhom f'Malta u f'Għawdex, jew li huma nutara konservaturi għalihom, skont l-Att Dwar il-Professjoni Nutarili u l-Arkivji Nutarili (Kap. 55).

L-indirizzi tal-Uffiċjali Reviżuri huma:

Dott. Elisa Falzon: 40, Triq l-Imrieħel, Birkirkara
Dott. Edward Flores: 42, Triq Santa Marija, Tas-Sliema
Dott. Josette Sultana: 126, Triq Atocia, Il-Ħamrun
Dott. Karen Vella: 22, Triq it-28 ta' April 1688, Il-Qala, Għawdex
Dott. Alison Wadge: 77, Triq Santa Liena, Birkirkara
Dott. Veronica Zammit: 19, Triq l-Esperanto, L-Imsida

Għar-rigward ta' atti ppubblikati fis-sena 2011 jew qabel, u li baqgħu mhux miġbura, għandhom jiġu regolati skont is-segwenti avviż, anke jekk b'avviżi preċedenti kellhom jiġu miġbura minn Uffiċjal Reviżuri oħra:

L-atti ppubblikati fis-sena 2011 jew qabel min-nutara li jeżerċitaw jew kienu jeżerċitaw il-professjoni tagħhom f'Malta, jew in-nutara konservaturi tagħhom, u li l-kunjom tagħhom jibda bl-ittra 'A' sa 'C', inklussivament, għandhom jiġu preżentati għar-reviżjoni lil Dott. Elisa Falzon, sempliċiment fuq rikjesta mill-istess Uffiċjal Reviżur mid-data ta' dan l-avviż 'il quddiem.

L-atti ppubblikati fis-sena 2011 jew qabel min-nutara li jeżerċitaw jew kienu jeżerċitaw il-professjoni tagħhom f'Malta li l-kunjom tagħhom jibda bl-ittra 'D' sa 'Z', inklussivament għandhom jinġabru minn Dott. Edward Flores, sempliċiment fuq rikjesta mill-istess Uffiċjal Reviżur, mid-data ta' dan l-avviż 'il quddiem.

L-atti ppubblikati fis-sena 2011 jew qabel min-nutara li jeżerċitaw jew kienu jeżerċitaw il-professjoni tagħhom f'Għawdex għandhom jinġabru minn Dott. Karen Vella, sempliċiment fuq rikjesta mill-istess Uffiċjal Reviżur, mid-data ta' dan l-avviż 'il quddiem.

It-testmenti kollha ppubblikati matul is-sena 2024 min-nutara li jeżerċitaw il-professjoni tagħhom f'Malta u

No. 180

NOTARIAL PROFESSION AND NOTARIAL ARCHIVES ACT (CAP. 55)

OFFICIAL list of Review Officers appointed by the Notarial Council to whom all acts *inter vivos* published during the year 2024 by warranted notaries exercising their profession in Malta and Gozo, or for whom they are appointed notary keepers, have to be presented for review at the address shown below between April and September 2025, and this in terms of the Notarial Profession and Notarial Archives Act (Cap. 55).

The addresses of the Review Officers are:

Dr Elisa Falzon: 40, Triq l-Imrieħel, Birkirkara
Dr Edward Flores: 42, Triq Santa Marija, Tas-Sliema
Dr Josette Sultana: 126, Triq Atocia, Ħamrun
Dr Karen Vella: 22, Triq it-28 ta' April 1688, Qala, Gozo
Dr Alison Wadge: 77, Triq Santa Liena, Birkirkara
Dr Veronica Zammit: 19, Triq l-Esperanto, Msida

All acts published during the year 2011 and before, and which are not yet collected, shall be regulated by this present notice, even if by prior notices such acts were to be presented for review to other Review Officers:

Acts published during the year 2011 and before by notaries who are exercising and/or have exercised their profession in Malta, or for whom they are appointed notary keepers, and their surname begins with the letter 'A' to 'C' inclusively, are to be presented for review to Dr Elisa Falzon upon a request by the said Review Officer following the date of this notice.

Acts published during the year 2011 and before by notaries who are exercising and/or have exercised their profession in Malta, or for whom they are appointed Notary Keepers, and their surname begins with the letter 'D' to 'Z' inclusively, are to be presented for review to Dr Edward Flores upon a request by the said Review Officer following the date of this notice.

Acts published during the year 2011 and before by notaries who are exercising and/or have exercised their profession in Gozo, or for whom they are appointed Notary Keepers, are to be presented for review to Dr Karen Vella upon a request by the said Review Officer following the date of this notice.

All wills published during the year 2024 by warranted notaries exercising their profession in Malta and Gozo have

f'Għawdex għandhom jiġu ppreżentati lil Dott. Cora Vella fl-Uffiċċju tan-Nutar tal-Gvern.

to be presented to Dr Cora Vella at the Office of the Notary to Government.

Il-31 ta' Jannar, 2025

31st January, 2025

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Audrey Abela	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Christine Abela	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Graziella Abela Gatt	Dr Elisa Falzon	Lulju 2025 *July 2025*
Mr Joseph Abela	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Mark Abela	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Sarah Abela Porsella Flores	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Sam Abela	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Sarah Abela	Dr Karen Vella	Ġunju 2025 *June 2025*
Dr Alicia Agius	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Ann Marie Agius	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Anthony Agius	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Sarah Ann Agius Bezzina	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Graziella Agius Farrugia	Dr Alison Wadge	April 2025 *April 2025*
Dr Matthew Agius	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Emma Amato	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Ruth Antoinette Antoncich	Dr Alison Wadge	Lulju 2025 *July 2025*
Mrs Vicyana Apap	Dr Karen Vella	Ġunju 2025 *June 2025*
Dr Daniela Aquilina	Dr Veronica Zammit	Settembru 2025 *September 2025*
Dr Maria Aquilina	Dr Josette Sultana	Ġunju 2025 *June 2025*
Ms Cheryl Ann Aquilina Polidano	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Robert Aquilina	Dr Veronica Zammit	April 2025 *April 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Rosalyn Aquilina	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Dorianne Arapa	Dr Elisa Falzon	April 2025 *April 2025*
Dr Brenda Attard	Dr Alison Wadge	April 2025 *April 2025*
Dr Hans Karl Attard	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Pierre Attard	Dr Veronica Zammit	Mejju 2025 *May 2025*
Dr Giselle Axiaq	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr William Azzopardi	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Katrin Bartolo	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Magda Bartolo Parnis	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Clinton Bellizzi	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Rebecca Janelle Berry Wellman	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Angela Bezzina	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Katya Bezzina	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Samuel Bezzina	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Roberta Bisazza	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Victor J. Bisazza	Dr Elisa Falzon	April 2025 *April 2025*
Dr Derek Bonavia	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Kristina Bonavia Gatt	Dr Veronica Zammit	April 2025 *April 2025*
Dr Maria Bonavia	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Claire Bonello	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Leanne Bonello	Dr Veronica Zammit	Settembru 2025 *September 2025*
Dr Mario Rosario Bonello	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Anthony Bonnici	Dr Veronica Zammit	Mejju 2025 *May 2025*
Dr Charmaine Bonnici	Dr Josette Sultana	Awwissu 2025 *August 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Anton Borg	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Sylvana Borg Caruana	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Chantelle Borg	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Christabel Borg	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr David Joseph Borg	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Karen Borg Farrugia	Dr Josette Sultana	April 2025 *April 2025*
Dr Joette Borg	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Joseph Borg	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Matthew Nicholas Borg	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Stephanie Borg Psaila	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Roberta Borg	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Shaun James Borg	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Sylvana Borg	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Rachel Briffa Baldacchino	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Maria Briffa	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Nicholas Briffa	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Sean Briffa	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Ethan Brincat	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Maria Buckle	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Daniel John Bugeja	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Ritienne Bugeja Fenech	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Jessica Bugeja	Dr Elisa Falzon	April 2025 April 2025
Dr Mario Bugeja	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Sandra Bugeja	Dr Alison Wadge	Settembru 2025 *September 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Sarah Bugeja	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Ayrton Buhagiar	Dr Alison Wadge	April 2025 April 2025
Dr Luca Burlò	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Marco Burlò	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Petra Burlò	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Rachel Busuttil	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Marco Buttigieg	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Marica Buttigieg Sciberras	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Roberta Buttigieg Simiana	Dr Karen Vella	April 2025 *April 2025*
Dr Vanessa Buttigieg	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Anthony (Tonio) Cachia	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Marija Cachia	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Thea Cachia	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Francesca Cachia Zammit	Dr Elisa Falzon	April 2025 *April 2025*
Dr John Cachia Zammit	Dr Veronica Zammit	April 2025 *April 2025*
Dr Ryan Caligari	Dr Josette Sultana	April 2025 *April 2025*
Dr Jacqueline Calleja	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Keith Calleja	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Loredana-Paulette Calleja	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Cristina Calleja Tufigno	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Paul Callus	Dr Veronica Zammit	April 2025 *April 2025*
Dr Francesca Calvagna	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Abigail Jane Camilleri	Dr Veronica Zammit	April 2025 *April 2025*
Dr Anthony Camilleri	Dr Elisa Falzon	April 2025 *April 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Bernice Camilleri Balzia	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Alison Camilleri Bowman	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Claire Camilleri	Dr Josette Sultana	April 2025 *April 2025*
Dr Mary Camilleri Cutajar	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Erica Camilleri	Dr Elisa Falzon	April 2025 *April 2025*
Dr Francoise Camilleri	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Malcolm Camilleri	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Maria Camilleri Pisani	Dr Karen Vella	Awwissu 2025 *August 2025*
Dr Brenda Jane Camilleri Vella	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Peter Carbonaro	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Abigail Marie Caruana	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Annalisa Caruana	Dr Veronica Zammit	Settembru 2025 *September 2025*
Dr Daniel Caruana	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Demi Caruana	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Luke Caruana	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Roderick Caruana	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Ruben Casingena	Dr Veronica Zammit	Settembru 2025 *September 2025*
Mrs Alyssa Manuela Cassar	Dr Karen Vella	Awwissu 2025 *August 2025*
Dr Herbert Cassar	Dr Alison Wadge	April 2025 *April 2025*
Dr Joanne Cassar	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Nicole Cassar	Dr Josette Sultana	April 2025 *April 2025*
Dr Pierre Cassar	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Jeanelle Cassar Zammit	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Ian Castaldi Paris	Dr Josette Sultana	Mejju 2025 *May 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Ann Marie Cauchi	Dr Karen Vella	Awwissu 2025 *August 2025*
Dr Chantelle Pauline Cauchi	Dr Karen Vella	Awwissu 2025 *August 2025*
Dr Joanne Cauchi	Dr Karen Vella	Settembru 2025 *September 2025*
Dr Louanne Cauchi	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Tonio Cauchi	Dr Alison Wadge	April 2025 *April 2025*
Dr Michela Marie Cefai (Nee Mifsud)	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Paola Cefai	Dr Karen Vella	Awwissu 2025 *August 2025*
Dr Daniela Chetcuti	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Kristel-Elena Chircop	Dr Veronica Zammit	Mejju 2025 *May 2025*
Dr Valentina Chircop Troisi	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Krista Ann Ciantar	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Joe Cilia	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Reuben Collins	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Joelle Cortis	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Marilena Cristina	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Patrick Critien	Dr Veronica Zammit	Settembru 2025 *September 2025*
Dr Sean Critien	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Clarissa Cuschieri	Dr Veronica Zammit	Mejju 2025 *May 2025*
Dr Romina Cuschieri	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Mark Cutajar	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Henri Darmanin	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr John Paul de Giorgio	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Alexia Debattista	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Dejan Debono	Dr Elisa Falzon	Mejju 2025 *May 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Elsa Debono	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Jean Carl Debono	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Joseph Debono	Dr Veronica Zammit	April 2025 *April 2025*
Dr Mark Anthony Debono	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Maureen Debono	Dr Karen Vella	April 2025 *April 2025*
Dr Reuben Debono	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Maria Delia	Dr Veronica Zammit	Mejju 2025 *May 2025*
Dr Jack Delicata	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Anne-Marie Di Giacomo Cuschieri	Dr Veronica Zammit	April 2025 *April 2025*
Dr Enzo Dimech	Dr Karen Vella	Mejju 2025 *May 2025*
Dr Kristen Dimech	Dr Karen Vella	April 2025 *April 2025*
Dr Marc Edward Dimech	Dr Elisa Falzon	April 2025 *April 2025*
Ms Marilyn Dimech	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Michel Dingli	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Rita Drago	Dr Veronica Zammit	Mejju 2025 *May 2025*
Dr Stephanie Duca	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Tim Ellis	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Martha Ellul Carabott	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Cherise Ellul	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Justin Ellul Desira	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Maria Ellul	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Philip Ellul	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Sara Ellul	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Andre Farrugia	Dr Alison Wadge	Awwissu 2025 *August 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Rachelle Farrugia Buhagiar	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Katia Farrugia Cachia	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Elaine Farrugia	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Elena Farrugia	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Graziella Farrugia	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Clara Farrugia Grixti	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Ian Carl Farrugia	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Jean Paul Farrugia	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Josepha Farrugia	Dr Karen Vella	Lulju 2025 *July 2025*
Ms Charlene Farrugia Magri	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Marco Farrugia	Dr Josette Sultana	April 2025 *April 2025*
Dr Sharon Faith Farrugia	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Tania Farrugia	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Gertrude Farrugia Wismayer	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Stephanie Fava	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Mario Felice	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Marthese Felice	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Robert Joseph Felice	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Ann Fenech Adami	Dr Veronica Zammit	Mejju 2025 *May 2025*
Dr Justin Fenech	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Maronia Fenech	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Reuben Fenech	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Michaela Fleri-Soler	Dr Josette Sultana	April 2025 *April 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Peter Fleri-Soler	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Thomas Luke Francalanza	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Krystle Frendo Galea	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Carmel Gafà	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Daniele Gafà	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Diana Galea	Dr Josette Sultana	April 2025 *April 2025*
Dr Jurgen Galea	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Maria Roberta Galea Mamo	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Dorita Galea Medati	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Michael J. Galea	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr John Gambin	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Richard Gambin	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Bernice Gatt	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Christopher Gatt	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Andrea Gatt Floridia	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Nancy Gatt	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Renee Gatt	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Roderick Gatt	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Maria Georgakopoulos	Dr Alison Wadge	April 2025 *April 2025*
Dr Keith Francis German	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Isabelle Gonzi	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Amanda Grech	Dr Alison Wadge	April 2025 *April 2025*
Dr Anthea Marie Grech	Dr Josette Sultana	Awwissu 2025 *August 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Charlene Grech	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Sandra Grech Cordina	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Desirei Grech	Dr Elisa Falzon	April 2025 *April 2025*
Dr James Grech	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Julian Grech	Dr Josette Sultana	April 2025 *April 2025*
Dr Loretta Grech Lateo	Dr Karen Vella	Settembru 2025 *September 2025*
Ms Mariosa Grech	Dr Karen Vella	April 2025 *April 2025*
Dr Marisa Grech	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Mary Grech Pace	Dr Josette Sultana	April 2025 *April 2025*
Dr Vanessa Grech	Dr Alison Wadge	April 2025 *April 2025*
Dr Cory Greenland	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Philippa Gregory	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Hugh Grima	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Joel Grima	Dr Karen Vella	Settembru 2025 *September 2025*
Dr Maria Grima	Dr Karen Vella	Lulju 2025 *July 2025*
Dr Christina Marie Grima Tabone	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Cristina Grixti	Dr Elisa Falzon	Settembru 2025 *September 2025*
Ms Martina Gulia	Dr Elisa Falzon	April 2025 *April 2025*
Dr Patricia Hall	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Margaret Heywood	Dr Josette Sultana	April 2025 *April 2025*
Dr Anthony Hili	Dr Karen Vella	Ġunju 2025 *June 2025*
Dr Fabio Imbroll	Dr Veronica Zammit	Mejju 2025 *May 2025*
Dr Carla La Rosa	Dr Josette Sultana	Ġunju 2025 *June 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Clyde La Rosa	Dr Josette Sultana	April 2025 *April 2025*
Dr Yasmin La Rosa	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Michael Laferla	Dr Josette Sultana	April 2025 *April 2025*
Dr Jeannette Laferla Saliba	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Philip Lanfranco	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Michela Lanzon	Dr Veronica Zammit	April 2025 *April 2025*
Dr Gabrielle Lautier	Dr Alison Wadge	April 2025 *April 2025*
Dr Joanne Lia	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Joseph Lia	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Malcolm Licari	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Ilaria Mackay	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Maria Stella Magri	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Sandra Magri Sant Fournier	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Diane Magro	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Patrizia Mallia	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Rachel Mallia	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Carmel Mangion	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Malcolm Mangion	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Simon Manicolo	Dr Veronica Zammit	Settembru 2025 *September 2025*
Dr Stefania Marmorato	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Carmel Martinelli	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Josef Christian Masini Vento	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Christian Meilak	Dr Elisa Falzon	Settembru 2025 *September 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Julianne Meli	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Daniela Mercieca Blake	Dr Alison Wadge	April 2025 *April 2025*
Dr Daniela Mercieca	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Alexandra Micallef	Dr Alison Wadge	April 2025 *April 2025*
Dr Andrea Micallef	Dr Alison Wadge	April 2025 *April 2025*
Dr Annalise Micallef	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Bartolomeo Micallef	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Loredana Micallef	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Olivia Micallef	Dr Elisa Falzon	Mejju 2025 *May 2025*
Mr Robert Micallef	Dr Veronica Zammit	Settembru 2025 *September 2025*
Dr Francesca Micallef Sammut	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Gareth Micallef Tortell	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Jean Pierre Mifsud Bason	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Maria Mifsud Bonnici	Dr Elisa Falzon	April 2025 *April 2025*
Dr Pamela Mifsud Bonnici	Dr Veronica Zammit	Mejju 2025 *May 2025*
Dr Daniela Mifsud Buhagiar	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Francesca Mifsud	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Josianne Mifsud	Dr Karen Vella	Mejju 2025 *May 2025*
Dr Marygrace Mifsud Lia	Dr Josette Sultana	April 2025 *April 2025*
Dr Nadia Mifsud	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Anna Maria Mizzi	Dr Karen Vella	Lulju 2025 *July 2025*
Dr Charlene Mizzi	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Corazon Mizzi	Dr Alison Wadge	Settembru 2025 *September 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Marie Claire Mizzi	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Mariella Mizzi	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Veronica Mizzi Young	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Naomi Mugliett	Dr Veronica Zammit	Mejju 2025 *May 2025*
Dr Kelsey Muscat	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Rachael Samantha Muscat	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Robert John Muscat	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Stephanie Muscat	Dr Alison Wadge	Lulju 2025 *July 2025*
Mrs Miriam Musumeci Macelli	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Andrew James Navarro	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Antonella Navarro	Dr Elisa Falzon	April 2025 *April 2025*
Dr Nathalie Pace Asciak	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Astrid Parnis	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Paul George Pisani	Dr Karen Vella	Mejju 2025 *May 2025*
Dr Kimberly Piscopo	Dr Josette Sultana	Awwissu 2025 *August 2025*
Dr Melvin Polidano	Dr Veronica Zammit	April 2025 *April 2025*
Dr Vanessa Pool	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Pamela Portanier	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Charmaine Portelli	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Francesca Portelli	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Maria Psaila	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Angele Rapa	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Roberta Rapa	Dr Alison Wadge	April 2025 *April 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Enzo Refalo	Dr Karen Vella	Ġunju 2025 *June 2025*
Dr Tiziana Maria Refalo	Dr Josette Sultana	April 2025 *April 2025*
Dr Anthea Sacco Mintoff	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Jessica Said	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Raisa Said	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Valerie Said	Dr Karen Vella	Lulju 2025 *July 2025*
Dr Vanessa Said	Dr Alison Wadge	Settembru 2025 *September 2025*
Ms Kimberly Sammut	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Mark A. Sammut Sassi	Dr Alison Wadge	April 2025 *April 2025*
Dr Charmaine Sant	Dr Elisa Falzon	April 2025 *April 2025*
Dr Stephenie Sant	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Kathleen Sare	Dr Veronica Zammit	Settembru 2025 *September 2025*
Dr Joseph Henry Saydon	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Maria Christina Saydon	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Annmarie Saywell	Dr Elisa Falzon	April 2025 *April 2025*
Dr Alexander Joseph Sceberras Trigona	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Alexia Sceberras Trigona	Dr Alison Wadge	April 2025 *April 2025*
Dr Sarah Scerri	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Liza Schembri	Dr Veronica Zammit	Lulju 2025 *July 2025*
Mrs Francesca Schwalbe	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Dorian Sciberras	Dr Veronica Zammit	Settembru 2025 *September 2025*
Dr Gianluca Sciberras	Dr Alison Wadge	Ġunju 2025 *June 2025*
Mr Neil Sciberras	Dr Elisa Falzon	April 2025 *April 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Rosella Sciberras	Dr Veronica Zammit	Mejju 2025 *May 2025*
Mr Ryan Sciberras	Dr Veronica Zammit	Settembru 2025 *September 2025*
Dr Elizabeth Sciriha	Dr Alison Wadge	Awwissu 2025 *August 2025*
Dr Joseph Henry Sciriha	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Joseph Smith La Rosa de Cristoforo	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Rossella Soler	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Audrey Spiteri	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Josette Spiteri Cauchi	Dr Elisa Falzon	April 2025 *April 2025*
Dr Anthony Spiteri Debono	Dr Josette Sultana	Mejju 2025 *May 2025*
Mrs Esmeralda Spiteri Debono	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr George Spiteri Debono	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Myriam Spiteri Debono	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Katryna Spiteri Grech	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Mr Ian Spiteri	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Joanne Spiteri	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr John Spiteri	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Gerard Spiteri Maempel	Dr Josette Sultana	Lulju 2025 *July 2025*
Ms Maria Spiteri	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Stefania Spiteri	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Tania Spiteri	Dr Alison Wadge	Ġunju 2025 *June 2025*
Dr Tonio Spiteri	Dr Alison Wadge	April 2025 *April 2025*
Dr Maria Graziella Stellini	Dr Elisa Falzon	Settembru 2025 *September 2025*
Dr Diane Sultana	Dr Karen Vella	Awwissu 2025 *August 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Gabrielle Marie Tabone	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Joseph Tabone	Dr Alison Wadge	April 2025 *April 2025*
Dr Nathania Tabone	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Rebekah Tabone	Dr Veronica Zammit	Ġunju 2025 *June 2025*
Dr Anna Theuma	Dr Karen Vella	Settembru 2025 *September 2025*
Dr Sandra Valentino	Dr Josette Sultana	April 2025 April 2025
Dr Karen Valletta	Dr Josette Sultana	Ġunju 2025 *June 2025*
Dr Henri Vassallo	Dr Alison Wadge	Lulju 2025 *July 2025*
Dr Robert Vassallo	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Joseph Vassallo-Agius	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Adriana Vella	Dr Elisa Falzon	Mejju 2025 *May 2025*
Dr Alexandra Vella	Dr Alison Wadge	Settembru 2025 *September 2025*
Ms Annalisa Vella	Dr Elisa Falzon	April 2025 *April 2025*
Dr Louisa Vella Bardon	Dr Alison Wadge	April 2025 *April 2025*
Dr Daniela Vella Borda	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Ann Vella Bugeja	Dr Elisa Falzon	Settembru 2025 *September 2025*
Ms Chanelle Vella	Dr Elisa Falzon	April 2025 *April 2025*
Mrs Charlene Vella	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Christopher Vella	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Cora Vella	Dr Josette Sultana	Mejju 2025 *May 2025*
Dr Daniel Vella	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Emma Vella	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Erika Vella	Dr Josette Sultana	Settembru 2025 *September 2025*

Isem *Name*	Uffiċjal Reviżur *Review Officer*	Xahar *Month*
Dr Patricia Vella Haber	Dr Josette Sultana	Lulju 2025 *July 2025*
Dr Jonathan Vella	Dr Alison Wadge	Mejju 2025 *May 2025*
Dr Maria Vella Magro	Dr Karen Vella	Ġunju 2025 *June 2025*
Dr Nicholas Vella	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Nicholas Charles Vella	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Nicolette Vella	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Charles Vella Zarb	Dr Veronica Zammit	Lulju 2025 *July 2025*
Dr Martina Andrea Vitale	Dr Elisa Falzon	Awwissu 2025 *August 2025*
Dr Eric Wadge	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Roland J. Wadge	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Mark Zaffarese	Dr Elisa Falzon	April 2025 *April 2025*
Dr Michaela Zahra	Dr Josette Sultana	Settembru 2025 *September 2025*
Dr Sylvianne Zahra	Dr Karen Vella	Mejju 2025 *May 2025*
Dr Fiona Zammit Armeni	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Emma Zammit	Dr Elisa Falzon	April 2025 *April 2025*
Dr Sharon Zammit Fiorentino	Dr Josette Sultana	April 2025 *April 2025*
Dr Jonathan Zammit	Dr Elisa Falzon	Ġunju 2025 *June 2025*
Dr Lara Zammit	Dr Elisa Falzon	Lulju 2025 *July 2025*
Dr Lorraine Zammit	Dr Veronica Zammit	Awwissu 2025 *August 2025*
Dr Mark Zammit	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Keith Zammit Mintoff	Dr Veronica Zammit	April 2025 *April 2025*
Dr Janica Zarb Demajo	Dr Alison Wadge	Settembru 2025 *September 2025*
Dr Emily Paula Zarb	Dr Elisa Falzon	Ġunju 2025 *June 2025*

Nru. 181

UFFIĊĊJU TAL-KAP ARALDU TAL-ARMI TA' MALTA

Regolamenti dwar l-Araldika u l-Ġenealoġija

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

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

Vol. 2/G0129: Markus Hermann Frank (USA)

Maqsuma Per Fess Dancetty Aħmar u lewn il-Fidda, fiċ-Chief rewwieħa (Vane) maqluba rasha l-isfel lewn id-Deheb bejn żewġ skieken ta' kirurgu (Fleams) lewn il-Fidda fejn dak tan-naħa Sinister huwa mdawwar (contourne'). Fuq it-tarka hemm kuruna ta' Baruni u elmu li jixraq il-grad tiegħu bid-drappeġġ Aħmar u lewn il-Fidda minn taħt u li għandu bħala Kresta fuq girlanda tal-istess ilwien żewġ dirgħajn milwija liebsin l-Iswed u bil-pulzieri lewn id-Deheb u bl-idejn ta' lewn Naturali jżommu 'l fuq rewwieħa bħal tal-Arma. Sostenituri: żewġ iljuni passanti Suwed bi denbhom wieqaf.

Motto: Ora et Labora

Vol. 2/0130: Michael Twist (Malta)

Maqsuma Per Fess lewn il-Fidda u Deheb, fiċ-Chief Flory ta' 21 (8,7,6) lewn Iswed, u lewn id-Deheb ċerv passanti lewn Aħmar bil-qrun ta' lewn Naturali li qed iżomm f'ħalqu fergħa żgħira ta' lewn Aħdar u li għandu kullar bħal girlanda lewn id-Deheb u Fidda. Fuq it-tarka hemm elmu li jixraq il-grad tiegħu bid-drappeġġ Aħmar u lewn id-Deheb minn taħt li għandu fuq girlanda tal-istess ilwien, ajkla bil-ġwienaħ miftuħa (contourne') u l-ilsien ta' lewn Aħmar.

Motto: SOUVIENS TOI DE VIVRE

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

Il-31 ta' Jannar, 2025

No. 181

OFFICE OF THE CHIEF HERALD OF ARMS OF MALTA

Heraldry and Genealogy Regulations

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

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

Vol. 2/G0129: Markus Hermann Frank (USA)

Per fess dancetty Gules and Argent, in chief a vane inverted Or between two Fleams of the Second, that on the sinister contourne'. Above the shield is the coronet of a Baron and a helm as befitting his degree with Mantling Gules doubled Argent bearing for a crest on a wreath of the liveries two arms embowed vested Sable cuffed Or, the hands proper holding aloft a vane as in the Arms. Supporters: two lions passant Sable with tails addorsed.

Motto: Ora et Labora

Vol. 2/0130: Michael Twist (Malta)

Per fess Argent and Or, in chief Flory of 21 (8,7,6) Sable and Or a stag passant Gules attired proper holding in its mouth a sprig Vert and gorged with a wreath Or and Argent. Above the shield is a helm befitting his degree with mantling Gules doubled Or bearing on a wreath of the liveries an eagle displayed contourne' Gules langued of the Same.

Motto: SOUVIENS TOI DE VIVRE

Dr Charles A. Gauci
Chief Herald of Arms of Malta

31st January, 2025

Nru. 182

NUMRI ĠODDA TA' BIBIEN FIL-FGURA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 733 tat-12 ta' Lulju, 2005, taħt it-titlu 'Numri ġodda ta' bibien f'Raħal Ġdid u l-Fgura', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 182

NUMBERING OF DOORS AT IL-FGURA

Amendments

WITH reference to Government Notice No. 733 dated 12th July, 2005, under the title 'Renumbering of doors at Paola and Fgura', the following amendments in **bold** should be made.

IL-FGURA

TRIQ ĦAŻ-ŻABBAR

In-naħa tax-xellug meta tidħol minn Triq San Franġisk, Fgura-Paola

Left side entering from Triq San Franġisk, Fgura-Paola

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Ħanut	415
Fgura Arcades	417
Bieb bla numru	419
Garaxx	421

In-naħa tal-lemin meta tidħol minn Triq San Franġisk, Fgura-Paola

Right side entering from Triq San Franġisk, Fgura-Paola

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

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
415, **Luxury Fashion** (Ħanut)	415
Archades (Flettijiet)	**417**
Bieb bla numru	**417A**
419**, Malta Post**	419
421 (Garaxx)	421

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

Il-31 ta' Jannar, 2025

31st January, 2025

Nru. 183

NUMRI ĠODDA TA' BIBIEN F'MARSASKALA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 590 tat-2 ta' Lulju, 2013, taħt it-titlu 'Numri ġodda ta' bibien f'Marsaskala', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 183

NUMBERING OF DOORS AT MARSASKALA

Amendments

WITH reference to Government Notice No. 590 dated 2nd July, 2013, under the title 'Renumbering of doors at Marsaskala', the following amendments in **bold** should be made.

MARSASKALA

8. TRIQ SIR PAUL BOFFA

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

Left side entering from Triq il-Granmastri

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	1
Bieb bla numru (Flettijiet)	3

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

Right side entering from Triq il-Granmastri

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	5		
Garaxx	7		
Garaxx	9		
Daħla għall-garaxxijiet	11		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
1 (Garaxx)	1		
Tom Ant Court	**3**		
Tom Ant	**5**		
Garaxx	**7**		
11 (Daħla għall-garaxxijiet)	11		

* *In-numru 9 mhux se jintuża peress li nfetħu inqas bibien milli kien hemm mibni oriġinarjament.*

Il-31 ta' Jannar, 2025

Nru. 184

NUMRI ĠODDA TA' BIBIEN F'PAOLA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 410 tal-1 ta' Ġunju, 1999, taħt it-titlu 'Numri ġodda ta' bibien f'Paola', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

31st January, 2025

No. 184

NUMBERING OF DOORS AT PAOLA

Amendments

WITH reference to Government Notice No. 410 dated 1st June, 1999, under the title 'Renumbering of doors at Paola', the following amendments in **bold** should be made.

PAOLA

13. TRIQ IL-FOSS

In-naħa tax-xellug meta tidħol minn Pjazza Antoine De Paule

Left side entering from Pjazza Antoine De Paule

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

In-naħa tal-lemin meta tidħol minn Pjazza Antoine De Paule

Right side entering from Pjazza Antoine De Paule

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
62	98
64	100
Bieb bla numru	102
Garaxx	104
70	106
Garaxx	108
St Anthony	110
Garaxx	112
Garaxx	114
74	116

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		98	98
		Bieb bla numru	**100**

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
104, El Shaddai (Flettijiet)	**102**
Daħla għall-garaxxijiet	**102A**
Bieb bla numru	**104**
Bieb bla numru	**104A**
Bieb bla numru	**106**
D-Abby's Hair Salon (Ħanut)	**108**
Winter Court	**110**
HKT	**112**
Daħla għall-garaxxijiet	**114**
114A, Sciarrano	**114A**
114B (Flettijiet)	**114B**
116	116

Il-31 ta' Jannar, 2025

31st January, 2025

Nru. 185

No. 185

NUMRI ĠODDA TA' BIBIEN F'SANTA LUĊIJA

NUMBERING OF DOORS AT SANTA LUĊIJA

Emenda

Amendment

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 795 tas-26 ta' Ottubru, 1999, taħt it-titlu 'Numri ġodda ta' bibien f'Santa Luċija', għandha ssir din l-emenda kif indikata b'tipi **grassi**.

WITH reference to Government Notice No. 795 dated 26th October, 1999, under the title 'Renumbering of doors at Santa Luċija', the following amendment in **bold** should be made.

SANTA LUĊIJA

8. TRIQ IL-KAĦWIELA

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

Left side entering from Triq il-Klematis

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
20, Starlight	63
Garaxx	65
Grada (Skola)	67

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

Right side entering from Triq il-Klematis

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

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
63, Starlight	63
65 (Garaxx)	65
Bieb bla numru	**65A**
67 (Grada ta' skola)	67

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

Il-31 ta' Jannar, 2025

31st January, 2025

Nru. 186

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

Emendi

B'RIFERENZA għan-Notifikazzjonijiet tal-Gvern Nri. 549 tas-27 ta' Mejju, 2005, taħt it-titlu 'Numri ġodda ta' bibien f'Ħaż-Żebbuġ – Triq l-Isqof Caruana' u 841 tat-13 ta' Lulju, 2018', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 186

NUMBERING OF DOORS AT ĦAŻ-ŻEBBUĠ(M)

Amendments

WITH reference to Government Notices Nos. 549 dated 27th May, 2005, under the title 'Renumbering of doors at Ħaż-Żebbuġ – Triq l-Isqof Caruana' and 841 dated 13th July, 2018', the following amendments in **bold** should be made.

ĦAŻ-ŻEBBUĠ(M)

TRIQ FRANS SAMMUT

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

Left side entering from Triq il-Kbira

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Casa Abela	187
Sit bla bini	189-265
Redempteur	267

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

Right side entering from Triq il-Kbira

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Bieb bla numru (Flettijiet)	174
Garaxx	176
Sit bla bini	178-214
Claire's Apts	216

għandhom jinqraw

should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
187, Casa Abela	187
First Beat Health Clinic	**189**
Hayes Court, Mais 2	**191**
Ollivanders	**193**
Bieb bla numru	**195**
Bieb bla numru	**197**
Garaxx	**199**
267, **Ir-Rokna**	267

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
174, **Osprey**	174
176 **(Daħla għall-garaxxijiet)**	176
Z10 Residences, Mais 2	**178**
Z10 Residences	**180**
Z10 Residences, Mais 1	**182**
Daħla għall-garaxxijiet	**184**
216, Claire Apts	216

** In-numri 186-214 (numri biż-żewġ) u 201-265 (numri bil-fard) mhux se jintużaw peress li nfetħu inqas bibien milli kien hemm maħsub oriġinarjament.*

Il-31 ta' Jannar, 2025

31st January, 2025

Nru. 187

NUMRI ĠODDA TA' BIBIEN FIŻ-ŻEJTUN

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 589 tat-23 ta' Ġunju, 2015, taħt it-titlu 'Numri ġodda ta' bibien fiż-Żejtun', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 187

NUMBERING OF DOORS AT IŻ-ŻEJTUN

Amendments

WITH reference to Government Notice No. 589 dated 23rd June, 2015, under the title 'Renumbering of doors at Iż-Żejtun', the following amendments in **bold** should be made.

IŻ-ŻEJTUN

1. TRIQ IL-BIES

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

Left side entering from Triq l-Armier

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Amphora	21

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

Right side entering from Triq l-Armier

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Gavarni	23		
Trilogy Court	25		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
21, Amphora	21		
Anfield (Flettijiet)	**23**		
Gavarnie	**23A**		
25, Trilogy Court	25		

Il-31 ta' Jannar, 2025

31st January, 2025

Nru. 188

No. 188

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

Prolungament

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 737 tal-25 ta' Ġunju, 2019, taħt it-titlu 'Numri ġodda ta' bibien f'Ħaż-Żebbuġ(M)', għandu jsir dan il-prolungament kif indikat b'tipi **grassi**.

NUMBERING OF DOORS AT ĦAŻ-ŻEBBUĠ(M)

Prolongation

WITH reference to Government Notice No. 737 dated 25th June, 2019, under the title 'Numbering of doors at Ħaż-Żebbuġ(M)', the following prolongation in **bold** should be made.

ĦAŻ-ŻEBBUĠ(M)

TRIQ IL-PROFS. WALLACE GULIA

In-naħa tax-xellug meta tidħol minn
Triq Achille Ferris

Left side entering from Triq Achille Ferris

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	13		

In-naħa tal-lemin meta tidħol minn
Triq Achille Ferris

Right side entering from Triq Achille Ferris

għandhom jiżdiedu
should be added

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Sit bla bini	**15**		
Sit bla bini	**17**		
Warda	**19**		
Garaxx	**21**		

Il-31 ta' Jannar, 2025

31st January, 2025

AVVIŻ TAL-PULIZIJA

Nru. 17

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

POLICE NOTICE

No. 17

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

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

Ix-Xagħra, Għawdex

Nhar il-Ħadd, 2 ta' Frar, 2025, mis-7.30 a.m. sas-12.45 p.m., minn Triq it-Tiġrija u Pjazza Vittorja.

It-trasport pubbliku jista' jkun affettwat.

Birżebbuġa

Nhar il-Ħadd, 2 ta' Frar, 2025, mis-7.00 a.m. sas-2.00 p.m., minn Trejqet l-Iskola.

It-trasport pubbliku mhux se jkun affettwat.

Ħal Qormi

Nhar il-Ħadd, 2 ta' Frar, 2025, mit-8.15 a.m. sal-10.00 a.m., parata mill-oratorju, Pjazza Federico Maemple, Triq l-Isqof Scicluna, Triq Santa Katarina, Triq Dun Pietru, Misraħ San Franġisk, Triq il-Kbira, il-knisja ta' San Ġorġ, Triq il-Kardinal Xiberras u Triq l-Oratorju.

L-għeluq tat-toroq se jsir skont il-bżonn u t-trasport pubbliku mhux se jkun devjat.

M'hemmx bżonn ta' clearance.

Il-Munxar

Nhar it-Tlieta, 4 ta' Frar, 2025, mit-2.45 p.m. sat-8.30 p.m., mill-pjazza tal-knisja, Triq San Pawl, Triq it-12 ta' Diċembru, Triq Dun Spir Gauci, Triq Rinota u Triq Tarsu.

It-trasport pubbliku jista' jkun affettwat.

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

Il-31 ta' Jannar, 2025

AVVIŻ TAL-PULIZIJA

Nru. 18

Il-Kummissarju tal-Pulizija jgħarraf li skont l-Avviż Legali 101/97 it-toroq li jidhru hawn taħt se jiġu kklassifikati bħala tow zones, hekk kif indikat.

Bis-saħħa tal-Artikolu 52(1) tal-Ordinanza dwar ir-Regolament tat-Traffiku (Kap. 65), il-Kummissarju tal-Pulizija jgħarraf li l-passaġġ u t-twaqqif ta' vetturi huwa pprojbit fit-toroq imsemmija hawn taħt fid-dati u ħinijiet indikati.

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.

Xagħra, Gozo

On Sunday, 2nd February, 2025, from 7.30 a.m. to 12.45 p.m., through Triq it-Tiġrija and Pjazza Vittorja.

Public transport may be affected.

Birżebbuġa

On Sunday, 2nd February, 2025, from 7.00 a.m. to 2.00 p.m., through Trejqet l-Iskola.

Public transport will not be affected.

Ħal Qormi

On Sunday, 2nd February, 2025, from 8.15 a.m. to 10.00 a.m., a parade through the oratory, Pjazza Federico Maemple, Triq l-Isqof Scicluna, Triq Santa Katarina, Triq Dun Pietru, Misraħ San Franġisk, Triq il-Kbira, Saint George church, Triq il-Kardinal Xiberras and Triq l-Oratorju.

Road closures will take place as required and public transport will not be diverted.

Clearance is not needed.

Munxar

On Tuesday, 4th February, 2025, from 2.45 p.m. to 8.30 p.m., through the church square, Triq San Pawl, Triq it-12 ta' Diċembru, Triq Dun Spir Gauci, Triq Rinota and Triq Tarsu.

Public transport may be affected.

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

31st January, 2025

POLICE NOTICE

No. 18

The Commissioner of Police hereby notifies that in terms of Legal Notice 101/97 the streets listed hereunder are to be classified as tow zones on the dates and times indicated.

In virtue of Article 52(1) of the Traffic Regulation Ordinance (Cap. 65), the Commissioner of Police hereby notifies that the transit and stopping of vehicles through the streets mentioned hereunder is prohibited on the dates and times indicated.

Raħal Ġdid

Nhar is-Sibt, l-1 ta' Frar, 2025, mill-11.00 a.m. sal-6.00 p.m., mill-grawnd Toni Bezzina u d-dawra kollha tiegħu mill-gabbana bl-isem ta' 'Miżien' u d-dawra tal-fabbriki kollha.

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

Il-31 ta' Jannar, 2025

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru 9 tal-2025

Xogħlijiet fuq il-moll tal-LNG Terminal fil-Bajja ta' Marsaxlokk

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf lill-baħħara u lill-pubbliku ġenerali li se jsiru xogħlijiet fuq il-moll tal-LNG Terminal fil-Bajja ta' Marsaxlokk.

Ix-xogħol se jsir fi kwalunkwe ġurnata bejn it-Tnejn, 3 ta' Frar, 2025 u t-Tlieta, 11 ta' Frar, 2025.

Barkun se jkun skjerat biex isir ix-xogħol u jkun irmiġġat fil-pożizzjoni approssimattiva A kif ġej:

	Latitudni (T)	*Longitudni (L)*
A	35° 49'.666	014° 33'.333

Il-kaptana u l-operaturi tal-bastimenti huma avżati biex iżommu distanza sigura mill-barkun u biex jinnavigaw b'veloċità baxxa.

Huma għandhom josservaw kull struzzjoni mogħtija fuq VHF Channel 14 Marsaxlokk VTS u minn kull uffiċjal ta' l-infurzar fuq il-post.

Chart affettwata: BA 36

Il-31 ta' Jannar, 2025

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru 10 tal-2025

Wirja tal-Logħob tan-Nar (Chinese Cakes) mill-Foreshore tal-Grand Hotel Excelsior

Id-Direttorat tal-Portijiet u tal-Yachting, Transport Malta, jgħarraf lill-baħħara li se ssir wirja ta' logħob tan-nar (Chinese Cakes) mill-foreshore tal-Grand Hotel Excelsior

Paola

On Saturday, 1st February, 2025, from 11.00 a.m. to 6.00 p.m., through Toni Bezzina Stadium and all of its surroundings from the kiosk named 'Miżien' and all of the factories' surroundings.

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

31st January, 2025

TRANSPORT MALTA

Local Notice to Mariners No. 9 of 2025

Works on the jetty at LNG Terminal in Il-Bajja ta' Marsaxlokk

The Ports and Yachting Directorate, Transport Malta, notifies mariners and the general public that works will be carried out on the jetty at LNG Terminal in Il-Bajja ta' Marsaxlokk.

The work will be carried out on any day between Monday, 3rd February, 2025 and Tuesday, 11th February, 2025.

A barge will be deployed to carry out the work and will be moored in the following approximate position A:

	Latitude (N)	*Longitude (E)*
A	35° 49'.666	014° 33'.333

Masters and vessel operators are instructed to keep a safe distance away from the barge and to navigate at slow speed.

They are to comply with any instructions given on VHF Channel 14 Marsaxlokk VTS and by any enforcement personnel on site.

Chart affected: BA 36

31st January, 2025

TRANSPORT MALTA

Local Notice to Mariners No. 10 of 2025

Fireworks Display (Chinese Cakes) from the foreshore off Grand Hotel Excelsior

The Ports and Yachting Directorate, Transport Malta, notifies mariners that a Chinese Cakes fireworks display will be held from the foreshore off the Grand Hotel Excelsior on

nhar it-Tnejn, 4 ta' Frar, 2024, li tibda fl-11.00 p.m. għal mhux aktar minn 10 minuti. Il-wirja se tkun iċċentrata fil-Punt A (kif muri fuq iċ-chart fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt) fil-pożizzjoni approssimattiva li ġejja:

	Latitudni (T)	*Longitudni (L)*
A	35° 53'.904	014° 30'.282

Fid-dawl ta' dan ta' hawn fuq, il-baħħara huma avżati biex iżommu 10 metru 'l bogħod minn punt A fid-data u l-ħin imsemmija hawn fuq.

Kull dgħajsa rmiġġata jew ankrata fiż-żona għandha titneħħa matul id-data u l-ħin imsemmija hawn fuq.

Transport Malta ma taċċetta l-ebda responsabbiltà għal kwalunkwe ħsara kkawżata mill-ħruq tan-nar lil xi bastiment u t-tagħmir anċillari tiegħu, kemm jekk tali bastiment u t-tagħmir anċillari tiegħu jitħallew fiż-żona ta' sigurtà ta' 10m, jew barra dik iż-żona ta' sigurtà, mill-punt minn fejn jinħaraq il-logħob tan-nar.

Il-baħħara kollha għandhom josservaw kwalunkwe struzzjoni mogħtija fuq VHF Channel 12 u/jew 16, minn Valletta VTS u minn kwalunkwe persunal tal-infurzar fuq il-post.

Chart affettwata: BA 177

Il-31 ta' Jannar, 2025

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru 11 tal-2025

Xogħlijiet ta' kostruzzjoni fid-DWQ

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf lill-baħħara u lill-pubbliku ġenerali li x-xogħol ta' tħammil u kostruzzjoni b'rabta mal-VGT, se jibda b'seħħ immedjat u huwa skedat li jitlesta sat-Tnejn, 30 ta' Ġunju, 2025.

