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NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 340

ATT DWAR L-AWTORITÀ TAL-BINI U L-KOSTRUZZJONI (KAP. 623)

Ħatra tat-Tribunal tal-Bini u l-Kostruzzjoni

NGĦARRFU b'din għall-informazzjoni ta' kulliħadd illi, skont l-artikolu 36 tal-Att dwar l-Awtorità tal-Bini u l-Kostruzzjoni (Kap. 623), il-President ta' Malta, fuq il-parir tal-Prim Ministru, ħatret kif ġej it-Tribunal tal-Bini u l-Kostruzzjoni.

Din il-ħatra hija b'seħħ mill-10 ta' Novembru, 2024, u hija valida għal perjodu ta' tliet (3) snin.

Chairperson
Dott. Christopher Louis Vella

Membri
Il-Perit Samuel Formosa
L-Inġ. Johann Psaila

It-28 ta' Frar, 2025

Nru. 341

ATT DWAR IT-TIĠDID TAL-KIRI TA' RABA' (KAP. 199)

Bord dwar il-Kontroll tal-Kiri ta' Raba'

BIS-SAĦĦA tas-setgħat mogħtija bl-Artikolu 5 tal-Att dwar it-Tiġdid tal-Kiri ta' Raba' (Kap. 199 tal-Liġijiet ta' Malta), il-Prim Ministru nnomina fil-lista ta' persuni li jkunu kompetenti u jifhmu f'affarijiet tar-raba' lis-segwenti:

Bugeja Douglas, is-Sur Adrian;
Cilia, is-Sur Ryan; u
Grech, Dott. Charles

għal perjodu ta' sentejn sat-18 ta' April, 2026.

It-28 ta' Frar, 2025
MJCL 128/2016/I

GOVERNMENT NOTICES

No. 340

BUILDING AND CONSTRUCTION ACT (CAP. 623)

Appointment of the Building and Construction Tribunal

IT is hereby notified for general information that, in accordance with article 36 of the Building and Construction Act (Cap. 623), the President of Malta, on the advice of the Prime Minister, has appointed the following as the Building and Construction Tribunal.

This appointment is valid from 10th November, 2024 for a period of three (3) years.

Chairperson
Dr Christopher Louis Vella

Members
Arch. Samuel Formosa
Inġ. Johann Psaila

28th February, 2025

No. 341

AGRICULTURAL LEASES (RELETTING) ACT (CAP. 199)

Rural Leases Control Board

IN exercise of the powers conferred by Article 5 of the Agricultural Leases (Reletting) Act (Cap. 199 of the Laws of Malta), the Prime Minister has nominated on the list of persons competent and knowledgeable in agricultural Matters the following:

Bugeja Douglas, Mr Adrian;
Cilia, Mr Ryan; and
Grech, Dr Charles

for a period of two years until the 18th April, 2026.

28th February, 2025

Nru. 342

ATT TAL-INĠINIERA (KAP. 321)

Bord tal-Inġiniera

NGĦARRFU b'din għall-informazzjoni ta' kullħadd illi, bis-saħħa tas-setgħat mogħtija skont l-Artikolu 6 tal-Att tal-Inġiniera (Kap. 321), il-Ministru għat-Trasport, Infrastruttura u Xogħlijiet Publiċi ħatar lis-Sur Frans Chircop minflok is-Sur Joe Cassar bħala Segretarju tal-Bord tal-Inġiniera.

Din il-ħatra hija effettiva mill-24 ta' Frar, 2025 sal-1 ta' Settembru, 2025.

It-28 ta' Frar, 2025

No. 342

INĠINIERA ACT (CAP. 321)

Inġiniera Board

IT is hereby notified for general information that, in the exercise of the powers conferred by Article 6 of the Inġiniera Act (Cap. 321), the Minister for Transport, Infrastructure and Public Works has appointed Mr Frans Chircop in place of Mr Joe Cassar as Secretary of the Inġiniera Board.

This appointment is valid from 24th February, 2025 to 1st September, 2025.