Iż-żona tax-xogħol li tinvolvi kostruzzjoni se ssir fiż-żona A, B, C, D u l-kosta intermedja, kif muri bl-aħmar fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

Punt	*Latitudni (T)*	*Longitudni (L)*
A	35° 53'.257	014° 30'.293
B	35° 53'.219	014° 30'.316
C	35° 53'.164	014° 30'.264
D	35° 53'.188	014° 30'.233

Tuesday, 4th February, 2025, starting at 11.00 p.m. for not more than 10 minutes. The display will be centred at Point A (as shown on the chart found on Transport Malta website (www.transport.gov.mt)) in the approximate following position:

	Latitude (N)	*Longitude (E)*
A	35° 53'.904	014° 30'.282

In view of the above, mariners are advised to keep 60m away from point A, on the abovementioned date and time.

Any boats berthed within the area shown on the attached chart are to be removed during the abovementioned date and time.

Transport Malta will accept no liability whatsoever for any damage caused by the firework displays to any vessel and her ancillary equipment, whether such vessel and her ancillary equipment are left within the 10m safety zone, or outside such safety zone, from the point from which the fireworks are let off.

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

Chart affected: BA 177

31st January, 2025

TRANSPORT MALTA

Local Notice to Mariners No. 11 of 2025

Construction Works at DWQ

The Ports and Yachting Directorate, Transport Malta, hereby notifies mariners and the general public that dredging and construction work in connection with VGT, will commence with immediate effect and are scheduled to be completed by Monday, 30th June, 2025.

The working area which involves construction will be carried out within the area A, B, C, D and the intermediate coastline, as shown in red on the attached chart.

Point	*Latitude (N)*	*Longitude (E)*
A	35° 53'.257	014° 30'.293
B	35° 53'.219	014° 30'.316
C	35° 53'.164	014° 30'.264
D	35° 53'.188	014° 30'.233

Il-bastimenti impenjati fix-xogħol tal-kostruzzjoni se jesibixxu d-dwal u l-forom xierqa skont ir-rekwiżiti tar-Regolamenti Internazzjonali għall-Prevenzjoni ta' Kolliżjonijiet fuq il-Baħar (Colregs) 1972. Il-bastimenti involuti fix-xogħlijiet għandhom jingħataw spazju wiesgħa.

Uħud mix-xogħlijiet se jsiru minn bugħaddasa li se jtajru l-Bandiera tal-Kodiċi Internazzjonali tas-Sinjali 'A' waqt li jkun qed isir l-għadis.

Il-baħħara u l-operaturi tal-bastimenti għandhom jinnavigaw b'kawtela u b'veloċità baxxa (mingħajr rima) meta jkunu fil-viċinanza. Huma għandhom jikkoperaw mal-kuntrattur fuq il-post.

Il-baħħara għandhom josservaw l-istruzzjonijiet maħruġa fuq VHF Channel 12 minn Valletta VTS u kwalunkwe uffiċjali tal-infurzar fuq il-post.

Chart affettwata: BA 177

Il-31 ta' Jannar, 2025

The vessels engaged in the construction work will be exhibiting the appropriate lights and shapes in accordance with the requirements of the International Regulations for the Prevention of Collisions at Sea (Colregs) 1972. The vessels engaged in the works are to be given a wide berth.

Some of the works will be carried out by scuba divers who will be displaying the International Code of Signals flag 'A', while diving is being carried out.

Mariners and vessel operators are to navigate with caution and at slow speed (no wake) when in the vicinity. They are to co-operate with the contractor on site.

Mariners are to comply with instructions issued on VHF channel 12 by Valletta VTS and any enforcement officers on site.

Chart affected: BA 177

31st January, 2025

MINISTERU GĦALL-ĠUSTIZZJA

Kostituzzjoni ta' Malta
(Artikolu 96B(1) u Artikolu 100)

Ħatra ta' Maġistrati

Il-Ministru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni jistieden applikazzjonijiet għall-kariga ta' żewġ (2) Maġistrati.

L-applikanti għandhom jissodisfaw il-kriterji tal-Artikoli 96B(2) u 100 tal-Kostituzzjoni ta' Malta. Ħadd ma jkun kwalifikat biex ikun maħtur Maġistrat kemm-il darba ma jkunx eżerċita bħala avukat f'Malta għal perjodu jew perjodi li jammontaw b'kollox għal mhux anqas minn seba' snin.

L-applikazzjonijiet jiġu evalwati mill-Kumitat dwar il-Ħatriet tal-Ġudikatura stabbilit permezz tal-Artikolu 96A tal-Kostituzzjoni.

L-applikazzjonijiet għandhom jinkludu d-dokumenti kollha mitluba fuq is-sit (https://judiciary.mt/en/application-for-the-judiciary/) u għandhom jintbagħtu sa mhux aktar tard minn nhar il-Ġimgħa, 21 ta' Frar, 2025, sa nofsinhar, fl-indirizz:

Segretarju tal-Kumitat dwar il-Ħatriet tal-Ġudikatura
Aġenzija għas-Servizzi tal-Qrati
Binja San Tumas Moore
Triq id-Dejqa
Il-Belt Valletta

Il-31 ta' Jannar, 2025

MINISTRY FOR JUSTICE

Constitution of Malta
(Article 96B(1) and Article 100)

Appointment of Magistrates

The Minister for Justice and Reform of the Construction Sector is inviting applications for the Office of two (2) Magistrates.

Applicants must fulfil the conditions set out in Articles 96B(2) and 100 of the Constitution of Malta. Nobody shall be qualified to be appointed Magistrate unless s/he has practised as an advocate in Malta for a period of, or periods amounting in the aggregate to, not less than seven years.

Applications will be vetted by the Judicial Appointments Committee established by virtue of Article 96A of the Constitution.

Letters of application including all the documents requested in the website (https://judiciary.mt/en/application-for-the-judiciary/) should be submitted by not later than Friday, 21st February, 2025, at noon, addressed to:

The Secretary, Judicial Appointments Committee
Courts Services Agency
St Thomas Moore Building
Triq id-Dejqa
Valletta

31st January, 2025

MINISTERU GĦAT-TRASPORT,
L-INFRASTRUTTURA U X-XOGĦLIJIET
PUBBLIĊI

Post ta' Assistant Manager 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' Assistant Manager fil-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2025 huwa ta' €22,526 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €24,650.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2025 hija ekwivalenti għal €24,038.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €26,290, mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b).

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€25,570.98 x €407.67 - €28,017 fis-sena 2025) wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

MINISTRY FOR TRANSPORT,
INFRASTRUCTURE AND
PUBLIC WORKS

Post of Assistant Manager 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 Assistant Manager in the Ministry for Transport, Infrastructure and Public Works.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2025 is equivalent to, €22,526 per annum, rising by annual increments of €354 up to a maximum of €24,650.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2025 is equivalent to €24,038,98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€25,570.98 x €407.67 - €28,017 in the year 2025) on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 Appointees will also be entitled to the payment of an annual class allowance of €500, subject to 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, in accordance with established vacancies.

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.

Il-kandidat/i magħżul/a 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 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' Assistant Manager jinkludu li:

i. Iżomm ruħu aġġornat bl-iżviluppi f'oqsma ta' interess għad-Dipartiment rispettiv u jiddiskuti mal-maniġment superjuri rispettiv l-inizjattivi li għandhom jittieħdu;

ii. Iżomm kuntatt mal-uffiċjali tad-dipartiment, sabiex jiżgura azzjoni f'waqtha u korretta lill-maniġment tad-dipartiment;

iii. Jipparteċipa fl-analiżi kontinwa fi ħdan id-dipartimenti f'oqsma ta' xogħol/servizzi identifikati mill-maniġment;

iv. Jiġbor u janalizza informazzjoni u statistika għall-użu ta' kitba ta' rapporti u/jew esekuzzjoni ta' kompiti oħra meħtiega,

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.

The selected candidate/s 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 Assistant Manager include:

i. Keeps up to date with developments in areas of interest to the respective Department and discusses with the respective senior management possible initiatives to be undertaken;

ii. Liaises with the relevant officers, in order to ensure correct and timely action needed, to the management of the department;

iii. Participates in the ongoing analysis within the Department in specified areas of work/services identified by the management;

iv. Collects and analyses statistical data and information used to complete reports and/or tasks, under supervision,

taħt is-superviżjoni, kif ikun meħtieġ, inkluża statistika mitluba għall-mistoqsijiet parlamentari, fost l-oħrajn;

v. Jipprovdi l-appoġġ meħtieġ lill-maniġment superjuri fit-tmexxija tas-servizzi provduti fid-dipartiment;

vi. Jassisti lill-maniġment superjuri fl-immaniġġjar u t-twettiq ta' ħidmiet fdati lid-dipartiment;

vii. Jipproponi rakkomandazzjonijiet għas-simplifikazzjoni tal-proċessi u jsegwi fuq l-implimentazzjoni tagħhom;

viii. Jipprovdi appoġġ u jiżgura aġġornament regolari ta' databases relatati mal-operat tad-dipartiment;

ix. Jesegwixxi ċċekkjar u vverifikar skont l-istruzzjonijiet mogħtija u r-regolamenti u proċeduri applikabbli u jassigura li r-rapporti ppreparati jiġu vverifikati u sussegwentament sottomessi fil-ħin;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

as required, including data requested for parliamentary questions, amongst others;

v. Provides support to senior management in the delivery of services pertaining to the department;

vi. Assists the senior management in managing and carrying out effectively the administrative tasks entrusted to the department;

vii. Proposes recommendations for simplification of processes and follows up on their implementation

viii. Provides support and ensures regular updating of databases relating to operations of the department;

ix. Carries out checks and verifications according to instructions received and applicable regulations and procedures, and ensures that reports prepared are vetted and subsequently submitted in a timely manner;

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

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

xii. Undertakes any other 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' 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 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), (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 bl-Ingliż;

ii. able to communicate in Maltese and English;

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Public Administration jew Management jew Business Studies jew Human Resources jew Communications jew Information Technology jew ICT jew Management and Leadership jew Industrial Relations and Workplace Learning jew f'oqsma rilevanti kif determinat mill-maniġment.

iii. a. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, equivalent*) in Public Administration or Management or Business Studies or Human Resources or Communication or Information Technology or ICT or Management and Leadership or Industrial Relations and Workplace Learning or in relevant areas as determined by management.

JEW

OR

b. fil-pussess ta' Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Public Administration jew Management jew Business Studies jew Human Resources jew Communications jew Information Technology jew ICT jew Management and Leadership jew Industrial Relations and Workplace Learning jew f'oqsma rilevanti kif determinat mill-maniġment.

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, equivalent*) in Public Administration or Management or Business Studies or Human Resources or Communication or Information Technology and ICT or Management and Leadership or Industrial Relations and Workplace Learning or in relevant areas as determined by management.

JEW

OR

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

c. (i) in possession of two (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation Leve (which must include two (2) of the following subjects: Maltese or English or Mathematics or IT or Accounts or

Business Studies jew Commerce) jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn is-suġġetti: Malti jew Ingliż jew Matematika jew IT jew Accounts jew Business Studies jew Commerce).

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

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

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

4.2 (i) Kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu 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).

Business Studies or Commerce) or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one of the following subjects: Maltese or English or Mathematics or IT or Accounts or Business Studies or Commerce)

*A recognised qualification comparable to 120/60 ECTS/ECVET credits, as applicable, is only accepted subject to 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.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advance level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment of a relevant MQF Level 5 in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Moreover, candidates who have not yet formally obtained any of the 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 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 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/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-sezzjoni tar-Reklutaġġ, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae 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 it-Tnejn, 17 ta' Frar, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

4.3 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 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 Recruitment Section, Ministry for Transport, Infrastructure and Public Works, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, 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, 17th February, 2025. 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 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-Direttorat tal-People Management, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, Blokk H (Ent. B) Triq Antonio Maurizio Valperga, Il-Furjana. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (https://infrastructure.gov.mt/) u (recruitment1.mtip@gov.mt).

Il-31 ta' Jannar, 2025

MINISTERU GĦAT-TRASPORT,
L-INFRASTRUTTURA
U X-XOGĦLIJIET PUBBLIĊI

Post ta' Manager I fil-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi

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

1. Id-Direttur (People Management), Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, jilqa' applikazzjonijiet għall-post ta' Manager I fil-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi.

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 the People Management Directorate, Ministry for Transport, Infrastructure and Public Works, Block H (Ent. B), Triq Antonio Maurizio Valperga, Floriana FRN 1710. These general provisions are to be regarded as an integral part of this call for applications.

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

31st January, 2025

MINISTRY FOR TRANSPORT,
INFRASTRUCTURE AND
PUBLIC WORKS

Post of Manager I in the Ministry for Transport, Infrastructure and Public Works

Nomenclatures denoting the male gender include also the female gender.

1. The Director (People Management), Ministry for Transport, Infrastructure and Public Works, invites applications for the post of Manager I in the Ministry for Transport, Infrastructure and Public Works.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager I huwa ta' Skala ta' Salarju 10, li fis-sena 2025, huwa ta' €25,570.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €28,017.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7(€30,506.98 x €531.17 - €33,694 fis-sena 2025) 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 (€27,145.02 x €447.33 - €29,829 fis-sena 2025) u tavvanza għal Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713 fis-sena 2025) 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 (€30,506.98 x €531.17 - €33,694 fis-sena 2025) 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, skont il-postijiet vakanti stabbiliti.

Terms and Conditions

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

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

2.3 The salary for the post of Manager I is Salary Scale 10, which in year 2025 is €25,570.98 per annum, rising by annual increments of €407.67 up to a maximum of €28,017.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7(€30,506.98 x €531.17 - €33,694 in 2025) 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 (€27,145.02 x €447.33 - €29,829 in 2025) and will progress to Salary Scale 8 (€28,792.02 x €486.83 - €31,713 in 2025) 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 (€30,506.98 x €531.17 - €33,694 in 2025) after two (2) years of satisfactory service 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 accordance with established vacancies.

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.

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 I jinkludu li:

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

ii. Jiżviluppa u jirrevedi proċessi u proċeduri biex dawn jilħqu l-ogħla effiċjenza u produzzjoni tas-sezzjoni;

iii. Iwettaq dmirijiet ta' funzjonijiet speċifiċi tad-Direttorat fejn jaħdem, u jsegwi l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa, filwaqt li jkun il-punt ta' referenza għal materja relatata;

iv. Jassisti fil-ħolqien tal-listi ta' kontroll u l-Proċeduri Operattivi Standard biex tittejjeb l-aderenza mal-politiki,

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;

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 I include:

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. Develops and reviews processes and procedures for optimal efficiency and output of the unit;

iii. Performs duties for specific functions of the Directorate and follow up on the timely implementation of corrective measures required, whilst acting as reference point in matters related thereto;.

iv. Assists in creating checklists and Standard Operating Procedures to improve and ensure adherence to policies,

proċessi, proċeduri u regolamenti, biex jitnaqqsu r-riskji ta' nuqqas ta' konformità;

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

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

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

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

ix. 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;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

processes, procedures and regulations to reduce risks of lack of compliance;

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

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

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

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

ix. 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;

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

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 Maltes citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

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

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

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

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

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) Public Administration jew Management jew Business Enterprise jew Human Resources jew Communications jew Information Technology jew ICT jew Management and Leadership jew Industrial Relations and Workplace Learning 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

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

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

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

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

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

ii. able to communicate in Maltese and English;

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 Public Administration or Management or Business Enterprise or Human Resources or Communications or Information Technology or ICT or Management and Leadership or Industrial Relations an Workplace Learning or in relevant areas as determined by 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

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 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%.

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 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 Procedures

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

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tar-Reklutaġġ, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, permezz tal-Portal 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 it-Tnejn, 17 ta' Frar, 2025. Ittraelettronika 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-Direttorat tal-People Management, Ministeru għat-Trasport,

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Transport, Infrastructure and Public Works, through the online Government Recruitment Portal **only** (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 Monday, 17th February, 2025. 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 the People Management Directorate, Ministry for Transport,

l-Infrastruttura u x-Xogħlijiet Pubbliċi, Blokk (Ent. B), Triq Antonio Maurizio Valperga, Il-Furjana FRN 1710. Dawn id-diżpożizzjonijet ġenerali għandhom jiġ meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (https://infrastructure.gov.mt/) u (recruitment1.mtip@gov.mt),

Il-31 ta' Jannar, 2025

MINISTERU GĦAS-SAĦĦA
U L-ANZJANITÀ ATTIVA

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

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

1. Id-Direttur Ġenerali (People Management) Ministeru għas-Saħħa u l-Anzjanità Attiva, tilqa' applikazzjonijiet għall-post ta' Assistant Manager biex iwettaq dmirijiet ta' Management Support fis-Saħħa, fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2025 huwa ta' €22,526.00 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €24,650.00.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2025 hija ekwivalenti għal €24,038.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €26,290.00, mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b).

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€25,570.98 x €407.67 - €28,017.00) fis-sena 2025 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

Infrastructure and Public Works, Block H (Ent. B), Triq Antonio Maurizio Valperga, Floriana FRN 1710. These general provisions are to be regarded as an integral part of this call for applications.

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

31st January, 2025

MINISTRY FOR HEALTH AND
ACTIVE AGEING

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

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health and Active Ageing, invites applications for the post of Assistant Manager to perform management support duties within Health, in the Ministry for Health and Active Ageing.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2025 is equivalent to, €22,526.00 per annum, rising by annual increments of €354.00 up to a maximum of €24,650.00.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2025 is equivalent to €24,038.98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290.00, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€25,570.98x €407.67 - €28,017.00) in the year 2025 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 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.

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

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

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 jaċettaw 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' Assistant Manager jinkludu li:

i. L-Assistent Manager (Management Support) se jassisti lill-Head, u l-Assistent Direttur fil-Kura Sekondarja, lejn

2.6 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.

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

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

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 Assistant Manager include:

i. The Assistant Manager (Management Support) will assist the Head, and Assistant Director at Secondary

il-kisba tal-għanijiet tat-tmexxija ġenerali u l-istrateġija ġenerali;

ii. Jgħin lill-Assistent Direttur u lill-Head fit-tmexxija ta' kuljum tal-uffiċċju, inkluż l-organizzazzjoni ta' laqgħat u iż-żamma tal-kalendarji u jiżgura komunikazzjoni f'waqtha;

iii. Jgħin u jappoġġja lill-Assistent Direttur fil-kumpilizzjoni ta' rapporti, linji gwida, policies, pjanijiet finanzjarji kif meħtieġ għall-funzjonijiet korporattivi, fil-ħin u skont l-iskadenzi;

iv. Isegwi u jimplimenta miżuri approvati skont il-pjan ta' azzjoni rispettiv u jirrapporta dwar il-progress tagħhom;

v. Jgħin fil-funzjonijiet amministrattivi ġenerali tal-uffiċċju tal-Kura Sekondarja, inkluż appoġġ fil-loġistika kif meħtieġ; akkwist u provvista ta' kwalunkwe rekwiżit ta' uffiċċju, eċċ.;

vi. Jgħin fil-kordinazzjoni tal-proċessi u l-ħolqien ta' proċeduri ta' operazzjoni standard biex jiġi żgurat it-tmexxija bla xkiel tal-uffiċċju;

vii. L-iżgurar ta' kollegament effettiv mal-klijenti/partijiet interessati interni u esterni, relazzjonijiet tajba ta' customer care, inkluż mal-Ministeru għas-Saħħa u l-Anzjanità Attiva, uffiċċju tal-finanzi, dipartimenti kliniċi, sezzjonijiet ta' akkwist, pazjenti, fornituri ta' servizzi esterni, unions u segwitu xieraq tax-xogħol kollu li qed isir fuq bażi ta' kuljum eċċ.;

viii. L-għoti ta' assistenza u appoġġ fl-abbozzar ta' sejħiet għall-applikazzjonijiet u l-espressjoni ta' interessi u segwitu mal-Ministeru għas-Saħħa u l-Anzjanità Attiva kif xieraq u meta meħtieġ;

ix. Jgħin fl-organizzazzjoni u l-kordinazzjoni ta' laqgħat, konferenzi, avvenimenti u laqgħat importanti oħra u jassisti fl-ippjanar tal-avvenimenti minn meta titfassal l-idea inizjali sal-aħħar dettall tal-avvenimenti;

x. Għajnuna fl-ippjanar tal-loġistika tal-avvenimenti u rekwiżiti oħra relatati ma' konferenzi u avvenimenti inklużi postijiet, trasport u provvisti oħra;

xi. Jipprovdi gwida lill-klijenti interni u esterni relatati mal-mandat tal-Kura Sekondarja;

xii. Ikun profiċjenti fl-użu ta' Microsoft Word, Microsoft Excel, Microsoft PowerPoint;

xiii. Iżomm aġġornat mal-kodiċi tal-ġestjoni tas-servizz pubbliku u r-regolamenti relatati, maħruġa minn żmien għal

Healthcare, towards the achievement of the goals of the management and overall strategy;

ii. Assists the Assistant Director and the Head in the daily running of the Secondary Healthcare, including organisation of meetings and keeping of calendars and ensuring timely communication;

iii. Assist and support the Assistant Director in the compilation of reports, guidelines, policies, financial plans as required for corporate functions, in a timely manner and according to deadlines;

iv. Follows and implements approved measures in accordance with the respective action plan and reports on their progress;

v. Assists in the overall administrative functions of Secondary Healthcare including support in logistics as required; procurement and supply of any office requirements, etc.;

vi. Assists in the co-ordination of processes and the creation of standard operation procedures to ensure the smooth running of the office;

vii. Ensuring effective liaison with internal and external clients/stakeholders, good customer care relations, including but not limited to the Ministry for Health and Active Ageing (MHA), finance office, clinical departments, procurement sections, patients, external service providers, unions and proper follow up of all the work being carried out on a daily basis etc.;

viii. Providing assistance and support in the drafting of calls for applications and expression of interests and follow up with MHA accordingly and when required;

ix. Assists in the organisation and co-ordination of meetings, conferences, events and other important meetings and assists in the planning of events from the time that the initial idea is conceived to the events' last detail;

x. Aids in the planning of event logistics and other requirements related to conferences and events including venues, transport and other supplies;

xi. Providing guidance to internal and external customers relating to the remit of Secondary Healthcare;

xii. Be proficient in the use of Microsoft Word, Microsoft Excel, Microsoft PowerPoint;

xiii. Keeping abreast with the public service management code and related regulations, issued from time to time and

żmien u juru interess qawwi fl-awtotitjib permezz ta' taħriġ u żvilupp u tagħlim ta' software ġdid meħtieġ meta meħtieġ;

xiv. L-iżgurar tal-ġbir tad-data u ż-żamma sigura tar-rekords f'konformità mar-regolamenti tal-protezzjoni tad-data u regolamenti u leġiżlazzjoni oħra u ż-żamma aġġornata dwar kwalunkwe tibdil relatat;

xv. Iwettaq kwalunkwe dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mill-Head;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

show a keen interest in self- improvement through training and development and learning of required new software when required;

xiv. Ensuring data collection and safe keeping of records in line with data protection regulations and other regulations and legislation and keeping up to date on any related changes;

xv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Head;

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 granted a residence permit under the Family Reunification Regulations, 2007; or

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

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

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

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

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

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

JEW

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

JEW

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

JEW

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

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas

their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

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

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

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

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

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Business management or Public Administration or Management or Leadership or in relevant areas as determined by management.

OR

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

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one (1) of the following subjects: English or Maltese or Sociology or Philosophy or Psychology).

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

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed

anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii (a) sa 4.1 iii (c) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali ((https://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/traskrizzjonijiet u/jew dokumenti, li

and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment of a relevant MQF Level 5 in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Moreover, candidates who have not yet formally obtained any of the 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,

kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management Division, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Mekanti, Il-Belt Valletta VLT 1171, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae 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 it-Tnejn, 17 ta' Frar, 2025. 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;

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 People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Mekanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, 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, 17th February, 2025. 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;

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

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

jistgħu jiġu aċċessati minn ((https://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).

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 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)

Il-31 ta' Jannar, 2025

MINISTERU GĦAS-SAĦĦA U L-ANZJANITÀ ATTIVA

Post ta' Konsulent Anestetista b'Interess Speċjali fil-Mediċina tal-Kura Intensiva fid-Dipartiment tal-Anestesija, Kura Intensiva u Mmaniġġjar tal-Uġigħ, fl-Isptar Mater Dei, 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' Konsulent Anestetista b'interess Speċjali fil-Mediċina tal-Kura Intensiva fid-Dipartiment tal-Anestesija, Kura Intensiva u Mmanigjar tal-Uġigh, fl-Isptar Mater Dei, fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Konsultent huwa ta' Skala ta' Salarju 4, li fis-sena 2025 huwa €41,530 fis-sena.

2.3 Persuna fil-ħatra ta' Konsulent tirrapporta direttament liċ-Chairperson Kliniku tad-Dipartiment tal-Anestesija, Kura Intensiva u Mmaniġġjar tal-Uġigħ.

31st January, 2025

MINISTRY FOR HEALTH AND ACTIVE AGEING

Post of Consultant Anaesthetist with Special Interest in Intensive Care Medicine in the Department of Anaesthesia, Intensive Care and Pain Management at Mater Dei Hospital, in the Ministry for Health and Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health and Active Ageing, invites applications for the post of Consultant Anaesthetist with Special interest in Intensive Care Medicine in the Department of Anaesthesia, Intensive Care and Pain Management at Mater Dei Hospital, in the Ministry for Health and Active Ageing.

Terms and Conditions

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

2.2 The salary for the post of Consultant is Salary Scale 4, which in the year 2025 is equivalent to, €41,530 per annum.

2.3 The Consultant shall report to the Clinical Chairperson, Department of Anaesthesia, Intensive Care and Pain Management.

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

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

2.6 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.

2.7 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.

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/pożizzjoni (i) hija fi skala ta' salarju 5 jew ogħla.

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Konsulent Anestetista b'Interess Speċjali fil-Mediċina tal-Kura Intensiva jinkludu li:

i. Ikun parti mid-Dipartiment tal-Anestesija, Kura Intensiva u Mmaniġġjar tal-Uġigħ u jirrispondi direttament liċ-Chairperson Kliniku ta' dan id-Dipartiment u jipprovdi l-kura klinika kollha fil-kompetenza tal-ispeċjalizzazzjoni fil-kura tal-Anestetika u fil-Mediċina tal-Kura Intensiva skont l-istandards ta' kwalità tal-professjoni;

ii. Jieħu sehem fl-attivitajiet tad-Dipartiment tal-Anestesija, Kura Intensiva u Mmaniġġjar tal-Uġigħ, jipparteċipa fi programmi ta' tagħlim u riċerka tiegħu,

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

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

2.6 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.

2.7 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.

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/position (i) is in salary scales 5 or higher.

Duties

3.1 The job duties for the post of Consultant Anaesthetist with Special Interest in Intensive Care Medicine include:

i. Forms part of the Department of Anaesthesia, Intensive Care and Pain Management and will be directly responsible to the Clinical Chairperson of this Department and provides all clinical care within the remit of the specialty of Anaesthetics and Intensive Care and Intensive Care Medicine in accordance with quality standards of the profession;

ii. Takes part in the activities of the Department of Anaesthesia, Intensive Care and Pain Management, participates in its teaching and research programmes, attends

jattendi regolarment għal-laqgħat kliniċi u jieħu sehem fil-proċess ta' assigurazzjoni ta' kwalità u verifika li qed jiġu institwiti fis-servizz, ikun mistenni li jingħaqad mat-tim kurrenti tal-Konsulenti Anestetisti b'sessjonijiet regolari fil-Kura Intensiva u jipparteċipa wkoll fir-roster tal-għassa fl-Unità tal-Kura Intensiva;

iii. Jipprovdi servizzi speċjalizzati fi sptarijiet oħra u/jew ċentri tas-saħħa skont programmi approvati, u jista' wkoll ikun meħtieġ li jipprovdi servizz f'xi estensjoni futura ta' servizzi tas-saħħa hekk kif provdut fi skema komprensiva tas-Saħħa Nazzjonali;

iv. Iżomm ruħu aġġornat mal-iżviluppi kurrenti fil-qasam tal-Anestetika u l-Mediċina tal-Kura Intensiva u jipparteċipa f'laqgħat ta' wara l-gradwazzjoni kemm lokalment u kif ukoll barra minn Malta u jkun meħtieġ li jinvolvi ruħu fit-tagħlim kontinwu ta' kollegi kliniċi fil-livelli kollha fir-rigward tal-użu xieraq tal-faċilitajiet rilevanti;

v. Jipprovdi kura lill-pazjenti ammessi fl-Isptar, skont l-esiġenzi tad-Dipartiment u jista' ikun inkluż fuq ir-roster tal-għassa akuta hekk kif stabbilit miċ-Chairperson tad-Dipartiment, u skont ir-roster eżistenti għall-konsulenti oħra fi ħdan id-dipartiment;

vi. Ikun meħtieġ, bħala Konsulent tal-ITU fuq għassa, li jattendi għall-ħtiġiet tal-pazjenti skont l-esiġenzi tas-servizz u regolarment iwettaq rondi tas-sala tal-ITU meta jkun fuq roster biex jaħdem fl-ITU;

vii. Jieħu sehem fit-tagħlim u t-taħriġ ta' qabel u ta' wara l-gradwazzjoni hekk kif ikun meħtieġ u jinvolvi fi programmi kontinwi ta' riċerka;

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

ix. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu, kif jista' ikun meħtieġ;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

regularly at clinical meetings and partakes in the process of quality assurance and audit that is being instituted within the service, and will be expected to join the current team of Consultant Anaesthetists with regular session in Intensive Care and participate in the ITU Consultant on-call roster;

iii. Provides specialised services in other hospitals and/or health centres in accordance with approved programmes, and may also be required to provide service in any future extension of health services as provided under a comprehensive National Health scheme;

iv. Keeps abreast with the current developments in the field of Anaesthetics and Intensive Care Medicine and participates in postgraduate meetings locally and abroad and will be required to involve him/herself in the on-going education of clinical colleagues at all levels with regards to the appropriate use of relevant facilities;

v. Provides in-patient care, according to the exigencies of the department and may be included on the acute on-call roster as set out by the Chairperson of the department and in accordance with the existing rota for other consultants within the department;

vi. Be required as ITU on call Consultant to attend to the needs of patients according to the exigencies of the service and perform regular ITU ward rounds when rostered to work in ITU;

vii. Participates in undergraduate and postgraduate teaching and training as required and involve themselves in ongoing research programmes;

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

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

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

3.2 An appointee may be required to perform duties in any of the health care services in Malta and Gozo General Hospital at the discretion of the management.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ii. profiċjenti fil-lingwa Maltija u l-lingwa Ingliża;

ii. proficient in the Maltese and English languages;

Qed jiġi hawnhekk innutat li kandidati li mhumiex profiċjenti fil-lingwa Maltija jistgħu jibqgħu jiġu kkunsidrati sakemm il-kandidati magħżula jipprovdu evidenza ta' profiċjenza bażika fil-lingwa Maltija fi żmien sena (1) mill-ingaġġ, billi jgħaddu b'suċċess mill-eżami fil-Basic Medical Maltese for the Healthcare Profession Part 1 u Part 2 tal-Università ta' Malta. Il-kors li uffiċjalment iwassal għal

It is hereby being noted that candidates who are not proficient in the Maltese Language may still be considered as long as the selected candidates provide evidence of basic proficiency in the Maltese language within one (1) year of engagement by being successful in the examination in Basic Medical Maltese for the Healthcare Profession Part 1 and Part 2 of the University of Malta. The course officially

dan l-eżami huwa l-Course in Basic Medical Maltese for the Healthcare Profession Part 1 u Part 2 immexxi mid-Dipartiment tal-Malti tal-Università ta' Malta. Konsulenti li ma jkunux kisbu dan iċ-ċertifikat fiż-żmien ta' prova jingħataw estensjoni ta' darba biex jiksbu b'suċċess dan iċ-ċertifikat. Kwalunkwe ħlas relatat mal-kors jew assessjar tiegħu jridu jiġu mħallsa mill-kandidati prospettivi magħżula. Madankollu, tali spejjeż jistgħu jintalbu lura permezz tal-iskema Continuous Medical Education (CME).

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

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

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

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

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

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

4.3 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandu aktar minn hekk ikollhom sentejn (2) esperjenza full-time bħala Speċjalist fil-Anestesija u Kura Intensiva. Qed ikun hawnhekk ikkjarifikat li l-esperjenza bħala Speċjalist titqies li ma tibdiex qabel id-data tar-Reġistrazzjoni fir-Reġistru għall-Ispeċjalisti

leading to this examination is the Course in Basic Medical Maltese for the Healthcare Profession Part 1 and Part 2 run by the Department of Maltese of the University of Malta. Consultants who would have not obtained this certification within the probationary period, will be given a one time extension to successfully obtain this certification. Any related course and assessment fees are to be paid by prospective selected candidates. However, such expenses may be claimed through the Continuous Medical Education (CME) scheme.

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

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

i. listed in the Specialist Register of Anaesthetics and Intensive Care kept by the Medical Council of Malta; or

ii. approved for inclusion in the Specialist Register of Anaesthetics and Intensive Care kept by the Medical Council of Malta; or

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

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

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

4.3 By the closing time and date of this call for applications, applicants must furthermore have two (2) years full- time experience as a Specialist in Anaesthetics and Intensive Care. It is hereby being clarified that specialist experience will be deemed not to commence prior to the date of registration in the Specialist Register kept by the

miżmum mill-Kunsill Mediku ta' Malta, jew reġistrazzjoni ekwivalenti maħruġa mill-awtorità kompetenti fi Stat Membru ieħor tal-Unjoni Ewropea. Qed ikun ikkjarifikat ukoll li l-esperjenza mwettqa fuq bażi part-time jew fi kwalunkwe każ fuq bażi ta' inqas minn erbgħin (40) siegħa fil-gimgħa, tkun rikonoxxuta fuq bażi prorata.

4.4 Persuna magħżula li tkun eliġibbli taħt paragrafu 4.2 (iii) (b) u paragrafu 4.2 (iii) (c) hawn fuq trid tkun imniżżla fir-Reġistru għall-Ispeċjalisti miżmum mill-Kunsill Mediku ta' Malta u trid tkun ukoll irreġistrata bis-sħiħ mal-Kunsill Mediku ta' Malta qabel il-ħatra.

4.5 Kandidati li japplikaw skont it-termini ta' paragrafu 4.2 (iii) (b) jew paragrafu 4.2 (iii) (c) hawn fuq iridu jiksbu ittra ta' rikonoxximent mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta li tikkonferma li l-kwalifiki tagħhom jistgħu jiġu kkunsidrati bħala ekwivalenti għaċ-Ċertifikat ta' Tlestija ta' Taħriġ ta' Speċjalist maħruġ mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta. F'każ ta' diffikultà għandu jintalab il-parir tal-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta.

Sabiex tiġi ffaċilitata r-referenza, is-sit elettroniku tal-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta jista' jiġi kkonsultat minn (https://medicalcouncil.gov.mt/wp-content/uploads/2024/10/mcsac.pdf).

4.6 Kandidati li japplikaw skont it-termini ta' paragrafu 4.2 (iii) (b) jew paragrafu 4.2 (iii) (c), u li jkunu meħtieġa jippreżentaw dikjarazzjoni mill-Kumitat għall-Akkreditazzjoni ta' Speċjalist kif mitlub fil-paragrafu 4.5 għandhom jinkludu kopja ta' din id-dikjarazzjoni mal-applikazzjoni u jippreżentaw l-oriġinali waqt l-intervista. Kandidati li mhumiex fil-pussess ta' din id-dikjarazzjoni xorta jistgħu japplikaw, basta jissottomettu kopja ta' din id-dikjarazzjoni hekk kif tkun għad-dispożizzjoni tagħhom u fi kwalunkwe ċirkustanza mhux aktar tard mid-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet. Applikanti li ma jippreżentawx id-dikjarazzjoni meħtieġa fi żmien xahar għal raġunijiet lil hinn mill-kontroll tagħhom jistgħu jitolbu estenjoni ta' dan il-limitu ta' żmien b'xahar ieħor mill-Kap tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Talbiet għal estensjonijiet lil hinn minn dan il-perjodu għandhom jiġu sottomessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

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

Medical Council of Malta, or equivalent registration issued by the competent authority in another EU Member State. It is furthermore being clarified that experience carried out on a part-time basis, or in any case on a basis of less than forty (40) hours per week, is reckoned on a pro-rata-basis.

4.4 The successful candidate eligible under paragraph 4.2 (iii) (b) and paragraph 4.2 (iii) (c) above must be listed in the Specialist Register kept by the Medical Council of Malta and must also be fully registered with the Medical Council of Malta before appointment.

4.5 Candidates applying in terms of paragraph 4.2 (iii) (b) or paragraph 4.2 (iii) (c) above must obtain a recognition statement from the Specialist Accreditation Committee of Malta confirming that their qualifications may be considered as an equivalent to the Certificate of Completion of Specialist Training (CCST) issued by the Specialist Accreditation Committee of Malta. In case of any difficulty, the advice of the Specialist Accreditation Committee of Malta is to be sought.

For ease of reference, the website of the Specialist Accreditation Committee of Malta may be consulted at (https://medicalcouncil.gov.mt/wp-content/uploads/2024/10/mcsac.pdf).

4.6 Candidates applying in terms of paragraph 4.2 (iii) (b) or paragraph 4.2 (iii) (c) and who are required to present a statement by the Specialist Accreditation Committee as specified in paragraph 4.5 should include a copy of that statement with their application and present the original at the interview. Candidates not in possession of the required statement may still apply, provided that they submit a copy of the statement as soon as it is available and in any case, by not later than the closing date of this call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the Head of Department receiving the applications, indicating clearly the reasons for the delay. Requests for an extension beyond this period are to be submitted for the consideration of the Public Service Commission.

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

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

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

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

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

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

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

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

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

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

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

4.9 Kwalifiki formali, ħiliet u esperjenza speċjalizzata fl-Anestesija u Kura Intensiva jiġu evalwati abbażi tal-portafoll tal-esperjenza tax-xogħol tal-applikant. Evidenza formali ta' taħriġ u kwalifiki elenkati fil-portafoll jridu jiġu ppreżentati mal-applikazzjoni.

4.9 Formal qualifications, specialist skills and experience in Anaesthetics and Intensive Care, will be evaluated on the basis of the applicant's portfolio of work experience. Formal evidence of training and qualifications listed in the portfolio are to be presented upon application.

Sottomissjoni ta' Dokumentazzjoni

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

Submission of Supporting Documents

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

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

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

Proċeduri tal-Għażla

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

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 60%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.9, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.9 have proven relevant work experience.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management,

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and

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 it-Tnejn, 17 ta' Frar, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data 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-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku tal-Ministeru għas-Saħħa u l-Anzjanità Attiva huwa (https://health.gov.mt), in-numru tal-fax huwa

Active Ageing, 15 Palazzo Castellania, Triq il-Mekanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, 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, 17th February, 2025. 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 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 of the Ministry for Health and Active Ageing is (https://health.gov.mt), the fax number is +356

+356 2299 2604, u l-indirizz elettroniku huwa (recruitment.health@gov.mt).

Il-31 ta' Jannar, 2025

MINISTERU GĦAS-SAĦĦA
U L-ANZJANITÀ ATTIVA

Post ta' Konsulent Radjologu b'interess speċjali fl-Immaġini tal-Qalb u tas-Sistema Respiratorja fid-Dipartiment tal-Immaġini Medika fl-Isptar Mater Dei, 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' Konsulent Radjologu b'interess speċjali fl-Immaġini tal-Qalb u tas-Sistema Respiratorja fid-Dipartiment tal-Immaġini Medika, fl-Isptar Mater Dei, fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Konsultent huwa ta' Skala ta' Salarju 4, li fis-sena 2025 huwa €41,530,00 fis-sena.

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

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

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

2.6 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.

2.7 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

2299 2604, and the email address is (recruitment.health@gov.mt).

31st January, 2025

MINISTRY FOR HEALTH AND
ACTIVE AGEING

Post of Consultant Radiologist with special interest in Cardiac and Respiratory Imaging in the Department for Medical Imaging at Mater Dei Hospital, in the Ministry for Health and Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health and Active Ageing, invites applications for the post of Consultant Radiologist with special interest in Cardiac and Respiratory Imaging in the Department for Medical Imaging at Mater Dei Hospital, in the Ministry for Health and Active Ageing.

Terms and Conditions

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

2.2 The salary for the post of Consultant is Salary Scale 4, which in the year 2025 is equivalent to, €41,530.00 per annum.

2.3 The Consultant shall report to the Clinical Chairperson of the Department for Medical Imaging.

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

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

2.6 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.

2.7 In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration',

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/pożizzjoni (i) hija fi skala ta' salarju 5 jew ogħla.

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta' Konsulent Radjologu b'interess speċjali fl-Immaġini tal-Qalb u tas-Sistema Respiratorja fid-Dipartiment tal-Immaġini Medika fl-Isptar Mater Dei jinkludu li:

i. Ikun parti mid-Dipartiment tal-Immaġini Medika u jirrispondi direttament liċ-Chairperson Kliniku ta' dan id-Dipartiment;

ii. Jieħu sehem fl-attivitajiet tad-Dipartiment tal-Immaġini Medika, jipparteċipa fi programmi ta' tagħlim u riċerka tiegħu, jattendi regolarment għal-laqgħat kliniċi u jieħu sehem fil-proċess ta' assigurazzjoni ta' kwalità u verifika;

iii. Iwettaq dmirijiet kemm kliniċi u kif ukoll amministrattivi fid-Dipartiment tal-Immaġini Medika u jippartecipa fil-ħidma tad-dipartiment, taħt id-direzzjoni taċ-Chairperson Kliniku ta' dan id-dipartiment;

iv. Jista' wkoll ikun meħtieġ li jipprovdi servizz f'xi estensjoni futura ta' servizzi tas-saħħa hekk kif provdut fi Skema Komprensiva tas-Saħħa Nazzjonali;

v. Jiżgura li d-dixxiplina u l-prattika tas-sezzjoni (inkluż aspetti tal-iġjene u kontroll ta' infezzjoni) li jaffettwaw il-pazjenti taħt il-kura tiegħu jkunu tal-ogħla livell possibbli;

vi. Jipprovdi pariri dwar il-programm kontinwu ta' taħriġ u edukazzjoni fir-rispett tal-impjegati li jieħdu ħsieb il-pazjenti taħt il-kura tiegħu u jikkollabora ma' u jagħti parir lill-membri oħra mediċi u kirurġiċi f'materji li għandhom x'jaqsmu mal-ispeċjalità;

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/position (i) is in salary scales 5 or higher.

Duties

3.1 The job duties for the post of Consultant Radiologist with special interest in Cardiac and Respiratory Imaging in the Department for Medical Imaging at Mater Dei Hospital include:

i. Forms part of the Department for Medical Imaging and will be directly responsible to the Clinical Chairperson of this Department;

ii. Takes part in the activities of Department for Medical Imaging, participates in its teaching and research programmes, attends clinical meetings regularly and partakes in the process of quality assurance and audit;

iii. Performs clinical and administrative duties at the Department for Medical Imaging and participates in departmental activities under the direction of and as assigned by the Clinical Chairperson of the Department for Medical Imaging;

iv. Providing service in any future extension of the health services as provided under a Comprehensive National Health Scheme;

v. Ensuring that section discipline and practice (including aspects of hygiene and infection control) affecting patients under his/her care are of the highest possible level;

vi. Providing advice about ongoing (continuing) training and education programmes in respect of the staff caring for the patients under his/her charge and liaising with and advising other members of the medical and surgical staff on matters pertaining to the speciality;

vii. Jipparteċipa fl-on-call rotas fir-Radjologija hekk kif inkarigat miċ-Chairperson Kliniku;

viii. Jipparteċipa fit-tagħlim u t-taħriġ ta' qabel u ta' wara l-gradwazzjoni skont il-ħtieġa;

ix. Jipparteċipa meta mitlub f'bordijiet tal-għażla, bordijiet dixxiplinarji u bordijiet tal-akkwist;

x. Jissorvelja u jirrapporta Cardiac Computed Tomography (CT) scans (inkluż medikazzjoni ta' pazjenti u protocolling ta' scans);

xi. Jissorvelja u jirrapporta Cardiac Magnetic Resonance Imaging (MRI) scans (inkluż medikazzjoni ta' pazjenti u protocolling ta' scans);

xii. Iwettaq u jirrapporta Ultrasounds (US) ġenerali, kif ukoll US-guided fine-needle aspiration, bijopsiji u drains skont il-bżonn;

xiii. Iwettaq CT guided pulmonary u mediastinal biopsies;

xiv. Jinterpreta CTs ġenerali (inkluż pulmonary HRCT's), MRIs u plain radiographs;

xv. Jipparteċipa u jkun attiv fi rwol elwieni fis-servizzi tal-Cardiac Imaging ipprovduti mid-dipartiment;

xvi. Iwettaq xogħol relatat mall-komponent kardijaku li huwa previst li jammonta għal 60-80% tal-pjan tax-xogħol u l-komponent respiratorju għall-20-40% li jibqa';

xvii. Jipparteċipa u jmexxi laqgħat multidixxiplinarji tal-Cardiac Imaging u tal-Pulmun u jkun parti mit-tim li jippjana l-investigazzjoniet u l-maniġment ta' dawn il-pazjenti, kif ukoll jevalwa l-eżitu tat-trattamenti;

xviii. Iwettaq clinical output kif miftiehem fil-job plan approvat mill-Head of Department u l-amministrazzjoni tal-isptar;

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

xx. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa u l-Anzjanità Attiva;

xxi. Jifhem u japprezza l-impatt potenzjali tal-iżvilupp teknoloġiku u r-riżultati ġodda tar-riċerka fuq il-prattika tal-Cardiothoracic Imaging;

vii. Participates in the Radiology on-call rotas as directed by the Clinical Chairperson of the Department for Medical Imaging

viii. Participating in undergraduate and postgraduate teaching and training as required.

ix. Participating when asked in selection boards, disciplinary boards and procurement boards;

x. Supervising and reporting Cardiac Computed Tomography (CT) scans (including medication of patients and protocolling of scans);

xi. Supervising and reporting Cardiac Magnetic Resonance Imaging (MRI) scans (including medication of patients, and protocolling of scans);

xii. Performing and reporting general Ultrasounds (US), including US-guided fine-needle aspiration, biopsy and drains if necessary;

xiii. Performing CT-guided pulmonary and mediastinal biopsies;

xiv. Interpretation of general CTs (including pulmonary HRCTs), MRIs and plain radiographs;

xv. Participating and playing an active leading role in the Cardiac Imaging services provided by the department;

xvi. Undertake work related to the cardiac component, which is envisaged to account for 60-80% of the job plan, and the respiratory component for the remaining 20-40%;

xvii. Participating in and leading multidisciplinary Cardiac as well as Lung meetings correctly performing post-operative radiologic-pathologic correlation as well as being an integral part of the team in planning investigations, treatment and in outcome review

xviii. Performs clinical output as agreed in job plan approved by Head of Department and hospital management;

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

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

xxi. Understands the potential impact of technological development and new results of research on Cardiothoracic Imaging practice;

xxii. Iżomm aġġornat mal-bidliet fil-prattika tal-immaġini kardjotorakiċi bħala konsegwenza ta' proċess ta' tagħlim tul il-karriera;

xxiii. Jaħdem fl-isptar Ġenerali ta' Għawdex tal-inqas darba ġimgħa, sakemm jkun hemm il-bżonn, hekk kif deċiż maċ-chairperson tad-dipartiment

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

xxii. Keeps up to date with changes of cardiothoracic imaging practice as a consequence of a lifelong learning process;

xxiii. Carries out clinical activity in Gozo General Hospital at least weekly, unless otherwise directed by the clinical chairperson of the department.