28th February, 2025

Nru. 343

ĦATRA TA' AĠENT DIRETTUR/ REĠISTRATUR QRATI KRIMINALI U TRIBUNALI (MALTA)

IS-SEGRETARJU Permanenti fil-Ministeru għall-Ġustizzja u r-Rifroma tas-Settur tal-Kostruzzjoni approva l-ħatra temporanja li ġejja:

No. 343

APPOINTMENT OF ACTING DIRECTOR/ REGISTRAR CRIMINAL COURTS AND TRIBUNALS (MALTA)

THE Permanent Secretary in the Ministry for Justice and Reform of the Construction Sector has approved the following acting appointment.

ISEM *NAME*	POŻIZZJONI *POSITION*	DIPARTIMENT *DEPARTMENT*	DATA *DATE*
Is-Sa Stephania Calafato Testa	Aġent Direttur/Reġistratur, Qrati Kriminali u Tribunali (Malta) *Acting Director/Registrar Criminal Courts and Tribunals (Malta)*	Qrati tal-Ġustizzja *Courts of Justice*	Mit-28.2.2025 sal-4.3.2025 iż-żewġ dati inklużi *From 28.2.2025 to 4.3.2025 both days inclusive*

It-28 ta' Frar, 2025

28th February, 2025

Nru. 344

ORDNI MILL-MINISTERU GĦALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

BIS-SAĦĦA tal-poteri mogħtija bl-Artikolu 113 tal-Kodiċi Ċivili (Kap. 16), il-Ministru għall-Ġustizzja u r-Rifroma tas-Settur tal-Kostruzzjoni għamel din l-Ordni li permezz tagħha l-Ordni ta' Adozzjoni datata 15 ta' April, 2024, mogħtija mill-People's Committee Ho Chi Minh City fir-Repubblika tal-Vjetnam, qiegħda tkun speċifikata bħala adozzjoni bejn pajjiż u ieħor tal-persuna hemmhekk imsemmija u dan a termini tal-Artikoli 113, 130 u 130A tal-Kodiċi Ċivili.

(Iff.) Av. Jonathan Attard
Ministru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni

It-28 ta' Frar, 2025

No. 344

ORDER OF THE MINISTRY FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

In exercise of the powers conferred by Article 113 of the Civil Code (Cap. 16), the Minister for Justice and Reform of the Construction Sector has made this Order whereby the Adoption Order dated 15th April, 2024, issued by the People's Committee Ho Chi Minh City, Republic of Vietnam is being specified as an adoption of the person therein mentioned for the purposes of Articles 113, 130 and 130A of the Civil Code.

(Sgd) Dr Jonathan Attard
Minister for Justice and Reform of the Construction Sector

28th February, 2025

Nru. 345

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

BIS-SAĦĦA tal-poteri mogħtija bl-Artikolu 113 tal-Kodiċi Ċivili (Kap. 16), il-Ministru għall-Ġustizzja u r-Rifroma tas-Settur tal-Kostruzzjoni għamel din l-Ordni li permezz tagħha l-Ordni ta' Adozzjoni datata 9 ta' Mejju, 2024, mogħtija mill-Court of District Judge-13 Nagpur, fl-Indja, qiegħda tkun speċifikata bħala adozzjoni bejn pajjiż u ieħor tal-persuna hemmhekk imsemmija u dan a termini tal-Artikoli 113, 130 u 130A tal-Kodiċi Ċivili.

(Iff.) Av. Jonathan Attard
Ministru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni

It-28 ta' Frar, 2025

No. 345

ORDER OF THE MINISTER FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

In exercise of the powers conferred by Article 113 of the Civil Code (Cap. 16), the Minister for Justice and Reform of the Construction Sector has made this Order whereby the Adoption Order dated 9th May, 2024, issued by the Court of District Judge-13 Nagpur, India, is being specified as an adoption of the person therein mentioned for the purposes of Articles 113, 130 and 130A of the Civil Code.

(Sgd) Dr Jonathan Attard
Minister for Justice and Reform of the Construction Sector

28th February, 2025

Nru. 346

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

Avviż skont l-Artikoli 58 u 73

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

Numru tal-VAT	*Tax Payer*
2057-9210	Blue Border Holdings Limited
2057-9210	Donald Joseph Brownrigg
2552-2207	Nicolas Suarez Dominguex Blanco
2250-2506	CSMD International Ltd
2250-2506	Christian Franz Thurner
2203-4937	Atlas Trade Limited
2203-4937	Gabor Zoltan David
2221-2335	LRST Consulting Limited
2221-2335	Aroosh Mayoorathan Thillainathan
2221-2426	PT Management Ltd
2221-2426	Aroosh Mayoorathan Thillainathan
2216-0723	White Rock Limited
2216-0723	Giovanni Tuccio
2194-6136	Sterling Cranes Limited
2194-6136	Mark Attard
2295-4323	Kinetic Intelligence Consulting Limited

No. 346

VALUE ADDED TAX ACT (CAP. 406)

Notice in terms of Articles 58 and 73

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

VAT Number	*Tax Payer*
2057-9210	Blue Border Holdings Limited
2057-9210	Donald Joseph Brownrigg
2552-2207	Nicolas Suarez Dominguex Blanco
2250-2506	CSMD International Ltd
2250-2506	Christian Franz Thurner
2203-4937	Atlas Trade Limited
2203-4937	Gabor Zoltan David
2221-2335	LRST Consulting Limited
2221-2335	Aroosh Mayoorathan Thillainathan
2221-2426	PT Management Ltd
2221-2426	Aroosh Mayoorathan Thillainathan
2216-0723	White Rock Limited
2216-0723	Giovanni Tuccio
2194-6136	Sterling Cranes Limited
2194-6136	Mark Attard
2295-4323	Kinetic Intelligence Consulting Limited

2295-4323	Massimo Ricci	2295-4323	Massimo Ricci
2246-9525	Greenr Ltd	2246-9525	Greenr Ltd
2246-9525	Fabien Emile Julien Courtellemont	2246-9525	Fabien Emile Julien Courtellemont
2248-4113	Effemme Ltd	2248-4113	Effemme Ltd
2248-4113	Francesco Maddalone	2248-4113	Francesco Maddalone
2276-6221	Diemo Gebhardt	2276-6221	Diemo Gebhardt
2306-0816	Giorgio Mannoni	2306-0816	Giorgio Mannoni
2411-6210	Juris Gulibs	2411-6210	Juris Gulibs
1920-1106	Naief Mahmoud	1920-1106	Naief Mahmoud
2337-2320	Oro Lounge Ltd	2337-2320	Oro Lounge Ltd
2337-2320	Viktoria Sergeyevna Schembri	2337-2320	Viktoria Sergeyevna Schembri
2204-6914	T.I.C. – Trade Investment Construction Limited	2204-6914	T.I.C. – Trade Investment Construction Limited
2204-6914	V.G.P. Holdings Ltd	2204-6914	V.G.P. Holdings Ltd
2495-6518	Knowteq Limited	2495-6518	Knowteq Limited
2495-6518	Goldenize Business Ltd	2495-6518	Goldenize Business Ltd
1388-5117	Equipment Hire Limited	1388-5117	Equipment Hire Limited
1840-3611	Fetesti Shipping Limited	1840-3611	Fetesti Shipping Limited
2331-8004	Macor Limited	2331-8004	Macor Limited
2331-8004	Carl Thomas Sebastian Hagman	2331-8004	Carl Thomas Sebastian Hagman
2331-8004	Nils Georg Holmstrom	2331-8004	Nils Georg Holmstrom
2329-0109	BC Com Limited	2329-0109	BC Com Limited
2230-6031	Abderos Investments Ltd	2230-6031	Abderos Investments Ltd
2230-6031	Avix Management Limited	2230-6031	Avix Management Limited