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

xxv. An appointee may be required to perform duties in any of the healthcare services of the Government of Malta at the discretion of the management.

3.2 An appointee may be required to perform duties in any of the health care services in Malta and Gozo General Hospital at the discretion of the management.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

f. 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. profiċjenti fil-lingwa Maltija u l-lingwa Ingliża;

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

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

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

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

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

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

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

ii. proficient in the Maltese and English languages;

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

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

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

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

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

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

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

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

4.3 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandu aktar minn hekk ikollhom sentejn (2) esperjenza full-time bħala Speċjalist fir-Radjoloġija. Qed ikun hawnhekk ikkjarifikat li l-esperjenza bħala Speċjalist titqies li ma tibdiex qabel id-data tar-Reġistrazzjoni fir-Reġistru għall-Ispeċjalisti miżmum mill-Kunsill Mediku ta' Malta, jew reġistrazzjoni ekwivalenti maħruġa mill-awtorità kompetenti fi Stat Membru ieħor tal-Unjoni Ewropea. Qed ikun ikkjarifikat ukoll li l-esperjenza mwettqa fuq bażi part-time jew fi kwalunkwe każ fuq bażi ta' inqas minn erbgħin (40) siegħa fil-gimgħa, tkun rikonoxxuta fuq bażi prorata.

4.4 Persuna magħżula li tkun eliġibbli taħt paragrafu 4.2 (iii) (b) u paragrafu 4.2 (iii) (c) hawn fuq trid tkun imniżżla fir-Reġistru għall-Ispeċjalisti miżmum mill-Kunsill Mediku ta' Malta u trid tkun ukoll irreġistrata bis-sħiħ mal-Kunsill Mediku ta' Malta qabel il-ħatra.

4.5 Kandidati li japplikaw skont it-termini ta' paragrafu 4.2 (iii) (b) jew paragrafu 4.2 (iii) (c) hawn fuq iridu jiksbu ittra ta' rikonoxximent mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta li tikkonferma li l-kwalifiki tagħhom jistgħu jiġu kkunsidrati bħala ekwivalenti għaċ-Ċertifikat ta' Tlestija ta' Taħriġ ta' Speċjalist maħruġ mill-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta. F'każ ta' diffikultà għandu jintalab il-parir tal-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta.

Sabiex tiġi ffaċilitata r-referenza, is-sit elettroniku tal-Kumitat għall-Akkreditazzjoni ta' Speċjalisti ta' Malta jista' jiġi kkonsultat minn (https://medicalcouncil.gov.mt/wp-content/uploads/2024/10/mcsac.pdf)

4.6 Kandidati li japplikaw skont it-termini ta' paragrafu 4.2 (iii) (b) jew paragrafu 4.2 (iii) (c), u li jkunu

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

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

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

4.3 By the closing time and date of this call for applications, applicants must furthermore have two (2) years full- time experience as a Specialist in Radiology. It is hereby being clarified that specialist experience will be deemed not to commence prior to the date of registration in the Specialist Register kept by the Medical Council of Malta, or equivalent registration issued by the competent authority in another EU Member State. It is furthermore being clarified that experience carried out on a part-time basis, or in any case on a basis of less than forty (40) hours per week, is reckoned on a pro-rata basis.

4.4 The successful candidate eligible under paragraph 4.2 (iii) (b) and paragraph 4.2 (iii) (c) above must be listed in the Specialist Register kept by the Medical Council of Malta and must also be fully registered with the Medical Council of Malta before appointment.

4.5 Candidates applying in terms of paragraph 4.2 (iii) (b) or paragraph 4.2 (iii) (c) above must obtain a recognition statement from the Specialist Accreditation Committee of Malta confirming that their qualifications may be considered as an equivalent to the Certificate of Completion of Specialist Training (CCST) issued by the Specialist Accreditation Committee of Malta. In case of any difficulty, the advice of the Specialist Accreditation Committee of Malta is to be sought.

For ease of reference, the website of the Specialist Accreditation Committee of Malta may be consulted at (https://medicalcouncil.gov.mt/wp-content/uploads/2024/10/msac.pdf)

4.6 Candidates applying in terms of paragraph 4.2 (iii) (b) or paragraph 4.2 (iii) (c) and who are required to present

meħtieġa jippreżentaw dikjarazzjoni mill-Kumitat għall-Akkreditazzjoni ta' Speċjalist kif mitlub fil-paragrafu 4.5 għandhom jinkludu kopja ta' din id-dikjarazzjoni mal-applikazzjoni u jippreżentaw l-oriġinali waqt l-intervista. Kandidati li mhumiex fil-pussess ta' din id-dikjarazzjoni xorta jistgħu japplikaw, basta jissottomettu kopja ta' din id-dikjarazzjoni hekk kif tkun għad-dispożizzjoni tagħhom u fi kwalunkwe ċirkustanza mhux aktar tard mid-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet. Applikanti li ma jippreżentawx id-dikjarazzjoni meħtieġa fi żmien xahar għal raġunijiet lil hinn mill-kontroll tagħhom jistgħu jitolbu estenjoni ta' dan il-limitu ta' żmien b'xahar ieħor mill-Kap tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Talbiet għal estensjonijiet lil hinn minn dan il-perjodu għandhom jiġu sottomessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

a statement by the Specialist Accreditation Committee as specified in paragraph 4.5 should include a copy of that statement with their application and present the original at the interview. Candidates not in possession of the required statement may still apply, provided that they submit a copy of the statement as soon as it is available and in any case, by not later than the closing date of this call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the Head of Department receiving the applications, indicating clearly the reasons for the delay. Requests for an extension beyond this period are to be submitted for the consideration of the Public Service Commission.

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

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

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

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

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

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

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

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

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

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

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

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

4.9 Kwalifiki formali, ħiliet u esperjenza speċjalizzata fir-Radjoloġija jiġu evalwati abbażi tal-portafoll tal-esperjenza tax-xogħol tal-applikant. Evidenza formali ta' taħriġ u kwalifiki elenkati fil-portafoll jridu jiġu ppreżentati mal-applikazzjoni.

4.9 Formal qualifications, specialist skills and experience in Radiology, will be evaluated on the basis of the applicant's portfolio of work experience. Formal evidence of training and qualifications listed in the portfolio are to be presented upon application.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.9, 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 it-Tnejn, 17 ta' Frar, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data 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 Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 60%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.9, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15 Palazzo Castellania, Triq il-Mekanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, 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, 17th February, 2025. 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 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 Merkanti, Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-31 ta' Jannar, 2025

MINISTERU GĦAS-SAĦĦA U L-ANZJANITÀ ATTIVA

Post ta' Senior Engineer (Mechanical) 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' Senior Engineer (Mechanical) fi ħdan is-Saħħa fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Senior Engineer (Mechanical) huwa ta' Skala ta' Salarju 6, li fis-sena 2025 huwa ta' €32,279.02 fis-sena, li jiżdied b'€596.33 fis-sena sa massimu ta' €35,857.00

2.3 Il-persuna maħtura tkun intitolata għal benefiċċji oħra u suġġetta għal kundizzjonijiet u obbligi oħra li jkunu

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

31st January, 2025

MINISTRY FOR HEALTH AND ACTIVE AGEING

Post of Senior Engineer (Mechanical) 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 Senior Engineer (Mechanical) within Health in the Ministry for Health and Active Ageing.

Terms and Conditions

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

2.2 The salary for the post of Senior Engineer (Mechancial) is Salary Scale 6, which in the year 2025 is equivalent to, €32,279.02 per annum, rising by annual increments of €596.33 up to a maximum of €35,857.00

2.3 The appointee will be entitled to such other benefits and subject to such other conditions and obligations as

mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern ta' Malta u l-union kompetenti.

2.4 Il-persuna maħtura titħalla tipprattika l-professjoni b'xogħol privat sakemm:

a) Dan jitwettaq strettament barra l-ħinijiet 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' Sezzjoi 6.2.3 tal-PSMC, u li ma twettaq l-ebda tip ta' xogħol barra mill-impjieg tagħha mal-Gvern li jista' jmur kontra l-interessi tal-Gvern u/jew li jista' jwassal għal kunflitt ta' interess jew tfixkil fil-qadi tad-dmirijiet uffiċjali tagħha mal-Gvern. Xogħol privat għandu dejjem ikun bil-permess tas-Segretarju Permanenti.

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 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.

2.6 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 minn (https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf)).

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

2.4 The appointee will be allowed to undertake private practice of his profession provided that:

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

AND

b) It does not interfere or conflict with his official duties or with the exigencies of the service. In this regard, the appointee must ensure that he operates within the framework of the Code of Ethics and of Section 6.2.3 of the PSMC, and will not carry any form of work outside the 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.

2.5 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 from (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' Senior Engineer (Mechanical) jinkludu li:

i. Jassisti liċ-Chief Engineer biex jassigura li s-sistemi tal-Inġinerija, li jinkludu iżda mhux limitati għall-HVAC, ilma sħun u kiesaħ, eċċ., tal-Facilità jkunu miżmuma tajjeb;

ii. Jara li x-xogħol mitlub mis-Senior Technical Officer, u jassisti fl-organizzazzjoni tal-manutenzjoni. Juża l-programmi tal-kompjuter tal-immaniġġjar tal-manutenzjoni jew xi sistema/i oħra manwali u jindika lil kuntrattur x'tip u x'livell ta' servizz jkun hemm bżonn biex isir ix-xogħol. Kif ukoll isegwi l-progress tax-xogħol sakemm jitlesta;

iii. Isolvi problem teknici, jiċċekkja x-xogħol li jinkludi xogħol ta' tiswija, immaniġġjar ta' proġetti, u jiċċertifika x-xogħlijiet. Imexxi ix-xogħol mal-fornturi tal-materjal u tagħmir, u ma' kuntratturi terzi li jkunu qed jaħdmu fuq is-sit, u ma' membri oħra tal-istaff tal-Kura Sekondarja;

iv. Jiċċekkja u jsegwi il-KPIs tal-kuntrattur u jirrapporta liċ-Chief Engineer meta dawn ma jintlaħqux jew jinkisru u jżomm kont tal-penali li jeħel il-kuntrattur. Jiċċekkja u jikkummenta fuq ir-rapporti li jipprovdi l-kuntrattur fuq ix-xogħlijiet li tlestew u jara li ttieħdet azzjoni biex nuqqasijiet jiddaħħlu fis-Sistema tal-Immaniġġjar tal-Manutenzjoni u jkunu segwiti u jitlestew;

v. Jagħti l-kontibut tiegħu biex jara li x-xogħol jitlesta skont l-istandards stabbiliti u skont l-bżonnijiet rikjesti mil-liġi, jew obbligi kuntrattwali u f'ħin u skont l-baġit propost;

vi. Jikteb struzzjonijet ta' xogħol u proċeduri u l-aġġornament tagħhom kif ikun hemm bżonn, jagħmel risk assessment u method statements skont il-bżonn li jinkludu f'confined space, iċċertifikar ta' scaffolding wara li jingħata t-taħriġ meħtieġ. Joħroġ hot work permit skont il-bżonn;

vii. Jaħdem fil-qrib mar-rappreżentant/i tal-kuntrattur, mar-regulatur, jew entitajiet oħra u partijiet oħra, jieħu nota u jsegwi kull azzjoni meħtiega. Jikkomunika wkoll mat-tim tal-Biomedical ta' MDH biex it-tagħmir jkollu manutenzjoni u jopera b'mod effettiv.

viii. Jinvolvi ruħu/ruħha fil-procurement tal-impjant, tagħmir, materjal, strumenti u għodda, parts u sistemi oħra tal-inġinerija, li jinkludi preparazzjonijiet ta' tenders, jinkitbu dettalji tekniċi, stimi, u xi dokumenti oħra li jkun hemm bżonn, u jiċċertifika li t-tgħamir ikun tajjeb;

ix. Jassisti u jgħin fl-immaniġġjar tal-inventarju ta' tagħmir, fuq siġurtà u saħħa fuq il-post tax-xogħol, kodiċi tal-bini, u liġijiet tal-ambjent;

Duties

3. The job duties for the post of Senior Engineer (Mechanical) include:

i. Assist the Chief Engineer in ensuring that the engineering systems, including the HVAC, cold and hot water etc., of the facility are well maintained and operated;

ii. view the work requests from the Senior Technical Officer, assess the type and support in the coordination of maintenance planning activities. Make use of a computer based or any other Maintenance Management System and indicate to the contractor the type and service level required in the execution of work. Track progress of works and close when completed;

iii. Undertake problem solving, work supervision including repair work, project management, and work certification. Coordinate with suppliers in the delivery of materials & parts, with third party contractors, that will be working on site and with other staff members of Secondary Health;

iv. Monitor the contractors' key performance indicators and report to the Chief Engineer when these are violated and keep track to ensure that the penalties are imposed on the contractor/s. Review the periodic reports submitted by the contractors on completion of works and ensures that any corrective actions proposed are entered in the maintenance management system and followed through;

v. Provide the necessary input to ensure that work is done in line with established standards, legal requirements, contractual obligations, and within the timeframes & costs outlined;

vi. Write work instructions and procedures and update them as required, conduct risk assessments and method statements where required including in case of confined space, scaffolding certifications after receiving the necessary training. Issue hot work permits as required;

vii. Liaise with the contractor representative/s, regulators, other Entities and stakeholders as required, log and follow though any required action as deemed necessary. Liaise also with the bio-medical team at MDH for the effective maintenance and operations of the bio-medical equipment.

viii. Participate in the procurement of plant, equipment, material, instrumentation, tools, spare parts and engineering related systems, including the preparation of tender specifications, estimates, the ancillary documentation, and certification that the received items are correct;

ix. Provide engineering support on long term asset management, health and safety regulations, building codes and environmental laws;

x. Jimmaniġġja proġetti fuq is-sit li jkollhom żmien definit meta jibdew, u kemm idumu biex jitlestew. Dawn il-proġetti jinkludu CAPEX, investigazzjonijiet fuq impjant, xogħol tekniku u kummerċjali u awditjar fost oħrajn;

xi. Jagħti sapport lill-maniġment tas-siġurtà, l-ambjent u l-kwalità kif identifikat skont is-sistemi u proċessar tal-ISO;

xii. Jaħdem mal-uffiċjali tas-saħħa u siġurtà u jassigura li r-regolamenti jkunu segwiti;

xiii. Jagħmel awditjar intern meta jkun hemm bżonn u jagħti kontribut biex l-organizzazzjoni tkompli issir kontinwament aħjar;

xiv. Jipprepara rapport tekniċi u rapport ta' progress kif jeħtieġ;

xv. Jipprepara speċifikazzjonijiet dettaljati u dokumentazzjoni għall-pubblikazzjoni ta' sejħiet ta' xiri ta' provvisti u/jew xogħlijiet f'konformità mar-regolamenti rilevanti;

xvi. Jevalwa kwotazzjonijiet u/jew proposti ta' xogħlijiet u jagħmel rakkomandazzjonijiet professjonali dwar l-approvazzjoni tagħhom jew mod ieħor;

xvii. Jiġbor rapporti tekniċi, kontijiet ta' kwantitajiet/materjal, estimi ta' nfiq, programmi ta' xogħol u skedi ta' manutenzjoni, u tfassil ta' disinni elettriċi f'format elettroniku bl-użu tal-programmi xierqa;

xviii. Ifassal rapporti ta' manutenzjoni u spezzjoni;

xix. Jappoġġja lill-Kap tad-Dipartiment fit-twettiq, taħriġ u jassisti lil membri oħra tat-tim u jżomm reġistru, għodod u librerija/arkivji ta' referenza teknika kif meħtieġ u jipparteċipa f'kumitati mwaqqfa mid-Dipartiment għal kompiti speċifiċi;

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

xxi. 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

x. Manage site specific projects that have defined time or functional start and end criteria. These may include CAPEX projects, plant investigations, technical and commercial project assignments, audits, etc.

xi. Provide support in management of safety, environment and quality as identified in the relevant ISO systems and processes;

xii. Collaborate with the health and safety officials and ensures that rules and regulations in this regard are strictly adhered to;

xiii. Perform internal audits when required to contribute towards the organisation continuous improvement;

xiv. Prepare technical and progress reports as required;

xv. Prepares detailed specifications and other documentation for publication of calls for procurement of supplies and/or works in line with relevant regulations;

xvi. Assesses quotations and/or works proposals and makes professional recommendations on their approval or otherwise;

xvii. Compiles technical reports, bills of quantities/materials, cost estimates, work programmes and maintenance schedules, and drafts electrical drawings in electronic format using appropriate software;

xviii. Draws up maintenance and inspection reports;

xix. Supports the Head of Department in managing, training and assisting other team members and maintains records, tools and technical reference library/archives as necessary and participates in committees set up by the Department for specific tasks;

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

xxi. 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 (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwa tal-Ingliż;

U;

iii. fil-pussess tal-warrant biex jipprattikaw bħala Inġinier u li jkunu b'mill-inqas ħames (5) snin esperjenza rilevanti wara l-gradwazzjoni, tliet (3) snin minnhom għandhom ikunu wara l-kisba tal-warrant;

JEW;

matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

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

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

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

ii. able to communicate in the English language;

AND

iii in possession of the warrant to practice as Engineer and with at least five (5) years relevant experience after graduating, three (3) years of which should be after obtaining warrant.

OR

iv. fil-pussess tal-warrant biex jippratikaw bħala Inginier u li huma fil-pussess ta' kwalifika fil-livell postgraduate rilevanti* (li hija iktar mir-rekwiżiti bażiċi tad-dħul), b'mill-inqas erba' (4) snin esperjenza rilevanti wara li jiggradwaw, li sentejn (2) minnhom għandhom ikunu wara l-kisba tal-warrant.

*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-appplikazzjoni. Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

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

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali ((https://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 jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

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

iv. in possession of the warrant to practice as Engineer, who are in possession of a relevant postgraduate qualification* (which is over and above the basic entry requirements), with at least four (4) years relevant experience after graduating, two (2) years of which should be after obtaining warrant.

*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 credit.

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 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.

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

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

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

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

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

4.5 Din is-sejħa pubblika qed tiġi ppubblikata bi qbil ma' sejħa għal servizz kollu għall-Post ta'Senior Engineer (Mechanical) kif ippubblikata nhar il-Ġimgħa, 31 ta' Jannar, 2025, permezz taċ-Ċirkulari numru HR/MHA/18/2025. L-applikanti li jirnexxu taħt is-sejħa għas-servizz kollu se jingħataw preċedenza fuq dawk li jirnexxu taħt is-sejħa pubblika. Il-ħatra hija ta' suġġett għad-disponibbiltà ta' postijiet vakanti fil-perjodu ta' validità tar-riżultat.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

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. This public call is being published in concurrence with a service-wide call for the Post of Senior Engineer (Mechanical) as published on Friday, 31st January, 2025, through the Circular number HR/MHA/18/2025. 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 Procedures

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

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

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 it-Tnejn, 17 ta' Frar, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data 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-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din issejħa għall-applikazzjonijiet.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division Ministry for Health & 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 Monday, 17th February, 2025. 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 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.

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

Il-31 ta' Jannar, 2025

UFFIĊĊJU TAL-PRIM MINISTRU

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

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

1. Id-Direttur (Finanzi u Amministrazzjoni), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Assistant Manager fid-Direttorat Finanzi u Amministrazzjoni fi ħdan l-Uffiċċju tal-Prim Ministru.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2025 huwa ta' €22,526.00 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €24,650.00.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2025 hija ekwivalenti għal €24,038.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €26,290.00, mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b).

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€25,570.98 x €407.67 - €28,017.00) fis-sena 2025 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Il-persuni maħtura jkunu intitolati wkoll għall-ħlas ta' allowance tal-klassi ta' €500, suġġett 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

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

31st January, 2025

OFFICE OF THE PRIME MINISTER

Post of Assistant Manager in the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2025 is equivalent to, €22,526.00 per annum, rising by annual increments of €354.00 up to a maximum of €24,650.00.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2025 is equivalent to €24,038.98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290.00, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€25,570.98 x €407.67 - €28,017.00) in the year 2025 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

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 jaċettaw 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' Assistant Manager jinkludu li:

i. Jassisti fit-tmexxija u l-esekuzzjoni ġenerali tal-proġetti mwettqa mid-dipartiment rispettiv;

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

iii. Jikkordina komunikazzjoni effiċjenti mal-partijiet interessati kollha rilevanti u mal-mexxejja tal-proġett u

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 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 Assistant Manager include:

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

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

iii. Ensures efficient communication with all relevant stakeholders and with project leaders and coordinates

jikkordina u jipparteċipa f' laqgħat regolari kif u meta jkun meħtieġ u jikkordina u jwettaq xogħol amministrattiv ta' kuljum inkluż il-ġbir ta' informazzjoni minn tekniċi, inġiniera, kuntratturi, eċċ., kif jista' jkun meħtieġ, u jassisti fiż-żamma tas-servizzi tal-manutenzjoni għall-lifts, bibien tal-ħġieġ u ġeneraturi;

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

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

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

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

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

ix. Jgħin fl-amministrazzjoni tal-flotta għall-vetturi u, fejn meħtieġ, jassisti fit-tfassil ta' pjan ta' sostituzzjoni għal vetturi eżistenti mhux effiċjenti, filwaqt li jattendi għall-manutenzjoni, kolliżjonijiet u rekwiżiti oħra relatati mal-flotta tal-vetturi, inkluża azzjoni relatata ma' vetturi mikrija kif meħtieġ waqt li jissorvelja l-konsum tal-fjuwil tal-vetturi;

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

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

xii. Jikkordina l-implimentazzjoni ta' inizjattivi ekoloġiċi;

xiii. Jassisti fil-ħtiġiet u r-rekwiżiti tal-akkwist tad-dipartiment rispettiv;

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.

and participates in regular meetings as and when required and co-ordinates and executes daily administrative tasks including the gathering of information from technicians, engineers, contractors, etc., as may be required, and assists in the upkeep of services to lifts, glass doors and generators;

iv. Involved in the work of the Department or any other delegated office, and plays an active role as a team member, and maintains an up to date library and catalogue of important projects related to the Office of the Prime Minister;

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

vi. Assists in the management of transport and logistics within the Office of the Prime Minister, supports the Ministry's divisions, directorates and departments, and maintains an appropriate liaison on matters of common interest;

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

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

ix. Helps in the management of the vehicles fleet and, where necessary, assists in the drawing up of a replacement plan for existing non-efficient vehicles, while attending to all maintenance, collisions and other requirements related to the vehicles fleet, including action related to leased/hired vehicles as necessary while monitoring fuel consumption of vehicles;

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

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

xii. Coordinates the implementation of green initiatives;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

ii. proficient in the Maltese and English languages;

U

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Project Management jew Management Studies jew Studji Ewropej jew Business Administration jew Accountancy jew Creativity u Innovation jew Quality Assurance Management jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 4 tal-MQF fl-Accountancy, jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Project Management jew Management Studies jew Studji Ewropej jew Business Administration jew Accountancy jew Creativity u Innovation jew Quality Assurance Management jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 5 tal-MQF fl-Accountancy, jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

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

JEW

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

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

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

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonnoxxta fil-Livell 4 tal-MQF (kwalifika jew żewġ suġġetti fil-Livell Avvanzat flimkien ma' tliet suġġetti fil-Livell Intermedju tal-Matrikola jew fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat, jew kwalifika rikonoxxuta

AND

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

OR

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

OR

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

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one (1) of the following subjects: Accountancy or Economics).

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

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

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification)

komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati, dawn l-uffiċjali jipprogressaw għal Assistant Manager (Skala ta' Salarju 11). Il-progressjonijiet l-oħra kollha għandhom ikunu skont id-dispożizzjonijiet indikati fid-dokument li jismu 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii (a) sa 4.1 iii (c) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali ((https://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/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 adattat għall-post. Il-

in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment of a relevant MQF Level 5 in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) 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 (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 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, permezz tal-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 it-Tnejn, 17 ta' Frar, 2025. 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/

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 Section, Finance and Administration Directorate, Office of the Prime Minister, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, 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, 17th February, 2025. 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 accessed from ((https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20

General%20Provisions_MT.pdf)) jew jinkisbu mis-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Il-Berġa ta' Kastilja, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-31 ta' Jannar, 2025

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Assistant Manager fid-Diviżjoni Nies u Standards fi ħdan l-Uffiċċju tal-Prim Ministru

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

1. Is-Segretarju Permanenti (Nies u Standards), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Assistant Manager fid-Diviżjoni Nies u Standards fi ħdan l-Uffiċċju tal-Prim Ministru.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2025 huwa ta' €22,526.00 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €24,650.00.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2025 hija ekwivalenti għal €24,038.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €26,290.00, mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b).

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€25,570.98 x €407.67 - €28,017.00) fis-sena 2025 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

Provisions_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 Directorate are (http://www.opm.gov.mt) and (human-resources.opm@gov.mt).

31st January, 2025

OFFICE OF THE PRIME MINISTER

Post of Assistant Manager in the People and Standards Division within the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (People and Standards), Office of the Prime Minister, invites applications for the post of Assistant Manager in the People and Standards Division within the Office of the Prime Minister.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2025 is equivalent to €22,526.00 per annum, rising by annual increments of €354.00 up to a maximum of €24,650.00.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2025 is equivalent to €24,038.98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290.00, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€25,570.98 x €407.67 - €28,017.00) in the year 2025 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 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.

2.7 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 jaċettaw 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' Assistant Manager jinkludu li:

i. Jindirizza talbiet u każijiet, inkluż grievances, li jidħlu fil-One-Stop-Shop għall-uffiċjali pubbliċi, jipprovdi risposti fil-ħin u jassigura l-implimentazzjoni f'waqtha u korretta tar-rakkomandazzjonijiet;

2.6 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.

2.7 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 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 Assistant Manager include:

i. Attends to queries and cases, including grievances, received through the One-Stop-Shop for public officers, provides timely replies and follows up on the implementation of recommendations;

ii. Jipprovdi sapport u gwida lill-impjegati dwar applikazzjonijiet u kriterji ta' eliġibbiltà għal leave speċjali, miżuri ta' bilanċ bejn il-ħajja u x-xogħol, u prattiki moderni fuq il-post tax-xogħol;

iii. Jipprepara abbozz ta' korrispondenza rigward każijiet li jindirizza l-One-Stop-Shop għall-uffiċjali pubbliċi;

iv. Jassisti fil-monitoraġġ u fl-evalwazzjoni tar-riżultati sabiex jassigura li tinżamm il-kwalità ta' servizz offruta mid-Direttorat;

v. Jiġbor statistika mill-ministeri, jgħin fil-kordinament u twettiq ta' riċerka, u janalizza r-riżultati;

vi. Jagħmel preparamenti għal sessjonijiet informattivi u ta' sensibilizzazzjoni fil-ministeri dwar is-servizzi offruti mill-One-Stop-Shop għall-uffiċjali pubbliċi u policies ċentrali kif meħtieġ;

vii. Jassisti f'attivitajiet, proġetti u inkarigi ad hoc tar-Riżorsi Umani;

viii. Iżomm rekords u databases aġġornati biex jiffaċilita r-referenzjar u l-koerenza fil-proċessi futuri tat-teħid ta' deċiżjonijiet;

ix. Jagħmel abbozz ta' tweġibiet fil-ħin għal rapporti, preżentazzjonijiet, speaking notes u kwalunkwe sottomissjoni oħra kif meħtieġ mid-direttur rispettiv;

x. Jipprovdi sapport amministrattiv ġenerali fl-uffiċċju lid-Direttur;

xi. Iwettaq kull ħidma jew dmirijiet oħra kif jiġi assenjat biex jissodisfa r-rekwiżiti ta' oqsma oħra, kif ordnat mis-Segretarju Permanenti, id-direttur rispettiv jew ir-rappreżentant nominat tagħhom;

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

ii. Provides support and guidance to employees regarding applications and entitlements for special leaves, work-life balance measures, and modern work practices;

iii. Drafts official correspondence regarding cases addressed by the One-Stop-Shop for public officers;

iv. Assists in the monitoring and evaluation of results to ensure the Directorate's quality of service is maintained;

v. Assists and coordinates in the gathering of statistical data from ministries, and collaborate in the research, and analysis of results;

vi. Makes necessary preparations on outreach and information sessions related to services offered by the One-Stop-Shop for public officers and central policies to line ministries as necessary;

vii. Assists in Human Resources management activities, projects and ad hoc assignments;

viii. Maintains updated records and databases to facilitate cross-referencing and coherence in future decision-making processes;

ix. Assists in drafting timely replies to reports, presentations, speaking notes and any other submissions as required by the respective director;

x. Provides general office management support to the Director;

xi. Performs any other tasks or duties as may be assigned to meet the requirements of other areas, as directed by the Permanent Secretary, the respective director, or their designated representative;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

U

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

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. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Work and Human Resources Management or Training and Development or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy or Leadership and Change Management or Industrial Relations and Workplace Learning or Human Resources Management or Public Policy or Management or Public Administration or Law or Communications or

jew Project Management jew Quality Management jew Research jew Public Projects jew People Management jew Accountancy jew Marketing jew Psychology, jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Work u Human Resources Management jew Training u Development jew Public Management jew Corporate Governance u Leadership jew Leadership u Organisational Behaviour jew Management u Leadership jew Strategy jew Leadership u Change Management jew Industrial Relations u Workplace Learning jew Human Resources Management jew Public Policy jew Management jew Public Administration jew Law jew Communications jew Project Management jew Quality Management jew Research jew Public Projects jew People Management jew Accountancy jew Marketing jew Psychology, jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat.

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

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

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonnoxxta fil-Livell 4 tal-MQF (kwalifika jew żewġ suġġetti fil-Livell Avvanzat flimkien ma' tliet suġġetti fil-Livell Intermedju tal-Matrikola jew fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat, jew kwalifika rikonoxxuta komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati, dawn l-uffiċjali jipprogressaw għal Assistant Manager (Skala ta' Salarju 11). Il-progressjonijiet l-oħra

Project Management or Quality Management or Research or Public Projects or People Management or Accountancy or Marketing or Psychology, or in relevant areas as determined by management.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Work and Human Resources Management or Training and Development or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy or Leadership and Change Management or Industrial Relations and Workplace Learning or Human Resources Management or Public Policy or Management or Public Administration or Law or Communications or Project Management or Quality Management or Research or Public Projects or People Management or Accountancy or Marketing or Psychology, or in relevant areas as determined by management.

OR

c. (i) In possession of two (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation Level or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced Level.

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

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

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment of a relevant MQF Level 5 in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions

kollha għandhom ikunu skont id-dispożizzjonijiet indikati fid-dokument li jismu 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii (a) sa 4.1 iii (c) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali ((https://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/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 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%.

stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 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 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, permezz tal-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 it-Tnejn, 17 ta' Frar, 2025. 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 mis-Sezzjoni tal-People Management, Direttorat Finanzi u

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 Section, Finance and Administration Directorate, Office of the Prime Minister, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, 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, 17th February, 2025. 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 accessed from ((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

Amministrazzjoni, Uffiċċju tal-Prim Ministru, Il-Berġa ta' Kastilja, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-31 ta' Jannar, 2025

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

Pożizzjoni ta' Learning Support Educator Supplimentari (SLSE) fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR), jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Taħriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-pożizzjoni ta' Learning Support Educator Supplimentari (SLSE) fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Tul tal-Assenjament u Kundizzjonijiet

2.1. Persuna magħżula tidħol f'assenjament ta' sena (1) skolastika jew anqas bħala SLSE fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, li jista' jiġi mġedded għal perjodi oħra.

2.2. Il-pożizzjoni ta' SLSE hija suġġetta għal perjodu ta' prova ta' sitt (6) xhur.

2.3. Peress li din hi pożizzjoni ta' natura temporanja u hija regolata minn Anness II – Provvedimenti li Jirregolaw il-Gradi Supplimentari, tal-ftehim bejn il-Gvern ta'Malta u l-Malta Union of Teachers (MUT) iffirmat fil-5 ta' Lulju, 2024, il-pożiizzjoni ta' SLSE 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-post/pożizzjoni li għalih saret l-applikazzjoni.

Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

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

31st January, 2025

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Position of Supply Learning Support Educator (SLSE) in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

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

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation, invites applications for the position of Supply Learning Support Educator (SLSE) in the Ministry for Education, Sport, Youth, Research and Innovation.

Duration of Assignment and Conditions

2.1. A selected candidate will enter into a one (1) scholastic year assignment or less as SLSE in the Ministry for Education, Sport, Youth, Research and Innovation, which may be renewed for further periods.

2.2. The position of SLSE is subject to a probationary period of six (6) months.

2.3. Since this is a position of an entirely temporary nature and is governed by Annex II Provisions Regulating Supply Grades of the Agreement between the Government of Malta and the Malta Union of Teachers (MUT) signed on the 5th July, 2024, the position of SLSE 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

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 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 minn (https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf)).

Salarju Marbut mal-Pożizzjoni

3.1. Is-salarju għall-pożizzjoni ta' SLSE huwa ekwivalenti għall-minimu ta' Skala ta' Salarju 14 li fl-2025 huwa ta' €19,591.02 fis-sena.

3.2. Persuna maħtura tkun intitolata għal tali benefiċċji oħra, u suġġetta għal kundizzjonijiet u obbligi oħra kif jistgħu jkunu stipulati fil-Ftehim bejn il-Gvern u l-Malta Union of Teachers (MUT) kif iffirmat fil-15 ta' Lulju, 2024.

Dmirijiet

4. Persuna fil-grad ta' Learning Support Educator hija mistennija li twettaq dmirijiet li jippermettu li l-appoġġ ikollu aċċess għat-tagħlim u valutazzjoni mal-istudenti kollha fil-klassi, jew ma' studenti b'dikjarazzjoni ta' bżonnijiet jew ma' studenti fiċ-Ċentri tar-Riżorsi. Dawn id-dmirijiet jinkludu:

(a) tassisti t-tagħlim u l-proċess tat-tagħlim immexxi mill-Għalliema, li tippromovi l-indipendenza u t-twettiq tal-istudenti kollha, b'dikjarazzjoni tal-bżonnijiet rikonoxxuta jew le, f'kull esperjenzi u kuntesti ta' tagħlim f'kull ċiklu

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.

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 from (https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf)).

Salary Pegged to the Position

3.1. The Salary attached to the position of SLSE is equivalent to the minimum of Salary Scale 14 which in year 2025 is €19,591.02 per annum.

3.2. An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in the agreement between the Government and the Malta Union of Teachers (MUT) as signed on the 15th of July, 2024.

Duties

4. A Learning Support Educator is expected to perform duties which enable support to access learning and assessment with all learners in a class, or learners with a statement of needs, or learners in Resource Centres. These duties include:

(a) assisting the teaching and learning process led by the Teacher, promoting independence and fulfilment of all learners, with or without a recognised statement of needs, in all learning experiences and contexts at all cycles (Early,

(Early, Junior, Secondary and Upper Secondary Years) fi ħdan il-vjaġġ edukattiv;

(b) tikkollabora mill-qrib, u tkun iggwidata mill-Għalliema, u professjonisti oħra li jistgħu jkunu qed jappoġġjaw dan l-isforz fi jew lil hinn mill-klassi, taħt it-tmexxija tas-Senior Management Team (SMT) tal-iskola;

(c) tinvolvi ruħha fl-iżvilupp ta' komunità ta' Edukaturi Professjonali, inkluż permezz tal-Ippjanar tal-Iżvilupp tal-Iskola;

Għajnuna fit-Tagħlim

(a) tgħin u taħdem id f'id mal-għalliema tal-klassi u ma' kollegi oħra. Taħt il-gwida tal-għalliema tal-klassi, tassisti fl-edukazzjoni tal-istudenti kollha tal-klassi u, b'mod partikulari, ta' studenti bi bżonnijiet edukattivi individwali biex jiġu pprovduti l-ħtiġiet kurrikulari u ta' tagħlim ta' studenti individwali;

(b) tipparteċipa bi sħiħ fis-sessjonijiet tal-Making Action Plans (MAPs);

(c) flimkien mal-għalliema tal-klassi, tiżviluppa u twettaq il-programm individwali edukattiv (IEP) billi taddatta l-pjanijiet tal-lezzjoni u r-riżorsi;

(d) tattendi laqgħat tal-IEP u tal-Individual Transition Plan (ITP);

(e) tirrevedi l-IEPs, inkluż li tirrekordja u li tirrapporta dwar il-progress tal-implimentazzjoni ta' dawn l-IEPs fuq bażi regolari;

(f) tagħti appoġġ lill-għalliema tal-klassi biex jiġi ppreparat u miktub id-dokument tal-IEP għal kull student fil-klassi li għandu statement;

(g) tgħin fit-tħejjija ta' materjal edukattiv u tieħu sehem attiv fl-oqsma kollha tal-proċess ta' tagħlim u l-proċess edukattiv fil-klassi taħt id-direzzjoni tal-għalliema fil-klassi;

(h) id f'id mal-għalliema tal-klassi, tieħu sehem fl-osservazzjoni, fl-assessjar u l-proċess tad-dokumentazzjoni tal-ħidma u tal-imġiba tal-istudenti inklużi;

(i) tipparteċipa fi programmi tranżittivi, rispettivi tal-individwu, biex tiffaċilita l-mixja ta' studenti individwali minn livell edukattiv għall-ieħor, minn skola għall-oħra, u mill-iskola għall-post tax-xogħol, billi tagħti informazzjoni u dokumentazzjoni rilevanti lil kollegi oħra kkonċernati, ħalli ssir tranżizzjoni xierqa għall-istudent;

(j) tippromovi komunità inklussiva ta' studenti, f'kollaborazzjoni mal-Kap tad-Dipartiment Inklussjoni,

Junior, Secondary and Upper Secondary Years) within the educational journey;

(b) collaborating closely and be guided by the Teacher, and other professionals who may be supporting this endeavour within or beyond the classroom, under the leadership of the school's Senior Management Team (SMT);

(c) engaging in the development of a Community of Professional Educators, including through School Development Planning;

Learning Support

(a) supporting and collaborating with the class teacher and other colleagues. Under the guidance of the class teacher, assisting in the education of all pupils in class, in particular pupils with special educational needs so that their individual curricular entitlement is ensured and their learning needs are catered for;

(b) participating fully in Making Action Plans sessions (MAPs);

(c) together with the class teacher, developing and implementing an Individual Educational Programme (IEP) by adapting the lesson plans and resources;

(d) attending IEP and Individual Transition Plan (ITP) meetings;

(e) reviewing IEPs, including recording and reporting progress of such IEP implementation on a regular basis;

(f) supporting the class teacher to prepare and write the IEP document of every student with a statement in class;

(g) assisting in the preparation of educational materials and playing an active part in all the components of the instructional and educational process in class under the direction of the class teacher;

(h) in collaboration with the class teacher, participating in the observation, assessment and documentation process of the performance and behaviour of included learners;

(i) participating in the respective individual transition programmes to assist students as they move from one educational level to another, from school to school, and from school to work, handing over to other involved colleagues, all relevant information and documents so as to ensure a smooth transition for the student;

(j) promoting an inclusive community of learners, in collaboration with Head of Departments (Inclusion),

speċjalisti, resource workers, għalliema, ġenituri, studenti u stakeholders oħra, fejn l-istudenti kollha jgawdu valur u rispett. Dan jinkludi xogħol kollaborattiv fl-iskola u ma' aġenziji oħra, bħal Child Development Assessment Unit (CDAU), Ċentri ta' Riżorsi, NGOs u ambjenti terapewtiċi u edukattivi oħra;

(k) tipparteċipa f'sessjonijiet ta' hydrotherapy, multi-sensory, sensory integration u oħrajn fl-iskejjel, Ċentri ta' Riżorsi jew ċentri oħra fejn jingħataw dawn is-servizzi, biex jiġi assigurat l-aċċess għad-drittijiet edukattivi u personali tal-istudenti;

(l) tippromovi f'kull ħin, l-għanijiet, l-ethos u l-policies tal-iskola, il-Kulleġġ jew iċ-Ċentru ta' Riżorsi fejn tkun qed taħdem u tagħti kontribut attiv bħala membru tal-istaff;

(m) tassisti fil-preparazzjoni, fid-disseminazzjoni u fl-użu tar-riżorsi tat-tagħlim u tassigura li dawn jinżammu dejjem aġġornati fil-klassi, fl-iskola, u fiċ-Ċentri ta' Riżorsi;

(n) tagħti appoġġ lill-istudent/i waqt attivitajiet barra mill-iskola li jinkludu esperjenzi fil-komunità, fuq il-postijiet tax-xogħol u f'istituzzjonijiet ta' edukazzjoni avvanzata u ogħla;

(o) tħajjar parteċipazzjoni fi proġetti tal-UE u proġetti oħra skont il-pjan ta' żvilupp tal-iskola u kif miftiehem mas-Senior Management Team tal-iskola;

Għajnuna Personali

Tagħti għajnuna lill-istudenti bi bżonnijiet edukattivi individwali fil-kura u l-indafa personali tagħhom. Din l-għajnuna tinkludi:

(a) il-qadi ta' bżonnijiet personali – tindif u ħasil li jinkludi d-dmir li takkumpanja l-istudent sat-toilet; li tgħin lill-istudent jinża' u jilbes; li tnaddaf, taħsel u tagħti shower u li tbiddel s-sanitary towels u l-incontinence pads (ħrieqi);

(b) tieħu ħsieb il-ħtiġiet li għandhom x'jaqsmu maċ-ċaqliq tal-istudenti, fejn u l-mod kif ipoġġu bilqiegħda, inkluż id-dmir li terfa' l-istudenti u tmexxihom fil-wheelchair kif ikun meħtieġ, skont ir-regolamenti tal-Att dwar is-Saħħa u s-Sigurtà u skont il-linji gwida internazzjonali. Dawn il-linji gwida huma:

irfigħ sa 27 kilogramm isir minn Learning Support Educator wieħed/waħda; irfigħ minn 28 sa 54 kilogramm (inklużi), isir minn żewġ persuni; 'il fuq minn 54 kilogramm għandu jsir permezz ta' lift mekkaniku;

imbuttar ta' wheelchair sa 45 kilogramm isir darba kultant; sa 28 kilogramm isir ta' spiss; u sa 9 kilogrammi jsir skont il-ħtieġa;

specialists, resource workers, teachers, parents, students and other stakeholders, where all students are valued and respected. This includes collaborative work in school and with other agencies, such as the Child Development Assessment Unit (CDAU), Resource Centres, NGOs and other educational and therapeutic environments;

(k) participating in hydrotherapy, multi-sensory, sensory integration and other sessions, in schools, Resource Centres or other centres where such services are available, so as to ensure access to educational and personal entitlements of students;

(l) promoting at all times the aims, ethos and policies of the school, College or Resource Centre deployed in, and actively working as a member of the staff team;

(m) assisting in the preparation, dissemination and use of teaching resources ensuring their upkeep in class, school and Resource Centres;

(n) supporting student/s during activities held outside the school premises including experiences in the community, work places and other further and higher educational institutions;

(o) encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team.

Personal Support

Supporting pupils with individual educational needs in their personal care and hygiene needs. This includes:

(a) toileting – cleaning and washing, including accompanying the child to the toilet; undressing and dressing; cleaning, washing and showering; and changing of sanitary towels and incontinence pads;

(b) seeing to the mobility, posture and seating needs, including lifting pupils and pushing pupils in wheelchairs according to Health and Safety Regulations issued under the Health and Safety Authority Act taking into consideration international guidelines. The present guidelines shall be:

lifting up to 27 kilograms shall be undertaken by one Learning Support Educator; lifting between 28 and 54 kilograms (both inclusive) shall be undertaken by 2 persons; beyond 54 kilograms, a mechanical lift is to be used;

pushing wheelchairs: up to 45 kilograms occasionally; up to 28 kilograms frequently; and up to 9 kilograms as necessary;

(c) tiżgura li studenti individwali f'kull ħin jakkwistaw l-ogħla benefiċċju edukattiv u jkollhom l-aħjar sigurtà billi tagħti għajnuna waqt l-edukazzjoni fiżika, il-logħob, il-ħarġiet edukattivi u s-sessjonjiet ta' terapija, kif ukoll billi titma' lill-istudent, fil-brejk ta' filgħodu, fil-brejk ta' nofsinhar u f'ħinijiet oħra skont il-ħtieġa.

Dmirijiet waqt it-Trasport

Mingħajr preġudizzju għall-obligazzjonijiet tas-sid u x-xufier tal-vettura konċernata rigward is-sigurtà tal-passiġġieri u l-osservanza totali tal-liġi u r-regolamenti relatati mat-trasport, il-Learning Support Educator tista' tintalab biex taqdi dmirijet relatati mat-trasport ta' studenti bi bżonnijiet edukattivi individwali, kif ikunu mfissra fl-istatement uffiċjali, jew skont kif ikun indikat mill-Kap tal-Iskola jew awtorità kompetenti oħra. F'dan il-każ, il-Learning Support Educator għandha:

(a) tgħin lill-istudenti jitilgħu u jinżlu minn vettura u, f'każijiet ta' studenti li huma f'wheelchair/buggy, ilibbsulhom iċ-ċineg ta' sigurtà fuq l-istess wheelchair/buggy u ċ-ċineg ta' sigurtà fuq l-istudent/i biex tassigura sigurtà waqt it-trasport;

(b) tieħu ħsieb u tindukra l-istudenti fil-vjaġġ minn u lejn l-iskola kif meħtieġ waqt il-ħinijiet normali tal-iskola. Meta tissorvelja u tindukra lill-istudenti barra mill-ħin tal-iskola, il-Learning Support Educator titħallas bir-rata stabbilità.