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

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

It-28 ta' Frar, 2025

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

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

28th February, 2025

Nru. 347

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

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

No. 347

GOLDSMITHS AND SILVERSMITHS ACT (CAP. 46)

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

Data *Date*	Deheb Pur Gramma *Pure Gold* *Grams*	Fidda Pura Gramma *Pure Silver* *Grams*
28.2.2025	€89.325	€0.974

It-28 ta' Frar, 2025

28th February, 2025

Nru. 348

ELEZZJONI KAŻWALI 2025
IL-KALKARA

Dikjarazzjoni tar-Riżultat ta' Elezzjoni Każwali

AĦNA, li ffirmajna isimna hawn taħt, Kummissjonarji Elettorali fl-Elezzjoni Każwali ta' Kunsillier, li saret fl-24 jum ta' Frar, 2025, biex jimtela l-post li tbattal minn Micallef Nadine, Kunsilliera għal-lokalità hawn fuq imsemmija, hawnhekk ngħarrfu illi l-poloz tal-votazzjoni fil-pakkett issiġillat tal-Kunsilliera li l-post tagħha tbattal ġew eżaminati u trasferiti skont il-liġi lill-kandidat nominat validament u li r-riżultat huwa kif jidher hawn taħt:

No. 348

CASUAL ELECTION 2025
IL-KALKARA

Declaration of Result of a Casual Election

WE, the undersigned, Electoral Commissioners at the Casual Election of a Councillor, held on the 24th day of February, 2025, to fill the seat vacated by Micallef Nadine, an elected Councillor for the said locality, do hereby give notice that the ballot papers in the sealed parcel of the vacating Councillor were duly examined and transferred according to the validly nominated candidate and that the result is as shown hereunder:

Numru ta' voti fil-Pakkett / *Number of votes in Parcel* } **292**

Numru ta' Kunsilliera li għandhom jiġu eletti / *Number of Councillors to be elected* } **1**

Kwota / *Quota* } **146**

Isem tal-Kandidat *Name of Candidate*	Għadd 1 *1st Count*
	Voti *Votes*
PARTIT LABURISTA	
BRUNO CHRISTOPHER	263E
Voti Mhux Trasferibbli *Non-Transferable Papers*	29
Total *Total*	292

AĦNA hawnhekk ngħarrfu illi BRUNO CHRISTOPHER ġie elett Kunsillier għal-lokalità msemmija hawn fuq.
WE do hereby declare that was elected Councillor for the above-mentioned locality.

Id-data tal-lum, l-24 jum ta' Frar, 2025
Dated this 24th day of Febrnuary, 2025

JOE CAMILLERI
Kummissjonarju Elettorali Prinċipali
Chief Electoral Commissioner

M. AZZOPARDI V. DALLI R. DIMECH D. GALEA I. MICALLEF
M. PORTELLI S. SANT V. SCERRI A. SCIBERRAS J. SCICLUNA

Kummissjonarji Elettorali
Electoral Commissioners

Nru. 349

NUMRI ĠODDA TA' BIBIEN F'ĦAL QORMI

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

No. 349

NUMBERING OF DOORS AT ĦAL QORMI

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

SKEDA/*SCHEDULE*
ĦAL QORMI

TRIQ IL-ĠNIEN

In-naħa tax-xellug meta tidħol minn Triq San Bastjan

Left side entering from Triq San Bastjan

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
V3L Professional Service Hub	1
Bieb bla numru	3
11	5
Banka tal-Lottu	7
13	9
14	11
15	13
16	15
17	17
18, Madonnina	19
19 (Garaxx)	21
Blokk 10	23
Blokk 9	25
Grada	27

In-naħa tal-lemin meta tidħol minn Triq San Bastjan

Right side entering from Triq San Bastjan

Isem/Numru Qadim *Name/Old Number*	Numru Ġdid *New Number*
Salon De Coiffeur (Ħanut)	2
Biscuit Bakery (Ħanut)	4
Biscuit Bakery (Ħanut)	6
4	8
Bieb bla numru	10
3, St Joseph	12
39	14
1, Ġorġ Mary	16

It-28 ta' Frar, 2025

28th February, 2025

Nru. 350

NUMRI ĠODDA TA' BIBIEN F'ĦAL QORMI

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 1737 tat-12 ta' Diċembru, 2023, taħt it-titlu 'Numri ġodda ta' bibien f'Ħal Qormi', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 350

NUMBERING OF DOORS AT ĦAL QORMI

Amendments

WITH reference to Government Notice No. 1737 dated 12th December, 2023, under the title 'Numbering of doors at Ħal Qormi', the following amendments in **bold** should be made.

ĦAL QORMI

3. TRIQ IL-BELT VALLETTA

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

Left side entering from Triq Ħal Qormi

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

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

Right side entering from Triq Ħal Qormi

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
200, Manchester United (Garaxx)	200

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Sit bla bini	202
		Sit bla bini	204
		Sit bla bini	206
		Sit bla bini	208
		Bieb bla numru (Ħanut)	210

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		200, Manchester United (Garaxx)	200
		Daħla għall-garaxxijiet	**202**
		Bieb bla numru	**204**
		Bieb bla numru	**204A**
		Bieb bla numru	**206**
		Bieb bla numru (Flettijiet)	**208**
		Daħla għall-garaxxijiet	**208A**
		210, **Tiny Playtown** (Ħanut)	210

It-28 ta' Frar, 2025

Nru. 351

NUMRI ĠODDA TA' BIBIEN F'ĦAL QORMI

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 686 tal-25 ta' Awwissu, 2000, taħt it-titlu 'Numri ġodda ta' bibien f'Ħal Qormi', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

28th February, 2025

No. 351

NUMBERING OF DOORS AT ĦAL QORMI

Amendments

WITH reference to Government Notice No. 686 dated 25th August, 2000, under the title 'Renumbering of doors at Ħal Qormi', the following amendments in **bold** should be made.

ĦAL QORMI

28. TRIQ MIFSUD-ELLUL

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*
Garaxx	15
7	17
8, St Mary	19
9	21

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*

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
15 (Garaxx)	15
Garaxx	**17**
Bieb bla numru	**17A**
Garaxx	**19**
Bieb bla numru	**19A**

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

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

It-28 ta' Frar, 2025

Nru. 352

NUMRI ĠODDA TA' BIBIEN FIR-RABAT(M)

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 1009 tal-15 ta' Settembru, 2017, taħt it-titlu 'Numri ġodda ta' bibien fir-Rabat(M)', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

28th February, 2025

No. 352

NUMBERING OF DOORS AT IR-RABAT(M)

Amendments

WITH reference to Government Notice No. 1009 dated 15th September, 2017, under the title 'Numbering of doors at Ir-Rabat(M)', the following amendments in **bold** should be made.

IR-RABAT(M)

TRIQ MANWEL VITALE

In-naħa tax-xellug meta tidħol minn Triq Santa Rita

Left side entering from Triq Santa Rita

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

In-naħa tal-lemin meta tidħol minn Triq Santa Rita

Right side entering from Triq Santa Rita

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
3	6
4	8
5	10

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
6	6
8B, Maria's Court	**8**
Magri Maisonette	**8A**
10	10

It-28 ta' Frar, 2025

Nru. 353

NUMRI ĠODDA TA' BIBIEN FIS-SIĠĠIEWI

Emenda

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 233 tas-7 ta' Frar, 2025, taħt it-titlu 'Numri ġodda ta' bibien fis-Siġġiewi', għandha ssir din l-emenda kif indikata b'tipi **grassi**.

28th February, 2025

No. 353

NUMBERING OF DOORS AT IS-SIĠĠIEWI

Amendment

WITH reference to Government Notice No. 233 dated 7th February, 2025, under the title 'Numbering of doors at Is-Siġġiewi', the following amendment in **bold** should be made.