Dmirijiet Oħrajn

(a) Twettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

(b) Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

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

Il-persuna magħżula tkun mistennija li ttemm b'suċċess Kors ta' Induzzjoni. Barra minn hekk, tkun mistennija li tipparteċipa f'korsijiet għall-iżvilupp professjonali, tkompli f'opportunitajiet ta' Żvilupp Professjonali (CPD) u programmi ta' taħriġ waqt is-servizz (in-service) kif jixraq għar-rwol u l-funzjonijiet tagħha, kif indikat mill-awtoritajiet edukattivi. Il-persuna għandha taddotta u taħdem lejn l-implimentazzjoni tal-pjan ta' żvilupp tal-iskola partikulari fejn tkun qed tagħti servizz.

Kandidat magħżul għandu jipparteċipa fl-attivitajiet tal-iskola biss meta l-istudent/i li jkunu taħt il-ħarsien tiegħu jkunu qed jieħdu sehem attiv.

(c) ensuring the maximum educational benefit and safety for individual pupils at all times by providing them with assistance during physical education, games, excursions and therapy sessions, as well as normal feeding during mid-morning and mid-day breaks and at other times as required.

Transport-related Duties

Without prejudice to the obligations of the owner and driver of the vehicle concerned regarding the safety of passengers and the full observance of the law and regulations related to transport matters, a Learning Support Educator may be required to carry out transport- related duties, with student with individual educational needs, should the requirement be indicated by the official statement or by the Head of School or other competent authorities. In such cases, the Learning Support Educator shall:

(a) assist in the boarding and un-boarding of pupils on and off the transport vehicle and, in the case of students who are wheelchair/buggy users, put on the restraints on the wheelchair/buggy and also put on the passenger restraint on the students to ensure safety during transportation;

(b) carry out transport supervision duties to and from school when the transport of pupils during normal school hours is necessary. Supervision duties carried out outside school hours shall be remunerated at the established rates.

Others

(a) Undertaking any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

(b) Undertaking any other tasks, which the superior may delegate to him/her, as may be required; and

(c) Any other duties as directed by the Principal Permanent Secretary.

A selected candidate shall be expected to successfully complete an induction course. Furthermore, s/he shall be required to participate in professional development courses, Continuing Professional Development (CPD) opportunities and in-service training programmes as appropriate to his/her role and functions as indicated by the education authorities. S/he shall adopt and work towards the implementation of the school development plan of the particular school/centre s/he is giving service in.

A selected candidate shall participate in school activities only when the learner/s they support are taking an active role.

Il-persuna magħżula hi mistennija li tagħti servizz skont il-ħtiġiet tal-bżonnijiet ta' kull student fl-iskejjel fi ħdan il-kulleġġ jew ċentri, jew f'ċentri tar-riżorsi/tagħlim skont id-direzzjoni tal-prinċipal tal-kulleġġ/kap tal-college network u/jew kap tal-iskola u/jew assistent kap ta' skola, u/jew Kap ta' Dipartiment għall-Inklużjoni u kwalunkwe SMT relatat ieħor.

Il-persuna magħżula tkun mistennija li tipprovdi servizz f'aktar minn skola waħda/ċentru u tista' tintbagħat taqdi dmirijiet minn skola għall-oħra skont il-qasam ta' speċjalizzazzjoni tagħha skont kif ikun meħtieġ mill-awtoritajiet edukattivi. Il-persuna magħżula tista' tintbagħat taqdi dmirijiet f'Malta u/jew f'Għawdex skont l-eżiġenzi tas-Servizz Pubbliku ta' Malta u tal-MEYR b'mod partikulari.

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 ċittadin Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

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

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

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

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

A selected candidate shall be required to work according to the needs of all learners in the schools within the college or in centres or resource/learning centres as directed by the college principal/head of college network, and/or head of school, and/or assistant head of school, and/or Head of Department Inclusion and any other related SMT.

A selected candidate may be required to provide service in more than one school/centre and may be deployed according to his/her area of specialisation as deemed necessary by the education authorities. A selected candidate may be deployed in Malta and/or Gozo according to the exigencies of the Malta Public Service and in particular the MEYR.

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 Maltes citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

f. 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 United Kingdom and Northern

Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

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

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

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

iii. fil-pussess ta' kwalifika rikonoxxuta (Degree) fil-Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu tal-ECTS/ECVET, jew ekwivalenti*) jew kwalifika komparabbli; JEW

iv. fil-pussess ta' kwalifika rikonoxxuta (Certificate) fil-Livell 5 tal-MQF (suġġett għal minimu ta' 30 krettu tal-ECTS/ECVET, jew ekwivalenti*) jew kwalifika komparabbli U għandhom fil-pussess tagħhom livell Ordinarju Livell 'O' grad (A-C) u/jew Ċertifikat ta' Edukazzjoni Sekondarja (SEC grad 1-5) fil-Livell 3 tal-MQF jew għaddew mill-eżamijiet ta' kwalifikazzjoni li saru mid-Dipartiment tal-Eżamijiet fl-Ingliż, fil-Matematika u fil-Malti flimkien ma' kwalunkwe 'pass' ieħor fil-Livell Ordinarju Livell 'O' grad (A-C) u/jew Ċertifikat ta' Edukazzjoni Sekondarja (SEC grad 1-5) fil-Livell 3 tal-MQF; JEW

v. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 60 krettu tal-ECTS/ECVET, jew ekwivalenti*) jew kwalifika komparabbli U għandhom fil-pussess tagħhom livell Ordinarju Livell 'O' grad (A-C) u/jew Ċertifikat ta' Edukazzjoni Sekondarja (SEC grad 1-5) fil-Livell 3 tal-MQF jew għaddew mill-eżamijiet ta' kwalifikazzjoni li saru mid-Dipartiment tal-Eżamijiet fl-Ingliż, fil-Matematika u fil-Malti flimkien ma' kwalunkwe 'pass' ieħor fil-Livell Ordinarju Livell 'O' grad (A-C) u/jew Ċertifikat ta' Edukazzjoni Sekondarja (SEC grad 1-5) fil-Livell 3 tal-MQF; JEW

vi. fil-pussess ta' kwalunkwe suġġett fil-Livell ta' Matrikula Avvanzata Livell 'A' (A-E) kwalifiki rikonoxxuti fil-Livell 4 tal-MQF U għandhom fil-pussess tagħhom livell Ordinarju Livell 'O' grad (A-C) u/jew Ċertifikat ta' Edukazzjoni Sekondarja (SEC grad 1-5) fil-Livell 3 tal-MQF jew għaddew mill-eżamijiet ta' kwalifikazzjoni li saru mid-Dipartiment tal-Eżamijiet fl-Ingliż, fil-Matematika u fil-Malti flimkien ma' kwalunkwe 'pass' ieħor fil-Livell Ordinarju Livell 'O' grad (A-C) u/jew Ċertifikat ta' Edukazzjoni Sekondarja (SEC grad 1-5) fil-Livell 3 tal-MQF.

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 and Maltese languages; AND;

iii. in possession of a recognised qualification (Degree) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) or a comparable qualification; OR

iv. in possession of a recognised qualification (Certificate) at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET credits, or equivalent*) or a comparable qualification AND in possession of an Ordinary level 'O' Level grade (A-C) and/or Secondary Education Certificate (SEC grade 1-5) at MQF Level 3 or have been successful in the qualifying exams held by the Examinations Department in English language, Maths and Maltese AND any other pass at Ordinary Level 'O' Level grade (A-C) and/or Secondary Education Certificate (SEC grade 1-5) at MQF Level 3; OR

v. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) or a comparable qualification AND in possession of an Ordinary level 'O' Level grade (A-C) and/or Secondary Education Certificate (SEC grade 1-5) at MQF Level 3 or have been successful in the qualifying exams held by the Examinations Department in English language, Maths and Maltese AND any other pass at Ordinary Level 'O' Level grade (A-C) and/or Secondary Education Certificate (SEC grade 1-5) at MQF Level 3; OR

vi. in possession of any subject at Advanced Matriculation Level 'A' Level (A-E) recognised qualifications at MQF Level 4 AND in possession of an Ordinary level 'O' Level grade (A-C) and/or Secondary Education Certificate (SEC grade 1-5) at MQF Level 3 or have been successful in the qualifying exams held by the Examinations Department in English language, Maths and Maltese AND any other pass at Ordinary Level 'O' Level grade (A-C) and/or Secondary Education Certificate (SEC grade 1-5) at MQF Level 3.

vii. Hija ir-responsabbilità tal-applikant li japplika għall-eżami/jiet ta' kwalifika u/jew għal-Livell Ordinarju/SEC. It-testijiet/il-kwalifiki tal-profiċjenza mhux se jiġu aċċettati.

*Kwalifika rikonoxxuta komparabbli ta' 30/60/120/180 krettu ECTS/ECVET, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni ta' rikonoxximent tal-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.

5.2. (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 (iii), (iv), (v) u (vi) jew inkella kif indikat fil-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.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 għal applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

6.1. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni (https://edurecruitment.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.

vii. It is the responsibility of the applicant to apply for the qualifying exam/s and/or Ordinary Level/SEC. Proficiency tests/qualifications will not be accepted.

*A recognised qualification comparable to 30/60/120/180 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.

5.2. (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 (iii), (iv), (v) and (vi) 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).

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 Education Recruitment Portal (https://edurecruitment.gov.mt).

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

Selection Procedures

7.1. Eligible applicants will be assessed by a selection board to determine their suitability for the position. The

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

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

Sottomissjoni tal-Applikazzjoni

8.1. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni **biss** (https://edurecruitment.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 5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 18 ta' Frar, 2025. 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. Madankollu, jekk l-ordni tal-mertu tiġi eżawrita minħabba vakanzi addizzjonali, applikanti oħra jistgħu jiġu assessati mingħajr il-ħruġ ta' sejħa ġdida għall-applikazzjonijiet, sakemm ikunu ssottomettew l-applikazzjoni sal-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 19 ta' Diċembru, 2025.

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

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

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

Dispożizzjonijiet Ġenerali Oħra

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;

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 Ministry for Education, Sport, Youth, Research and Innovation, through the online Education Recruitment Portal **only** (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae, 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 Tuesday, 18th February, 2025. 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. However, should the order of merit list be exhausted and new vacancies arise, other applicants may be interviewed without recourse to a new call for applications, provided they would have submitted their application by 5.15 p.m. (Central European Time) of Friday, 19th December, 2025.

8.3. It is the responsibility of the applicants not to leave until the last moment for submission of their application.

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

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

Other General Provisions

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;

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)

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

Il-31 ta' Jannar, 2025

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

Post ta' Learning Support Educators fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR jimxi mal-liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Taħriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-post ta' Learning Support Educators fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar għal Learning Support Educator li jidħol fil-grad skont il-proviżjonijiet ta' paragrafu 4.1 (iii) u għal perjodu ta' prova ta' sitt (6) xhur għal Learning Support Educator li jidħol fil-grad skont il-proviżjonijiet ta' paragrafi 4.1 (iv) u 4.1 (v).

2.2 Is-salarju għal post ta' Learning Support Educator għal dawk l-applikanti li jidħlu fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) huwa ta' Skala ta' Salarju 9, li fis-sena 2025 huwa ta' €27,145.02 fis-sena, li jiżdied b'€447.33 fis-sena sa massimu ta' €29,829.00, u jitla' fi Skala ta' Salarju 8, li fis-sena 2025 huwa, (€28,792.02 x €486.83 -

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)

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

31st January, 2025

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Learning Support Educators in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

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

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation, invites applications for the post of Learning Support Educators 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 for Learning Support Educator entering the grade under the eligibility provisions of paragraph 4.1 (iii) and a probationary period of six (6) months for Learning Support Educator entering the grade under the eligibility provisions of paragraphs 4.1 (iv) and 4.1 (v).

2.2 The salary for the post of Learning Support Educator, for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) is Salary Scale 9, which in 2025 is equivalent to, €27,145.02 per annum, rising by annual increments of €447.33 up to a maximum of €29,829.00, and will further progress to Salary Scale

€31,713.00) wara ħames (5) snin servizz fi Skala ta' Salarju 9, jekk il-persuna tkun qdiet dmirha b'mod sodisfaċenti.

2.3 Is-salarju għal post ta' Learning Support Educator, għal dawk l-applikanti li jidħlu fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iv) huwa ta' Skala ta' Salarju 11, li fis-sena 2025 huwa ta' €24,038.98 fis-sena, li jiżdied bi €375.17 fis-sena sa massimu ta' €26,290.00, u jitla' fi Skala ta' Salarju 10, li fis-sena 2025 huwa, (€25,570.98 x €407.67 - €28,017.00) wara ħames (5) snin servizz fi Skala ta' Salarju 11, jekk il-persuna tkun qdiet dmirha b'mod sodisfaċenti, u jitla' fi Skala ta' Salarju 9, li fis-sena 2025 huwa, (€27,145.02 x €447.33 - €29,829.00) wara ħmistax-il (15) sena servizz sodisfaċenti fil-qasam ta' speċjalizzazzjoni ta' Learning Support Educator.

2.4 Is-salarju għal post ta' Learning Support Educator, għal dawk l-applikanti li jidħlu fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (v) huwa ta' Skala ta' Salarju 13, li fis-sena 2025 huwa ta' €21,042.00, li jiżdied bi €335.50 fis-sena sa massimu ta' €23,055.00, u jitla' fi Skala ta' Salarju 12, li fis-sena 2025 huwa, (€22,526.00 x €354.00 - €24,650.00) wara ħames snin servizz fi Skala ta' Salarju 13, jekk il-persuna tkun qdiet dmirha b'mod sodisfaċenti, u jitla' fi Skala 11, li fis-sena 2025 huwa, (€24,038.98 x €375.17 - €26,290.00) wara għaxar (10) snin servizz sodisfaċenti fil-qasam ta' speċjalizzazzjoni ta' Learning Support Educator.

2.5 Learning Support Educator regolari li jiksbu kwalifika rilevanti ogħla, jitqiegħdu fi Skala ta' Salarju rilevanti skont il-kwalifika miksuba mid-data tal-kisba tal-kwalifika meħtieġa, jekk il-kwalifika tiġi ppreżentata fi żmien sitt (6) xhur mill-kisba. Jekk l-impjegati jdumu aktar minn dan il-perjodu biex jippreżentaw il-kwalifika tagħhom, dawn għandhom jiġu assimilati mid-data tal-preżentazzjoni tal-kwalifika. Għall-kjarifika u l-evitar tad-dubju titqies id-data tat-traskrizzjoni tal-kwalifika finali. Għal raġunijiet ta' ċarezza u ta' evitar ta' dubju, is-snin ta' provvista għandhom jingħaddu bis-sħiħ.

2.6 Persuna maħtura tkun intitolata għal tali benefiċċji oħra, u suġġetta għal kundizzjonijiet u obbligi oħra kif jistgħu jkunu stipulati fil-Ftehim bejn il-Gvern u l-Malta Union of Teachers (MUT) kif iffirmat fil-15 ta' Lulju, 2024.

2.7 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-

8, which in 2025 is, (€28,792.02 x €486.83 - €31,713.00) on completion of five (5) years service in Salary Scale 9, subject to satisfactory performance.

2.3 The salary for the post of Learning Support Educator, for those applicants entering into the grade under the eligibility provisions of paragraphs 4.1 (iv) is Salary Scale 11, which in 2025 is equivalent to, €24,038.98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290.00, and will further progress to Salary Scale 10, which in 2025 is, (€25,570.98 x €407.67 - €28,017.00) on completion of five (5) years of service in Salary Scale 11, subject to satisfactory performance, and further progress to Salary Scale 9 which in 2025 is, (€27,145.02 x €447.33 - €29,829.00) upon attainment of fifteen (15) years of satisfactory service in the Learning Support Educators stream.

2.4 The salary for the post of a Learning Support Educator, for those applicants entering into the grade under the eligibility provisions of paragraphs 4.1 (v) is Salary Scale 13, which in 2025 is equivalent to, €21,042.00 per annum, rising by annual increments of €335.50 up to a maximum of €23,055.00, and will further progress to Salary Scale 12, which in 2025 is, (€22,526.00 x €354.00 - €24,650.00) on completion of five (5) years of service in Salary Scale 13, subject to satisfactory performance, and to further progress to Salary Scale 11, which in 2025 is, (€24,038.98 x €375.17 - €26,290.00) upon attainment of 10 years of satisfactory service in the Learning Support Educators stream.

2.5 Regular Learning Support Educator who obtain a higher relevant qualification, shall be placed in the relevant Salary Scale in line with the qualification attained as from the date of obtaining the required qualification, given the qualification is presented within six (6) months of attainment. Should the employees delay beyond this period in presenting their qualification they shall be assimilated as from the date of presenting the qualification. For clarification and avoidance of doubt the date of the transcript of the final qualification is taken into consideration. For the sake of clarity and avoidance of doubt, years of supply shall be counted in full.

2.6 An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in the agreement between the Government and the Malta Union of Teachers (MUT) as signed on the 15th of July, 2024.

2.7 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

sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.8 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. Persuna fil-grad ta' Learning Support Educator hija mistennija li twettaq dmirijiet li jippermettu li l-appoġġ ikollu aċċess għat-tagħlim u valutazzjoni mal-istudenti kollha fil-klassi, jew ma' studenti b'dikjarazzjoni ta' bżonnijiet jew ma' studenti fiċ-Ċentri tar-Riżorsi. Dawn id-dmirijiet jinkludu:

(a) tassisti t-tagħlim u l-proċess tat-tagħlim immexxi mill-Għalliema, li tippromovi l-indipendenza u t-twettiq tal-istudenti kollha, b'dikjarazzjoni tal-bżonnijiet rikonoxxuta jew le, f'kull esperjenzi u kuntesti ta' tagħlim f'kull ċiklu (Early, Junior, Secondary and Upper Secondary Years) fi ħdan il-vjaġġ edukattiv;

(b) tikkollabora mill-qrib, u tkun iggwidata mill-Għalliema, u professjonisti oħra li jistgħu jkunu qed jappoġġjaw dan l-isforz fi jew lil hinn mill-klassi, taħt it-tmexxija tas-Senior Management Team (SMT) tal-iskola;

(c) tinvolvi ruħha fl-iżvilupp ta' komunità ta' Edukaturi Professjonali, inkluż permezz tal-Ippjanar tal-Iżvilupp tal-Iskola;

Għajnuna fit-Tagħlim

(a) tgħin u taħdem id f'id mal-għalliema tal-klassi u ma' kollegi oħra. Taħt il-gwida tal-għalliema tal-klassi, tassisti fl-edukazzjoni tal-istudenti kollha tal-klassi u b'mod

applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.8 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. A Learning Support Educator is expected to perform duties which enable support to access learning and assessment with all learners in a class, or learners with a statement of needs, or learners in Resource Centres. These duties include:

(a) assisting the teaching and learning process led by the Teacher, promoting independence and fulfilment of all learners, with or without a recognised statement of needs, in all learning experiences and contexts at all cycles (Early, Junior, Secondary and Upper Secondary Years) within the educational journey;

(b) collaborating closely and be guided by the Teacher, and other professionals who may be supporting this endeavour within or beyond the classroom, under the leadership of the school's Senior Management Team (SMT);

(c) engaging in the development of a Community of Professional Educators, including through School Development Planning;

Learning Support

(a) supporting and collaborating with the class teacher and other colleagues. Under the guidance of the class teacher, assisting in the education of all pupils in class, in particular

partikulari, ta' studenti bi bżonnijiet edukattivi individwali biex jiġu pprovduti l-ħtiġiet kurrikulari u ta' tagħlim ta' studenti individwali;

(b) tipparteċipa bi sħiħ fis-sessjonijiet tal-Making Action Plans (MAPs);

(c) flimkien mal-għalliema tal-klassi, tiżviluppa u twettaq il-programm individwali edukattiv (IEP) billi taddatta l-pjanijiet tal-lezzjoni u r-riżorsi;

(d) tattendi laqgħat tal-IEP u tal-Individual Transition Plan (ITP);

(e) tirrevedi l-IEPs, inkluż li tirrekordja u li tirrapporta dwar il-progress tal-implimentazzjoni ta' dawn l-IEPs fuq bażi regolari;

(f) tagħti appoġġ lill-għalliema tal-klassi biex jiġi ppreparat u miktub id-dokument tal-IEP għal kull student fil-klassi li għandu statement;

(g) tgħin fit-tħejjija ta' materjal edukattiv u tieħu sehem attiv fl-oqsma kollha tal-proċess ta' tagħlim u l-proċess edukattiv fil-klassi taħt id-direzzjoni tal-għalliema fil-klassi;

(h) id f'id mal-għalliema tal-klassi, tieħu sehem fl-osservazzjoni, fl-assessjar u l-proċess tad-dokumentazzjoni tal-ħidma u tal-imġiba tal-istudenti inklużi;

(i) tipparteċipa fi programmi tranżittivi, rispettivi tal-individwu, biex tiffaċilita l-mixja ta' studenti individwali minn livell edukattiv għall-ieħor, minn skola għall-oħra, u mill-iskola għall-post tax-xogħol, billi tagħti informazzjoni u dokumentazzjoni rilevanti lill-kollegi oħra kkonċernati, ħalli ssir tranżizzjoni xierqa għall-istudent;

(j) tippromovi komunità inklussiva ta' studenti, f'kollaborazzjoni mal-Kap tad-Dipartiment Inklussjoni, speċjalisti, resource workers, għalliema, ġenituri, studenti u stakeholders oħra, fejn l-istudenti kollha jgawdu valur u rispett. Dan jinkludi xogħol kollaborattiv fl-iskola u ma' aġenziji oħra, bħal Child Development Assessment Unit (CDAU), Ċentri ta' Riżorsi, NGOs u ambjenti terapewtiċi u edukattivi oħra;

(k) tipparteċipa f'sessjonijiet ta' hydrotherapy, multi-sensory, sensory integration u oħrajn fl-iskejjel, ċentri ta' riżorsi jew ċentri oħra fejn jingħataw dawn is-servizzi, biex jiġi assigurat l-aċċess għad-drittijiet edukattivi u personali tal-istudenti;

(l) tippromovi f'kull ħin, l-għanijiet, l-ethos u l-policies tal-iskola, il-kulleġġ jew iċ-ċentru ta' riżorsi fejn tkun qed taħdem u tagħti kontribut attiv bħala membru tal-istaff;

pupils with special educational needs so that their individual curricular entitlement is ensured and their learning needs are catered for;

(b) participating fully in Making Action Plans sessions (MAPs);

(c) together with the class teacher, developing and implementing an Individual Educational Programme (IEP) by adapting the lesson plans and resources;

(d) attending IEP and Individual Transition Plan (ITP) meetings;

(e) reviewing IEPs, including recording and reporting progress of such IEP implementation on a regular basis;

(f) supporting the class teacher to prepare and write the IEP document of every student with a statement in class;

(g) assisting in the preparation of educational materials and playing an active part in all the components of the instructional and educational process in class under the direction of the class teacher;

(h) in collaboration with the class teacher, participating in the observation, assessment and documentation process of the performance and behaviour of included learners;

(i) participating in the respective individual transition programmes to assist students as they move from one educational level to another, from school to school, and from school to work, handing over to other involved colleagues, all relevant information and documents so as to ensure a smooth transition for the student;

(j) promoting an inclusive community of learners, in collaboration with Head of Departments (Inclusion), specialists, resource workers, teachers, parents, students and other stakeholders, where all students are valued and respected. This includes collaborative work in school and with other agencies, such as the Child Development Assessment Unit (CDAU), Resource Centres, NGOs and other educational and therapeutic environments;

(k) participating in hydrotherapy, multi-sensory, sensory integration and other sessions, in schools, resource centres or other centres where such services are available, so as to ensure access to educational and personal entitlements of students;

(l) promoting at all times the aims, ethos and policies of the school, college or resource centre deployed in, and actively working as a member of the staff team;

(m) tassisti fil-preparazzjoni, fid-disseminazzjoni u fl-użu tar-riżorsi tat-tagħlim u tassigura li dawn jinżammu dejjem aġġornati fil-klassi, fl-iskola, u fiċ-ċentri ta' riżorsi;

(n) tagħti appoġġ lill-istudent/i waqt attivitajiet barra mill-iskola li jinkludu esperjenzi fil-komunità, fuq il-postijiet tax-xogħol u f'istituzzjonijiet ta' edukazzjoni avvanzata u ogħla;

(o) tħajjar parteċipazzjoni fi proġetti tal-UE u proġetti oħra skont il-pjan ta' żvilupp tal-iskola u kif miftiehem mas-Senior Management Team tal-iskola;

Għajnuna Personali

Tagħti għajnuna lill-istudenti bi bżonnijiet edukattivi individwali fil-kura u l-indafa personali tagħhom. Din l-għajnuna tinkludi:

(a) il-qadi ta' bżonnijiet personali – tindif u ħasil li jinkludi d-dmir li takkumpanja l-istudent sat-toilet; li tgħin lill-istudent jinża' u jilbes; li tnaddaf, taħsel u tagħti shower u li tbiddel s-sanitary towels u l-incontinence pads (ħrieqi);

(b) tieħu ħsieb il-ħtiġiet li għandhom x'jaqsmu maċ-ċaqliq tal-istudenti, fejn u l-mod kif ipoġġu bilqiegħda, inkluż id-dmir li terfa' l-istudenti u tmexxihom fil-wheelchair kif ikun meħtieġ, skont ir-regolamenti tal-Att dwar is-Saħħa u s-Sigurtà u skont il-linji gwida internazzjonali. Dawn il-linji gwida huma:

irfigħ sa 27 kilogramm isir minn Learning Support Educator wieħed/waħda; irfigħ minn 28 sa 54 kilogramm (inklużi), isir minn żewġ persuni; 'il fuq minn 54 kilogramm għandu jsir permezz ta' lift mekkaniku;

imbuttar ta' wheelchair sa 45 kilogramm isir darba kultant; sa 28 kilogramm isir ta' spiss; u sa 9 kilogrammi jsir skont il-ħtieġa;

(c) tiżgura li studenti individwali f'kull ħin jakkwistaw l-ogħla benefiċċju edukattiv u jkollhom l-aħjar sigurtà billi tagħti għajnuna waqt l-edukazzjoni fiżika, il-logħob, il-ħarġiet edukattivi u s-sessjonjiet ta' terapija, kif ukoll billi titma' lill-istudent, fil-brejk ta' filgħodu, fil-brejk ta' nofsinhar u f'ħinijiet oħra skont il-ħtieġa.

Dmirijiet waqt it-Trasport

Mingħajr preġudizzju għall-obligazzjonijiet tas-sid u x-xufier tal-vettura konċernata rigward is-sigurtà tal-passiġġieri u l-osservanza totali tal-liġi u r-regolamenti relatati mat-trasport, il-Learning Support Educator tista' tintalab biex taqdi dmirijet relatati mat-trasport ta' studenti bi bżonnijiet edukattivi individwali, kif ikunu mfissra fl-istatement uffiċjali, jew skont kif ikun indikat mill-Kap

(m) assisting in the preparation, dissemination and use of teaching resources ensuring their upkeep in class, school and resource centres;

(n) supporting student/s during activities held outside the school premises including experiences in the community, work places and other further and higher educational institutions;

(o) encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team.

Personal Support

Supporting pupils with individual educational needs in their personal care and hygiene needs. This includes:

(a) toileting – cleaning and washing, including accompanying the child to the toilet; undressing and dressing; cleaning, washing and showering; and changing of sanitary towels and incontinence pads;

(b) seeing to the mobility, posture and seating needs, including lifting pupils and pushing pupils in wheelchairs according to Health and Safety Regulations issued under the Health and Safety Authority Act taking into consideration international guidelines. The present guidelines shall be:

lifting up to 27 kilograms shall be undertaken by one Learning Support Educator; lifting between 28 and 54 kilograms (both inclusive) shall be undertaken by 2 persons; beyond 54 kilograms, a mechanical lift is to be used;

pushing wheelchairs: up to 45 kilograms occasionally; up to 28 kilograms frequently; and up to 9 kilograms as necessary;

(c) ensuring the maximum educational benefit and safety for individual pupils at all times by providing them with assistance during physical education, games, excursions and therapy sessions, as well as normal feeding during mid-morning and mid-day breaks and at other times as required.

Transport-related Duties

Without prejudice to the obligations of the owner and driver of the vehicle concerned regarding the safety of passengers and the full observance of the law and regulations related to transport matters, a Learning Support Educator may be required to carry out transport- related duties, with student with individual educational needs, should the requirement be indicated by the official statement or by

tal-Iskola jew awtorità kompetenti oħra. F'dan il-każ, il-Learning Support Educator għandha:

(a) tgħin lill-istudenti jitilgħu u jinżlu minn vettura u, f'każijiet ta' studenti li huma f'wheelchair/buggy, ilibbsulhom iċ-ċineg ta' sigurtà fuq l-istess wheelchair/buggy u ċ-ċineg ta' sigurtà fuq l-istudent/i biex tassigura sigurtà waqt it-trasport;

(b) tieħu ħsieb u tindukra l-istudenti fil-vjaġġ minn u lejn l-iskola kif meħtieġ waqt il-ħinijiet normali tal-iskola. Meta tissorvelja u tindukra lill-istudenti barra mill-ħin tal-iskola, l-Learning Support Educator titħallas bir-rata stabbiltà.

Dmirijiet Oħrajn

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

(b) Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

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

Il-persuna magħżula tkun mistennija li ttemm b'suċċess Kors ta' Induzzjoni. Barra minn hekk, tkun mistennija li tipparteċipa f'korsijiet għall-iżvilupp professjonali, tkompli f'opportunitajiet ta' Żvilupp Professjonali (CPD) u programmi ta' taħriġ waqt is-servizz (in-service) kif jixraq għar-rwol u l-funzjonijiet tagħha, kif indikat mill-Awtoritajiet Edukattivi. Il-persuna għandha taddotta u taħdem lejn l-implimentazzjoni tal-pjan ta' żvilupp tal-iskola partikulari fejn tkun qed tagħti servizz.

Kandidat magħżul għandu jipparteċipa fl-attivitajiet tal-iskola biss meta l-istudent/i li jkunu taħt il-ħarsien tiegħu jkunu qed jieħdu sehem attiv.

Il-persuna magħżula hi mistennija li tagħti servizz skont il-ħtiġiet tal-bżonnijiet ta' kull student fl-iskejjel fi ħdan il-kulleġġ jew ċentri, jew f'ċentri tar-riżorsi/tagħlim skont id-direzzjoni tal-prinċipal tal-kulleġġ/kap tal-college network u/jew kap tal-iskola u/jew assistent kap ta' skola, u/jew Kap ta' Dipartiment għall-Inklużjoni u kwalunkwe SMT relatat ieħor.

Il-persuna magħżula tkun mistennija li tipprovdi servizz f'aktar minn skola waħda/ċentru u tista' tintbagħat taqdi dmirijiet minn skola għall-oħra skont il-qasam ta' speċjalizzazzjoni tagħha skont kif ikun meħtieġ mill-Awtoritajiet Edukattivi. Il-persuna magħżula tista' tintbagħat taqdi dmirijiet f'Malta u/jew f'Għawdex skont l-esiġenzi tas-Servizz Pubbliku ta' Malta u tal-MEYR b'mod partikolari.

the Head of School or other competent authorities. In such cases, the Learning Support Educator shall:

(a) assist in the boarding and un-boarding of pupils on and off the transport vehicle and, in the case of students who are wheelchair/buggy users, put on the restraints on the wheelchair/buggy and also put on the passenger restraint on the students to ensure safety during transportation;

(b) carry out transport supervision duties to and from school when the transport of pupils during normal school hours is necessary. Supervision duties carried out outside school hours shall be remunerated at the established rates.

Others

(a) Undertaking any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

(b) Undertaking any other tasks, which the superior may delegate to him/her, as may be required; and

(c) Any other duties as directed by the Principal Permanent Secretary.

A selected candidate shall be expected to successfully complete an induction course. Furthermore, s/he shall be required to participate in professional development courses, Continuing Professional Development (CPD) opportunities and in-service training programmes as appropriate to his/her role and functions as indicated by the Education Authorities. S/he shall adopt and work towards the implementation of the school development plan of the particular school/centre s/he is giving service in.

A selected candidate shall participate in school activities only when the learner/s they support are taking an active role.

A selected candidate shall be required to work according to the needs of all learners in the schools within the college or in centres or resource/learning centres as directed by the college principal/head of college network, and/or head of school, and/or assistant head of school, and/or Head of Department Inclusion and any other related SMT.

A selected candidate may be required to provide service in more than one school/centre and may be deployed according to his/her area of specialisation as deemed necessary by the Education Authorities. A selected candidate may be deployed in Malta and/or Gozo according to the exigencies of the Malta Public Service and in particular the MEYR.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq 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 u bil-lingwa Ingliża; u

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom National and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the Unite Kingdom and Northern Ireland from the European Union and the European Atomic Energy 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. fil-pussess ta' kwalifika rikonoxxuta sħiħa (Degree) f'Livell 6 tal-MQF jew ogħla (suġġett għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fl-Inclusive Education jew kwalifika komparabbli; jew

iv. fil-pussess ta' kwalifika rikonoxxuta sħiħa (Diploma) f'Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fl-Inclusive Education jew kwalifika komparabbli; jew

v. fil-pussess ta' kwalifika rikonoxxuta sħiħa (Certificate) f'Livell 5 tal-MQF (suġġett għal minimu ta' 30 krettu ECTS/ECVET jew ekwivalenti*) fl-Inclusive Education jew kwalifika komparabbli.

*Kwalifika rikonoxxuta komparabbli ma' 30/60/180 krettu ECTS/ECVET, hekk kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC tiġi sottomessa mal-applikazzjoni.

Applikanti ingaġġati bħala LSE Supplimentari jridu japplikaw għal din is-sejħa biex jilħqu grad ta' LSE.

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

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 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 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).

iii. in possession of a recognised full qualification (Degree) at MQF Level 6 or higher (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Inclusive Education or a comparable qualification; or

iv. in possession of a recognised full qualification (Diploma) at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Inclusive Education or a comparable qualification; or

v. in possession of a recognised full qualification (Certificate) at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET credits or equivalent*) in Inclusive Education or a comparable qualification.

* A recognised qualification comparable to 30/60/180 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Applicants engaged as Supply LSE are to apply through this call to progress to an LSE grade.

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 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.

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

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

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

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

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

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 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 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

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.

Submission of Supporting Documents

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

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

Selection Procedures

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.4, 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 tar-Reklutaġġ tal-Edukazzjoni online **biss** (https://edurecruitment.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, 19 ta' Diċembru, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

Se jsiru erba' (4) proċessi tal-għażla. Il-proċess tal-għażla jikkunsidra applikazzjonijiet li jaslu sal-5.15 p.m. (Ħin Ċentrali Ewropew) ta' dawn id-dati msemmija hawn taħt:

Data tal-ftuħ: il-Ġimgħa, 31 ta' Jannar, 2025

Data tal-għeluq: it-Tlieta, 18 ta' Frar, 2025

Data tal-ftuħ: it-Tlieta, 18 ta' Frar, 2025

Data tal-għeluq: il-Ġimgħa, 11 ta' April, 2025

Data tal-ftuħ: il-Ġimgħa, 11 ta' April, 2025

Data tal-għeluq: il-Ġimgħa, 6 ta' Ġunju, 2025

Data tal-ftuħ: il-Ġimgħa, 6 ta' Ġunju, 2025

Data tal-għeluq: il-Ġimgħa, 12 ta' Settembru, 2025

Data tal-ftuħ: il-Ġimgħa, 12 ta' Settembru, 2025

Data tal-għeluq: il-Ġimgħa, 19 ta' Diċembru, 2025

7.2 Minħabba l-esiġenzi tas-Servizz Pubbliku, il-proċess tal-għażla għall-ewwel jikkunsidra applikazzjonijiet li jkunu waslu sal-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tlieta, 18 ta' Frar, 2025. Dawk l-applikanti magħżula jitqiegħdu f'lista ta' ordni tal-mertu li tibqa' valida għal sentejn (2) mid-data tal-publikazzjoni jew sakemm il-lista tar-riżultat tkun eżawrita, liema waħda minn dawn tkun l-ewwel.

7.3 Madankollu, jekk l-ordni tal-mertu tiġi eżawrita u jibqgħu vakanti, applikanti oħra jistgħu jiġu assessjati mingħajr il-ħruġ ta' sejħa ġdida għall-applikazzjonijiet, sakemm ikunu sottomettew l-applikazzjoni sal-5.15 p.m. ta' nhar il-Ġimgħa, 19 ta' Diċembru, 2025. Tiġi ppubblikata

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the online Education Recruitment Portal **only** (https://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae, 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, 19th December, 2025. 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.

The applications received for the above specified date will be grouped in four (4) selection processes. The selection process will consider applications received by 5.15 p.m. (Central European Time) of the following dates:

Opening date: Friday, 31st January, 2025

Closing date: Tuesday, 18th February, 2025

Opening date: Tuesday, 18th February, 2025

Closing date: Friday, 11th April, 2025

Opening date: Friday, 11th April, 2025

Closing date: Friday, 6th June, 2025

Opening date: Friday, 6th June, 2025

Closing date: Friday, 12th September, 2025

Opening date: Friday, 12th September, 2025

Closing date: Friday 19th December, 2025

7.2 Due to the exigencies of the Public Service, the selection process will initially consider applications received by 5.15 p.m. (Central European Time) of Tuesday, 18th February, 2025. Successful candidates will be placed in an order of merit list which will remain valid for two (2) years from the date of publication or until the result list is exhausted, whichever is the earliest.

7.3 However, should the order of merit list be exhausted and vacancies remain, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by 5.15 p.m. (Central European Time) of Friday, 19th December, 2025. An order

lista ta' ordni tal-mertu għal kull proċess tal-għażla. Kull lista ta' ordni tal-mertu li tiġi ppubblikata tibqa' valida għal sena (1) mid-data tal-pubblikazzjoni.

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

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

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

Il-31 ta' Jannar, 2025

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U L-INDAFA PUBBLIKA

Post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika

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

1. Id-Direttur Ġenerali għall-Operat, f'isem is-Segretarju Permanenti, Ministeru għall-Ambjent, l-Enerġija u l-Indafa

of merit for each selection exercise will be published. Each order of merit list published will remain valid for one (1) year from date of publication.

7.4 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be accessed from (https://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.

31st January, 2025

MINISTRY FOR THE ENVIRONMENT, ENERGY AND PUBLIC CLEANLINESS

Post of Assistant Manager (Accounting and Finance) in the Ministry for the Environment, Energy and Public Cleanliness

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

Pubblika, jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager (Accounting and Finance) li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2025 huwa ta' €22,526.00 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €24,650.00.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11 (€24,038.98 x €375.17-€26,290.00 fis-sena 2025) mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b).

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€25,570.98 x €407.67- €28,017.00 fis sena 2025) wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Il-persuni maħtura jkunu intitolati wkoll għall-ħlas ta' allowance tal-klassi ta' €500, suġġett 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-Accounting and Finance, 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-

and Public Cleanliness, invites applications for the post of Assistant Manager (Accounting and Finance) in the Ministry for the Environment, Energy and Public Cleanliness.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager (Accounting and Finance) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2025 is equivalent to €22,526.00 per annum, rising by annual increments of €354.00 up to a maximum of €24,650.00.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2025 is equivalent to €24,038.98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290.00, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€25,570.98 x €407.67 - €28,017.00 in the year 2025) on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 Appointees will also be entitled to the payment of an annual class allowance of €500, subject to 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 Accounting and Finance, in accordance with established vacancies.

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

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

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' Assistant Manager (Accounting and Finance) jinkludu li:

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

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

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

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

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

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

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 Assistant Manager (Accounting and Finance) include:

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

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

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

iv. Assists in the compilation of publications and reports;

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

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

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

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

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

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

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

xii. Iwettaq dmirijiet oħra li jistgħu 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 ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

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

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

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

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

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

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

xii. Undertakes any other 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 by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

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

U

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

ii. kapaċi jikkomunikaw bil-lingwa Ingliża.

U

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 4 tal-MQF f'Accountancy, jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

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

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

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.

AND

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

ii. able to communicate in the English language.

AND

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

OR

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

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

JEW

c. i. fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat (li wieħed minnhom għandu jinkludi pass fl-Accountancy) u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li wieħed minnhom għandu jinkludi pass fil-Pure Mathematics), jew kwalifika komparabbli rikonoxxuta.

JEW

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

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

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

4.2 (i) 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).

OR

c. i. in possession of two (2) subjects at Advanced Level (one of which must include a pass in Accountancy) and three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Pure Mathematics), or a recognise comparable qualification.

OR

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

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

Successful candidates who are in possession of a recognised MQF Level 4 qualification or two (2) subjects at Advance level and three (3) subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification as indicated in 4.1 (iii) (a) and (c), shall enter as Assistant Manager (Salary Scale 12). Upon possession of a relevant Diploma at MQF Level 5 as indicated in paragraph 4.1 (iii) (b) in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii (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/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali għall-Operat, Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika, 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 it-Tnejn, 17 ta' Frar 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

4.3 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 Documents

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director General (Operations), Director General (Operations), Ministry for the Environment, Energy and Public Cleanliness, 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 Monday, 17th February 2025. 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 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-Direttorat għas-Servizzi Korporattivi (Attn: Assistent Direttur, Riżorsi Umani), Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika, 6, Triq Ħal Qormi, Santa Venera SVR 1302. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-dipartiment/diviżjoni/direttorat huma (sustainability.gov.mt) u (humanresources.meec@gov.mt).

Il-31 ta' Jannar, 2025

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U L-INDAFA PUBBLIKA

Post ta' Economics Officer fil-Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika

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

1. Id-Direttur Ġenerali għall-Operat, f'isem is-Segretarju Permanenti, Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika, jilqa' applikazzjonijiet għall-post ta' Economics Officer fil-Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika.

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 (Attn: Assistant Director, Human Resources), Ministry for the Environment, Energy and Public Cleanliness, 6, Triq Ħal Qormi, Santa Venera SVR 1302. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving department/division/directorate are (sustainability.gov.mt) and (humanresources.meec@gov.mt).

31st January, 2025

MINISTRY FOR THE ENVIRONMENT, ENERGY AND PUBLIC CLEANLINESS

Post of Economics Officer in the Ministry for the Environment, Energy and Public Cleanliness

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 Public Cleanliness, invites applications for the post of Economics Officer in the Ministry for the Environment, Energy and Public Cleanliness.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Economics Officer huwa ta' Skala ta' Salarju 10, li fis-sena 2025 huwa ta' €25,570.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €28,017.00.

2.3 Persuna fil-grad ta' Economics Officer titla' fi Skala ta' Salarju 9 (€27,145.02 x €447.33 - €29,829.00 fis-sena 2025) wara sentejn (2) servizz fil-grad ta' Economics Officer fi Skala 10, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Economics Officer titla' fi Skala ta' Salarju 8 (€28.792.02 x €486.83 - €31,713.00 fis-sena 2025) wara sitt (6) snin servizz fil-grad ta' Economics Officer fi Skala 9, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Economics Officer titla' fi Skala ta' Salarju 7 (€30,506.98 x €531.17 - €33,694.00 fis-sena 2025) wara sentejn (2) servizz fil-grad ta' Economics Officer fi Skala 8, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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 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.

2.7 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.

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%20

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 Economics Officer is Salary Scale 10, which in the year 2025 is equivalent to, €25,570.98 per annum, rising by annual increments of €407.67 up to a maximum of €28,017.00.

2.3 An Economics Officer will progress to Scale 9 (€27,145.02 x €447.33 - €29,829.00 in the year 2025) on completion of two (2) years service in the grade of Economics Officer in Scale 10, subject to satisfactory performance.

2.4 An Economics Officer will progress to Scale 8 (€28,792.02 x €486.83- €31,713.00 in the year 2025) on completion of six (6) years service in the grade of Economics Officer in Scale 9, subject to satisfactory performance.

2.5 An Economics Officer will progress to Scale 7 (€30,506.98 x €531.17 - €33,694.00 in the year 2025) on completion of two (2) years service in the grade of Economics Officer in Scale 8, subject to satisfactory performance.

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.

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.

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%20

for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf)).

Dmirijiet

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Managing%20COI%20in%20the%20Public%20Sector.pdf)).

Duties

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq 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 bil-lingwa Ingliża;

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

U

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

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

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

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://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 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-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.

AND

iii. in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180ECTS/ ECVET credits or equivalent*) in Economics or Statistics or Accountancy or Finance or Taxation or Banking or Public Policy or European Studies or holders of other recognised degrees or equivalent professional qualifications with any of these disciplines as a major area of study.

*A recognised 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) 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 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.

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

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali għall-Operat, Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu

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.

Submission of Supporting Documents

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

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

Selection Procedures

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

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.4, 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 Public Cleanliness, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum

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 it-Tnejn, 17 ta' Frar, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data 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-Direttorat għas-Servizzi Korporattivi (Attn: Assistent Direttur, Riżorsi Umani), Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika, 6, Triq Ħal Qormi, Santa Venera SVR 1302. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-dipartiment/diviżjoni/direttorat huma (sustainability.gov.mt) u (humanresources.meec@gov.mt).

Il-31 ta' Jannar, 2025

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, 17th February, 2025. 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 accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Energy and Public Cleanliness, 6, Triq Ħal Qormi, Santa Venera SVR 1302. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving department/division/directorate are (sustainability.gov.mt) and (humanresources.meec@gov.mt).

31st January, 2025

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

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

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

1. Is-Segretarju Permanenti, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, jilqa' applikazzjonijiet għall-post ta' Assistant Manager fid-Direttorat għas-Servizzi Korporattivi fi ħdan il-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2025 huwa ta' €22,526 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €24,650.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2025 hija ekwivalenti għal €24,038.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €26,290, mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b).