IS-SIĠĠIEWI

50. TRIQ IS-SALIB

In-naħa tax-xellug meta tidħol minn Triq Blat il-Qamar

Left side entering from Triq Blat il-Qamar

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

In-naħa tal-lemin meta tidħol minn Triq Blat il-Qamar

Right side entering from Triq Blat il-Qamar

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Valley Ridge, Blk A	36

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		38, Edera (Flettijiet)	38

għandha tinqara
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		36, Valley Ridge, Blk A	36
		Daħla għall-garaxxijiet	**36A**
		38, Edera (Flettijiet)	38

It-28 ta' Frar, 2025

Nru. 354

NUMRI ĠODDA TA' BIBIEN FIS-SIĠĠIEWI

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 724 tat-18 ta' Settembru, 2009, taħt it-titlu 'Numri ġodda ta' bibien fis-Siġġiewi', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

28th February, 2025

No. 354

NUMBERING OF DOORS AT IS-SIĠĠIEWI

Amendments

WITH reference to Government Notice No. 724 dated 18th September, 2009, under the title 'Renumbering of doors at Is-Siġġiewi', the following amendments in **bold** should be made.

IS-SIĠĠIEWI

1. TRIQ IT-TABIB NIKOL ZAMMIT

In-naħa tax-xellug meta tidħol minn Triq Santa Margerita

Left side entering from Santa Margerita

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

In-naħa tal-lemin meta tidħol minn Triq Santa Margerita

Right side entering from Triq Santa Margerita

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
57, Sunkist	134
Bieb tal-ġenb	136
Sit bla bini	138
Sit bla bini	140
Sit bla bini	142
Sit bla bini	144
Sit bla bini	146
Sit bla bini	148
Sit bla bini	150
Sit bla bini	152
Sit bla bini	154
Sit bla bini	156
Sit bla bini	158
Sit bla bini	160
59, Marbel	162

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		134, Sunkist	134
		136 (Bieb tal-ġenb)	136
		221 (Binja Silvio Parnis)	**138**
		Binja Silvio Parnis, Entratura 2	**140**
		223 (Binja Silvio Parnis)	**142**
		321 (Binja Silvio Parnis)	**144**
		Binja Silvio Parnis, Entratura 3	**146**
		162, Marbel	162

** In-numri 148, 150, 152, 154, 156, 158 u 160 mhux se jintużaw peress li nfetħu inqas bibien milli kien hemm maħsub oriġinarjament.*

It-28 ta' Frar, 2025

Nru. 355

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

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 532 tal-11 ta' Mejju, 2012, taħt it-titlu 'Numri ġodda ta' bibien f'Ħaż-Żebbuġ(M)', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

28th February, 2025

No. 355

NUMBERING OF DOORS AT ĦAŻ-ŻEBBUĠ(M)

Amendments

WITH reference to Government Notice No. 532 dated 11th May, 2012, under the title 'Renumbering of doors at Ħaż-Żebbuġ(M)', the following amendments in **bold** should be made.

ĦAŻ-ŻEBBUĠ(M)

TRIQ L. MIFSUD TOMMASI

In-naħa tax-xellug meta tidħol minn Triq Lord Gort

Left side entering from Triq Lord Gort

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

In-naħa tal-lemin meta tidħol minn Triq Lord Gort

Right side entering from Triq Lord Gort

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Connick	8
Garaxx	10
Garaxx	12
St Joseph	14
Garaxx	16
Saint Philip	18
Eastern Wind	20

għandhom jinqraw
should read

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
8, Connick	8
10 (Garaxx)	10
Ideal (Garaxx)	**12**
14, The Loft	**14**
Bieb bla numru (Flettijiet)	**16**
Bieb bla numru	**18**
Daħla għall-garaxxijiet	**18A**
20, Eastern Wind	20

It-28 ta' Frar, 2025

28th February, 2025

Nru. 356

ATT DWAR L-ELEZZJONIJIET ĠENERALI
(KAP. 354)

Avviż

SKONT id-dispożizzjonijiet tas-subartikolu (1) tal-artikolu 26 tal-Att dwar l-Elezzjonijiet Ġenerali (Kap. 354), qiegħda tiġi hawnhekk ippubblikata lista ta' votanti reġistrati fir-Reġistru Elettorali għall-Kunsilli Lokali u fir-Reġistru Elettorali tal-Unjoni Ewropea sabiex jiġi kkanċellat ir-reġistrazzjoni tal-vot tagħhom minħabba li:

(a) Id-Dokument tal-Votazzjoni la tqassam u lanqas ma nġabar fl-ebda elezzjoni f'dawn l-aħħar tnax-il sena; u

(b) Ma għandhomx Karta tal-Identità jew Residence Card valida.

Il-kanċellament jidħol fis-seħħ fi żmien xahar mill-pubblikazzjoni ta' dan l-avviż.

J. CAMILLERI
Kummissjonarju Elettorali Prinċipali

Uffiċċju tal-Kummissjoni Elettorali,
Ex-Trade Fair Grounds,
In-Naxxar.

It-28 ta' Frar, 2025

No. 356

GENERAL ELECTIONS ACT
(CAP. 354)

Notice

IN accordance with the provisions of subarticle (1) of article 26 of the General Elections Act (Cap. 354), a list is herewith being published which contains the names of registered voters in the Local Councils' Electoral Register and the European Parliament Electoral Register who are to be deregistered as voters because they:

(a) Have not been effectively served with or collected the voting document pertaining to elections in the past 12 years; and

(b) Do not have a valid Identity Card or Residence Card.

The deregistration shall come into effect on the lapse of one month from the date of this notice.

J. CAMILLERI
Chief Electoral Commissioner

Office of the Electoral Commission,
Ex-Trade Fair Grounds,
In-Naxxar.

28th February, 2025

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0044622A	Patricia	Achami
0054420A	Giorgio	Pignataro
0054421A	Ana Andreia	Pavel
0059250A	Gijs Bert	Coppoolse
0059305A	Richard Adalbert	Bartkowski
0060094A	Miroslav Svilenov	Tahchiev
0061024A	Jameela	Lloyd
0062369A	Anna Michela	Laviano
0062739A	Mauro Henrique	De Oliveira Lourenco
0063465A	Attila	Szilagyi
0063728A	Antonio	Villa Castelo
0064221A	Ioana Patricia	Szilagyi
0064298A	Hayley Victoria	Bailey
0067020A	Neil Anthony Geoffrey	Nicholls
0067195A	Rihards	Lescinskis
0069615A	Aleksejs	Barabaskins

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0070049A	Mona Elvi Elisabet	Gredenhag
0070498A	Lasse Groenquist	Jacobsen
0071181A	Mitko Kirilov	Botev
0071792A	Deyanira	Borroto Alburquerque
0072959A	Coline Margot	Glatin
0074034A	Charilaos	Lytras
0074770A	Reem Milad Ali	Ghummed
0075856A	Abel	Nappo
0076056A	Belinda Jane	Griffiths
0076057A	Peter	Griffiths
0076094A	Nadia	Fornaro
0076779A	Lars Olov Valdemar	Grill
0076780A	Rita Ann Margret	Grill
0076909A	Erzsebet	Egbomon
0076964A	Alberto	Bonotti
0079100A	Santa	Dimartino
0079585A	Caroll Therese Andree	Chappuis
0079712A	Christian Benjamin	Tversted
0080312A	Barbara	Beltrami
0080402A	Raffaele	Sacco
0080478A	Sahra Abdallah	Haji
0082277A	Katerina	Yagnam Tarasi
0082531A	Silvia	Genova
0082647A	Sebastijan	Lomsek
0082924A	Sandor	Pakozdi
0083697A	Deborah	Leone
0084101A	Antonia	Asimi
0026126A	Krasimir Simeonov	Uzunov
0035802A	Denka Kirkova	Mircheva
0037294A	Keith Robert	Bailey
0041803A	Irene Joyce	Fidler
0041995A	Brenda Kathryn	Clump
0041996A	Carlyle Cyril	Clump
0042335A	Tiffany Julia Ludivine Luce	Lizen
0042533A	Elena Petrova	Georgieva
0042622A	Giorgio	Ciavardini
0043042A	Michele	Gallo
0043284A	Carmen Maria	Suarez Dominguez Blanco
0043852A	Daron	Pitts
0044153A	Emiliya Ivaylova	Hubenova
0044550A	Aneta Miladinova	Dakova
0045024A	Nonka	Hristozova
0045025A	Stoyno Rangelov	Hristozov
0045093A	Niclas Sven Arne	Johansson