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€25,570.98 x €407.67 - €28,017) fis-sena 2025 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

MINISTRY FOR THE NATIONAL HERITAGE, THE ARTS AND LOCAL GOVERNMENT

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

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2025 is equivalent to, €22,526 per annum, rising by annual increments of €354 up to a maximum of €24,650.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2025 is equivalent to €24,038.98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€25,570.98 x €407.67 - €28,017) in the year 2025 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 Appointees will also be entitled to the payment of an annual class allowance of €500, subject to 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 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 jaċettaw 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' Assistant Manager jinkludu li:

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

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

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

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

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 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 Assistant Manager include:

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

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

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

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

v. Jipprovdi assistenza u gwida lill-organizzazzjonijiet u lill-individwi;

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

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

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

ix. L-uffiċjal ikun responsabbli biex jassisti lill-uffiċjal inkarigat tar-Reġistru fis-sorveljanza tal-kompiti relatati mar-reġistru. Id-dmirijiet jinkludu ż-żamma ta' rekords preċiżi, l-appoġġ tal-proċess ta' reġistrazzjoni, l-indirizzar tal-mistoqsijiet, u l-iżgurar ta' operazzjonijiet tar-reġistru effiċjenti.

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

v. Provides assistance and guidance to organisations and individuals;

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

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

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

ix. The officer will be responsible for assisting the officer-in-charge (i/c) of the Registry in managing and overseeing registry-related tasks. Duties include maintaining accurate records, supporting the registration process, addressing inquiries, and ensuring efficient registry operations;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

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

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

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

ii. must be proficient in the Maltese and English languages;

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-maniġment.

JEW

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

OR

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-maniġment.

JEW

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by management.

OR

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

JEW

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

OR

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

(ii) In possession of three (3) subjects at Advanced Level (which must include one (1) of the following subjects: Marketing or English or Maltese or Mathematics).

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

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

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

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii (a) sa 4.1 iii (c) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://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

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

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

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment of a relevant MQF Level 5 in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Moreover, candidates who have not yet formally obtained any of the 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

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/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae 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 it-Tnejn, 17 ta' Frar, 2025. 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:

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, Ministry for the National Heritage, the Arts and Local Government, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, 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, 17th February, 2025. 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:

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-Direttorat għas-Servizzi Korporattivi, 41, Palazzo Lucia, Triq il-Merkanti, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-31 ta' Jannar, 2025

MINISTERU GĦALL-FINANZI

Post ta' Assistant Manager fil-Ministeru għall-Finanzi

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

1. Is-Segretarju Permanenti, Ministeru għall-Finanzi, jilqa' applikazzjonijiet għall-post ta' Assistant Manager fil-Quality Assurance Unit fi ħdan il-Ministeru għall-Finanzi.

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 ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2025 huwa ta' €22,526 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €24,650.

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, 41, Palazzo Lucia, Triq il-Merkanti, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

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

31st January, 2025

MINISTRY FOR FINANCE

Post of Assistant Manager in the Ministry for Finance

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Finance, invites applications for the post of Assistant Manager in the Quality Assurance Unit within the Ministry for Finance.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2025 is equivalent to, €22,526 per annum, rising by annual increments of €354 up to a maximum of €24,650.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2025 hija ekwivalenti għal €24,038.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €26,290, mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b).

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€25,570.98 x €407.67 - €28,017) fis-sena 2025 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

2.10 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 kwalunkwe kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċettaw ħatra, permezz

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2025 is equivalent to €24,038.98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€25,570.98 x €407.67 - €28,017) in the year 2025 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

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' Assistant Manager jinkludu li:

i. Jassisti lill-Accountancy Board fit-twettiq ta' dmirijietu billi jissorvelja is-sottomissjonijiet tas-CPE u konformità mar-rekwiżiti tas-CPE li jinkludu valutazzjoni tal-eżenjonijiet tas-CPE;

ii. Jirreferi warrant/ċertifikat ta' prattika/kumpanija li ma jkunx mexxa lis-Segretarju tal-Accountancy Board għar-reviżjoni tal-Bord;

iii. Jirreferi kwistonijiet kontenzjużi li ġew identifikati fir-rigward tas-CPE lill-Accountancy Board għad-deċiżjoni tagħhom;

iv. Jipprepara rapporti għar-reviżjoni tal-Accountancy Board waqt il-laqgħat tal-Bord;

v. Jikkontiribwixxi fir-riċerka teknika rigward is-CPE;

vi. Jassisti fl-amministrazzjoni tas-sit elettroniku tal-Accountancy Board b'mod partikolari fir-rigward tas-CPE u l-eżenjonijiet tas-CPE;

vii. Jikkomunika mal-korp professjonali meta jkun meħtieġ';

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet

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 Assistant Manager include:

i. Assists the Accountancy Board in the carrying out of its duties by monitoring CPE submissions and compliance with CPE requirements including assessment of CPE exemptions;

ii. Refers warrant/practising certificate/firm who have not complied to the Secretary of the Accountancy Board for Board review;

iii. Refers contentious matters identified in relation to CPE to the Accountancy Board for their decision;

iv. Prepares summary reports for the Accountancy Board's review at Board meetings;

v. Contributing to technical research regarding CPE;

vi. Assists in the administration of the Accountancy Board website particularly in relation to CPE and CPE exemptions;

vii. Liaises with the Professional Body when needed;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to

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

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

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

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

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

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

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

U

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVETS, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Leadership and Management jew Commerce jew Administration and Management jew Project Management jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 4 tal-MQF f'Accountancy, jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

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

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

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

AND

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or Leadership and Management or Commerce or Administration and Management or Project Management or a recognised comparable professional Diploma at MQF Level 4 in Accountancy, or in relevant areas as determined by management.

OR

b. fil-pussess ta' Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Leadership and Management jew Commerce jew Administration and Management jew Project Management jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 5 tal-MQF f'Accountancy, jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat (li wieħed minnhom għandu jinkludi pass fl-Accountancy) u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li wieħed minnhom għandu jinkludi pass fil-Pure Mathematics), jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

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

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

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

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

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

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or Leadership and Management or Commerce or Administration and Management or Project Management or a recognised comparable professional Diploma at MQF Level 5 in Accountancy, or in relevant areas as determined by management.

OR

c. (i) in possession of two (2) subjects at Advanced Level (one of which must include a pass in Accountancy) and three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Pure Mathematics), or a recognised pertinent comparable qualification.

OR

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

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

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

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment of a relevant MQF Level 5 in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Moreover, candidates who have not yet formally obtained any of the 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) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii (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.

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.

Sottomissjoni ta' Dokumentazzjoni

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

Submission of Supporting Documentation

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

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

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

Proċeduri tal-Għażla

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

Selection Procedures

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

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

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.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttorat tas-Servizzi Korporattivi, Ministeru għall-Finanzi, permezz tal-Portal tar-Reklutaġġ tal-Gvern

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Corporate Services Directorate, Ministry for Finance, through the online Government Recruitment Portal **only**

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 it-Tnejn, 17 ta' Frar, 2025. 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 minn (recruitment.mfin@gov.mt). Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-31 ta' Jannar, 2025

(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 Monday, 17th February, 2025. 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 accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from (recruitment.mfin@gov.mt). These general provisions are to be regarded as an integral part of this call for applications.

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

31st January, 2025

MINISTERU GĦALL-FINANZI

Post ta' Scientific Officer fil-Ministeru għall-Finanzi

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

1. Is-Segretarju Permanenti, Ministeru għall-Finanzi, jilqa' applikazzjonijiet għall-post ta' Scientific Officer fil-Quality Assurance Unit fi ħdan il-Ministeru għall-Finanzi.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Scientific Officer huwa ta' Skala ta' Salarju 10, li fis-sena 2025 huwa ta' €25,570.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €28,017.

2.3 Persuna fil-grad ta' Scientific Officer titla' fi Skala ta' Salarju 9 (€27,145.02 x €447.33 - €29,829) wara sentejn (2) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Scientific Officer fi Skala 9 għandha twettaq Competency Programme and Evaluation Framework u b'mill-inqas għaxar (10) snin servizz sodisfaċenti fil-grad ta' Scientific Officer, jew tmien (8) snin jekk ikollha kwalifika ta' Master's rikonoxxuta fil-Livell 7 tal-MQF, tiġi promossa għall-grad ta' Senior Scientific Officer fi Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713).

2.5 Persuna fil-grad ta' Senior Scientific Officer titla' fi Skala 7 (€30,506.98 x €531.17 - €33,694 fis-sena 2025) wara sentejn (2) servizz fil-grad, jekk tkun qdiet dmira b'mod sodisfaċenti.

2.6 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.

2.7 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

MINISTRY FOR FINANCE

Post of Scientific Officer in the Ministry for Finance

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Finance, invites applications for the post of Scientific Officer in the Quality Assurance Unit within the Ministry for Finance.

Terms and Conditions

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

2.2 The salary for the post of Scientific Officer is Salary Scale 10, which in the year 2025 is equivalent to, €25,570.98 per annum, rising by annual increments of €407.67 up to a maximum of €28,017.

2.3 A Scientific Officer will progress to Scale 9 (€27,145.02 x €447.33 - €29,829) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 A Scientific Officer in Salary Scale 9 will undertake a Competency Programme and Evaluation Framework and with at least ten (10) years' satisfactory service in the grade of Scientific Officer, or eight (8) years if in possession of a recognised Master's Degree at MQF Level 7, shall be promoted to the grade of Senior Scientific Officer in Salary Scale 8 (€28,792.02 x €486.83 - €31,713).

2.5 A Senior Scientific Officer will progress to Scale 7 (€30,506.98 x €531.17 - €33,694 in 2025) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.6 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.

2.7 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

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 kwalunkwe 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' Scientific Officer jinkludu li:

i. Imexxi, iwettaq u jassisti fir-reviżjonijiet tar-rappurtar korporattiv dwar is-sostenibbiltà tad-ditti tal-awditjar u tal-prattikanti uniċi;

ii. Jabbozza u jiffinalizza r-rapporti ta' reviżjoni tar-rappurtar korporattiv dwar is-sostenibbiltà u jħejji dokumentazzjoni ta' sostenn;

iii. Jikkordina x-xogħol u jamministra l-flussi tax-xogħol skont il-pjanijiet stabbiliti mill-Kap tal-Quality Assurance Unit;

iv. Jipprovdi taħriġ kontinwu lill-impjegati subordinati;

v. Iħejji pjanijiet għal rapporti ta' reviżjoni tar-rappurtar korporattiv dwar is-sostenibbiltà;

vi. Iwettaq riċerka dwar kwistjonijiet tekniċi u jwieġeb mistoqsijiet tekniċi skont il-bżonn;

vii. Jassisti fl-amministrazzjoni tas-sit elettroniku tal-Accountancy Board;

viii. Jassisti lill-Bord fit-twettiq tal-kompiti tiegħu f'diversi Kumitati tal-Bordijiet tal-Kontabbiltà;

ix. Iħejji rapporti dwar kwistjonijiet amministrattivi għal skopijiet interni;

x. Imexxi, iwettaq u jassisti impjegati subordinati f'kompiti amministrattivi kif meħtieġ kemm fil-Quality Assurance Unit kif ukoll fl-Accountancy Board;

xi. Jipparteċipa f'fora tekniċi kemm f'Malta kif ukoll barra minn Malta;

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 Scientific Officer include:

i. Leads, carries out and assists on corporate sustainability reporting reviews of audit firms and sole practitioners;

ii. Drafts and finalises corporate sustainability reporting review reports and prepares supporting documentation;

iii. Co-ordinates work and manages workflows in accordance with plans established by the Head of the Quality Assurance Unit;

iv. Provides on-going training to more junior staff;

v. Prepares plans for corporate sustainability reporting review reports;

vi. Researches technical matters and replies to technical queries as necessary;

vii. Assists in the administration of the Accountancy Board website;

viii. Assists the Board in carry out its tasks in various Accountancy Board Committees;

ix. Prepares reports on administrative matters for internal purposes;

x. Leads, carries out and assists more junior staff in administrative tasks as needed both within the Quality Assurance Unit and for the Accountancy Board;

xi. Participates in technical fora both in Malta and abroad;

xii. Iwettaq taħriġ li jindirizza suġġetti relatati mal-istandards korporattivi tar-rappurtar dwar is-sostenibbiltà kif ukoll il-professjoni tal-kontabbiltà u tal-awditjar;

xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jkun jiddelega lilu/ha, kif jista' 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 ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

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

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

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

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

xii. Carries out training addressing topics related to the corporate sustainability reporting standards as well as the accounting and audit profession;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

iii. ikollhom kwalifika ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġett għall-minimu ta' 180 krettu ECTS/ ECVET jew ekwivalenti*), fl-Environmental Science and Sustainable Technologies jew Earth Systems jew dixxiplini xjentifiċi relatati u f'pussess ta' ċertifikat tar-reġistrazzjoni mal-kunsill regolatorju rispettiv (fejn applikabbli).

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

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

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii jew kif indikat f'paragrafu 3.1 tad-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/ECVETS, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom 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).

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;

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 Environmental Science and Sustainable Technologies or Earth Systems or related scientific disciplines and in possession of a certificate of registration with the respective regulatory council (where applicable).

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

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

4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 iii or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification 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. Uffiċjali pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deċiżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

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

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttorat tas-Servizzi Korporattivi, Ministeru

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

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

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

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

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

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

Submission of Supporting Documents

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Corporate Services Directorate, Ministry for Finance,

għall-Finanzi, 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 it-Tnejn, 17 ta' Frar, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data 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 minn (recruitment.mfin@gov.mt). Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-31 ta' Jannar, 2025

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 Monday, 17th February, 2025. 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 accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from (recruitment.mfin@gov.mt). These general provisions are to be regarded as an integral part of this call for applications.

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

31st January, 2025

MINISTERU GĦALL-AKKOMODAZZJONI SOĊJALI U AFFORDABBLI

Post ta' Assistant Manager fil-Ministeru għall-Akkomodazzjoni Soċjali u Affordabbli

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

1. Is-Segretarju Permanenti, Ministeru għall-Akkomodazzjoni Soċjali u Affordabbli jilqa' applikazzjonijiet għall-post ta' Assistant Manager fil-Ministeru għall-Akkomodazzjoni Soċjali u Affordabbli.

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 ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2025 huwa ta' €22,526 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €24,650 .

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11, li fis-sena 2025 hija ekwivalenti għal €24,038.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €26,290, mal-kisba ta' Diploma fil-Livell 5 tal-MQF kif imsemmija fil-paragrafu 4.1(iii) (b).

2.5 Persuna fil-grad ta' Assistant Manager li tissodisfa l-klawsola 4.1 (iii) (b) titpoġġa fi Skala ta' Salarju 11, u titla' fi Skala 10 (€25,570.98 x €407.67 - €28,017) fis-sena 2025 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

MINISTRY FOR SOCIAL AND AFFORDABLE ACCOMMODATION

Post of Assistant Manager in the Ministry for Social and Affordable Accommodation

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Social and Affordable Accommodation invites applications for the post of Assistant Manager in the Ministry for Social and Affordable Accommodation.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2025 is equivalent to, €22,526 per annum, rising by annual increments of €354 up to a maximum of €24,650.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2025 is equivalent to €24,038.98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€25,570,98 x €407.67 - €28,017) in the year 2025 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 Appointees will also be entitled to the payment of an annual class allowance of €500, subject to 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 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 tal-Ġestjoni ta' Kunflitt ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fis-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 nnutat għanda tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġjati b'mod xieraq.

a. Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunkwe kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-dikjarazzjoni preskritta 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

i3. Id-dmirijiet għal dan il-post ta' Assistant Manager jinkludu li:

i. Iżomm ruħu aġġornat bl-iżviluppi f'oqsma ta' interess għad-dipartiment rispettiv u jiddiskuti mal-maniġment superjuri rispettiv l-inizjattivi li għandhom jittieħdu;

ii. Iżomm kuntatt mal-uffiċjali tad-dipartiment, sabiex jiżgura kontribuzzjonijiet ta' riċerka korretti u f'waqthom lill-maniġmet tad-dipartimenti;

iii. Jipparteċipa fl-analiżi kontinwa fi ħdan id-dipartimenti f'oqsma ta' xogħol/servizzi identifikati mis-superjuri u inizjattivi oħra ta' riċerka rilevanti;

iv. Jiġbor u janalizza informazzjoni u statistika għall-użu ta' kitba ta' rapporti u/jew esekuzzjoni ta' kompiti oħra

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 the 27th November, 2023, and which came into force on the 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 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 Assistant Manager include:

i. Keeps up to date with developments in areas of interest to the respective department and discusses with the respective senior management possible initiatives to be undertaken;

ii. Liaises with the relevant officers, in order to ensure correct and timely research contributions to the management of the department;

iii. Participates in the ongoing analysis within the Department in specified areas of work/services identified by the management and other relevant research initiatives;

iv. Collects and analysis statistical data and information used to complete reports and/or tasks, under supervision,

meħtiega, taħt is-superviżjoni, kif ikun meħtieġ, inkluża statistika mitluba għall-mistoqsijiet parlamentari, fost l-oħrajn;

v. Jissorvelja u jsegwi riċerka kompluta biex jipprovdi analiżi tar-riżultati u l-kontribuzzjoni ta' din ir-riċerka lejn is-servizz;

vi. Imexxi inizjattivi ta' bidla li qegħdin isiru mid-dipartiment rispettiv u mill-Ministeru;

vii. Jipprovdi l-appoġġ meħtieġ lill-maniġment superjuri fit-tmexxija tas-servizzi provduti fid-dipartiment;

viii. Jassisti lill-maniġment superjuri fit-twettiq tar-riċerka u preparazzjoni ta' politiki, hekk kif applikabbli, fir-rigward tal-objettivi tad-dipartiment;

ix. Jassisti lill-maniġment superjuri biex b'mod effettiv jimmaniġġja l-finanzi u r-riżorsi umani fdati lid-dipartiment;

x. Jipproponi rakkomandazzjonijiet għas-simplifikazzjoni tal-proċessi u jsegwi fuq l-implimentazzjoni tagħhom;

xi. Jipprovdi appoġġ u jiżgura aġġornament regolari ta' databases relatati mal-operat tad-dipartiment;

xii. Jesegwixxi ċċekkjar u vverifikar skont l-istruzzjonijiet mogħtija u r-regolamenti u proċeduri applikabbli u jassigura li r-rapporti ppreparati jiġu vverifikati u sussegwentament sottomessi fil-ħin;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

as required, including data requested for parliamentary questions, amongst others;

v. Monitors and follows up on completed research to provide analysis of the outcomes and its contribution towards the service;

vi. Drives change initiatives that are being undertaken by the respective division and by the Ministry;

vii. Provides support to senior management in the delivery of services pertaining to the department;

viii. Assists senior management in conducting research and preparing draft policies as applicable in relation the department's objectives;

ix. Assists the senior management in managing effectively the financial and human resources entrusted to the department;

x. Proposes recommendations for simplification of processes and follows up on their implementation;

xi. Provides support and ensures regular updating of databases relating to operations of the department;

xii. Carries out checks and verifications according to instructions received and applicable regulations and procedures, and ensures that reports prepared are vetted and subsequently submitted in a timely manner;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ii. Ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża;

ii. proficient in the Maltese and English languages;

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Public Policy jew Public Administration jew Management jew Business jew Human Resources jew Training and Development jew Industrial Relations and Work jew Finance jew Accounts jew Economics jew Commerce jew Procurement jew Social Policy jew EU and Internation Relations jew Statistics jew Diploma professjonali rikonoxxuta komparabbli fil-livell 4 tal-MQF f'Accountancy, jew f'oqsma rilevanti kif determinat mill-maniġment.

iii. a. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Public Policy or Public Administration or Management or Business or Human Resources or Training and Development or Industrial Relations and Work or Finance or Accounts or Economics or Commerce or Procurement or Social Policy or EU and International Relations or Statistics or a recognised comparable professional Diploma at MQF Level 4 in Accountancy or in relevant areas as determined by management.

JEW

OR

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Public Policy jew Public Administration jew Management jew Business jew Human Resources jew Training and Development jew Industrial Relations and Work jew Finance jew Accounts jew Economics jew Commerce jew Procurement jew Social Policy jew EU and International Relations jew Statistics jew Diploma professjonali rikonoxxuta komparabbli fil-livell 5 tal-MQF f'Accountancy, jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li għandhom jinkludu tnejn (2) minn dawn is-suġġetti: Accounts jew Economics jew Business jew Management jew Finance jew Mathematics jew Commerce) jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn is-suġġetti Accounts jew Economics jew Business jew Management jew Finance jew Mathematics jew Commerce).

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

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

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

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Public Policy or Public Administration or Management or Business or Human Resources or Training and Development or Industrial Relations and Work or Finance or Accounts or Economics or Commerce or Procurement or Social Policy or EU and International Relations or Statistics or a recognised comparable professional Diploma at MQF Level 5 in Accountancy or in relevant areas as determined by management.

OR

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

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one (1) of the following subjects: Accounts or Economics or Business or Management or Finance or Mathematics or Commerce).

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

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

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced Level and three subjects at Intermediate Matriculation Level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment of a relevant MQF Level 5 in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii (a) sa 4.1 iii (c) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://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/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.

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 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.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni ta' d-Direttur Servizzi Korporattivi, Ministeru għall-Akkomodazzjoni Soċjali u Affordabbli, 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 it-Tnejn, 17 ta' Frar, 2025. 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 tas-Servizzi Korporattivi MSAA. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Social and Affordable Accommodation, 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 Monday, 17th February, 2025. 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 accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Directorate Corporate Services MSAA. These general provisions are to be regarded as an integral part of this call for applications.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (https://accommodation.gov.mt) u (hr.msaa@gov.mt).

Il-31 ta' Jannar, 2025

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

Post ta' Manager I (Compliance) 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' Manager I (Compliance) fid-Dipartiment tal-Pulizija, fil-Ministeru għall-Intern, is-Sigurtà u x-Xogħol.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager I huwa ta' Skala ta' Salarju 10, li fl-2025 huwa ta' €25,570.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €28,017.00.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7 (€30,506.98 x €531.17 - €33,694.00 fis-sena 2025) 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 (€27,145.02 x €447.33 - €29,829.00 fl-2025) u tavvanza għal Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713.00 in 2025) 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

The website address and email address of the receiving Directorate are (https://accommodation.gov.mt) and (hr.msaa@gov.mt).

31st January, 2025

MINISTRY FOR HOME AFFAIRS, SECURITY AND EMPLOYMENT

Post of Manager I (Compliance) 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 Manager I (Compliance), in the Police Department, within the Ministry for Home Affairs, Security and Employment.

Terms and Conditions

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

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

2.3 The salary for the post of Manager I is Salary Scale 10, which in year 2025 is €25,570.98 per annum, rising by annual increments of €407.67 up to a maximum of €28,017.00.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00 in 2025) 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 (€27,145.02 x €447.33 - €29,829.00 in 2025) and will progress to Salary Scale 8 (€28,792.02 x €486.83 - €31,713.00 in 2025) 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-

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 (€30,506.98 x €531.17 - €33,694.00 in 2025) wara sentejn (2) servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 8).

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tassalarju bażiku tagħhom, 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 limsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-Compliance, skont il-postijiet vakanti stabbiliti.

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

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. Kandidati jkunu suġġetti għal Security Clearance.

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.

a. Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz

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 (€30,506.98 x €531.17 - €33,694.00 in 2025) after two (2) years of satisfactory service 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 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. Applicants may be subject to security clearance.

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;

a. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed

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 I (Compliance) jinkludu li:

i. Jiżgura li d-Dipartiment tal-Pulizija jopera skont il-liġijiet, ir-regolamenti, u l-istandards interni;

ii. Jipprovdi feedback fl-iżvilupp u l-aġġornament tal-policies u l-proċeduri ta' konformità tad-Dipartiment, filwaqt li jħejji rapporti u preżentazzjonijiet ta' konformità għall-maniġment, awtoritajiet regolatorji, u partijiet interessati esterni;

iii. Jissorvelja l-bidliet fid-direttivi ta' infurzar li jkollhom impatt fuq l-operazzjonijiet tal-pulizija;

iv. Iwettaq valutazzjonijiet tar-riskju regolari biex jidentifika riskji potenzjali ta' konformità;

v. Jirrakkomanda u jgħin fl-implimentazzjoni ta' kontrolli xierqa biex jittaffew ir-riskji;

vi. Jippjana u jesegwixxi verifiki interni ta' konformità biex tiġi evalwata l-aderenza mal-liġijiet, ir-regolamenti u l-protokolli interni;

vii. Jipprepara rapporti għall-maniġment superjuri li jagħtu dettalji dwar ir-riżultati tal-awditjar, il-ksur tal-konformità, u l-azzjonijiet korrettivi mittieħda;

viii. Jinvestiga ksur ta' konformità jew ksur etiku, inklużi talbiet ta' whistleblower;

ix. Jaħdem ma' timijiet legali u dixxiplinarji biex jirrakkomanda azzjonijiet xierqa u jiżgura riżoluzzjoni f'waqtha għal kwistjonijiet ta' konformità;

x. Jgħin fl-abbozzar ta' politiki, proċeduri u linji gwida ġodda biex tissaħħaħ il-konformità ma' oqfsa legali u prattiki operattivi li qed jevolvu;

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.

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 I (Compliance) include:

i. Ensure that the Police Department operates in accordance with national laws, regulations, and internal standards;

ii. Provide feedback in the development and update of the Department's compliance policies and procedures, whilst preparing compliance reports and presentations for senior leadership, regulatory authorities, and external stakeholders;

iii. Monitor changes in enforcement directives that impact police operations;

iv. Conduct regular risk assessments to identify potential compliance risks;

v. Recommend and support the implementation of appropriate controls to mitigate risks;

vi. Plan and execute internal compliance audits to evaluate adherence to laws, regulations, and internal protocols;

vii. Prepare reports for senior management detailing audit results, compliance breaches, and corrective actions taken;

viii. Investigate breaches of compliance or ethical violations, including whistleblower claims;

ix. Work with legal and disciplinary teams to recommend appropriate actions and ensure timely resolution to compliance issues;

x. Assist in drafting new policies, procedures, and guidelines to enhance compliance with evolving legal frameworks and operational practices;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw fil-lingwa Maltija u Ingliża;

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Business Administration jew Management, jew f'oqsma rilevanti kif determinat mill-maniġment.

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

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

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

(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

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 Business Administration or Management or in relevant areas as determined by the Management.

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

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

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification 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,

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 tat-Taqsima tar-Riżorsi Umanai, Ministeru għall-Intern, is-Sigurtà u x-Xogħol, 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 it-Tnejn, 17 ta' Frar, 2025. 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;

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 Human Resources Section, Ministry for Home Affairs, Security and Employment, 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 Monday, 17th February, 2025. 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;

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

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

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu milt-Taqsima tar-Riżorsi Umani. 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 (pulizija.gov.mt) u (hr.police@gov.mt).

Il-31 ta' Jannar, 2025

MINISTERU GĦALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

Post ta' Manager I 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 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-il (12) xahar.

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

2.3 Is-salarju ta' Manager I huwa ta' Skala ta' Salarju 10, li fl-2025 huwa ta' €25,570.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €28,017.00.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7(€30,506.98 x €531.17 - €33,694.00 fis-sena 2025) wara tmien (8) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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 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 email address of the receiving Department are (pulizija.gov.mt) and (hr.police@gov.mt).

31st January, 2025

MINISTRY FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

Post of Manager I 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 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 is Salary Scale 10, which in year 2025 is €25,570.98 per annum, rising by annual increments of €407.67 up to a maximum of €28,017.00.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00 in 2025) on completion of eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li tikseb 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 mill-Management għandha titqiegħed fi Skala ta' Salarju 9 (€27,145.02 x €447.33 - €29,829.00 fl-2025) u tavvanza għal Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713.00 fl-2025) wara sentejn (2) 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 (€30,506.98 x €531.17 - €33,694.00 fl-2025) 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, 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-

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 (€27,145.02 x €447.33 - €29,829.00 in 2025) and will progress to Salary Scale 8 (€28,792.02 x €486.83 - €31,713.00 in 2025) 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 (€30,506.98 x €531.17 - €33,694.00 in 2025) 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 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

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 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 I jinkludu li:

i. Jassisti fit-tfassil ta' abbozzi u janalizza l-politiki u l-proġetti li jsiru mill-Ministeru;

ii. Jassisti fil-kordinazzjoni ġenerali tal-avvenimenti u l-immaniġġjar u l-implimentazzjoni tal-politiki u l-proġetti mwettqa mill-Ministeru;

iii. Jassisti fil-ġbir ta' data relatata mal-Ġustizzja u proġetti oħra ta' riċerka mwettqa mill-Ministeru;

iv. Jattendi u jirrappreżenta lill-pajjiż waqt laqgħat, seminars, kumitati, laqgħat ta' gruppi ta' esperti u pjattaformi ta' diskussjoni fuq livell Ewropew u internazzjonali, li jsiru kemm lokalment kif ukoll barra minn Malta;

v. Jassisti fl-iżvilupp ta' pjanijiet ta' ħidma, inklużi dati ta' skadenza u miri tal-politiki u l-proġetti li qed jitwettqu mill-Ministeru;

vi. Jipprovdi l-assistenza meħtieġa fit-tfassil ta' rapporti, Briefing/Instruction/Background Notes, Memoranda ta' Spjegazzjoni, Memoranda tal-Kabinett, Formoli ta' Valutazzjoni tal-Impatt, proċeduri u politiki, kif jista' jkun meħtieġ;

vii. Jassisti fl-analiżi u l-kumpilazzjoni ta' risposti li jindirizzaw l-obbligi ta' rappurtar nazzjonali li joħorġu minn fora Ewropej kif ukoll internazzjonali;

viii. Jagħti sapport lid-Direttorat biex jiżgura l-akbar effiċjenza fl-esekuzzjoni, l-evalwazzjoni u t-tqassim ta' politiki u proġetti sabiex ikollhom livell ta' kwalità meħtieġa;

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 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 I include:

i. Assists in the drafting and analyses of policies and projects undertaken by the Ministry;

ii. Assists in the overall co-ordination of events and the management and implementation of policies and projects undertaken by the Ministry;

iii. Assists in the collation of Justice related data and other research projects undertaken by the Ministry;

iv. Attends and represents the country during European-level and international meetings, seminars, committees, expert group meetings and discussion platforms, held both locally and abroad;

v. Assists in the development of work plans, including timelines and targets of the policies and projects undertaken by the Ministry;

vi. Provides the necessary assistance in drawing up of reports, Briefing/Instruction/Background Notes, Explanatory Memoranda, Cabinet Memoranda, Impact Assessment Forms, procedures and policies, as may be required;

vii. Assists in the analysis and compilation of replies addressing national reporting obligations emerging from European as well as international fora;

viii. Supports the Directorate in ensuring maximum efficiency in the successful execution, evaluation and dissemination of policies and projects to required quality standards;

ix. Iżomm ruħu aġġornat ma' dak li qed jiġri fi ħdan l-Unjoni Ewropea, il-Kunsill tal-Ewropa u fora kif ukoll organizzazzjonijiet internazzjonali oħra fil-qasam tal-ġustizzja;

x. Jassisti fil-kordinazzjoni tal-kompiti relatati mar-riżultati tal-laqgħat imħejja minn dawn l-istituzzjonijiet Ewropej u internazzjonali, inkluż iċ-ċirkolazzjoni tad-dokumenti li jaslu minn tali istituzzjonijiet lid-dipartimenti/direttorati/entitajiet rilevanti;

xi. Jassisti lid-Direttorat fl-iżvilupp, il-kordinazzjoni, il-ġbir u ż-żamma aġġornata tal-pożizzjonijiet nazzjonali li għandhom jittieħdu waqt żjarat fil-pajjiż, sessjonijiet ta' grilling kif ukoll politiki u proġetti li l-Ministeru huwa responsabbli għalihom;

xii. Jgħin biex il-Ministeru jinżamm infurmat dwar l-aktar kwistjonijiet importanti li jkunu qed jiġu diskussi fil-fora Ewropej u internazzjonali;

xiii. Iwettaq riċerka dwar suġġetti relatati, inkluża riċerka legali, kif meħtieġ u jgħaddi l-istess riċerka jew kwalunkwe rapporti u informazzjoni oħra lill-maniġment superjuri u kwalunkwe entità interna jew esterna li hi rilevanti;

xiv. Kwalunkwe kompitu ieħor li d-Direttur rispettiv u s-Segretarju Permanenti, MJR jistgħu jiddelegaw lilu/ha, kif jista' jkun meħtieġ;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

ix. Keeps up to date with what is happening within the European Union, Council of Europe and other international fora as well as organisations in the area of justice;

x. Assists in the coordination of the tasks related to the outcomes of the meetings held by these European and international institutions, including the circulation of documents received from such institutions to the relevant departments/directorates/entities;

xi. Assists the Directorate in developing, coordinating, collating and keeping updated the national positions to be taken during country visits, grilling sessions as well as policies and projects that the Ministry is responsible for;

xii. Assists in keeping the Ministry briefed about the most important issues being discussed in European and in international fora;

xiii. Conducts research on related topics, including legal research, as necessary and disseminate such research or any other reports and information to senior management and any relevant internal or external entities;

xiv. Undertakes any other tasks, which the respective Director and Permanent Secretary, MJR 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 Maltes citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

e. 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 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 Energ Community Regulations'.

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

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

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

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

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

ii. must be proficient in the Maltese and English languages;

U

AND

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Public Policy, jew Diplomatic Studies, jew Ekonomija, jew International Relations, jew European Studies, jew Liġi, jew Social Policy, jew Project Management, jew Politics and Governance, jew Business Administration, jew f'oqsma rilevanti kif determinat mill-maniġment.

iii. in possession of a recognised Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Public Policy, or Diplomatic Studies, or Economics, or International Relations, or European Studies, or Law, or Social Policy, or Project Management, or Politics and Governance, or Business Administration, or in relevant areas as determined by management.

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

*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 anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

4.2 (i) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn

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 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, 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, a per provisions applicable to this call for applications (see link below).

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification 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, Ministry for Justice and Reform of the Construction Sector, through the online

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 it-Tnejn, 17 ta' Frar, 2025. 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-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjon Spinola Palace Business Centre, Livell 3, Triq San Kristofru, il-Belt Valletta VLT 1464. Dawn id-diżpożizzjonije 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-31 ta' Jannar, 2025

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 Monday, 17th February, 2025. 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 the Corporate Services Directorate, Ministry for Justice and Reform of the Construction Sector, Spinola Palace Business Centre, Level 3, Triq San Kristofru, Valletta VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

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

31st January, 2025

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 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-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-2025 huwa ta' €30,506.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €33,694.00.

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 (€32,279.02 x €596.33 - €35,857.00 fis-sena 2025) 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 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) titla' fi Skala ta' Salarju 6 (€32,279.02 x €596.33 - €35,857.00 fis-sena 2025) 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

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 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 II is Salary Scale 7, which in the year 2025 is €30,506.98 per annum, rising by annual increments of €531.17 up to a maximum of €33,694.00.

2.4 A Manager II in Salary Scale 7 who is in 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 (€32,279.02 x €596.33 - €35,857.00 in 2025) 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 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 (€32,279.02 x €596.33 - €35,857.00 in 2025) 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

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 annwali ta' allowance tal-klassi 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 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.

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 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:

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 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.

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 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. Ifassal abbozzi u janalizza l-politiki u l-proġetti li jsiru mill-Ministeru;

ii. Jassisti fl-immaniġġjar u l-implimentazzjoni ġenerali tal-politiki u l-proġetti mwettqa mill-Ministeru;

iii. Jattendi u jirrappreżenta lill-pajjiż waqt laqgħat, seminars, kumitati, laqgħat ta' gruppi ta' esperti u pjattaformi ta' diskussjoni fuq livell Ewropew u internazzjonali, li jsiru kemm lokalment kif ukoll barra minn Malta;

iv. Jiżviluppa pjanijiet ta' ħidma, inklużi dati ta' skadenza u miri tal-politiki u l-proġetti li qed jitwettqu mill-Ministeru;

v. Ifassal rapporti, briefing/instruction/background notes, memoranda ta' spjegazzjoni, memoranda tal-kabinett, formoli ta' valutazzjoni tal-impatt, proċeduri u politiki, kif jista' jkun meħtieġ;

vi. Jassisti fl-analiżi u l-kumpilazzjoni ta' risposti li jindirizzaw l-obbligi ta' rappurtar nazzjonali li joħorġu minn fora Ewropej kif ukoll internazzjonali;

vii. Jiżgura l-akbar effiċjenza fl-esekuzzjoni, l-evalwazzjoni u t-tqassim ta' politiki u proġetti sabiex ikollhom livell ta' kwalità meħtieġa;

viii. Iżomm ruħu aġġornat ma' dak li qed jiġri fi ħdan l-Unjoni Ewropea, il-Kunsill tal-Ewropa u fora kif ukoll organizzazzjonijiet internazzjonali oħra fil-qasam tal-ġustizzja;

ix. Jassisti fil-kordinazzjoni tal-kompiti relatati mar-riżultati tal-laqgħat imħejja minn dawn l-istituzzjonijiet Ewropej u internazzjonali, inkluż iċ-ċirkolazzjoni tad-dokumenti li jaslu minn tali istituzzjonijiet lid-dipartimenti/direttorati/entitajiet rilevanti;

x. Jiżviluppa, jikkordina, jiġbor, u jżomm aġġornati l-pożizzjonijiet nazzjonali li għandhom jittieħdu waqt iż-żjarat fil-pajjiż, is-sessjonijiet ta' grilling kif ukoll il-politiki u l-proġetti li l-Ministeru huwa reponsabbli għalihom;

xi. Jassisti billi jkompli jsegwi t-traspożizzjoni effettiva u l-implimentazzjoni f'waqtha tal-leġiżlazzjoni adottata fil-livell tal-UE;

xii. Jassisti billi jżomm il-Ministeru infurmat dwar l-aktar kwistjonijiet importanti li jkunu qed jiġu diskussi fil-fora Ewropej u internazzjonali;

xiii. Iwettaq riċerka dwar suġġetti relatati, inkluża riċerka legali, kif meħtieġ u jgħaddi l-istess riċerka jew kwalunkwe rapporti u informazzjoni oħra lill-maniġment superjuri u kwalunkwe entità interna jew esterna li hi rilevanti;

i. Drafts and analyses policies and projects undertaken by the Ministry;

ii. Assists in the overall management and implementation of policies and projects undertaken by the Ministry;

iii. Attends and represents the country during European-level and international meetings, seminars, committees, expert group meetings and discussion platforms, held both locally and abroad;

iv. Develops work plans, including timelines and targets of the policies and projects undertaken by the Ministry;

v. Draws up reports, briefing/instruction/background notes, explanatory memoranda, cabinet memoranda, impact assessment forms, procedures and policies, as may be required;

vi. Assists in the analysis and compilation of replies addressing national reporting obligations emerging from European as well as international fora;

vii. Ensures maximum efficiency in the successful execution, evaluation and dissemination of policies and projects to required quality standards;

viii. Keeps up to date with what is happening within the European Union, Council of Europe and other international fora as well as organisations in the area of justice;

ix. Assists in the coordination of the tasks related to the outcomes of the meetings held by these European and international institutions, including the circulation of documents received from such institutions to the relevant departments/directorates/entities;

x. Develops, coordinates, collates and keeps updated the national positions to be taken during country visits, grilling sessions as well as policies and projects that the Ministry is responsible for;

xi. Assists in following up the effective transposition and timely implementation of the adopted EU level legislation;

xii. Assists in keeping the Ministry briefed about the most important issues being discussed in European and in international fora;

xiii. Conducts research on related topics, including legal research, as necessary and disseminate such research or any other reports and information to senior management and any relevant internal or external entities;

xiv. Kwalunkwe kompitu ieħor li d-Direttur rispettiv u s-Segretarju Permanenti, MJR, jistgħu jiddelegaw lilu/ha, kif jista' jkun meħtieġ;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-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

xiv. Undertakes any other tasks, which the respective Director and Permanent Secretary, MJR, may delegate to him/her, as may be required;

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

Eligibility requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment

fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. ikunu profiċjenti fil-lingwa Maltija u fil-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-Public Policy, jew Diplomatic Studies, jew Ekonomija, jew International Relations, jew European Studies, jew Liġi, jew Social Policy, jew Project Management, jew Politics and Governance, jew Business Administration, 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-Public Policy, Diplomatic Studies, jew Ekonomija, jew International Relations, jew European Studies, jew Liġi, jew Social Policy, jew Project Management, jew Politics and Governance, jew Business Administration, 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.

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.

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 Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, equivalent*) in Public Policy, or Diplomatic Studies, or Economics, or International Relations, or European Studies or Law, or Social Policy, or Project Management, or Politics and Governance, or Business Administration, or i 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 MQRI 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 b MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

OR

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 Diplomatic Studies, or Economics, or International Relations, or European Studies, or Law, or Social Policy, or Project Management, or Politics and Governance, or Business Administration, 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) 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 (iv) 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.

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom

(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 (iv) 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, Ministry for Justice and Reform of the Construction Sector, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae,

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 it-Tnejn, 17 ta' Frar, 2025. 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-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, Spinola Palace Business Centre, Livell 3, Triq San Kristofru, Il-Belt Valletta VLT 1464. Dawn id-dispożizzjonijie ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-31 ta' Jannar, 2025

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, 17th February, 2025. 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 the Corporate Services Directorate, Ministry for Justice and Reform of the Construction Sector, Spinola Palace Business Centre, Level 3, Triq San Kristofru, Valletta VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

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

31st January, 2025

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

Post ta' Senior Manager (Project Management) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali

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

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet għall-post ta' Senior Manager (Project Management) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Senior Manager (Project Management) huwa ta' Skala ta' Salarju 5, li fl-2025 huwa ta' €34,185.98 fis-sena, li jiżdied b'€640.67 fis-sena sa massimu ta' €38,030.00.

2.4 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti, u ħlas ta' allowance tal-klassi annwali ta' €3,000, suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

2.7 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.

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Post of Senior Manager (Project Management) in the Ministry for Agriculture, Fisheries and Animal Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries and Animal Rights, invites applications for the post of Senior Manager (Project Management) in the Ministry for Agriculture, Fisheries and Animal Rights.

Terms and Conditions

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

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

2.3 The salary for the post of Senior Manager (Project Management) is Salary Scale 5, which in year 2025 is €34,185.98 per annum, rising by annual increments of €640.67 up to a maximum of €38,030.00.

2.4 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, subject to satisfactory performance and a payment of an annual class allowance of €3,000, subject to Central Administration's policies in force from time to time.

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

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

2.7 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.

2.8 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 hawn), peress li din il-kariga/pożizzjoni (i) hija fi skala ta' salarju 5 jew ogħla u/jew (ii) titqies bħala kariga ta' riskju għoli kif elenkat fis-Sitt Skeda tal-Att dwar l-Amministrazzjoni Pubblika u/jew (iii) tinvolvi funzjonijiet regolatorji/ispettorati kif elenkati fl-Anness tad-Direttiva 14.1.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Senior Manager (Project Management) jinkludu li:

i. Jassumi rwol ewlieni fil-kordinazzjoni tal-proġetti mill-bidu sat-tmiem;

ii. Jipprepara business plans, budget plans, project briefs, tender dossiers, feasibility reports u dokumenti oħra kif mitlub;

iii. Jidentifika proġetti li jistgħu jitwettqu permezz ta' opportunitajiet ta' finanzjament nazzjonali u tal-Unjoni Ewropea;

iv. Imexxi kwalunkwe taqsima u impjegati assenjati lilu/lilha;

v. L-iżvilupp u l-implimentazzjoni ta' metodoloġiji strateġiċi ta' ġestjoni tal-proġetti;

vi. Jissorvelja l-progress tal-proġett u jistabbilixxi skadenzi;

vii. Iħares lejn ir-riskji involuti fi proġett partikolari u jimmaniġġjahom;

viii. Jiżgura li l-proġett jagħti l-eżiti u l-benefiċċji mistennija;

ix. Jippresjedi, jipparteċipa jew jassisti f'kumitati ta' evalwazzjoni, bordijiet tal-għażla u kwalunkwe fora oħra kif meħtieġ;

2.8 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 will be required to fill in the Declaration available at Appendix 1 to Directive 16 (available here), since this post/position (i) is in salary scales 5 or higher and/or (ii) is considered to be a high risk post/position as listed in the Sixth Schedule to the Public Administration Act and/or (iii) involves regulatory/inspectorate functions as listed in the Annex to Directive 14.1.

Duties

3. The job duties for the post of Senior Manager (Project Management) include:

i. Assumes a key role in coordinating projects from start to finish;

ii. Prepare business plans, budget plans, project briefs, tender dossiers, feasibility reports and other documents as requested;

iii. Identify projects that can be carried out through national and European Union funding opportunities;

iv. Manages any unit and employees assigned to him/her;

v. Developing and implementing strategic project management methodologies;

vi. Monitor project progress and set deadlines;

vii. Looking at the risks involved in a particular project and managing them;

viii. Ensure that the project delivers the expected outcomes and benefits;

ix. Chairs, participate or assist in evaluation committees, selection boards and any other forums as needed;

x. Iżomm rekords preċiżi, jiżgura l-osservanza tar-rekwiżiti statutorji u regolatorji, u jiffaċilita l-komunikazzjoni;

xi. Jissorvelja l-iżvilupp, il-ħażna, u l-ġestjoni ta' dokumenti uffiċjali;

xii. Jappoġġa l-maniġment ogħla fir-rwoli tagħhom, billi jipprovdu assistenza amministrattiva u operazzjonali;

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-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

x. Maintaining accurate records, ensuring compliance with statutory and regulatory requirements, and facilitating communication;

xi. Oversee the development, storage, and management of official documents;

xii. Support the higher management in their roles, providing administrative and operational assistance;

xiii. Performs other duties that may be updated to meet the requirements of any other field as confirmed by the Permanent Secretary;

xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xv. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management, jew Management Studies, jew European Studies, jew Business Administration, jew Accountancy, jew Creativity and Innovation, jew Quality Assurance Management, jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bilkundizzjoni 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.

U

iv. B'ħames (5) snin servizz maniġerjali rilevanti bħala Manager II, liema grad l-impjegat li għandu jkun ikkonfermat. Kwalunkwe esperjenza oħra relatata fil-qasam meħtieġa għall-grad imsemmi hawn fuq, fi, jew komparabbli ma', Skala ta' Salarju 7 fis-Servizz Pubbliku, li l-applikant jista' jkollu jista' jkun meqjusa mill-Amministrazzjoni, liema esperjenza għandha tkun sostnuta kif xieraq b'evidenza rilevanti.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal

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 Project Management, or Management Studies, or European Studies, or Business Administration, or Accountancy, or Creativity and Innovation, or Quality Assurance Management, 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.

AND

iv. With five (5) years relevant management service as Manager II, in which grade the employee must be confirmed. Any other related experience in the area required for the afore-mentioned grade, in, or comparable to, Salary Scale 7 level in the Public Service, which the applicant may possess may be considered by the Administration, which experience must be duly sustained with relevant evidence.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed

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 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/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%.

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 Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3 hawn fuq, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae 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 it-Tnejn, 17 ta' Frar, 2025**.** 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-Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation

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 Agriculture, Fisheries and Animal Rights, 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 Monday, 17th February, 2025 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 accessed from (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. 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-31 ta' Jannar, 2025

AĠENZIJA NAZZJONALI TAL-LITTERIŻMU

Sejħa għal Studenti biex Jassistu fuq bażi Part-time fil-Ħidma tal-Aġenzija Nazzjonali tal-Litteriżmu

Numru tal-Permess tal-Jobsplus 154/2024, it-Tieni Sejħa

L-Aġenzija Nazzjonali tal-Litteriżmu qed tfittex li timpjega fuq bażi part-time (sa 15-il siegħa fil-ġimgħa) studenti li għandhom 18-il sena jew aktar u li qed isegwu korsijiet fil-Livell 5 jew ogħla tal-MQF. Dawn l-istudenti jkunu mistennija li jew (i) jagħtu sessjonijiet ta' qari lil tfal tal-età tal-primarja online, jew (ii) jassistu lill-Aġenzija f'xogħol tal-uffiċċju.

L-applikanti jridu jissodisfaw dawn il-kriterji sad-data tal-għeluq ta' din is-sejħa:

Evidenza li huma attwalment studenti full-time li qed isegwu kors li jwassal għal kwalifika rikonoxxuta fil-Livell 5 jew ogħla tal-MQF. Tingħata preferenza lil studenti li qed isegwu kors li jwassal għall-baċellerat jew grad ogħla f'dawn l-oqsma ta' studju:

Għar-rwol ta' assistent għall-programmi ta' qari lit-tfal: Edukazzjoni, Arti (preferibbilment Malti u/jew Ingliż), Studji Teatrali, Edukazzjoni Inklussiva, Kura u Edukazzjoni tat-Tfal fis-Snin Bikrin, Snin Bikrin.

Għar-rwol ta' assistent għax-xogħol tal-uffiċċju: Libreriji u Studji tal-Informazzjoni, Librarianship, Amministrazzjoni tal-Arkivji, Teknoloġija tal-Informazzjoni, Proċessar tad-Data, u Statistika.

Ċertifikazzjoni taċ-ĊES fil-Livell 3 tal-MQF fil-Malti u fl-Ingliż (Gradi 1 sa 5) jew ekwivalenti.

Aktar dettalji dwar ir-rwol u l-kundizzjonijiet tal-impjieg, jistgħu jinkisbu minn (https://nla.gov.mt/mt/sejhiet) jew permezz ta' ittra elettronika lil (nlarecruitment@ilearn.edu.mt) jew bin-numru tat-telefown 2598 3325.

Il-kandidati għandhom jibagħtu l-ittra ta' applikazzjoni flimkien mal-ġabra tal-kwalifiki u l-esperjenzi fil-format tal-European Curriculum Vitae, kopja taċ-ċertifikati rilevanti tagħhom, ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija

Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (http://agrikoltura.gov.mt) and (humanresources.mafa@gov.mt).

31st January, 2025

NATIONAL LITERACY AGENCY

Call for Student NLA Assistants (part-time) within the National Literacy Agency

Jobsplus Permit Number 154/2024, Second Call

The National Literacy Agency (NLA) is seeking to recruit on a part-time basis (up to 15h per week) full-time students who are over 18 years of age and following courses at MQF Level 5 or higher. These students will be assigned to either (i) deliver online Read Aloud sessions to primary school aged children, or (ii) provide office assistance to the Agency.

Applicants must fulfil the following eligibility criteria by the closing date:

Evidence of current status as full-time student in a course leading to a recognised MQF Level 5 or higher qualification. Preference will be given to students reading for a degree or post-graduate degree in the following areas of study:

For the role of Read-Aloud Assistant: Teaching and Learning, Arts (preferably Maltese/English), Theatre Studies, Inclusive Education, Early Childhood Education and Care, Early Years.

For the role of Office Assistant: Library and Information Studies, Librarianship, Archives Administration, Information Technology, Data Processing, and Statistics.

SEC certification at MQF Level 3 in Maltese and English (Grades 1 to 5) or equivalent.

A detailed job description, including conditions of employment, may be obtained from (https://nla.gov.mt/vacancies) or by email to (nlarecruitment@ilearn.edu.mt) or by telephone number 2598 3325.

Candidates should submit their letter of application, together with a summary of qualifications and experience in a European Curriculum Vitae Format, a copy of their relevant scanned certificates, a valid police conduct

u l-lista tax-xogħol li għamlu tul ħajjithom mill-Jobsplus, permezz ta' ittra elettronika lil (nlarecruitment@ilearn.edu.mt) jew bil-posta lil Reklutaġġ, L-Aġenzija Nazzjonali tal-Litteriżmu, Iċ-Ċentru Nazzjonali tal-Kurrikulu, Triq Ġużè Abela Scolaro, Il-Ħamrun HMR 1304, sa mhux aktar tard mill-Ġimgħa, 14 ta' Frar, 2025, f'nofsinhar.

Applikazzjonijiet bil-posta għandhom jintbagħtu rreġistrati u kmieni biżżejjed biex jaslu qabel id-data tal-għeluq. L-applikanti jiġu mgħarrfa li tkun waslet l-applikazzjoni fi żmien tlett ijiem ta' xogħol. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

Il-31 ta' Jannar, 2025

FONDAZZJONI GĦAL SERVIZZI EDUKATTIVI

Għoti ta' Servizzi Legali

Kwotazzjonijiet - Ref: CFQ/FES/002/2025

Il-Fondazzjoni għal Servizzi Edukattivi (FES) qed titlob kwotazzjonijiet għall-għoti ta' Servizzi Legali, partikolarment b'konnessjoni ma' kwistjonijiet amministrattivi u ma' xogħol u relazzjonijiet industrijali. Dan is-servizz se jkun qed ikopri wkoll pariri legali oħra b'mod ġenerali.

Applikanti interessati huma mistednin jissottomettu l-kwotazzjoni tagħhom għall-għoti ta' dan is-servizz. It-terminu 'Sottomittent' ifisser il-persuna/i jew organizzazzjoni li qed tissottometti l-proposta lill-FES.

Sfond

1.1 L-FES hija entità pubblika fi ħdan il-Ministeru għall-Edukazzjoni l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni. Hija tiffaċilita l-konnessjoni bejn it-tagħlim formali u informali fuq bażi nazzjonali permezz ta' firxa wiesgħa ta' inizjattivi edukattivi.

2. Servizz Mitlub

2.1 L-applikant magħżul se jkun responsabbli għall-għoti ta' pariri legali b'konnessjoni ma' diversi oqsma li jinkludu, iżda mhux biss, dan li ġej:

Jirrappreżenta lill-FES waqt proċeduri fil-Qorti;
Jitlob dokumentazzjoni relatati mal-POMA mill-Qorti;
Pariri dwar każijiet relatati ma' kura u kustodja;
Pariri dwar protezzjoni tad-data;
Pariri dwar każijiet ta' impjieg u relazzjonijiet industrijali;

Interpretazzjoni ta' dokumenti legali;
Kitba ta' ittri legali;
Pariri dwar dokumentazzjoni mill-aspett legali qabel din tiġi ppubblikata;

certificate and their Jobsplus employment history, by email to (nlarecruitment@ilearn.edu.mt) or by registered post to Recruitment, National Literacy Agency, NCC, Triq Ġużè Abela Scolaro, Ħamrun HMR 1304, by not later than Friday, 14th February, 2025, at noon.

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. Applications will be acknowledged within three working days. Late applications will not be considered.

31st January, 2025

FOUNDATION FOR EDUCATIONAL SERVICES

Provision of Legal Services

Quotations - Ref: CFQ/FES/002/2025

The Foundation for Educational Services (FES) is requesting quotations for the provision of Legal Services particularly in connection with various administrative and employment and industrial relations matters. The services will also cover other general legal advice.

Interested applicants are invited to submit their quotation for the provision of these services. The term 'Proposer' shall be construed to mean the person/s or organisation submitting proposal to the FES.

Background

1.1 The FES is a public entity within the Ministry for Education, Sport, Youth, Research and Innovation. It facilitates the link between formal and informal teaching on a national level by providing a range of innovative educational initiatives.

2. The Deliverables

2.1 The Appointee would be responsible for the provision of legal advice on various matters. These include but are not limited to the following:

Representing the FES in Court proceedings;
Requesting POMA documentation from Court;
Providing advice in relation to care and custody cases;
Providing advice in relation to data protection matters;
Providing advice in relation to employment and industrial relation matters;
Providing interpretation of legal documentation;
Writing legal letters;
Reviewing documentation from a legal perspective before making this public;

Pariri oħrajn relatati mal-ħidma tal-FES skont il-ħtieġa.

2.2 Sabiex jingħata s-servizz imsemmi hawn fuq, l-applikant magħżul ikun mitlub jaħdem fil-qrib mal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni u partijiet oħra, skont il-każ.

3. Kriterji u Eliġibbiltà

3.1 L-applikant għandu jkun:

3.1.1 Persuna/i:

a) fil-pussess ta' Dottorat fil-Liġi (LLD) jew kwalifika oħra komparabbli ma' Livell 7 skont il-Qafas Malti għall-Kwalifiki;

b) fil-pussess ta' warrant li jeżerċita l-professjoni ta' avukat jew nutar pubbliku f'Malta.

Kwalifiki f'livelli ogħla minn dawk speċifikati hawn fuq ikunu aċċettati fuq bażi ta' eliġibbiltà. Esperjenza fil-qasam tar-riżorsi umani, xogħol u relazzjonijiet industrijali jingħataw preferenza.

Jew

3.1.2 Organizzazzjoni li tkun tista' tappunta persuna/i bħala rappreżentanti tagħha, li għalihom tkun direttament responsabbli, u li jilħqu l-kriterji mitluba f'sezzjoni 3.1.1.

4. Kontenut u Sottomissjoni tal-Kwotazzjoni

4.1 Dokumentazzjoni li għandha tiġi sottomessa:

4.1.1 Persuna/i

a) CV dettaljat (b'kopji tal-kwalifiki msemmija f'sezzjoni 3.1.1);

b) evidenza ta' esperjenza oħra, jekk applikabbli.

4.1.2 Organizzazzjoni

a) deskrizzjoni ġenerika tas-servizzi offruti;

b) kredenzjali;

c) organigramma;

d) CV dettaljat tal-persuna li se tkun appuntata bħala r-rappreżentant tal-organizzazzjoni, inkluż kopji tal-kwalifiki imsemmija f'sezzjoni 3.1.1).

4.1.3 Kwotazzjonijiet għandhom jiġu sottomessi fuq bażi ta' rata fis-siegħa. Ir-rata għandha teskludi l-VAT.

Any other advice related to the FES services as the need arises.

2.2 In order to carry out the above tasks, the Appointee will have to liaise with the Ministry for Education, Sport, Youth, Research and Innovation and other stakeholders depending on the case.

3. Eligibility Criteria

3.1 The Appointee must be either

3.1.1 A person/s

a) in possession of a Doctorate of Law (LLD) or comparable qualification at MQF Level 7;

b) in possession of a warrant to exercise the profession of advocate or notary public in Malta.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes. Previous experience in human resources and employment and industrial relations matters would be given preference.

Or

3.1.2 An organisation which can appoint person/s as representatives and for which it would be directly responsible, meeting the above requirements listed in 3.1.1.

4. Contents and Submission of the Quotation

4.1 The documentation to be submitted by the Proposer:

4.1.1 Person/s

a) detailed CV (with copies of certifications outlined in 3.1.1);

b) evidence of previous experience if applicable.

4.1.2 Organisation

a) general description of the services offered;

b) credentials;

c) outline of the organigram.

d) detailed CV of the person that will be appointed as the representative of the organisation, including copies of certification outlined in 3.1.1.

4.1.3 Quotation is to be submitted based on a rate per hour basis. Rate is to be exclusive of VAT.

4.2 Il-kwotazzjoni sottomessa għandha tkun iffirmata mill-firmatarju awtorizzat tas-sottomittent.

4.3 L-informazzjoni kollha mitluba f'dan id-dokument għandha tiġi provduta. F'każ li jkun hemm sezzjonijiet li jkunu meqjusa bħala mhux applikabbli, is-sottomittent għandu jimmarka dan. L-FES iżżomm id-dritt li tiskwalifika kwalunkwe persuna/i jew organizzazzjoni jekk ma tingħatax l-informazzjoni kollha kif mitlub.

4.4 Il-proposta għandha tinkiteb bl-Ingliż.

4.5 Il-kwotazzjoni għandha tintbagħat sa mhux aktar tard mill-Ġimgħa, 14 ta' Frar, 2025. L-FES tista' titlob kjarifiki dwar id-dokumenti sottomessi.

4.6 Sottomissjonijiet li jintbagħtu tard mhux se jkunu aċċettati.

4.7 Is-sottomittenti għandhom jibagħtu l-proposti permezz ta' ittra elettronika lil (procurement.fes@gov.mt). Is-sottomissjonijiet kollha se jkunu rikonoxxuti.

5. Informazzjoni Ġenerali

5.1 L-informazzjoni kollha provduta mis-sottomittent se tkun strettament kunfidenzjali.

5.2 Il-FES mhix responsabbli għal kwalunkwe spejjeż marbuta mal-preparazzjoni jew sottomissjoni ta' din il-proposta.

5.3 L-għoti/rifjut tal-proposti se jkun komunikat mill-aktar fis possibbli.

5.4 L-FES mhix marbuta li taċċetta servizz offrut minn kwalunkwe sottomittent u tirriserva d-dritt li tirrifjuta kwalunkwe jew il-proposti kollha, anke l-irħas għażla.

5.5 Se jingħata kuntratt li jkun validu għal perjodu ta' sena jew sakemm jintlaħaq l-ammont massimu ta' €4,999 VAT eskluża.

5.6 Kwalunkwe komunikazzjoni li titlob aktar informazzjoni dwar is-servizz meħtieġ jew dwar din is-sejħa għandha tkun bil-miktub permezz ta' ittra elettronika lil (procurement.fes@gov.mt), mhux aktar tard minn tlett ijiem mill-għeluq tas-sejħa kif stipulat aktar 'il fuq.

5.7 L-FES se tkun qed twieġeb il-mistoqsijiet kollha bil-miktub.

Il-31 ta' Jannar, 2025

4.2 The quotation submitted is to be signed by the authorised signatory of the proposer.

4.3 All information requested in this document must be provided. If any section is not deemed to be applicable, the Proposer shall indicate it accordingly. This without prejudice to the right of FES to disqualify any person/s or organisation that do not provide the complete information as requested.

4.4 The proposal must be drawn up in English.

4.5 The quotation must be submitted by not later than Friday, 14th February, 2025. FES may invite Proposers to supplement or clarify documents they submit.

4.6 Late submissions will not be considered.

4.7 Proposers are to submit by email to (procurement.fes@gov.mt). All submissions will be acknowledged.

5. General Information

5.1 All information provided by the Proposer will be treated as strictly confidential.

5.2 FES shall not be responsible for the payment of any expenses incurred by any person/s or organisation in the preparation and submission of this proposal.

5.3 Acceptance/non-acceptance of proposals will be advised as soon as possible.

5.4 FES is not bound to accept the service offered by any Proposer and reserves the right to reject any or all proposals, even the cheaper option.

5.5 Contract will be awarded and shall be valid for a period of one (1) year or by when the threshold of €4,999 excl. VAT is reached.

5.6 Any communication requesting further information on the required services to be provided or on the proposal itself shall be made in writing via email no later than three days before the closing date stipulated above and forwarded to (procurement.fes@gov.mt).

5.7 FES shall answer all queries in writing.

31st January, 2025

DIPARTIMENT TAL-EŻAMIJIET

Post ta' Fizzjal tad-Dwana fil-Ministeru għall-Finanzi - Jannar 2025

L-Ewwel Parti: Test f'Abbiltà Ġenerali

Id-Dipartiment tal-Eżamijiet jixtieq javża li r-riżultat tat-Test f'Abbiltà Ġenerali tal-postijiet hawn fuq imsemmija huwa pubblikat u wieħed jista' jarah il-Customer Care, il-Ministeru għall-Edukazzjoni, Triq l-Assedju l-Kbir, Il-Furjana, u fiċ-Ċentru tal-Eżamijiet, Triq Fortunato Mizzi, Ir-Rabat, Għawdex, fil-ħinijiet tal-uffiċċju.

Post ta' Assistent tad-Dwana fil-Ministeru għall-Finanzi - Jannar 2025

L-Ewwel Parti: Test f'Abbiltà Ġenerali

Id-Dipartiment tal-Eżamijiet jixtieq javża li r-riżultat tat-Test f'Abbiltà Ġenerali tal-postijiet hawn fuq imsemmija huwa pubblikat u wieħed jista' jarah il-Customer Care, il-Ministeru għall-Edukazzjoni, Triq l-Assedju l-Kbir, Il-Furjana, u fiċ-Ċentru tal-Eżamijiet, Triq Fortunato Mizzi, Ir-Rabat, Għawdex, fil-ħinijiet tal-uffiċċju.

Il-31 ta' Jannar, 2025

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U D-DRITTIJIET TAL-ANNIMALI

Aġenzija għall-Pagamenti Agrikoli u Rurali

Għajnuna mill-Istat għal Skema ta' Agroforestrija għall-Bdiewa tal-Art

L-Aġenzija għall-Pagamenti Agrikoli u Rurali (ARPA), fi ħdan il-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali (MAFA), tavża lill-bdiewa eliġibbli li se tkun qed taċċetta applikazzjonijiet taħt Skema ta' Agroforestrija.

Din l-iskema tappoġġja lill-bdiewa eliġibbli jistabbilixxu sistemi ta' agroforestrija biex jippromovu s-sostenibbiltà u jikkontribwixxu għall-miri ta' emissjonijiet żero netti ta' Malta. Is-sistemi tal-agroforestrija jintegraw is-siġar mal-agrikoltura fuq l-istess art, u jipprovdu benefiċċji sinifikanti bħas-sekwestru tal-karbonju, il-konservazzjoni tal-bijodiversità, u t-titjib fil-kwalità tal-ħamrija, l-arja u l-ilma.

Dettalji Ewlenin għall-Applikanti

Skadenzi: Is-sistemi ta' agroforestrija jridu jiġu stabbiliti sa mhux aktar tard mill-31 ta' Diċembru, 2025.

Perjodu ta' Manutenzjoni: Il-bdiewa għandhom iżommu dawn is-sistemi għal mill-inqas erba' (4) snin.

DEPARTMENT OF EXAMINATIONS

Post of Customs Officer in the Ministry for Finance - January 2025

Part I: General Ability Test

The Department of Examinations notifies that the result of the General Ability Test of the above post has been published and may be seen at the Customer Care, Ministry for Education, Triq l-Assedju l-Kbir, Floriana, and at the Examinations Centre, Triq Fortunato Mizzi, Victoria, Gozo, during office hours.

Post of Customs Assistant in the Ministry for Finance - January 2025

Part I: General Ability Test

The Department of Examinations notifies that the result of the General Ability Test of the above post has been published and may be seen at the Customer Care, Ministry for Education, Triq l-Assedju l-Kbir, Floriana, and at the Examinations Centre, Triq Fortunato Mizzi, Victoria, Gozo, during office hours.

31st January, 2025

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS (MAFA)

Agriculture and Rural Payments Agency

State Aid for an Agroforestry Scheme for Land Farmers

The Agriculture and Rural Payments Agency (ARPA), within the Ministry for Agriculture, Fisheries and Animal Rights (MAFA), informs eligible farmers that it will be accepting applications under an Agroforestry Scheme.

This scheme supports eligible farmers in establishing agroforestry systems to promote sustainability and contribute to Malta's net-zero targets. Agroforestry systems integrate trees with agriculture on the same land, providing significant benefits such as carbon sequestration, biodiversity conservation, and improvements in soil, air, and water quality.

Key Details for Applicants

Deadline: Agroforestry systems must be established by no later than the 31st December, 2025.

Maintenance Period: Farmers must maintain these systems for at least four years.

Rekwiżiti ta' tħawwil: Densità ta' tħawwil ta' 45 siġra għal kull tomna hija meħtieġa fuq pakketti ta' mill-inqas 0.1124 ettaru.

Għażla ta' Speċi: Is-siġar għandhom jallinjaw mal-kundizzjonijiet ambjentali u pedoklimatiċi lokali, kif speċifikat fil-Leġiżlazzjoni Sussidjarja 549.123 Regolamenti dwar il-Ħarsien tas-Siġar u l-Imsaġar.

Proċess ta' Applikazzjoni

L-applikanti għandhom jindikaw l-għelieqi li jixtiequ jorbtu taħt l-iskema billi:

Jipprovdu n-numru ta' identifikazzjoni tal-għalqa;

Jimmarkaw il-konfini tal-għelieqi fuq pjanta tas-sit ipprovduta mill-Front Office tal-ARPA.

L-applikazzjonijiet għandhom jimtlew u jiġu ffirmati personalment f'wieħed mill-postijiet li ġejjin:

ARPA Front Office: Suq tal-Pitkalija, Ta' Qali, Limiti ta' Ħ'Attard

Uffiċċju ta' Għawdex: Razzett Sperimentali tal-Gvern, Triq l-Imġarr, Ix-Xewkija

Sejħa għall-Applikazzjonijiet

Is-sejħa għall-applikazzjonijiet se tkun miftuħa mit-Tnejn, 3 ta' Frar sal-Ġimgħa, 28 ta' Frar, 2025. Applikazzjonijiet sottomessi wara dan il-perjodu ma jiġux aċċettati.

Għal aktar informazzjoni wieħed jista':

Jaċċessa l-linji gwida dettaljati disponibbli fis-sit elettroniku tal-ARPA(https://arpa.gov.mt/),

Iċempel lill-Front Office tal-ARPA bin-numru 2292 6148 (Malta),

Jibgħat ittra elettronika lil (arpa.mafa@gov.mt)

Il-31 ta' Jannar, 2025

MALTA FOOD AGENCY

Sejħa għall-Applikazzjonijiet ta' Permess biex jiġu Operati Posti fil-Farmers Market

Il-Malta Food Agency tgħarraf li se tkun qed tilqa' applikazzjonijiet minn dawk li jixtiequ jiġu kkunsidrati għar-rwol ta' detentur ta' permess ta' posta fil-Farmers Market f'Ta' Qali u fil-Kottonera mit-3 ta' Frar, 2025 sat-3

Planting Requirements: A planting density of 45 trees per tumolo is required on parcels of at least 0.1124 hectares.

Species Selection: Trees must align with local environmental and pedoclimatic conditions, as specified in the Subsidiary Legislation 549.123 Trees and Woodlands Protection Regulations

Application Process

Applicants must indicate the parcels they wish to commit to the scheme by:

Providing the parcel identification number;

Marking the boundaries of the parcel on a site plan supplied by ARPA's Front Office.

Applications must be completed and signed in person at one of the following locations:

ARPA Front Office: Pitkali Markets, Ta' Qali, l/o Ħ'Attard

Gozo Front Office: Government Experimental Farm, Triq l-Imġarr, Xewkija

Call for Applications

The call for applications shall be open from Monday, 3rd February to Friday, 28th February, 2025. Applications submitted after this period will not be accepted.

For more information one may:

Access the detailed guidance notes available on the Agency's website (https://arpa.gov.mt/),

Call ARPA's Front Office on 2292 6148 (Malta),

Send an email to (arpa.mafa@gov.mt)

31st January, 2025

MALTA FOOD AGENCY

Call for applications for Permits to Operate Stalls at the Farmers Market

The Malta Food Agency notifies that applications will be received from those wishing to be considered for the role of permit holders at the Farmers Market in Ta' Qali and Kottonera from 3rd February, 2025 to 3rd March, 2025.

ta' Marzu, 2025. Kopji tad-dokument bl-informazzjoni dwar is-sejħa u l-applikazzjoni jistgħu jitniżżlu mis-sit elettroniku tal-Malta Food Agency (https://foodagency.mt), jew jinġabru personalment mill-Uffiċċju tal-Market Regulation tal-Malta Food Agency fi Triq il-Pitkali, Ħ'Attard. L-applikazzjonijiet flimkien mad-dokumenti mitluba jistgħu jintbagħtu permezz ta' ittra elettronika lil (farmersmarket@gov.mt), jew jittieħdu personalment fl-istess uffiċċju mit-8.00 a.m. sa nofsinhar, mit-Tnejn sal-Ġimgħa.

Il-31 ta' Jannar, 2025

AWTORITÀ TAL-IPPJANAR

Aġġornament tal-Mappa Bażi 2018

L-Awtorità tal-Ippjanar tgħarraf lill-pubbliku li qiegħda twettaq aġġornament tal-mappa bażi. Għaldaqstant se jsiru sondaġġi permezz ta' droni f'din il-lokalità kif indikat fid-dati li ġejjin:

Ħal Luqa – mis-17 sat-28 ta' Frar, 2025

Aktar tagħrif jista' jinkiseb permezz ta' ittra elettronika lil (geomatics@pa.org.mt).

Il-31 ta' Jannar, 2025

SECTORAL PROCUREMENT DIRECTORATE

Lista ta' kuntratti ta' offerti mogħtija mis-Sectoral Procurement Directorat matul il-perjodu bejn l-1 ta' Lulju, 2024 u l-31 ta' Diċembru, 2024, ippubblikata skont ir-Regolament 79(2)(k) tar-Regolamenti tal-Kuntratti Pubbliċi S.L. 601.03.

Il-31 ta' Jannar, 2025

Copies of the call information document and application may be downloaded from the Malta Food Agency website (https://foodagency.mt), or collected in person from the Market Regulation Office of the Malta Food Agency in Triq il-Pitkali, Ħ'Attard. Applications together with the requested documents can be sent by email to (farmersmarket@gov.mt), or delivered in person to the same office from 8.00 a.m. to noon, from Monday to Friday.

31st January, 2025

PLANNING AUTHORITY

Update to the 2018 Basemap

The Planning Authority notifies the general public that it is undertaking an update to the 2018 Basemap. To this extent it will be carrying out surveys by means of drones in the following locality on the following dates:

Ħal Luqa – from 17th to 28th February, 2025

Any queries should be directed to (geomatics@pa.org.mt).

31st January, 2025

SECTORAL PROCUREMENT DIRECTORATE

List of tender contracts awarded by the Sectoral Procurement Directorate during the period between 1st July, 2024, and 31st December, 2024, published in terms of Regulation 79(2)(k) of the Public Procurement Regulations S.L. 601.03.

31st January, 2025

OFFERTI: Financial Intelligence Analysis Unit
TENDERS: Financial Intelligence Analysis Unit

Nru *No.*	Numru tar-Referenza tal-Offerta *Tender Reference Number*	Titlu tal-Offerta/ Suġġett tal-Offerta *Tender Title/Subject of Tender*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
1	SPD7/2024/030	Tender for the Supply, Delivery and Assembly of Meeting Booths for the Financial Intelligence Analysis Unit (FIAU)	27.11.2024	BSL Lifestyles	€66,969.00
2	SPD7/2024/024	Tender for the Supply, Delivery and Installation of Energy Efficient Audio-Visual Equipment for Training Room for the Financial Intelligence Analysis Unit (FIAU)	18.11.2024	Astral Enterprises Ltd	€93,821.61

Nru *No.*	Numru tar-Referenza tal-Offerta *Tender Reference Number*	Titlu tal-Offerta/ Suġġett tal-Offerta *Tender Title/Subject of Tender*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
3	SPD7/2024/041	Framework Contract for the Provision of Conference Facilities, Accomodation and Catering Services taking into consideration seasonality and minimising waste generation, for a Seminar hosted by the Financial Intelligence Analysis Unit (FIAU)	17.12.2024	Meeting Point Events Limited	€66,176.10

ANALIŻI TA' INFORMAZZJONI FINANZJARJA (FIAU)

Lista ta' kuntratti ta' kwotazzjonijiet u direct contracts mogħtija mill-Korp għall-Analiżi ta' Informazzjoni Finanzjarja għall-perjodu bejn l-1 ta' Lulju, 2024 u l-31 ta' Diċembru, 2024, skont l-Artikolu 111(2) tar-Regolamenti dwar l-Akkwist Pubbliku S.L. 601.03.

Il-31 ta' Jannar, 2025

FINANCIAL INTELLIGENCE ANALYSIS UNIT (FIAU)

List of quotation contracts and direct orders awarded by Financial Intelligence Analysis Unit during the period between 1st July, 2024 and 31st December, 2024, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03

31st January, 2025

Kwotazzjoni/*Quotations*

Nru. *No*	Numru tar-Referenza tal-Kwotazzjoni *Quotation Reference Number*	Titlu tal-Kwotazzjoni/ Suġġett tal-Kwotazzjoni *Quotation Title/ Subject of Quotation*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
1	FIAU/2024/91	The provision of catering services for an event organised by FIAU in August 2024	17.04.2024	James Caterers	€ 6,591.02
2	FIAU/2024/166	Hiring of venue and catering services for an event organised by FIAU in September 2024	30.07.2024	Westin Dragonara	€ 7,663.14
3	FIAU/2024/189	Hiring of venue and catering services for training organised by FIAU on 30th October 2024	05.09.2024	Westin Dragonara	€ 6,392.20
4	FIAU/2024/183	The provision of catering services for an event organised by FIAU in December 2024	29.08.2024	Busy Bee Retail Ltd	€ 5,597.25
5	FIAU/2024/171	Car Lease for 1 year to be used by the General Duties Officers of the FIAU	04.09.2024	United Garage Limited (Hertz International Franchisee)	€ 5,940.00
6	n/a	Supply and Finishes with plastering material and painting at FIAU Swatar premises	11.09.2024	darek.mt	€ 9,900.00

Direct Contracts

Nru. *No*	Numru tar-Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/Suġġett tad-Direct Contract *Direct Contract Title/ Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
1	FIAU/2024/61	The provision of a conference venue and catering services for 150 delegates attending an international conference organised by the FIAU in June 2024	13.03.2024	Corinthia Palace	€ 29,331.02
2	n/a	National Campaign for Cash Restriction Policy update from 23rd September till 31st October 2024 for a total of 14 adverts	02.09.2024	Public Broadcasting Services Ltd	€ 9,644.00
3	n/a	National Campaign for Cash Restriction Policy update from 24th September till 30th October 2024 for a total of 15 adverts	02.09.2024	Media.Link Communications Company Limited	€ 7,275.00
4	n/a	National Campaign for Cash Restriction Policy update from 23rd September till 31st October 2024 for a total of 14 adverts	02.09.2024	One Digital	€ 7,280.00
5	n/a	Supply, delivery and programming of a water leak system for the FIAU premises	13.09.2024	ispy	€ 9,827.00
6	n/a	12 month renewal of support, maintenance and development of the goAML system	10.08.2024	United Nations - Vienna	€ 53,999.13
7	n/a	Provision of software enhancements in the Compliance and Supervision Platform for Assessing Risks (CASPAR) System	08.10.2024	ICON Studios Ltd	€ 21,325.00
8	n/a	12 month support agreement and annual license for Milestones 1-3 and 5 (Additional modules and software services to CASPAR)	24.12.2024	ICON Studios Ltd	€ 39,421.00
9	FIAU/2024/233	Supply, delivery and assembly of 21 Flip Top tables with an Integrated Cable Management System, Power Box, Modesty Panel and connectors for the FIAU training room	08.11.2024	BSL Lifestyles	€ 20,355.30

DIPARTIMENT TAL-INFORMAZZJONI

Lista ta' kwotazzjonijiet, direct orders u offerti mogħtija mid-Dipartiment tal-Informazzjoni matul il-perjodu bejn l-1 ta' Lulju, 2024 u l-31 ta' Diċembru, 2024, ippubblikata skont l-Artikolu 111(2) tar-Regolamenti tal-2016 dwar l-Akkwist Pubbliku (A.L. 352/2016).

Il-31 ta' Jannar, 2025

Kwotazzjonijiet/*Quotations*

Nru *No.*	Nru. ta' Ref. tal-Kwotazzjoni *Quotation Ref. No.*	Isem tal-Kwotazzjoni/ Suġġett tal-Kwotazzjoni *Quotation Name/ Subject of Quotation*	Data tal-Għotja *Award Date*	Isem il-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt eskluża l-VAT *Contract Value Excl. VAT*	
1	01/2024	Call for Quotations for the provision of photographic services to the Department of Information during 2025	12/11/2024	Tufigno Photo Service (Austin Tufigno) Justin Mizzi The Creative Unit (Neil Camilleri) Geoffrey Zarb Adami SOLID + BLANK/ Darren Agius Photography Image Consulting (Stephen Busuttil)	10,000.00	*Din is-somma tkopri n-nefqa fuq 10 operaturi ekonomiċi

Direct Orders

Nru *No.*	Nru. ta' Referenza tad-Direct Order *Direct Order Reference No.*	Isem tad-Direct Order/ Suġġett tad-Direct Order *Direct Order Name/ Subject of Direct Order*	Data ta' Approvazzjoni *Approval Date*	Isem il-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt eskluża l-VAT *Contract Value Excl. VAT*
1	DOI 27/2024	Procurement of high-end photographic equipment including camera bodies, lenses, batteries, protection filters, chargers, studio lighting and card readers	21/10/2024	Joseph Coppini (Foto Vision)	62,453.71
2	DOI 27/2024	Procurement of high-end photographic equipment including camera bodies, lenses, batteries, protection filters, chargers and card readers	21/10/2024	Avantech Ltd	72,351.49

Offerti/*Tenders*

Nru *No.*	Nru. ta' Referenza tal-Kwotazzjoni *Tender Reference Number*	Isem tal-Kwotazzjoni/ Suġġett tal-Kwotazzjoni *Tender Name/Subject of Tender*	Data tal-Għotja *Award Date*	Isem il-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt eskluża l-VAT *Contract Value Excl. VAT*
Nil	Nil	Nil	Nil	Nil	Nil

DEPARTMENT OF INFORMATION

List of quotations, direct orders and tenders, awarded by the Department of Information during the period between 1st July, 2024 and 31st December, 2024, published in terms of Regulation 111(2) of the Public Procurement Regulations (L.N. 352/2016).

31st January, 2025

AWTORITÀ TA' MALTA DWAR IS-SERVIZZI FINANZJARJI

Lista ta' kuntratti tal-offerta*, direct contracts u varjazzjonijiet approvati mogħtija mill-Awtorità ta' Malta dwar is-Servizzi Finanzjarji matul il-perjodu bejn l-1 ta' Lulju, 2024 u l-31 ta' Diċembru, 2024, ippubblikati skont ir-Regolament 111 (2) tar-Regolamenti dwar l-Akkwist Pubbliku L.S. 601.03.

Il-31 ta' Jannar, 2025

MALTA FINANCIAL SERVICES AUTHORITY

List of tender contracts*, direct contracts and approved variations awarded by the Malta Financial Services Authority during the period between 1st July, 2024 and 31st December, 2024, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03.

31st January, 2025

Offerti/*Tenders

Nru *No.*	Numru ta' Referenza tal-Offerta *Tender Reference Number*	Titlu tal-Offerta/Suġġett tal-Offerta *Tender Title/Subject of Tender*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
1	EPCO-12-24	Framework Purchase of Mouses and Keyboards	03/07/2024	ComputaCentre	€7,113.90
2	EPCO-13-24	Framework Purchase of Atlassian Licenses	08/07/2024	SoftwareOne	€10,026.84
3	EPCO-14-24	Framework Purchase of Monitors	08/07/2024	SoftwareOne	€72,000.00
4	EPCO-15-24	Framweork Purchase of USB-C Docks	16/07/2024	ComputaCentre	€32,305.80
5	EPCO-16-24	Framework Purchase of Vmware Licenses	22/07/2024	SoftwareOne	€14,430.00
6	EPCO-17-24	Framework Purchase of CISCO Smartnets	22/07/2024	Betchle GMBH	€166,355.00
7	EPCO-18-24	Framework Purchase of Security Lock Cables	24/07/2024	Proximus Luxembourg	€7,012.51
8	EPCO-19-24	Framework Purchase of SendConfirm Licenses	29/07/2024	SoftwareOne	€12,838.00
9	EPCO-20-24	Framework Purchase of UPSs	26/08/2024	Computacenter	€18,400.00
10	EPCO-21-24	Framework Purchase of Audio Codecs	20/08/2024	Computacenter	€39,199.00
11	EPCO-22-24	Framework Purchase of Laptops	10/09/2024	Computacenter	€645,517.47
12	EPCO-23-24	Framework Purchase of Vmware vSphere Foundation Licenses	10/10/2024	SoftwareOne	€59,754.24
13	EPCO-24-24	Framework Purchase of F5 Licenses	29/10/2024	SoftwareOne	€36,959.00
14	EPCO-25-24	Framework Purchase of HPE Carepacks	20/11/2024	ComptaCenter	€125,639.00
15	EPCO-26-24	Framework Purchase of PRTG Network Licenses	02/12/2024	SoftwareOne	€20,100.00
16	EPCO-27-24	Framework Purchase of HP Enterprise Hardware	15/12/2024	Proximus Luxembourg	€137,707.00
17	EPCO-28-24	Framework Purchase of Mobile Devices	30/12/2024	ComputaCentre	€100,086.00
18	CfQ-02-24	Leasing of Coffee Machines	02/07/2024	Multivend Services Limited	€9,999.00

Nru *No.*	Numru ta' Referenza tal-Offerta *Tender Reference Number*	Titlu tal-Offerta/Suġġett tal-Offerta *Tender Title/Subject of Tender*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
19	CfQ-03-24	Procurement of Round Meeting Tables	05/08/2024	Offici	€5,542.00
20	CfQ-05-24	Procurement of Building Maintenance Services	03/10/2024	Mekanika	€9,999.00

*Awtoritajiet kuntrattwali għandhom iniżżlu kwalunkwe offerti (inkluż design contests and innovation partnerships) mogħtija minnhom mingħajr l-involviment tad-Direttorat tas-Sectoral Procurement.
**Contracting authorities are to list any tenders (including design contests and innovation partnerships) awarded by them without the involvement of the Sectoral Procurement Directorate.*

Direct Contracts

Nru *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/ Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
1	DO-18-24	Renewal of World Check licenses	08/07/2024	Refinitiv Limited	$94,920.00
2	DO-22-24	Procurement of Leadership and Ethics Training	05/07/2024	Gleeson Holdings LLC	$40,000.00
3	DO-23-24	Renewal of Orbis All Companies license	09/07/2024	Moody's Analytics UK Ltd	€91,900.00
4	DO-24-24	Renewal of Sage People licenses	02/08/2024	Sage Group PLC	€73,143.00
5	DO-25-24	Relocation of VRF System	06/08/2024	BT Commercials	€41,860.00
6	DO-26-24	Procurement of Access Control System	05/08/2024	Alberta	€29,676.00
7	DO-27-24	Procurement of IP Network Switches	12/08/2024	EY Malta	€110,500.00
8	DO-28-24	Leasing of Conference hall AV Equipment	24/09/2024	Studio 7	€81,299.00
9	DO-29-24	Venue Hire for Leadership Conference	06/09/2024	Radisson Golden Sands	€14,300.00
10	DO-30-24	Venue Hire of Townhall Corporate Event	07/10/2024	Radisson Golden Sands	€28,919.00
11	DO-31-24	Extension of Civil Liability, Comprehensive Crime, Directors and Officers and Company Reimbursement, and Cyber Security Insurance	15/10/2024	Antes Insurance Brokers	€53,045.00
12	DO-32-24	Hire of SLT Conference AV equipment	15/10/2024	The Event Planner	€27,235.00

Nru *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/ Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
13	DO-33-24	Renewal of Algolia licenses	16/12/2024	Algolia SAS	€19,997.96
14	NP-03-23	Procurement of Records Management System	19/09/2024	Avepoint GMBH	€770,000.00
15	NP-05-23	Procurement of International Branding Services	23/07/2024	Digitalis UK Ltd	€2,720,000.00
16	NP-02-24	Renewal of Crime, Dirrectors and Officers, company re-imbursement and Cyber Security Insurances	14/11/24	Antes Insurance Brokers	€292,150.00
17	NP-03-24	Six month extension of Health and Life Insurances	26/09/24	Antes Insurance Brokers	€302,162.00
18	LPO_444_24-R2	Venue Hire for Corporate Event	05/12/2024	Villa Arrigo	€9,228
19	LPO_706_24	Provision of Consultancy Services	03/07/2024	David Leone Ganado	€10,000
20	LPO_719_24	Provision of Back Office Services	03/07/2024	Apex Corporate & Advisory Services Ltd	€8,500
21	LPO_739_24	Provision of Recruitment Services	10/07/2024	Konnekt	€5,568
22	LPO_744_24	Provision of Training Services	11/07/2024	XReg Consulting Limited	€9,000
23	LPO_757_24	Provision of LED TVs	17/07/2024	Doneo	€8,069
24	LPO_767_24	Renewal of Acuris Licenses	22/07/2024	Acuris Risk Intelligence	€8,398
25	LPO_769_24-R1	Provision of an Employee Engagement Survey	27/09/2024	KPMG	€7,967
26	LPO_775_24	Leasing of Printers	23/07/2024	SG Solutions	€8,693
27	LPO_782_24	Provision of two stands for Freshers' Week 2024	24/07/2024	KSU	€6,500
28	LPO_785_24	Provision of Advertising Services	25/07/2024	GlassDoor	€7,800
29	LPO_800_24	Publication of article on Die Welt	30/07/2024	TRC Global Media Services SL	€6,000
30	LPO_803_24	Venue Hire for Financial Stability Conference	30/07/2024	Xara Collection	€6,864
31	LPO_807_24	Provision of Audiocodes Support	31/07/2024	Bechtle	€5,001
32	LPO_810_24	Provision of Consultancy Services	31/07/2024	Cliff Pace	€9,750
33	LPO_813_24	Renewal of Statuspage Coroprate and Bitbucket Standard licences	01/08/2024	Atlassian	€7,470
34	LPO_826_24	Provision of Cabling Services for Access Control System	05/08/2024	Alarmtech	€9,546

Nru *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/ Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
35	LPO_829_24	Provision of workshop and training services	06/08/2024	Sporting Edge Solutions Limited	€7,291
36	LPO_831_24	Hire of Audio-visual setup	06/08/2024	Genaudio	€7,275
37	LPO_834_24	Renewal of online subscription to the Financial Times	06/08/2024	The Financial Times Ltd	€8,894
38	LPO_849_24	Provision of merchandise for Freshers' Week 2024	08/08/2024	Mompalao Trading Ltd.	€8,380
39	LPO_850_24	Provision of Videos fpr Freshers Week 2024	08/08/2024	Tribe (Emineo Ltd.)	€6,330
40	LPO_869_24	Provision of workshop and training services	13/08/2024	Alastair McGregor	€6,685
41	LPO_871_24	Renewal of LoadNinja Pro Plus licenses	13/08/2024	Smartbear	€6,485
42	LPO_894_24	Provision of Stand Design Services for Freshers' Week	22/08/2024	Event Planner Co. Ltd	€8,910
43	NO PO_1	Provision of a Legal Opinion	30/08/2024	Prof. Dirk Andreas Zetzsche	€10,000
44	LPO_925_24	Provision of Advertising services for the MFSA Bonds Campaign	02/09/2024	Videocafe	€5,760
45	LPO_994_24	Provision of Redgate Monitor licenses	16/09/2024	Redgate Software Ltd	€7,325
46	LPO_1003_24-R1	Hire of Audiovisual services for Townhall	21/11/2024	AV Warehouse	€9,970
47	LPO_1045_24	Provision of Security Services	24/09/2024	Signal 8	€8,892
48	LPO_1062_24	Venue Hire for Fintech Event	26/09/2024	The Phoenicia	€7,441
49	LPO_1063_24	Provision of matt film for office separation	26/09/2024	Recowatt	€9,979
50	NO PO_2	Provision of Professional services	11/10/2024	Mazars	€8,060
51	LPO_1149_24	Venue Hire for Annual Banking Conference	15/10/2024	Westin Dragonara	€8,559
52	LPO_1192_24	Provision of beverages for Corporate Event	24/10/2024	Tax-Xorb	€5,281
53	LPO_1223_24	Provision of Security Services	29/10/2024	Signal 8	€8,629
54	LPO_1242_24-R1	Hire of Audiovisual setup for Annual Banking Conference	12/11/2024	Genaudio	€7,203
55	LPO_1266_24	Renewal of Cloudigo subscription	07/11/2024	Cloudigo	€9,936
56	LPO_1280_24	Provision of Architectural Services	12/11/2024	Arch. David Zahra	€9,500
57	LPO_1300_24	Provision of a cleaning services	18/11/2024	MGP	€8,554
58	LPO_1315_24	Provision of Transportation Services	19/11/2024	Executive Malta	€9,500

Nru *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/ Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
59	LPO_1317_24	Hire of Audiovisual services	20/11/2024	MST Audiovisual	€7,455
60	LPO_1355_24	Supply of Plants and pots including maintenance	27/11/2024	Innovative Greens Ltd	€9,454
61	LPO_1371_24	Provision of Milk for 2025	28/11/2024	Mark Joseph Borg	€6,739
62	LPO_1393_24	Renewal of Netwrix licenses	03/12/2024	CIPS Informatica	€5,684
63	LPO_1397_24	Provision of XT Cloud services	12/12/2024	UB Partner	€9,000
64	LPO_1429_24	Provision of electrician services	11/12/2024	Emanuel Lautier	€9,000
65	LPO_1436_24	Provision of Advertising services for the Notification Regime Campaign	16/12/2024	PBS	€7,990
66	LPO_1444_24	Preventive Maintenance Agreement for HVAC Systems	17/12/2024	Titan	€7,600
67	LPO_1448_24	Renewal of Lexology Pro subscription	18/12/2024	Law Business Research	€7,000

Varjazzjonijiet Approvati/*Approved Variations*

Nru tar-Ref. tal-Kuntratt *Contract Ref. No.*	Titlu tal-Kuntratt/ Suġġett tal-Kuntratt *Contract Title/ Subject of Contract*	Data Approvata *Approval Date*	Isem tal-Kuntrattur *Contractor's Name*	%Varjazzjoni mill-Valur Oriġinali tal-Kuntratt *% Variation from Original Contract Value*	Valur Oriġinali tal-Kuntratt Eskluża l-VAT *Original Contract Value Excl. VAT*	Varjazzjoni f' € Eskluża l-VAT *Variation in € Excl. VAT*	Valur Finali tal-Kuntratt Eskluża l-VAT *Final Contract Value Excl. VAT*
SPD7-2022-077	Professional Services additional workstreams	14/08/24	LogikView	4.31%	€92,712.00	€4,000.00	€96,712.00
SPD7-2022-077	Additional Licenses	23/05/24	LogikView	1.94%	€92,712.00	€1,800.00	€98,512.00
SPD7-2022-061	Additional Telephone Lines	24/09/24	EPIC Malta	3.01%	€40,420.08	€1,217.54	€41,637.62
CT-2386-2021	Additional Licenses	21/10/24	Squalio Lieuteva	2.77%	€1,244,813.40	€34,500.00	€1,279,313.40

INTERCONNECT MALTA LTD

Lista ta' kwotazzjonijiet, direct contracts u varjazzjonijiet tal-kuntratti mogħtija minn Interconnect Malta Ltd matul il-perjodu mill-1 ta' Jannar, 2024 sat-30 ta' Ġunju, 2024, skont l-Artikolu 111(2) tar-Regolamenti dwar l-Akkwist Pubbliku L.S. 601.05.

Il-31 ta' Jannar, 2025

INTERCONNECT MALTA LTD

List of quotations, direct contracts and variations to contracts awarded by Interconnect Malta Ltd during the period between 1st January, 2024 and 30th June, 2024, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.05.

31st January, 2025

Kwotazzjonijiet/*Quotations*

Nru ta' Referenza tal-Kwotazzjoni *Quotation Reference No.*	Isem tal-Kwotazzjoni/ Suġġett tal-Kwotazzjoni *Quotation Title/Subject of Quotation*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
ICM 2/24	Travel	23/1/2024	Tristar Travel Ltd	14,080.00

Direct Contracts

Nru ta' Referenza tad-Direct Contract *Direct Contract Reference No.*	Isem tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem tal-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
ICM 13/24	Services to compile a 'Piano Saggi'	16/2/2024	HPC Italia S.r.l.	8,040.00
ICM 79/23	ICM Financial Audit	8/4/2024	Ernst and Young	7,500.00
ICM 54/24	ALARP Certification- IC2 Project	13/5/2024	Safelane Global	15,060.00
ICM 63/24	Professional indemnity insurance	29/5/2024	New Dawn Risk (Europe Limited)	30,000.00

Varjazzjonijiet/*Variations*

Nru ta' Ref. tal-Kuntratt *Contract Ref. No.*	Isem tal-Kuntratt/ Suġġett tal-Kuntratt *Contract Title/ Subject of Contract*	Data Approvata *Approval Date*	Isem tal-Kuntrattur *Name of Contractor*	% ta' varjazzjoni mill-valur oriġinali tal-kuntratt *% variation from original contract value*	Valur oriġinali tal-kuntratt eskluża l-VAT *Original contract value excluding VAT*	Valur tal-varjazzjoni f' € eskluża l-VAT *Variation in € excluding VAT*	Valur finali tal-kuntratt eskluża l-VAT *Final contract value excluding VAT*
CT3013/ 2022	MT-IT Electrical Interconnector 2 – Front End Engineering Design (FEED) and Preparation of the EPC Technical Dossier	6/02/2024	JV CESI Leader	9%	1,164,630.00	99,500.00	1,264,130.00

REGOLATUR TAS-SERVIZZI TAL-ENERĠIJA U TAL-ILMA

Lista ta' direct contracts mogħtija mir-Regolatur tas-Servizzi tal-Enerġija u tal-Ilma matul il-perjodu mill-1 ta' Jannar, 2024, sat-30 ta' Ġunju, 2024, skont l-Artikolu 111(2) tar-Regolamenti dwar l-Akkwist Pubbliku L.S. 601.03.

Il-31 ta' Jannar, 2025

Nru *No.*	Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Isem tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Name/Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem il-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
1	REWS/115/2023	Software Development for the addition of the Renewable Energy Systems 2024 Module to the Schemes Administration System	3/1/2024	Darttek Limited	€11,010.46
2	REWS/PO/1415	Equipment, licences and services for the Firewall setup	2/2/2024	Computime	€8,441.14
3	REWS/PO/1416	HPE Tech Care service for servers	5/2/2024	Computime	€5,234.79
4	REWS/PERS/3/2024	Assistance in connection with benchmarking review	5/3/2024	Grant Thornton	€5,260.00
5	REWS/28/2024	Penetration Testing for the Schemes Administration Platform (SAS)	3/4/2024	Darttek Limited	€17,718.00
6	REWS/PERS/2/2019	Administrative services icw the Regulation and EU Affairs Unit	9/4/2024	Ing Stefan Mario Sant	€9,000.00
7	REWS/20/2024	Expert economic advice in the energy sector	18/4/2024	Frontier Economics	€49,800.00
8	REWS/77/2024	Internal Audit Reviews	10/6/2024	Grant Thornton	€6,000.00

REGULATOR FOR ENERGY AND WATER SERVICES

List of direct contracts awarded by the Regulator for Energy and Water Services during the period between 1st January, 2024 and 30th June, 2024, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03.

31st January, 2025

MINISTERU GĦAS-SAĦĦA U ANZJANITÀ ATTIVA

Lista ta' direct contracts mogħtija mill-Ministeru għas-Saħħa u l-Anzjanità Attiva, matul il-perjodu bejn l-1 ta' Lulju, 2024 u l-31 ta' Diċembru, 2024, ippubblikata skont l-Artikolu 111 (2) tar-Regolamenti dwar l-Akkwist Pubbliku S.L 601.03.

Il-31 ta' Jannar, 2025

Nru *No.*	Numru ta' Referenza *Reference Number*	Suġġett *Subject*	Data tal-Għotja *Award Date*	Kuntrattur *Contractor*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl VAT*
1	MFAA/059/2022	Legal Services	1/9/2024	Dr Noel Camilleri	9,000
2	MHA/ AA/130/2024	5 Door Electric Car for Director (Strategy and Support)	11/12/2024	GasanZammit Motors Ltd	36,440
3	MHA/ AA/40/2024	Legal Services	22/7/2024	ABA Advocates	7,874

MINISTRY FOR HEALTH AND ACTIVE AGEING

List of direct contracts awarded by the Ministry for Health and Active Ageing, during the period between 1st July, 2024 and 31st December, 2024, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03.

31st January, 2025

AMBJENT MALTA

Lista ta' direct contracts approvati mogħtija minn Ambjent Malta matul il-perjodu bejn l-1 ta' Jannar, 2024 sat-30 ta' Ġunju, 2024, ippubblikata skont l-Artikolu 111(2) tar-Regolamenti dwar il-Kuntratti Pubbliċi L.S. 601.03.

Il-31 ta' Jannar, 2025

AMBJENT MALTA

List of direct contracts awarded by Ambjent Malta during the period between 1st January, 2024 to 30th June, 2024, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03

31st January, 2025

Direct Contracts

Numru ta' Referenza tad-Direct Contract *Direct Contract Reference Number*	Titlu tad-Direct Contract/ Suġġett tad-Direct Contract *Direct Contract Title/ Subject of Direct Contract*	Data tal-Għotja *Award Date*	Isem il-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt Eskluża l-VAT *Contract Value Excl. VAT*
AMBMT 5/2024	RFQ for construction of a Girna	17/01/2024	Richard Muscat	€8,980.00
0043/2024	RFQ for renting of Scuba Wear and Diving Equipmemt	18/01/2024	Ritual Team	€5,000.00
0049/2024	RFQ for Voice Over Virtual Tours Botanical Gardens	23/1/2024	Stargate Studios	€5,925.00
AMBMT24/2024	RFQ for Geomorphic Study – Buskett	02/06/2024	Terracore	€7,800.00
0330/2024	RFQ for Core Drilling	22/04/2024	Terracore	€8,460.00
0340/2024	RFQ for Seabed Cleanups	19/04/2024	Orange Shark	€6,000.00
AMBMT 89/2024	RFQ for Service and Maintenance of Salina Park	26/04/2024	Gokker Ltd	€5,815.00
0413/2024	RFQ for Playground Equipment Repairs	21/05/2024	MED Projects	€6,349.00
0532/2024	Rfq for Broken Tube Slide GAIA tower	05/06/2024	MED Projects	€8,180.00

L-AWTORITÀ TAL-ISTATISTIKA TA' MALTA (MSA)

Lista ta' offerti, kwotazzjonijiet u direct orders mogħtija mill-Awtorità tal-Istatistika ta' Malta matul il-perjodu bejn l-1 ta' Lulju, 2024 u l-31 ta' Diċembru, 2024, ippubblikata skont l-Artikolu 111(2) tar-Regolamenti dwar il-Kuntratti Pubbliċi, S.L. 601.03 u skont struzzjonijiet maħruġa b'Ċirkulari tal-Kuntratti 12/2021 tal-25 ta' Ġunju, 2021.

Il-31 ta' Jannar, 2025

MALTA STATISTICS AUTHORITY (MSA)

List of tenders, quotations and direct orders awarded by the Malta Statistics Authority during the period between 1st July, 2024 and 31st December, 2024, published in terms of Regulation 111(2) of the Public Procurement Regulations, S.L. 601.03 and in accordance with Contracts Circular 12/2021 dated 25th June, 2021.

31st January, 2025

Offerti/*Tenders*

Isem tal-Offerta *Name of Tender*	Data tal-Għotja *Award Date*	Isem il-Kuntrattur *Contractor's name*	Valur tal-Kuntratt eskluża l-VAT (ewro) *Contract Value Excluding VAT (euro)*
NIL			

Kwotazzjonijiet/*Quotations*

Suġġett tal-Kwotazzjoni *Subject of Quotation*	Data tal-Għotja *Award Date*	Isem il-Kuntrattur *Contractor's name*	Valur tal-Kuntratt eskluża l-VAT (ewro) *Contract Value Excluding VAT (euro)*
NIL			

Direct Orders/*Direct Orders*

Suġġett tad-Direct Order *Subject of the Direct Order*	Data tal-Approvazzjoni *Approval Date*	Isem il-Kuntrattur *Contractor's name*	Valur tal-Kuntratt eskluża l-VAT (ewro) *Contract Value Excluding VAT (euro)*
Legal Services	17/09/2024	Old Mint Legal	9,600
Provision of two (2) Administration Officers 5 for six (6) months to aid in survey coordination for the Household Budgetary Survey 2024-25	14/10/2024	MISCO	37,340.16
Household Budgetary Survey Interviewing Support Services	19/11/2024	EMCSTenes	10,000

AUTOMATED REVENUE MANAGEMENT SERVICES LIMITED

Lista ta' kwotazzjonijiet, direct orders u modifikazzjonijiet mogħtija mill-Automated Revenue Management Services Limited matul il-perjodu mill-1 ta' Jannar, 2024 sat-30 ta' Ġunju, 2024, ippubblikata skont l-Artikolu 111(2) tar-Regolamenti tal-2016 dwar il-Kuntratti Pubbliċi u skont struzzjonijiet maħruġa b'Ċirkulari tal-MFEI 11/2011 tal-11 ta' Ottubru, 2011.

Il-31 ta' Jannar, 2025

AUTOMATED REVENUE MANAGEMENT SERVICES LIMITED

List of quotations, direct orders and modifications awarded by Automated Revenue Management Services Limited during the period from 1st January, 2024 to 30th June, 2024, in terms of Regulation 111(2) of the Public Procurement Regulations and in accordance with MFEI Circular 11/2011 dated 11th October, 2011.

31st January, 2025

Kwotazzjonijiet/*Quotations*

Nru *No.*	Numru ta' Referenza tal-Kwotazzjoni *Quotation Reference Number*	Isem tal-Kwotazzjoni/ Suġġett tal-Kwotazzjoni *Quotation Name/ Subject of Quotation*	Data tal-Għotja *Award Date*	Isem il-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt eskluża l-VAT *Contract Value Excl. VAT*
1	ARMS/CFQ/10/2023	Call for quotations for the supply and delivery of interfold flushable hand towels, kitchen rolls and hand soap, with reduced environmental impact, including relevant dispensers to Arms Ltd.	4/4/2024	Hotel Line Ltd	Offer estimate of 3,860 total value of Agreement 10,000

Direct Orders

Nru *No.*	Ref. Nru. tad-Direct Order *Direct Order Ref. No.*	Isem id-Direct Order/Suġġett tad-Direct Order *Direct Order Name/Subject of Direct Order*	Data tal-Approvazzjoni *Approval Date*	Isem il-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt eskluża l-VAT *Contract Value Excl. VAT*
1	DO-01-2024	Request Direct Order to Perform an Internal Audit Service (Phase 2) to ARMS Ltd-RSM	13/5/2024	RSM Malta	7,500
2	As per CFQs by Broker	Insurance coverage on ARMS Vehicles	23/1/2024	National Insurance Brokers (Argus Insurance)	6,605.81
3	DO-02-2024	Request Direct Order provision of Legal Consultancy Services related to HR Procedures to ARMS Ltd	1/1/2024	Andrew Grima	10,000
4	DO-03-2024	Request Direct Order for Professional Consultancy Services	1/1/2024	Ray Fava	10,000
5	DO-05-2024	Request Direct Order for Professional Health and Safety Service	12/1/2024	Etienne Stanicic	10,000
6	DO-07-2024	Request Direct Order for the CCTV System Repair at Gattard House Offices	1/5/2024	Mediterranean Protection Installations	7,207
7	DO-06-2024	Request Direct Order for Consulatncy services	1/1/2024	Joseph Picco	10,000
8	DO-09-2024	Request Direct Order for advisory services to facilitate the definition of an Action Plan for the new Strategy of ARMS Ltd	31/1/2024	RSM Malta	9,900
9	DO-11-2024/ CFQ-01-2024	Cash in Transit and Key Management Services to ARMS Ltd	3/7/2024	Ozosecurity	8,640.00
10	DO-12-2024/ CFQ-02-2024	Direct Order for the Request for Adobe InDesign Professional Services for Form Redesign Project	3/11/2024	Mompalao	9,900
11	DO-13-2024/ CFQ-03-2024	Direct Order for the Request for Adobe InDesign Professional Services for Form Redesign Project	3/11/2024	Humble Ltd	9,850.00
12	DO-16-2024/ CFQ-04-2024	Direct Order for the service of an Evaluation and Integration Building at ARMS Ltd Offices	25/3/2024	Surveillance Services	7,599.00
13	DO-17-2024 as per CFQ-05-2024	Direct Order for the Purchase of two Laptops as per Specifications	4/2/2024	Techstore Ltd	6,399.72
14	DO-21-2024 as per CFQ-08-2024	Direct Order for the Installation of Flag Poles and Flags at Luqa Offices	29/4/2024	Billboard Advertising Ltd	7,980.00

Nru *No.*	Ref. Nru. tad-Direct Order *Direct Order Ref. No.*	Isem id-Direct Order/Suġġett tad-Direct Order *Direct Order Name/Subject of Direct Order*	Data tal-Approvazzjoni *Approval Date*	Isem il-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt eskluża l-VAT *Contract Value Excl. VAT*
15	DO-23-2024	Direct Order to Provide Agreed Upon Procedures (AUPs) on the electricity and water billing system functionality services.	21/5/2024	RSM Malta	27,500
16	DO-24-2024	Direct Order for the Lease service of 1 Executive Vehicle and 1 Van for one yer	4/6/2024	Aquarius Rent A Car	9,763.75
17	DO-25-2024	Direct Order for Participation at the Malta Property Show 2024	5/6/2024	Check Your Trader Ltd	8,698.00
18	DO-28-2024 as per CFQ-08-2024	Direct Order for the Supply and Delivery of ARMS Merchandise for the Malta Property Show 2024 Exhibition	18/6/2024	Mompalao	9,900.00

Direct Orders – Mhux Applikabbli għal PPR (Konsulenza Legali)/*Not Applicable to PPR (Legal Consultancy)*

Nru *No.*	Ref. Nru. tad-Direct Order *Direct Order Ref. No.*	Isem id-Direct Order/ Suġġett tad-Direct Order *Direct Order Name/Subject of Direct Order*	Data tal-Approvazzjoni *Approval Date*	Isem il-Kuntrattur *Contractor's Name*	Valur tal-Kuntratt eskluża l-VAT *Contract Value Excl. VAT*
1	DO-02-2024	Provision of Legal Consultancy Services related to HR Procedures to ARMS Ltd – Dr A. Grima	1 st January 2024	Dr Andrew Grima	10,000
2	DO-08-2024	Provision of Legal Consultancy Services- Dr Joey Reno Vella	5th January 2024	Dr Joey Reno Vella	10,000
3	DO-010-2024	Provision Legal Consultancy Services to ARMS Ltd – Dr Dennis Zammit	4th March 2024	Dr Dennis Zammit	10,000
4	DO-19-2024	Provision of Legal Consultancy Services to ARMS Ltd- Legis Services Malta Consortium	10th April 2024	Legis Services Malta Consortium	10,000
5	DO-26-2024	Provision Legal Consultancy Services to ARMS Ltd – Dr John Gauci	4th June 2024	Dr John Gauci	10,000

Modifikazzjonijiet/*Modifications*

Nru *No.*	Numru ta' Referenza tal-Kuntratt *Contract Reference Number*	Isem tal-Kuntratt/ Suġġett tal-Kuntratt *Contract Name/ Subject of Contract*	Data Approvata *Approval Date*	Valur tal-Kuntratt *Contractor's Name*	Isem il-Kuntrattur *Contract Value*
1	ARMS/T/03/2021	Tender for the Provision of External Audit Services to ARMS Ltd	20/3/2024	PKF Limited	3,406.91

KUNSILL LOKALI L-MOSTA

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali l-Mosta jgħarraf li:

Pjazza Rotunda se tkun magħluqa nhar il-Ġimgħa, 28 ta' Frar, 2025, mit-3.00 p.m. sal-11.00 p.m.;

Traffiku li ġej minn Triq il-Kostituzzjoni jiġi devjat lejn Triq Nicolò Isouard;

Traffiku li ġej minn Triq il-Pont u Triq Sant'Anna jiġi devjat lejn Triq il-Bażilika;

Traffiku li ġej minn Triq il-Kungress Ewkaristiku jiġi devjat għal Triq it-Torri;

Traffiku li ġej minn Triq San Ġwann se jiġi devjat minn wara tas-City Bar u 'l fuq lejn Triq il-Kbira.

Ħadd ma jista' jipparkja fl-ewwel ringiela tal-parkeġġ tal-Mosta ħdejn il-Bażilika

It-trasport pubbliku se jkun affettwat.

Il-31 ta' Jannar, 2025

MOSTA LOCAL COUNCIL

Suspension of Traffic and Parking

The Mosta Local Council notifies that:

Mosta Square will be closed for traffic on Friday, 28th February, 2025, from 3.00 p.m. till 11.00 p.m.;

Traffic coming from Triq il-Kostituzzjoni will be diverted to Triq Nicolò Isouard;

Traffic coming from Triq il-Pont and Triq Sant'Anna will be diverted to Triq il-Bażilika;

Traffic coming from Triq il-Kungress Ewkaristiku will be diverted to Triq it-Torri;

Traffic coming from Triq San Ġwann will be diverted from the back of City Bar and to Triq il-Kbira.

Parking will be prohibited in the first row of Mosta carpark next to Bażilika.

Public transport will be affected.

31st January, 2025

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, 13 ta' Frar, 2025.

*Avviż Nru 1 Kiri, għall-perjodu li fadal tal-kirja preżenti li jintemm fil-31 ta' Mejju, 2028, tal-fond vojt tale quale f'Nru 10E fi Triq Mikiel Anton Vassalli, u Nru 82 Flat Nru. 2 fi Triq Melita, Il-Belt Valletta, kif muri bl-aħmar fuq il-pjanta L.D./161/1997 (part of). Il-partijiet komuni huma murija sfumati bl-isfar. Il-kerrej preżenti ma jridx jibqa' fil-kirja u terz interessat lest li jidħol għar-rimanenti perjodu ta' din il-kirja. Dan it-terz interessat għandu d-dritt tal-ewwel rifjut riżervat favurih skont Artikolu Nru. 3 (1) tal-Avviż Legali Nru 573.02. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €2,128 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' seba' mija u disa' ewro u erbgħa u għoxrin ċenteżmu (€709.24) fis-sena ma jiġux ikkunsidrati. Irid isir ħlas ta' €50 għad-dokumenti tal-offerta.

*Avviż Nru 2 Kiri, tale quale minn sena għal sena, għal skop ta' agrikultura, ta' Fond fi Triq Għajn Riħana, fil-limiti tal-Mosta, Il-Mosta, muri bl-aħmar fuq pjanta

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, 13th February, 2025.

*Advt No. 1. Lease, for the remaining period of the present lease which ends on the 31st May, 2028, of the bare premises tale quale at No. 10E, Triq Mikiel Anton Vassalli, and No. 82, Flat No. 2 Triq Melita, Valletta, as shown edged in red on the plan L.D. /161/97 (part of) . Common areas are shown shaded in yellow. The present tenant does not want to remain in the lease and an interested third party is ready to assume the remaining term of this lease. The interested third party has been reserved the right of first refusal as per Article No. 3 (1) of Legal Notice 573.02. Tenders are to be accompanied by a bid-bond for an amount of €2,128 as stipulated in the tender conditions. Offers below the amount of seven hundred and nine Euros and twenty-four cents (€709.24) per annum will not be considered. A fee of €50 will be charged for the tender documents.

*Advt No. 2. Lease tale quale, on a year to year basis, for agricultural purposes, of premises at Triq Ghajn Rihana, in the limits of Mosta, Mosta, as shown edged in red on

P.D.2023_720. Din il-propjetà tista' tkun suġġetta għal servitujiet eżistenti favur propjetà adjaċenti. L-offerenti għandhom ikunu persuni li huma rreġistrati bħala bdiewa full time jew part-time, skont ċertifikat maħruġ mid-Dipartiment tal-Agrikoltura li għandu jiġi sottomess mad-dokument tal-offerta jew studenti li temmew b'suċċess kors akkademiku fi studji agrikoli fil-ħames snin preċedenti mid-dħul fis-seħħ tal-Avviż Legali Nru. 573.06 li għandhom jissottomettu kopja taċ-ċertifikat rilevanti mal-offerta tagħhom. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €1,000 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tnejn u għoxrin ewro u tmienja u tmenin ċenteżmu (€22.88) 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 3 Għotja b'ċens perpetwu revedibbli ta' Fond tale quale f'Nru 60 Triq il-Parroċċa, Ħal Luqa, kif muri bl-aħmar fuq il-pjanta P.D.2014_329. Dan il-fond jinsab fi stat dilapidat u jeħtieġ attenzjoni immedjata. 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' €33,213 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' ħdax-il elf u wieħed u sebgħin ewro (€11,071) 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 4 Kiri għall-perjodu ta' ħmistax-il (15) sena ta' garaxx mingħajr l-arja tiegħu għax mhijiex inkluża f'Nru 6, Triq is-Sibi, Qasam tad-Djar tar-Rinella, Il-Kalkara, kif muri bl-aħmar u mmarkat bħala Garage No. 6 fuq il-pjanta P.D. 77_84_1_6. Dan il-fond ma jistax jinxtara bl-iskema tal-garaxxijiet. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €5,700 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elf u disa' mitt ewro (€1,900) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal drtitt 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.

*Avviżi li qegħdin jidhru għall-ewwel darba

Dawn l-avviżi qegħdin jiġu ppubblikati bħala stedina għall-pubbliku sabiex jakkwista d-dokumenti tal-offerta

plan P.D.2023_720. This property maybe subject to existing servitudes in favour of the adjacent properties. The bidders must be either full-time or part-time farmers, who have to submit a certificate, issued by the Department of Agriculture with the tender document or students who have completed successfully an academic course relating to agriculture within the previous five years prior to the introduction of the Legal Notice No. 573.06 who have to submit a copy of the relevant certificate also with the tender documents. Tenders are to be accompanied by a bid-bond for an amount of €1,000 as stipulated in the tender conditions. Offers below the amount of twenty-two Euros and eighty-eight cents (€22.88) 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. 3. Grant on a perpetual revisable emphyteusis of the Premises tale quale at No. 60 Triq il-Parrocca, Ħal Luqa, as shown edged in red on the plan P.D.2014_329. This premises is in a dilapidated state and in need of immediate attention. 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 €33,213 as stipulated in the tender conditions. Offers below the amount of eleven thousand and seventy-one Euros (€11,071) 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. 4. Lease for a period of fifteen (15) years of a garage without its own airspace as it is not included at No. 6 Triq is-Sibi, Rinella Housing Estate, Kalkara, as shown edged in red and marked Garage No. 6 on the plan P.D.77_84_1_6. This premises cannot be bought through the garage scheme. Tenders are to be accompanied by a bid-bond for an amount of €5,700 as stipulated in the tender conditions. Offers below the amount of one thousand and nine hundred Euros (€1,900) 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

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-31 ta' Jannar, 2025

AWTORITÀ TAL-ARTIJIET

Il-Kap Eżekuttiv, Awtorità tal-Artijiet, jgħarraf illi,

Is-sottomissjonijiet għal dawn li ġejjin jintlaqgħu fl-Awtorità tal-Artijiet, sal-4.00 p.m. ta' nhar il-Ġimgħa, 21 ta' Frar, 2025.

Espressjoni ta' Interess għall-ingaġġ ta' avukati u nutara.

Aktar tagħrif jista' jinkiseb mis-sit elettroniku tal-Awtorità tal-Artijiet (https://landsauthority.org.mt/news/). Kwalunkwe kjarifika jew tibdil fid-dokument se tittella' u tkun disponibbli mill-istess sit.

L-Awtorità tal-Artijiet iżżomm id-dritt li tirrifjuta kull offerta anke l-aktar waħda vantaġġjuża.

Il-31 ta' Jannar, 2025

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, 3 ta' Frar, 2025.

ERU2701U25 – Devices
ERU2701U25 – Medicinal
ERU2701U25A – Medicinal
ERU2701U25B – Medicinal
ERU2701U25C – Medicinal
ERU2701U25D – Devices
ERU2701U25E – Medicinal
ERU2701U25F – Devices
ERU2701U25G – Medicinal
ERU2701U25H – Medicinal

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.

31st January, 2025

LANDS AUTHORITY

The Chief Executive Officer, Lands Authority, notifies that,

Submissions for the following will be received at Lands Authority, by 4.00 p.m. of Friday, 21st February, 2025.

Expression of Interest for the engagement of lawyers and notary public.

Further information may be obtained from the Lands Authority website (https://landsauthority.org.mt/news/). Any clarifications or addenda to the document will be uploaded and are available to view from the same website.

Lands Authority reserves the right to refuse any offer even the most advantageous.

31st January, 2025

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, 3rd February, 2025.

ERU2701U25 – Devices
ERU2701U25 – Medicinal
ERU2701U25A – Medicinal
ERU2701U25B – Medicinal
ERU2701U25C – Medicinal
ERU2701U25D – Devices
ERU2701U25E – Medicinal
ERU2701U25F – Devices
ERU2701U25G – Medicinal
ERU2701U25H – Medicinal

ERU2701U25I – Medicinal
ERU2701U25J – Medicinal
ERU2701U25K – Medicinal
ERU2701U25L – Medicinal
ERU2701U25M – Medicinal
ERU2801U25 – Devices
ERU2801U25 – Medicinal
ERU2801U25A – Medicinal
ERU2801U25B – Medicinal
ERU2801U25C – Medicinal
ERU2801U25D – Devices

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejħa għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

Il-31 ta' Jannar, 2025

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, 4 ta' Frar, 2025.

ERU2901U25 – Devices
ERU2901U25 – Medicinal
ERU2901U25A – Medicinal
ERU2901U25B – Devices
ERU2901U25C – Devices
ERU2901U25D – Medicinal
ERU2901U25E – Medicinal
ERU2901U25F – Medicinal
ERU2901U25G – Medicinal
ERU2901U25H – Medicinal
ERU2901U25I – Medicinal
ERU2901U25J – Medicinal
ERU2901U25K – Medicinal
ERU2901U25L – Medicinal
ERU2901U25M – Medicinal
ERU2901U25N – Devices
ERU2901U25O – Devices

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

ERU2701U25I – Medicinal
ERU2701U25J – Medicinal
ERU2701U25K – Medicinal
ERU2701U25L – Medicinal
ERU2701U25M – Medicinal
ERU2801U25 – Devices
ERU2801U25 – Medicinal
ERU2801U25A – Medicinal
ERU2801U25B – Medicinal
ERU2801U25C – Medicinal
ERU2801U25D – Devices

Emergency Response Unit (ERU) Competitive Calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be submitted as per instructions given in the dossier.

31st January, 2025

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, 4th February, 2025.

ERU2901U25 – Devices
ERU2901U25 – Medicinal
ERU2901U25A – Medicinal
ERU2901U25B – Devices
ERU2901U25C – Devices
ERU2901U25D – Medicinal
ERU2901U25E – Medicinal
ERU2901U25F – Medicinal
ERU2901U25G – Medicinal
ERU2901U25H – Medicinal
ERU2901U25I – Medicinal
ERU2901U25J – Medicinal
ERU2901U25K – Medicinal
ERU2901U25L – Medicinal
ERU2901U25M – Medicinal
ERU2901U25N – Devices
ERU2901U25O – Devices

Emergency Response Unit (ERU) Competitive Calls can be downloaded from the CPSU website.

Sottomissjonijiet għal din is-sejħa għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

Il-31 ta' Jannar, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Iċ-Chief Executive Officer – CPSU (Sourcing and Supplies Chain Management) għas-Central Procurement and Supplies Unit fil-Ministeru għas-Saħħa u l-Anzjanità Attiva, jgħarraf illi:

Jintlaqgħu sottomissjonijiet elettroniċi għal Preliminary Market Consultation (PMC) rigward l-avviż li ġej sal-10.00 a.m. tal-Erbgħa, 5 ta' Marzu, 2025.

PMC Ref. Nru 21-6502/25. Provvista ta' Virology CLIA-ELISA kits b'tagħmir b'kiri għad-Dipartiment tal-Patoloġija.

PMC Ref. Nru 21-6503/25. Homogeneous Immunoassay tests for Toxicology.

Dokumenti tal-Preliminary Market Consultation jinkisbu mingħajr ħlas u l-informazzjoni għandha tintbagħat BISS online lil (www.etenders.gov.mt).

Il-31 ta' Jannar, 2025

CENTRAL PROCUREMENT U SUPPLIES UNIT

Is-CEO għas-Central Procurement and Supplies Unit (CPSU), Ministeru għas-Saħħa u l-Anzjanità Attiva, jgħarraf illi:

Jintlaqgħu offerti elettroniċi rigward l-avviżi li ġejjin sad-9.30 a.m. tal-Ġimgħa, 21 ta' Frar, 2025. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għal:

CFT 026-3096/25. Provvediment ta' 'health and safety fire drills for various primary health care premises' f'Malta u Għawdex

CFT 014-3097/25. Kiri ta' żewġ (2) appartamenti għall-Isptar Ġenerali ta' Għawdex (in lots)

CFT 020-3098/25. Provvista ta' 'sterile electro surgical electrode tip cleaner'

CFT 014-3099/25. Provvista u konsenja ta' 'two (2) battery operated pallet trucks and one (1) battery operated pallet stacker' għall-Isptar Ġenerali ta' Għawdex

CFT 014-3100/25. Provvista, Konsenja u Kkumissjunar ta' 'qty 1 syringe pump' għall-Hyperbaric Unit fl-Isptar Ġenerali ta' Għawdex

CFT 020-3101/25. Provvista ta' 'low-pressure voice prosthesis, various sizes'

Submissions for this call for competition are to be submitted as per instructions given in the dossier.

31st January, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Chief Executive Officer – CPSU (Sourcing and Supplies Chain Management) for the Central Procurement and Supplies Unit within the Ministry for Health and Active Ageing notifies that:

Electronic submission of information for the Preliminary Market Consultation (PMC) in respect of the following notice will be received up to 10.00 a.m. of Wednesday, 5th March, 2025.

PMC Ref No. 21-6502/25. Provision of Virology CLIA-ELISA kits with equipment on loan for the Pathology Department.

PMC Ref. No. 21-6503/25. Homogeneous Immunoassay tests for Toxicology

Preliminary Market Consultation documents are available free of charge and information is to be submitted ONLY online on (www.etenders.gov.mt).

31st January, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO for the Central Procurement and Supplies Unit (CPSU), Ministry for Health and Active Ageing, notifies that:

Electronic tenders in respect of the following notices will be received till 9.30 a.m. of Friday, 21st February, 2025. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for the:

CFT 026-3096/25. Provision of health and safety fire drills for various primary health care premises in Malta and Gozo

CFT 014-3097/25. Leasing of two (2) apartments for Gozo General Hospital (in lots)

CFT 020-3098/25. Supply of sterile electro surgical electrode tip cleaner

CFT 014-3099/25. Supply and delivery of two (2) battery operated pallet trucks and one (1) battery operated pallet stacker for the Gozo General Hospital

CFT 014-3100/25. Supply, Delivery and Commissioning of qty 1 syringe pump for the Hyperbaric Unit at the Gozo General Hospital

CFT 020-3101/25. Supply of low-pressure voice prosthesis, various sizes

CFT 020-3102/25. Provvista ta' 'elective thoracic endovascular aortic repair (Tevar)'

CFT 020-3103/25. Provvista ta' 'fistula clamps'

CFT 019-3104/25. Provvista ta'butir/marġerina

CFT 020-3105/25. Provvista ta' 'trans catheter vena caval valve for torrential tricuspid regurgitation'

Id-dokumenti tal-offerta huma mingħajr ħlas.

Id-dokumenti tal-offerti jinkisbu biss mill-Electronic Public Procurement System (www.etenders.gov.mt). Ir-reġistrazzjoni hija meħtieġa sabiex ikun jista' jintuża s-sit elettroniku. Operaturi ekonomiċi Maltin għandu jkollhom l-eID tal-organizzazzjoni tagħhom sabiex ikunu jistgħu jidħlu f'dan is-sit elettroniku. Aktar tagħrif jinkiseb mis-sezzjoni tal-FAQs tal-istess sit.

Il-pubbliku jista' jattendi waqt il-ftuħ u l-iskedar tal-offerti fil-ħinijiet u d-dati msemmija hawn fuq.

Il-31 ta' Jannar, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

B'referenza għall-offerta elettronika CFT 023-3059/25. Provvista (fuq kirja), konsenja u kkummissjonar ta' 'analyser system for measurement of low levels haemoglobin in plasma, serum etc.' ippubblikata fil-Gazzetta tal-Gvern tal-Ġimgħa, 17 ta' Jannar, 2025, id-data tal-għeluq ġiet estiża għall-Ġimgħa, 14 ta' Frar, 2025.

Il-31 ta' Jannar, 2025

KUNSILL LOKALI L-FONTANA

Il-Kunsill Lokali l-Fontana jgħarraf illi:

Offerti jintlaqgħu permezz tal-ePPS mill-Kunsill Lokali l-Fontana sal-10.00 a.m. ta' nhar il-Ġimgħa, 21 ta' Frar, 2025, għal:

Avviż Nru. FLC/01/2025. Provvista, konsenja u installazzjoni ta' sistema ta' CCTV ta' barra għall-Kunsill Lokali l-Fontana – diversi siti (ħruġ mill-ġdid)

Id-dokumenti tal-offerti huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS mis-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

Il-31 ta' Jannar, 2025

CFT 020-3102/25. Supply of elective thoracic endovascular aortic repair (Tevar)

CFT 020-3103/25. Supply of fistula clamps

CFT 019-3104/25. Supply of butter/margarine

CFT 020-3105/25. Supply of trans catheter vena caval valve for torrential tricuspid regurgitation

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.

31st January, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

With reference to the electronic tender CFT 023-3059/25. Supply (on lease), delivery and commissioning of an analyser system for the measurement of low levels haemoglobin in plasma, serum, etc., published in the Government Gazette of Friday, 17th January, 2025, the closing date will be extended till Friday, 14th February, 2025.

31st January, 2025

FONTANA LOCAL COUNCIL

The Fontana Local Council notifies that:

Tenders will be received at the Fontana Local Council through ePPS up to 10.00 am on Friday, 21st February, 2025, for:

Advt No. FLC/01/2025. Supply, delivery and installation of external CCTV camera system for the Fontana Local Council – various sites (re-issue)

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

31st January, 2025

KUNSILL LOKALI X-XEWKIJA

Il-Kunsill Lokali x-Xewkija jgħarraf illi:

Sal-10.00 a.m. ta' nhar il-Ġimgħa, 7 ta' Marzu, 2025, jintlaqgħu offerti permezz tal-ePPS fil-Kunsill Lokali x-Xewkija għal:

Avviż Nru XLC/01/2025. Servizzi – knis ta' toroq u tindif ta' toroq urbani bl-użu ta' vettura ta' servizz b'emissjonijiet baxxi – Kunsill Lokali Xewkija

Id-dokumenti tal-offerti huma bla ħlas u jiġu miksuba, imniżżla u milqugħa BISS mis-sit elettroniku tal-etenders (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kwalunkwe offerta anke l-iktar waħda vantaġġjuża.

Il-31 ta' Jannar, 2025

XEWKIJA LOCAL COUNCIL

The Xewkija Local Council notifies that:

Tenders will be received by the Xewkija Local Council till Friday, 7th March, 2025, at 10.00 a.m., for:

Advt No. XLC/01/2025. Services – street sweeping and cleaning of urban roads using low emission service vehicle – Xewkija Local Council

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

31st January, 2025

AVVIŻI TAL-QORTI – *COURT NOTICES*

246

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fit-12 ta' Diċembru, 2024, fuq rikors ta' Bank of Valletta plc (C2833) ġie ffissat il-jum tat-Tlieta, 3 ta' Ġunju, 2025 f'nofsinhar (12:00 p.m.) għall-bejgħ bl-irkant, li għandu jsir f'Kamra Numru 78, Livell -1, Biswit l-Arkivju, Triq ir-Repubblika, Il-Belt Valletta, tal-fond hawn taħt deskritt:

F'ristorant f'livell terran b'sular taħt l-art taħt parti mill-livell terran u mill-front garden bl-isem Cote d'Azur Restaurant fi Triq Tal-Buttar, kantuniera ma' Triq Sant'Antnin, Marsaskala, eskluża l-arja u sottostanti appartamenti residenzjali ta' terzi, mibnija fuq plots innumerati mitejn u ħdax (211), mitejn u tnax (212) u mitejn u tlettax (213), formanti parti mill-art magħrufa bħala 'Il-Barumbara' sive 'Il-Magħluq', konfinanti mat-Tramuntana ma' Triq Sant'Antnin, mal-Lvant ma' triq ġdida bla isem u mal-Punent ma' proprjetà ta' Barumbara Limited jew is-suċċessuri tagħha fit-titolu, jew il-konfini aktar preċiżi, bid-drittijiet u l-pertinenzi kollha tiegħu, kif deskritt fil-kuntratt tal-akkwist tal-għaxra ta' Settembru, elf disa' mija tnejn u disgħin (10.9.1992) fl-atti tan-Nutar Dott. Joseph Tabone u stmat għal miljun u tmien mitt elef ewro (€1,800,000)

L-imsemmi fond huwa proprjetà ta' Geomike Limited (C8820).

By decree given by the Civil Court, First Hall, on the 12th December, 2024, on the application of Bank of Valletta plc (C2833), Tuesday, 3rd June, 2025, at noon (12.00 p.m.) has been fixed for the sale by auction, to be held in Room Number 78, Level -1, Nearby the Courts Archives, Il-Belt Valletta, Valletta, of the following property:

Restaurant on groundfloor level, with an underground level with parts under the groundfloor level and the front garden named Cote d'Azur Restaurant in Triq Tal-Buttar, corner with Triq Sant'Antnin, Marsaskala, excluding its airspace and underlying third party residential apartments built on plots numbered two hundred and eleven (211), two hundred and twelve (212) and two hundred and thirteen (213), forming parts on the land known as 'Il-Barumbara' sive 'Il-Magħluq', bounded on the north by Triq Sant'Antnin, on the East by a new unnamed road and on the west by property of Barumbara Limited or its successors in title, or other correct boundaries, with all its rights and appurtenances, as better described in the contract of acquisition of tenth September, nineteen ninety two (10.9.1992) in the acts of Notary Dr Joseph Tabone and is valued at one million and eight hundred thousand euro (€1,800,000).

The said tenement is the property of Geomike Limited (C8820).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskritt fl-atti tas-subbasta 17/2020.

Reġistru tal-Qrati Superjuri, illum it-Tnejn, 27 ta' Jannar, 2025

MARVIC FARRUGIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

N.B. The said tenement will be sold as described in the acts of judicial sales number 17/2020.

Registry of the Superior Courts, this Monday, 27th January, 2025

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

247

B'dan l-avviż ikun magħruf illi b'rikors ippreżentat fil-Qorti, Sezzjoni ta' Ġuriżdizzjoni Volontarja, fis-26 ta' Ottubru, 2023, Rikors numru 1817/2023, minn Antonella Naudi Costa et, fejn insegwitu tar-rikors Cristino Grech, li għandu karta tal-identità numru 798734M, ġie interdett mill-atti kollha tal-ħajja ċivili permezz ta' digriet mogħti fil-25 ta' Novembru, 2024.

Reġistru tal-Qorti Ċivili (Sezzjoni ta' Ġuriżdizzjoni Volontarja)

Illum 24 ta' Jannar, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of an application filed in Civil Court of Voluntary Jurisdiction Section, on the 26th October, 2023, Application number 1817/2023, by Antonella Naudi Costa et, whereby following the application Cristino Grech holding identity card number 798734M, was interdicted from all the acts of the civil life by means of a decree given on the 25th November, 2024.

Registry of the Civil Court (Voluntary Jurisdiction Section)

Today 24th January, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Court and Tribunals

248

B'dan l-avviż ikun magħruf illi b'rikors ippreżentat fil-Qorti, Sezzjoni ta' Ġuriżdizzjoni Volontarja, fl-20 ta' Ġunju, 2024, Rikors numru 565/2024, minn Augustine-Victor Borg et, fejn insegwitu tar-rikors Pierre Patrick Borg, li għandu karta tal-identità numru 461294M, ġie interdett mill-atti kollha tal-ħajja ċivili permezz ta' digriet mogħti fil-11 ta' Novembru, 2024.

Reġistru tal-Qorti Ċivili (Sezzjoni ta' Ġuriżdizzjoni Volontarja)

Illum 24 ta' Jannar, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of an application filed in Civil Court of Voluntary Jurisdiction Section, on the 20th June, 2024, Application number 565/2024, by Augustine-Victor Borg et, whereby following the application Pierre Patrick Borg holding identity card number 461294M, was interdicted from all the acts of the civil life by means of a decree given on the 11th November, 2024.

Registry of the Civil Court (Voluntary Jurisdiction Section)

Today 24th January, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Court and Tribunals

249

B'dan l-avviż ikun magħruf illi b'rikors ippreżentat fil-Qorti, Sezzjoni ta' Ġuriżdizzjoni Volontarja, fil-5 ta' Settembru, 2023, Rikors numru 1573/2023, minn Josette Cassar et, fejn insegwitu tar-rikors Joseph Mary Cassar, li għandu karta tal-identità numru 855839M, ġie interdett mill-atti kollha tal-ħajja ċivili permezz ta' digriet mogħti fit-3 ta' Diċembru, 2024.

Reġistru tal-Qorti Ċivili (Sezzjoni ta' Ġuriżdizzjoni Volontarja)

By means of an application filed in Civil Court of Voluntary Jurisdiction Section, on the 5th September, 2023, Application number 1573/2023, by Josette Cassar et, whereby following the application Joseph Mary Cassar holding identity card number 855839M, was interdicted from all the acts of the civil life by means of a decree given on the 3rd December, 2024.

Registry of the Civil Court (Voluntary Jurisdiction Section)

Illum 24 ta' Jannar, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Today 24th January, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Court and Tribunals

250

B'digrieti mogħtija, mill-Qorti tal-Appell, Sede Superjuri, fis-6 ta' Ġunju, 2024, u fil-5 ta' Diċembru, 2024, fl-atti tar-Rikors numru 1048/03MH fl-ismijiet Martin Cilia (KI 129265M) pro et noe vs X ordnat is-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront ta' Vincent Cuschieri, intimat fil-kawża msemmija a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12.

By means of decrees delivered by the Court of Appeal, Superior Jurisdiction, on the 6th June, 2024, and on the 5th December, 2024, in the records of the Application number 1048/03MH in the names Martin Cilia (ID 129265M) pro et noe vs X the following publication was ordered for the purpose of effecting service on Vincent Cuschieri, respondent in the mentioned cause, in terms of section 187(3) et sequitur of Cap. 12.

Permezz tar-Rikors tal-Appell numru 1048/03MH ippreżentat fis-6 ta' Novembru, 2020, is-soċjetà HSBC Bank Malta plc (C3177) qiegħda titlob bir-rispett li din l-Onorabbli Qorti jogħġoha tvarja s-sentenza mogħtija mill-Onorabbli Prim'Awla tal-Qorti Ċivili, tal-21 ta' Ottubru, 2020, fl-ismijiet premessi billi tirrevoka u tħassar l-istess sentenza fejn tipprovdi li s-somma ta' €26,971.08 għandha tigi rtirata mill-Kummissarju tat-Taxxi u minflok din l-Onorabbli Qorti għandha tirritjeni li l-prezz rikavat mill-immobbli mibjugħ ikun suġġett għall-istess prijorità u preferenza elenkata f'dik is-sentenza, b'dan però illi, in linea mat-talba tal-appellanti, tali gradwatorja għandha teskludi għalkollox il-krettu tal-Kummissarju tat-Taxxi. Bl-ispejjeż.

By means of Appeal Application number 1048/03MH filed on the 6th November 2020, the company HSBC Bank Malta plc (C3177) is respectfully asking this Honourable Court to vary the judgment delivered by the Honourable First Hall, Civil Court, dated 21st October, 2020, in the names premised by revoking and cancelling the same judgment wherein it disposes that the sum of €26,971.08 is to be withdrawn by the Commissioner for Revenue and instead this Honourable Court is to hold and decide that the proceeds derived from the sale of the immovable shall be subject to the same priority and preference listed in that judgment, however, in line with the appellants' claim, such ranking should completely exclude the credit pertaining to the Commissioner for Revenue. With costs.

Ir-Rikors tal-Appell numru 1048/03MH fl-ismijiet Martin Cilia (KI 129265M) pro et noe vs X jinsab iddifferti għas-6 ta' Frar, 2025, fid-9.00 a.m.

Appeal Application number 1048/03MH in the names Martin Cilia (ID 129265M) pro et noe vs X is deferred to the 6th February, 2025, at 9.00 a.m.

Reġistru tal-Qrati tal-Appell (Superjuri), illum 29 ta' Jannar, 2025

DOTT.FRANCO BONDIN, LLD, M. JUR.
Għar-Reġistratur, Qrati Ċivili u Tribunali

Registry of the Courts of Appeal (Superior Jurisdiction), this day 29th January, 2025

DR FRANCO BONDIN, LLD, M. JUR.
For the Registrar, Civil Courts and Tribunals

251

B'digriet mogħti mill-Qorti tal-Appell (Sede Superjuri) fil-31 ta' Ottubru, 2024, fl-atti tar-Rikors numru 48/2024 fl-ismijiet Matthew Dimech (KI 206384M) vs Diandra Dimech née Galea (KI 105488M) ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-imsemmija Diandra Dimech née Galea, a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12 tal-Liġijiet ta' Malta.

By means of a decree delivered by the Court of Appeal (Superior Jurisdiction) on the 31st October, 2024, in the records of the Application Number 48/2024 in the names Matthew Dimech (ID 206384M) vs Diandra Dimech née Galea (ID 105488M) the following publication was ordered for the purpose of effecting service on the said Diandra Dimech née Galea, in terms of section 187(3) et sequitur of Cap. 12 of the Laws of Malta.

Illi ż-żwieġ bejn il-partijiet fuq imsemmija li ġie ċċelebrat fl-14 ta' April, 2012, ġie ddikjarat null b'sentenza mogħtija mit-Tribunal Ekklesjastiku ta' Malta fis-27 ta' Ġunju, 2023 (Prot. numru 21.055), liema sentenza hija definittiva u

Whereas the marriage between the parties above mentioned which was celebrated on the 14th April, 2012, was declared null by a judgment delivered by the Ecclesiastical Tribunal of Malta on the 27th June 2023 (Prot. number

eżekuttiva skont il-ligi u dan kif konfermat mid-Digriet ta' Eżekuttività bid-data tat-28 ta' Awwissu, 2024 (dokument anness mar-rikors promotur).

Għaldaqstant, l-esponenti jitlob bi-rispett lil din l-Onorabbli Qorti sabiex jogħġobha tordna r-reġistrazzjoni tad-deċiżjoni tan-nullità taż-żwieġ tiegħu mal-intimata fuq indikat, mogħtija kif imsemmi mit-Tribunal Ekkleżjastiku ta' Malta u reża eżekuttiva skont id-Digriet ta' Eżekuttività msemmi u dan kollu ai termini tal-Artikolu 24(5) tal-Att taż-Żwieg (Kap. 255 tal-Liġijiet ta' Malta) u konsegwentement tordna lid-Direttur tar-Reġistru Pubbliku sabiex jagħmel dawk l-annotazzjonijiet meħtieġa skont il-liġi fl-att taż-żwieġ tal-esponenti.

Notifika: Diandra Dimech, 1, Josvic House, Triq Tumas Chetcuti, Ħ'Attard, Malta

Reġistru tal-Qrati Superjuri (Appelli), illum 27 ta' Jannar, 2025

DOTT. FRANCO BONDIN, LLD, M. JUR.
Għar-Reġistratur, Qrati Ċivili u Tribunali

21.055) and this judgment is definitive and enforceable according to law and this as confirmed by the Decree of Executability dated 28th August, 2024 (document annexed to the application initiating proceedings).

Therefore, the applicant respectfully requests this Honourable Court to order the registration of the decision of nullity of his marriage with the respondent above indicated, delivered as mentioned by the Ecclesiastical Tribunal of Malta and rendered executive according to the said Decree of Executability and all this in terms of Article 24 (5) of the Marriage Act (Cap 255 of the Laws of Malta) and consequently order the Director Public Registry to make the necessary annotations according to law in the act of marriage of the above exponents.

Notification: Diandra Dimech, 1, Josvic House, Triq Tumas Chetcuti, Ħ'Attard, Malta

Registry of the Superior Courts (Appeals), this day,27th January, 2025

DR FRANCO BONDIN, LLD, M. JUR.
For the Registrar, Civil Courts and Tribunals

252

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-20 ta' Jannar, 2025, u dan wara Rikors b'numru 42/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li meta l-Att tat-Twelid esteru ta' Jamie Emmanuele Bugeja Milsom jiġi biex ikun reġistrat f'Malta, jagħmel l-annotazzjoni jew korrezzjoni neċessarja fl-Att tat-Twelid, sabiex ismu u kunjomu jiġu mibdula rispettivament minn 'Jamie Emmanuele' għal 'Jamie Emmanuele Bugeja' u minn 'Bugeja-Tansiri' għal 'Milsom'.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum il-Ħamis, 23 ta' Jannar, 2025

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

It is hereby notified that in virtue of the powers conferred by Section 257 of the Civil Code, the Court of Revision of Notarial Acts, by a Decree dated the 20th January, 2025, and upon an application numbered 42/2025, ordered:

To the Director of the Public Registry, so that when the foreign Act of Birth of Jamie Emmanuele Bugeja Milsom comes to be registered in Malta, he will make the necessary annotation or correction in the Act of Birth, so that his name and surname are to be changed respectively from 'Jamie Emmanuele' to 'Jamie Emmanuele Bugeja' and from 'Bugeja-Tansiri' to 'Milsom'.

Court of Revision of Notarial Acts

Today Thursday, 23rd January, 2025

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

253

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-20 ta' Jannar, 2025, u dan wara Rikors b'numru 41/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li jagħmel l-annotazzjoni jew korrezzjoni neċessarja fl-Att tat-Twelid

It is hereby notified that in virtue of the powers conferred by Section 257 of the Civil Code, the Court of Revision of Notarial Acts, by a Decree dated the 20th January, 2025, and upon an application numbered 41/2025, ordered:

To the Director of the Public Registry, to make the necessary annotation or correction in the Act of Birth

numru 5968/2015 u fuq l-Att taż-Żwieġ numru 3505/2015, sabiex kull fejn jidher l-isem 'Olga Yuryevna' dan jiġi mibdul għal 'Olga'.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum il-Ħamis, 23 ta' Jannar, 2025

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

bearing number 5968/2015 and on the Act of Marriage bearing number 3505/2015, so that wherever the name 'Olga Yuryevna' appears this is to be changed to 'Olga'.

Court of Revision of Notarial Acts

Today Thursday, 23rd January, 2025

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

254

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-10 ta' Jannar, 2025, u dan wara Rikors b'numru 15/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li meta jiġi biex jirreġistra l-Att tat-Twelid esteru ta' Eleanor Fierra Sumalpong Muscat fir-Reġistru Pubbliku ta' Malta, jagħmel l-annotazzjoni jew korrezzjoni neċessarja fl-Att tat-Twelid, biex it-tieni isem tagħha jiġi mibdul minn 'Adaza' għal 'Sumalpong' kif ukoll li dan isir fuq l-Att taż-Żwieġ tagħha bin-numru 677/2019.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum it-Tlieta, 21 ta' Jannar, 2025

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

It is hereby notified that in virtue of the powers conferred by Section 257 of the Civil Code, the Court of Revision of Notarial Acts, by a Decree dated the 10th January, 2025, and upon an application numbered 15/2025, ordered:

To the Director of the Public Registry, so when he comes to register Eleanor Fierra Sumalpong Muscat's foreign Act of Birth in the Public Registry of Malta, makes the necessary annotation or correction in the Act of Birth, so that her second name is to be changed from 'Adaza' to 'Sumalpong' also this has to be done on her Act of Marriage with number 677/2019.

Court of Revision of Notarial Acts

Today Tuesday, 21st January, 2025

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

255

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-10 ta' Jannar, 2025, u dan wara Rikors b'numru 14/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li meta jiġi biex jirreġistra l-Att tat-Twelid esteru ta' Samuel Wai Tak Chu fir-Reġistru Pubbliku ta' Malta, jagħmel l-annotazzjoni jew korrezzjoni neċessarja fl-Att tat-Twelid, biex ismu jiġi mibdul b'annotazzjoni minn 'Wai Tak' għal 'Samuel Wai Tak'.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum it-Tlieta, 21 ta' Jannar, 2025

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

It is hereby notified that in virtue of the powers conferred by Section 257 of the Civil Code, the Court of Revision of Notarial Acts, by a Decree dated the 10th January, 2025, and upon an application numbered 14/2025, ordered:

To the Director of the Public Registry, so when he comes to register Samuel Wai Tak Chu's foreign Act of Birth in the Public Registry of Malta, makes the necessary annotation or correction in the Act of Birth, so that his name is to be replaced by an annotation from 'Wai Tak' to 'Samuel Wai Tak'.

Court of Revision of Notarial Acts

Today Tuesday, 21st January, 2025

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

256

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-10 ta' Jannar, 2025, u dan wara Rikors b'numru 13/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li meta jiġi biex jirreġistra l-Att tat-Twelid esteru ta' Po Lam Pauline Lo fir-Reġistru Pubbliku ta' Malta, jagħmel l-annotazzjoni jew korrezzjoni opportuni neċessarja fl-Att tat-Twelid, biex isimha jiġi mibdul b'annotazzjoni minn 'Po Lam' għal 'Po Lam Pauline'.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum it-Tlieta, 21 ta' Jannar, 2025

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

It is hereby notified that in virtue of the powers conferred by Section 257 of the Civil Code, the Court of Revision of Notarial Acts, by a Decree dated the 10th January, 2025, and upon an application numbered 13/2025, ordered:

To the Director of the Public Registry, so when he comes to register Po Lam Pauline Lo's foreign Act of Birth in the Public Registry of Malta, makes the necessary opportune annotation or correction in the Act of Birth, so that her name is to be changed with annotation from 'Po Lam' to 'Po Lam Pauline'.

Court of Revision of Notarial Acts

Today Tuesday, 21st January, 2025

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

257

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-21 ta' Jannar, 2025, u dan wara Rikors b'numru 1312/2024, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li jagħmel l-annotazzjoni jew korrezzjoni neċessarja fl-Att tat-Twelid numru 1603/2005 sabiex kull fejn jidher isem SHD Saleh, bħala SHD, dan jiġi sostitwit bl-isem 'Shahid'.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum il-Ħamis, 23 ta' Jannar, 2025

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

It is hereby notified that in virtue of the powers conferred by Section 257 of the Civil Code, the Court of Revision of Notarial Acts, by a Decree dated the 21st January, 2025, and upon an application numbered 1312/2024, ordered:

To the Director of the Public Registry, to make the necessary annotation or correction in the Act of Birth bearing number 1603/2005 so that wherever the name of SHD Saleh appears, as SHD, it is to be replaced by the name 'Shahid'.

Court of Revision of Notarial Acts

Today Thursday, 23rd January, 2025

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

258

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-20 ta' Jannar, 2025, u dan wara Rikors b'numru 44/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li meta l-Att tat-Twelid esteru ta' Leilanie Ronquillo Caruana jiġi biex ikun reġistrat f'Malta, jagħmel l-annotazzjoni jew korrezzjoni neċessarja fl-Att tat-Twelid kif ukoll fl-Att taż-Żwieġ numru 3141/2018 sabiex it-tieni isem tagħha jiġi mibdul minn 'Corpuz' għal 'Ronquillo'.

Qorti ta' Reviżjoni tal-Atti Nutarili

It is hereby notified that in virtue of the powers conferred by Section 257 of the Civil Code, the Court of Revision of Notarial Acts, by a Decree dated the 20th January, 2025, and upon an application numbered 44/2025, ordered:

To the Director of the Public Registry, so when the Foreign Act of Birth of Leilanie Ronquillo Caruana comes to be registered in Malta, makes the necessary annotation or correction in the Act of Birth and also in the Act of Marriage bearing number 3141/2018, so that her second name is to be changed from 'Corpuz' to 'Ronquillo'.

Court of Revision of Notarial Acts

Illum il-Ħamis, 23 ta' Jannar, 2025

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

Today Thursday, 23rd January, 2025

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

259

ARB/C017/2021 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fit-23 ta' Jannar, 2025, mill-Qorti tal-Maġistrati (Malta) bħala Qorti ta' Ġudikatura Kriminali (il-Maġistrat Dott. Leonard Caruana, LLD). Kumpilazzjoni Numru 159/2021, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

BRIAN TONNA, awditur, ta' 60 sena, iben il-mejjet Renald u Victoria xebba Portelli, imwieled Tal-Pietà, Malta, fl-14 ta' Ġunju, 1964, residenti fi 15, Delano Mansions, Flat 6, Triq Hurds Bank, Marsaskala, u detentur ta' karta tal-identità Maltija bin-numru 316764M.

MANUEL (EMMANUEL) CASTAGNA;

KARL CINI;

MARIE KATRIN BONDIN CARTER;

K B T HOLDINGS LIMITED;

BT INTERNATIONAL LIMITED;

NEXIA BT LIMITED;

NEXIA BT ADVISORY SERVICES LIMITED;

BTI MANAGEMENT LIMITED;

SPX SERVICES LIMITED;

U

WILLERBY TRADE INC.;

Il-Qorti AWTORIZZAT:

a) Lill-imputat BRIAN TONNA sabiex jippreżenta rikors fl-atti taċ-ċedola bir-referenza numru 2160/2023 fejn jitlob lill-Bord tal-Arbitraġġ dwar l-Artijiet jawtorizza l-iżbank tas-sehem tiegħu mill-istess ċedola fil-kont tal-bank intestat f'isem l-imputat li jispiċċa -6311 u miżmum mal-Bank of Valletta plc;

ARB/C017/2021 – VARIATION OF SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 23rd January, 2025, given by the Court of Magistrates (Malta) as a Court of Criminal Judicature (Magistrate Dr Leonard Caruana, LLD). Compilation Number 159/2021, in the case:

The Republic of Malta

Versus

BRIAN TONNA, auditor, 60 years, son of the late Renald and Victoria née Portelli, born in Tal-Pietà, Malta, on the 14th June, 1964, residing at 15, Delano Mansions, Flat 6, Triq Hurds Bank, Marsaskala and holder of Maltese identity card bearing number 316764M.

MANUEL (EMMANUEL) CASTAGNA;

KARL CINI;

MARIE KATRIN BONDIN CARTER;

K B T HOLDINGS LIMITED;

BT INTERNATIONAL LIMITED;

NEXIA BT LIMITED;

NEXIA BT ADVISORY SERVICES LIMITED;

BTI MANAGEMENT LIMITED;

SPX SERVICES LIMITED;

AND

WILLERBY TRADE INC.;

The Court AUTHORISES:

a) The accused BRAIN TONNA to submit an application in the acts of the schedule of deposit with reference number 2160/2023 requesting the Land Arbitration Board to authorise the withdrawal of the accused's share from the same schedule of deposit into the bank account registered in his name ending in -6311 and held at the Bank of Valletta plc;

b) Lir-Reġistratur tal-Qrati Ċivili u Tribunali sabiex fl-eventwalità li l-Bord tal-Arbitraġġ Dwar l-Artijiet jilqa' t-talba għall-iżbank imsemmi, isir d-depożitu ta' sehem l-imputat mill-istess ċedola fil-kont tal-bank intestat f'isem l-imputat BRIAN TONNA li jispiċċa -6311 u miżmum mal-Bank of Valletta plc;

c) Lill-imputat BRIAN TONNA sabiex jirċievi s-sehem tiegħu mill-istess ċedola permezz ta' depożitu fil-kont tal-bank intestat f'isem l-imputat li jispiċċa -6311 u miżmum mal-Bank of Valletta plc. B'dan illi d-depożitu għandu jibqa' suġġett għall-ordni ta' qbid u ffriżar maħruġa fil-konfront tal-imputat.

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. Charmaine Galea, LLD), fl-20 ta' Marzu, 2021, li ġiet ippublikata fil-Gazzetta tal-Gvern fit-26 ta' Marzu, 2021, fejn il-Qorti ordnat iż-żamma u s-sekwestru f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-propjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma propjetà ta' BRIAN TONNA, Manuel (Emmanuel) Castagna, Karl Cini, Marie Katrin Bondin Carter, KBT Holdings Limited, BT International Limited, Nexia BT Limited, Nexia BT Advisory Services Limited, BTI Management Limited, SPX Services Limited, u Willerby Trade Inc.

Illum 29 ta' Jannar, 2025

IS-SUR GABRIEL BONANNO
Aġent Direttur, Uffiċċju għall-Irkupru tal-Assi

b) The Registrar of the Civil Courts and Tribunals to deposit the accused's share from the same schedule of deposit into the bank account registered in the name of the accused BRIAN TONNA ending in -6311 and held at the Bank of Valletta plc, in the eventuality that the accused's request for the same is acceded to;

c) The accused BRAIN TONNA to receive his share of the same schedule of deposit in the bank account registered in his name ending in -6311 and held at the Bank of Valletta plc. Provided that this deposit shall remain affected by the seizing and freezing order issued against the accused.

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 Charmaine Galea, LLD) on the 20th March, 2021, which was published in the Government Gazette on the 26th March, 2021, where the court ordered the attachment in the hands of third parties in general of all moneys and other movable or immovable property due or pertaining or belonging to BRIAN TONNA, Manuel (Emmanuel) Castagna, Karl Cini, Marie Katrin Bondin Carter, KBT Holdings Limited, BT International Limited, Nexia BT Limited, Nexia BT Advisory Services Limited, BTI Management Limited, SPX Services Limited, and Willerby Trade Inc.

Today 29th January, 2025,

MR GABRIEL BONANNO
Acting Director, Asset Recovery Bureau

260

ARB/C012/2025 – ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fit-22 ta' Jannar, 2025, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Rachel Montebello, LLD). Kumpilazzjoni Numru 953/2024, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

MARIO BUGEJA, nutar, ta' 63 sena, iben il-mejjet Angelo Bugeja u l-mejta Mansueta sive Mansweta Bugeja xebba Mifsud, imwieled iż-Żurrieq, Malta, fl-14 ta' Awwissu, 1961, u residenti f'94, Triq ta' Taħt l-Irdum, Il-Mellieħa u/jew 119, 'Taħt ir-Raħal', Triq San Pawl, Iż-Żurrieq, u detentur ta' karta tal-identità Maltija bin-numru 528261M.

ARB/C012/2025 – SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 22nd January, 2025, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD). Compilation Number 953/2024, in the case:

The Republic of Malta

Versus

MARIO BUGEJA, notary, 63 years, son of the later Angelo Bugeja and the late Mansueta sive Mansweta Bugeja née Mifsud, born in Żurrieq, Malta, on the 14th August, 1961, and residing at 94, Triq ta' Taħt l-Irdum, Mellieħa and/or 119, 'Taħt ir-Raħal', Triq San Pawl, Żurrieq, and holder of a Maltese identity card bearing number 528261M.

ORDNAT is-sekwestru ta' kwalunkwe proprjetà li tkun f'idejn partijiet terzi li dwarha jkun hemm raġuni valida sabiex jitwemmen li l-proprjetà hija suġġetta għall-konfiska, u qed iżżomm u tipprojbixxi lill-imputat MARIO BUGEJA milli jittrasferixxi, jagħti b'rahan, jipoteka, jew b'xi mod ieħor ibiddel jew jiddisponi minn dik il-proprjetà u minn proprjetà oħra tiegħu jew li tkun fil-pussess tiegħu sal-limitu ta':

ORDERED the attachment of any property in the hands of third parties for which there is reasonable cause to believe that the property is subject to confiscation, and is restraining and prohibiting the accused MARIO BUGEJA from transferring, pledging, hypothecating, or otherwise changing or disposing of any such property and of such other property owned by him or being in his possession up to the limit of:

Is-somma ta' sittin elf ewro (€60,000) mill-kont tal-bank intestat f'isem l-imputata MARIO BUGEJA li jispiċċa -0472 u miżmum mal-Bank of Valletta plc;

The sum of sixty thousand euro (€60,000) from the bank account registered in the name of the accused MARIO BUGEJA ending in -0472 and held at Bank of Valletta plc;

u dan ai termini tal-Artikolu 5 tal-Att kontra Money Laundering, Kap. 373 tal-Liġijiet ta' Malta, tal-Artikolu 23A tal-Kodiċi Kriminali, Kap. 9 tal-Liġijiet ta' Malta, tal-Artikolu 36 (1) u tal-Artikolu 36 (4)(a) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta.

and this in terms of Article 5 of the Prevention of Money Laundering Act, Cap. 373 of the Laws of Malta, Article 23A of the Criminal Code, Cap. 9 of the Laws of Malta, Article 36 (1) and Article 36 (4)(a) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta.

Kull persuna li tagħmel xi ħaġa bi ksur tal-ordni tal-Qorti msemmi fl-Artikolu 5, fl-Artikolu 23A, fl-Artikolu 36 (1) u fl-Artikolu 36 (4)(a) 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.

Any person who acts in contravention of the court order mentioned in Article 5, Article 23A, Article 36 (1) and Article 36 (4)(a) 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.

Kull trasferiment ieħor jew tneħħija oħra ta' propjetà li jsiru bi ksur ta' dik l-ordni tal-Qorti jkunu nulli u ma jkollhom ebda effett fil-liġi.

Any transfer or other disposal of any property made in contravention of the said Court order shall be null and without effect at law.

Illum 28 ta' Jannar, 2025

IS-SUR GABRIEL BONANNO
Aġent Direttur, Uffiċċju għall-Irkupru tal-Assi

Today 28th January, 2025

MR GABRIEL BONANNO
Acting Director, Asset Recovery Bureau

261

ARB/C013/2025, – ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fit-23 ta' Jannar, 2025, mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Rachel Montebello, LLD). Kumpilazzjoni Numru 980/2024, fil-kawża fl-ismijiet:

ARB/C013/2025, – SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 23rd January, 2025, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD). Compilation Number 980/2024, in the case:

Ir-Repubblika ta' Malta

Kontra

NIGEL SCERRI, accountant, ta' 41 sena, iben Kurt Scerri u Angela Scerri xebba Pace O'Shea, imwieled Tal-Pietà, Malta, fl-14 ta' Lulju, 1983, u residenti fi 15, 'Stardust', Triq is-Sagħtar, Is-Swieqi u detentur ta' karta tal-identità Maltija bin-numru 381083M.

The Republic of Malta

Versus

NIGEL SCERRI, accountant, 41 years, son of Kurt Scerri and Angela Scerri née Pace O'Shea, born in Tal-Pietà, Malta, on the 14th July, 1983, and residing at 15, 'Stardust', Triq is-Sagħtar, Swieqi, and holder of Maltese identity card bearing number 381083M.

MIKAELA SCERRI xebba BALDACCHINO, administrator assistant, ta' 38 sena, bint Paul Baldacchino u Simone Baldacchino xebba Castillo, imwielda Tal-Pietà, Malta, fil-15 ta' Novembru, 1986, u residenti fi 15, 'Stardust', Triq is-Sagħtar, Is-Swieqi, u detentriċi ta' karta tal-identità Maltija bin-numru 520486M.

MIKAELA SCERRI née BALDACCHINO, administrator assistant, 38 years, daughter of Paul Baldacchino and Simone Baldacchino née Castillo, born in Tal-Pietà, Malta, on the 15th November, 1986, and residing at 15, 'Stardust', Triq is-Sagħtar, Swieqi, and holder of Maltese identity card bearing number 520486M.

ENNESSE LIMITED, inkorporata fil-31 ta' Awwissu, 2021, b'numru tar-reġistrazzjoni Malti C100083 u li għandha l-indirizz irreġistrat bħala 'Ennesse', 71, Triq Misraħ il-Barrieri, L-Imsida, Malta.

ENNESSE LIMITED, incorporated on the 31st August, 2021, with Maltese registration number C100083 and registered address at 'Ennesse', 71, Triq Misraħ il-Barrieri, Msida, Malta.

NIMIK LTD, inkorporata fid-19 ta' Ottubru, 2021, b'numru tar-reġistrazzjoni Malti C100506 u li għandha l-indirizz irreġistrat bħala 15, 'Stardust', Triq is-Sagħtar, Il-Madliena, Is-Swieqi, Malta.

NIMIK LTD, incorporated on the 19th October, 2021, with Maltese registration number C100506 and registered address at 15, 'Stardust', Triq is-Sagħtar, Madliena, Swieqi, Malta.

ACCOUNTINGWISE LTD, inkorporata fl-20 ta' Jannar, 2022, b'numru tar-reġistrazzjoni Malti C101293 u li għandha l-indirizz irreġistrat bħala Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Għawdex, Malta.

ACCOUNTINGWISE LTD, incorporated on the 20th January, 2022, with Maltese registration number C101293 and registered address at Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Gozo, Malta.

DAVVERO LTD, inkorporata fit-22 ta' Awwissu, 2022, b'numru tar-reġistrazzjoni Malti C103052 u li għandha l-indirizz irreġistrat bħala Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Għawdex, Malta.

DAVVERO LTD, incorporated on the 22nd August, 2022, with Maltese registration number C103052 and registered address at Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Gozo, Malta.

PAYRISE LIMITED, inkorporata fl-24 ta' Diċembru, 2019, b'numru tar-reġistrazzjoni Malti C94401 u li għandha l-indirizz irreġistrat bħala Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Għawdex, Malta.

PAYRISE LIMITED, incorporated on the 24th December, 2019, with Maltese registration number C94401 and registered address at Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Gozo, Malta.

NYG LTD, inkorporata fl-24 ta' Novembru, 2021, b'numru tar-reġistrazzjoni Malti C100876 u li għandha l-indirizz irreġistrat bħala Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Għawdex, Malta.

NYG LTD, incorporated on the 24th November, 2021, with Maltese registration number C100876 and registered address at Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Gozo, Malta.

SOPROLIFIC LTD, inkorporata fit-8 ta' Awwissu, 2022, b'numru tar-reġistrazzjoni Malti C102931 u li għandha l-indirizz irreġistrat bħala Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Għawdex, Malta.

SOPROLIFIC LTD, incorporated on the 8th August, 2022, with Maltese registration number C102931 and registered address Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Gozo, Malta.

SIAMOFORTI LTD, inkorporata fl-4 ta' Lulju, 2022, b'numru tar-reġistrazzjoni Malti C102638 u li għandha l-indirizz irreġistrat bħala Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Għawdex, Malta.

SIAMOFORTI LTD, incorporated on the 4th July, 2022, with Maltese registration number C102638 and registered address at Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Gozo, Malta.

STARSEEKERS LTD, inkorporata fl-24 ta' Frar, 2022, b'numru tar-reġistrazzjoni Malti C101631 u li għandha l-indirizz irreġistrat bħala Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Għawdex, Malta.

STARSEEKERS LTD, incorporated on the 24th February, 2022, with Maltese registration number C101631 and registered address at Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Gozo, Malta.

VOLANDO LTD, inkorporata fit-28 ta' Settembru, 2021, b'numru tar-reġistrazzjoni Malti C100315 u li għandha l-indirizz irreġistrat bħala Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Għawdex, Malta.

VOLANDO LTD, incorporated on the 28th September, 2021, with Maltese registration number C100315 and registered address at Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Gozo, Malta.

DRIVINGFORCE LIMITED, inkorporata fil-15 ta' Lulju, 2019, b'numru tar-reġistrazzjoni Malti C92500 u li għandha l-indirizz irreġistrat bħala Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Għawdex, Malta.

DELVETRO LTD, inkorporata fis-7 ta' Marzu, 2022, b'numru tar-reġistrazzjoni Malti C101743 u li għandha l-indirizz irreġistrat bħala 71, Triq Misraħ il-Barrieri, Msida, Malta.

DOUBLE LEISURE LTD, inkorporata fil-15 ta' Diċembru, 2021, b'numru tar-reġistrazzjoni Malti C101041 u li għandha l-indirizz irreġistrat bħala C401, 'The Gaelotte', Mġarr Heights, Triq iż-Żewwieqa, Għajnsielem, Għawdex, Malta.

OBREGADO LTD, inkorporata fil-15 ta' Diċembru, 2021, b'numru tar-reġistrazzjoni Malti C101048 u li għandha l-indirizz irreġistrat bħala C401, 'The Gaelotte', Mġarr Heights, Triq iż-Żewwieqa, Għajnsielem, Għawdex, Malta.

PERFORMANTE LTD, inkorporata fl-1 ta' Awwissu, 2022, b'numru tar-reġistrazzjoni Malti C102886 u li għandha l-indirizz irreġistrat bħala 71, Triq Misraħ il-Barrieri, L-Imsida, Malta.

U

SEMPRENOI LTD, inkorporata fl-1 ta' Awwissu, 2022, b'numru tar-reġistrazzjoni Malti C102884 u li għandha l-indirizz irreġistrat bħala 71, Triq Misraħ il-Barrieri, L-Imsida, Malta.

Il-Qorti ORDNAT is-sekwestru ta' kwalunkwe proprjetà li tkun f'idejn partijiet terzi li dwarha jkun hemm raġuni valida sabiex jitwemmen li l-proprjetà hija suġġetta għall-konfiska, u qed iżżomm u tipprojbixxi lill-imputati NIGEL SCERRI, MIKAELA SCERRI xebba BALDACCHINO, ENNESSE LIMITED, NIMIK LTD, ACCOUNTINGWISE LTD, DAVVERO LTD, PAYRISE LIMITED, NYG LTD, SOPROLIFIC LTD, SIAMOFORTI LTD, STARSEEKERS LTD, VOLANDO LTD, DRIVINGFORCE LIMITED, DELVETRO LTD, DOUBLE LEISURE LTD, OBREGADO LTD, PERFORMANTE LTD, u SEMPRENOI LTD milli jittrasferixxu, jagħtu b'rahan, jipotekaw, jew b'xi mod ieħor ibiddlu jew jiddisponu minn dik il-proprjetà u minn proprjetà oħra tagħhom jew li tkun fil-pussess tagħhom, u dan ai termini tal-Artikolu 36(1) u tal-Artikolu 36(4)(b)(i) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621, tal-Liġijiet ta' Malta.

Kull persuna li tagħmel xi ħaġa bi ksur tal-ordni tal-Qorti msemmi fl-Artikolu 36 (1) u fl-Artikolu 36 (4)(b)(i) 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.

DRIVINGFORCE LIMITED, incorporated on the 15th July, 2019, with Maltese registration number C92500 and registered address at Flat 2, 'Refreshing Water', Triq Wied ir-Rajjes, Għajnsielem, Gozo, Malta.

DELVETRO LTD, incorporated on the 7th March, 2022, with Maltese registration number C101743 and registered address at 71, Triq Misraħ il-Barrieri, Msida, Malta.

DOUBLE LEISURE LTD, incorporated on the 15th December, 2021, with Maltese registration number C101041 and registered address at C401, 'The Gaelotte', Mġarr Heights, Triq iż-Żewwieqa, Għajnsielem, Gozo, Malta.

OBREGADO LTD, incorporated on the 15th December, 2021, with Maltese registration number C101048 and registered address at C401, 'The Gaelotte', Mġarr Heights, Triq iż-Żewwieqa, Għajnsielem, Gozo, Malta.

PERFORMANTE LTD, incorporated on the 1st August, 2022, with Maltese registration number C102886 and registered address at 71, Triq Misraħ il-Barrieri, Msida, Malta.

AND

SEMPRENOI LTD, incorporated on the 1st August, 2022, with Maltese registration number C102884 and registered address at 71, Triq Misraħ il-Barrieri, Msida, Malta.

The Court ORDERED the attachment of any property in the hands of third parties for which there is reasonable cause to believe that the property is subject to confiscation, and is restraining and prohibiting the accused NIGEL SCERRI, MIKAELA SCERRI née BALDACCHINO, ENNESSE LIMITED, NIMIK LTD, ACCOUNTINGWISE LTD, DAVVERO LTD, PAYRISE LIMITED, NYG LTD, SOPROLIFIC LTD, SIAMOFORTI LTD, STARSEEKERS LTD, VOLANDO LTD, DRIVINGFORCE LIMITED, DELVETRO LTD, DOUBLE LEISURE LTD, OBREGADO LTD, PERFORMANTE LTD, and SEMPRENOI LTD from transferring, pledging, hypothecating, or otherwise changing or disposing of any such property and of such other property owned by them or being in their possession, and this in terms of Article 36(1) and Article 36(4)(b)(i) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta.

Any person who acts in contravention of the court order mentioned in Article 36 (1) and Article 36 (4)(b)(i) 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.

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 28 ta' Jannar, 2025

IS-SUR GABRIEL BONANNO
Aġent Direttur, Uffiċċju għall-Irkupru tal-Assi

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 28th January, 2025

MR GABRIEL BONANNO
Acting Director, Asset Recovery Bureau

262

Permezz ta' digriet mogħti fit-13 ta' Novembru, 2024, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Mario Joe Frank Schembri pro et noe vs Mary Vella, Rikors numru 366/2024JG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimata Mary Vella a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Mario Joe Frank Schembri (KI 302316L) f'ismu u permezz ta' prokura f'isem it-tliet ħutu permanentament residenti l-Kanada li huma Lydia Mary Ann Rodenburgh (passaport Kanadiż numru HN781277), David John Schembri (passaport Kanadiż numru HK484715) u Martez Schembri-Diskey (passaport Kanadiż numru AL395970) vs Mary Vella bħala l-inkwilina tal-fond numru 29, apparament numru 1, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta, ippreżentat fil-Bord li Jirregola l-Kera fil-21 ta' Awwissu, 2024, ir-rikorrenti Mario Joe Frank Schembri (KI 302316L) f'ismu u permezz ta' prokura f'isem it-tliet ħutu permanentament residenti l-Kanada li huma Lydia Mary Ann Rodenburgh (passaport Kanadiż numru HN781277), David John Schembri (passaport Kanadiż numru HK484715) u Martez Schembri-Diskey (passaport Kanadiż numru AL395970) talbu lil dan l-Onorabbli Bord għaliex m'għandux:

i. Jiddikjara u jiddeċiedi li l-intimata Mary Vella hija l-inkwilina tal-appartament numru 1, fi blokka ta' appartamenti li għandha n-numru 29, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta, taħt kirja protetta, senjatament taħt il-Kapitlu 69 tal-Liġijiet ta' Malta;

ii. Insegwitu tal-ewwel talba u tal-emendi tal-Kap. 69, dan l-Onorabbli Bord iwettaq it-test tal-mezzi tal-intimata Mary Vella skont l-Artiklu 4A(3)(c) tal-Kap. 69 u jiddetermina jekk l-intimata tissodisfax il-kriterji tad-dħul u tal-kapital tat-test tal-mezzi;

iii. Fl-eventwalità li dan l-Onorabbli Bord isib li l-inkwilina intimata ma tissodisfax il-kriterji tad-dħul u tal-kapital tat-test tal-mezzi:

By means of a decree of the 13th November, 2024, of the Rent Regulation Board, in the records of the Application in the names Mario Joe Frank Schembri pro et noe vs Mary Vella, Application Number 366/2024JG, the following publication was ordered for the purpose of effecting service on the respondent Mary Vella in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of an application in the names Mario Joe Frank Schembri (ID 302316L) in his own name and by means of a power of attorney in the name of his three siblings permanently residing in Canada named Lydia Mary Ann Rodenburgh (Canadian passport number HN781277), David John Schembri (Canadian passport number HK484715) and Martez Schembri-Diskey (Canadian passport number AL395970) vs Mary Vella as lessee of the premises number 29 appartment number 1, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta, filed in the Rent Regulation Board, on the 21st August, 2024, the applicants Mario Joe Frank Schembri (ID 302316L) in his own name and by means of a power of attorney in the name of his three siblings permanently residing in Canada named Lydia Mary Ann Rodenburgh (Canadian passport number HN781277), David John Schembri (Canadian passport number HK484715) and Martez Schembri-Diskey (Canadian passport number AL395970) requested this Honourable Board why it should not:

i. Declare and decide that the respondent Mary Vella is the lessee of apartment number 1, in a block of apartments numbered 29, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta, under a protected lease, especially under Cap. 69 of the Laws of Malta;

ii. Following the first demand and the amendments of Cap. 69, this Honourable Board carries out the means test of the respondent Mary Vella according to Article 4A(3)(c) of Cap 69 and determines whether the respondent satisfies the criteria of income and capital of the means test;

iii. If this Honourable Board finds that the respondent lessee does not satisfy the criteria of income and capital of the means test:

a) Ixolji l-kirja tal-intimata Vella li toqgħod f'appartament numru 1, fi blokka ta' appartamenti li ġġib in-numru 29, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta,

b) Jagħti żmien perentorju lill-intimata inkwlina li tirrisjedi fl-appartament internament markat numru 1, numru 29, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta, li skont l-emendi fil-liġi issa ma jkunx iżjed minn sentejn, sabiex tivvaka minn dan il-fond u tirrilaxxah battal u f'kundizzjoni tajba favur ir-rikorrenti;

iv. Fl-eventwalità li dan il-Bord isib li l-intimata tissodisfa l-kiriterji tad-dħul u tal-kapital tat-test tal-mezzi, jirrevedi l-kera pagabbli mill-inkwilina intimata lir-rikorrenti mill-ewwel skadenza ta' kera li jkun imiss għar-rigward tal-fond mertu ta' din il-kawża u ċjoè l-appartament numru 1 fi blokka ta' appartamenti li ġġib in-numru 29, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta, għall-ammont li skont il-liġi jkun sa 2% fis-sena tal-valur tal-fond u jikkundanna lill-intimata tħallas il-kera hekk riveduta, bl-istess skadenzi kurrenti jew b'modalitajiet differenti li dan il-Bord jista' jistabbilixxi fid-diskrezzjoni tiegħu u li fl-assenza li dan ma jsirx l-intimata tiġi kkundannata tivvaka l-fond fi żmien qasir u perentorju.

v. Fl-eventwalità wkoll li dan l-Onorabbli Bord isib li l-intimata tissodisfa l-kriterji tad-dħul u tal-kapital tat-test tal-mezzi u jirrevedi l-kera pagabbli, jistabbilixxi dawk il-kundizzjonijiet l-oħra li jkunu xierqa għal din il-kirja, inkluż l-awment li suċċessivament ikun hemm wara numru ta' snin, kif ukoll kundizzjonijiet importanti oħra li dan l-Onorabbli Bord jidhirlu xierqa fiċ-ċirkostanzi. Bl-ispejjeż kontra l-intimata li tibqa' minn issa inġunta in subizzjoni u b'riserva għall-azzjoni oħra kompetenti inkluż għad-danni jekk dan ikun il-każ.

Rikorrenti: Nru 3, Triq is-Sajjieda, Blue Moon Court, Flat B4, Marsaskala MSK 3077, Malta

Intimati: Flat 1, Numru 29, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta

Ir-rikors fl-ismijiet Mario Joe Frank Schembri pro et noe vs Mary Vella, Rikors numru 366/2024JG, jinsab differit għat-12 ta' Frar, 2025, fil-11.10 a.m.

Reġistru tal-Qrati Superjuri, illum 30 ta' Jannar, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

a) Dissolve the lease of the respondent Vella who lives in apartment number 1, in a block of apartments bearing number 29, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta,

b) Give the respondent a peremptory period to reside in the apartment internally marked number 1, number 29, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta, which according to the amendments in law is now not more than two years, in order to evict from this premises and release it vacant and in good condition in favour of the applicant;

iv. In the event that this Board finds that the respondent satisfies the criteria of the income and capital of the means test, revise the rent payable by the respondent lessee to the applicant from the first next instalment of rent as regards the premises merit of this cause and namely the apartment number 1 in a block of apartments bearing number 29, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta, for the amount which according to law is up to 2% per year of the value of the premises and condemns the respondent to pay the rent so revised, with the same current instalments or different modalities which this Board can establish in its discretion and in the absence of this the respondent is condemned to vacate the premises within a short and peremptory period.

v. In the eventuality also that this Honourable Board finds that the respondent satisfies the criteria of income and capital of the means test and revises the rent payable, establish those other conditions which are appropriate for this lease, including the increase which successively occurs after a number of years, as well as other important conditions which this Honourable Board deems fit in the circumstances. With costs against the respondent who is from now summoned so that a reference to her oath be made and saving other competent action including for damages if this is the case.

Applicants: Nru 3, Triq is-Sajjieda, Blue Moon Court, Flat B4, Marsaskala MSK 3077, Malta

Respondent: Flat 1, Numru 29, Rax Flats, Triq Santa Tereza, Ħal Tarxien, Malta

The application in the names Mario Joe Frank Schembri pro et noe vs Mary Vella, Application number 366/2024JG, has been postponed for hearing to the 12th February, 2025, at 11.10 a.m.

Registry of the Superior Courts, today 30th January, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

263

Permezz ta' digriet mogħti fil-11 ta' Diċembru, 2024, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Susanna Francalanza noe vs Kevin Camilleri, Rikors numru 349/2024JG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Kevin Camilleri a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Susanna Francalanza (KI 283870M) għan-nom u inrappreżentanza ta' Carmelo Said (KI 921244M) u Mary Falzon (KI 432648M) u Louis Tanti (KI 556364M) f'ismu prorpju u għan-nom u inrappreżentanza tal-werrieta ta' Francesco Tabone vs Kevin Camilleri (KI 223669M), ippreżentat fil-Bord li Jirregola l-Kera fl-1 ta' Awwissu, 2024, ir-rikorrenti Susanna Francalanza (KI 283870M) u residenti fin-numru 4, Aviemor, Triq Dun Karm Frendo, Birżebbuġa u Louis Tanti (KI 556364M) u residenti fin-numru 19, Gioconda, Triq Lorenzo Gafà, Iż-Żejtun, talbu lil dan l-Onorabbli Bord għaliex m'għandux:

i. Jilqa' t-talba sabiex dan ir-rikors jiġi trattat bi proċedura sommarja u mingħajr ma jgħaddi għas-smigħ tal-kawża a tenur tal-artikolu 16A tal-Kap. 69 tal-Liġijiet ta' Malta;

ii. Jordna l-iżgumbrament tal-konvenut Kevin Camilleri mill-fond mikri, ossija l-fond illi jġib in-numru uffiċjali 39, St Francis, fi Triq Sant'Anġlu, Birżebbuġa;

iii. Jordna illi l-konvenut jirritorna ċ-ċwievet tal-fond ili jġib in-numru uffiċjali 30, St Francis, fi Triq Sant'Anġlu, Birżebbuġa, u dan entro t-terminu perentorju deċiż minn dan l-Onorabbli Bord.

U dan taħt dawk il-provvedimenti u d-direttivi illi dan l-Onorabbli Bord jidhirlu xieraq u opportun fiċ-ċirkostanzi.

Rikorrenti: Susanna Francalanza (KI 283870M), 4, Aviemor, Triq Dun Karm Frendo, Birżebbuġa
Louis Tanti (KI 556364M), 19, Gioconda, Triq Lorenzo Gafà, Iż-Żejtun

Intimat: 39, St Francis, Triq Sant'Anġlu, Birżebbuġa

Ir-rikors fl-ismijiet Susanna Francalanza noe et vs Kevin Camilleri, Rikors numru 349/2024JG, jinsab differit għat-12 ta' Frar, 2025, fis-1.30 p.m.

Reġistru tal-Qrati Superjuri, illum 30 ta' Jannar, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree of the 11th December, 2024, of the Rent Regulation Board, in the records of the Application in the names Susanna Francalanza noe et vs Kevin Camilleri, Application number 349/2024JG, the following publication was ordered for the purpose of effecting service on the respondent Kevin Camilleri in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of an application in the names Susanna Francalanza (ID 283870M) for and on behalf of Carmelo Said (ID 921244M) and Mary Falzon (ID 432648M) and Louis Tanti (ID 556364M) in his own name and for and on behalf of the heirs of Francesco Tabone vs Kevin Camilleri (ID 223669M), filed in the Rent Regulation Board, on the 1st August 2024, the applicants Susanna Francalanza (ID 283870M) of 4, Aviemore, Triq Dun Karm Frendo, Birżebbuġa and Louis Tanti (ID 556364M) of 19, Gioconda, Triq Lorenzo Gafà, Żejtun, requested this Honourable Board why it should not:

i. Upholds the request so that this application be dealt with by means of a summary procedure and without proceeding to trial in terms of Article 16A of Cap. 69 of the Laws of Malta;

ii. Order the eviction of the defendant Kevin Camilleri from the premises leased, that is the premises bearing official number 39, St Francis, in Triq Sant'Anġlu, Birżebbuġa;

iii. Order that the defendant returns the receipt of the premises bearing official number 30, St Francis, in Triq Sant'Anġlu, Birżebbuġa, and this within the time limit decided by this Honourable Board.

And this under those provisions and directives that this Honourable Board deems fit and opportune in the circumstances.

Applicants: Susanna Francalanza (KI 283870M), 4, Aviemor, Triq Dun Karm Frendo, Birżebbuġa
Louis Tanti (KI 556364M), 19, Gioconda, Triq Lorenzo Gafà, Ż-Żejtun

Respondent: 39, St Francis, Triq Sant'Anġlu, Birżebbuġa

The application in the names Susanna Francalanza noe vs Kevin Camilleri, Application number 349/2024JG, has been postponed for hearing to the 12th February, 2025, at 1.30 p.m.

Registry of the Superior Courts, today 30th January, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

Ippubblikat mid-Dipartiment tal-Informazzjoni (doi.gov.mt) — Valletta — *Published by the Department of Information (doi.gov.mt) — Valletta*
Mitbugħ fl-Istamperija tal-Gvern fuq karta FSC® — *Printed at the Government Printing Press on FSC® certified paper*