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0046482A	Mario German	Urtubia Almonacid
0047645A	Evgeni Radoslavov	Georgiev
0047710A	Preslava Petrova	Stoyanova
0049623A	Michael Kenneth	Hall
0049645A	Kim	Campbell
0051388A	Stoyan Ivanov	Stoyanov
0051521A	Dirk Stien	Stek
0053331A	Katalin	Hajossy
0053666A	Angela	Knight
0054037A	Michael Charles	Keeley
0055298A	Valery Marie Andre	Bollier
0055326A	Ivan	Dimov
0055532A	Christopher James	Hirst
0055545A	Melvyn	Proudlock
0056796A	Giorgio	Dima
0056898A	Piotr	Szreder
0056985A	Darinka Stefanova	Stoyanova
0057414A	Georgi Ivanov	Georgiev
0057643A	Angelina	Petkova
0057720A	Laura	Wallwork
0058050A	Ulla	Wendelboe Larsen
0058053A	Giovanni	Gambioli
0058303A	Yanko Lyubomirov	Yakimov
0058428A	Amelie Julie	Mouren
0059403A	Galya Ilieva	Hristova
0060070A	Brenda	Persaud
0060071A	Richard Mark	Salzedo
0060915A	Agneta Sofie	Wettergren
0060980A	Marianna	Kisvardai
0061515A	Karoly	Szekernyes
0061824A	Vaclav	Panuska
0063126A	Kaloyan	Yankov
0063780A	Thomas Stephen	Pickles
0063782A	Yuliyan Chankov	Chanev
0063783A	Varbinka	Chaneva
0063924A	Tamas	Csakvari
0064225A	Katerina	Adamkova
0064377A	Kati Marjut	Paasi
0064607A	Rosalia	Galliano
0064671A	Dragomira Naydenova	Naydenova
0064880A	Huw John	David
0065856A	Aake Jonas	Nilsson
0065858A	Inga Christina	Bystedt Nilsson
0065904A	Annunziata Maria	Leopatra

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0066320A	Toni Deborah	Stacey
0066541A	Marieta Atanasova	Lyubenova
0066582A	Sashia Camilla	Dethlefsen
0067803A	Hana	Sharif
0067909A	Berlinde	Maes
0067973A	Daria	Wozna
0068093A	Attila	Bekecs
0068384A	Per Viktor Emanuel	Maansson
0068401A	Filippo Maria	Di Mauro
0003955A	Muna	Zarrugh
0032509A	Zhoro Dobrev	Naskinov
0037283A	Margaret Rose	Duffield
0042063A	Leo Philip	Lundy
0042601A	Galya Slavcheva	Muchikova
0044366A	Paule Avril	Morin
0045354A	Ana	Neupane Serghei
0048919A	Thomas	Molendini
0049695A	Antje	Flauss
0050446A	Paul Nicholas	Golding
0050817A	Gerald	Orthofer
0029979A	Oliver Patrick	Braun
0031474A	Edward Andreas	Horbury
0032170A	Anne	Catisson
0032467A	Jacobus	Wiechers
0032641A	Kosta Ivanov	Ivanov
0032784A	Lena Zarkova	Dimitrova
0032787A	Lyuben Atanasov	Dimitrov
0034617A	Antony Shaine	Waterfield
0037282A	Maxine Jane	Nimmo
0039462A	Davide	Galanti
0041147A	Anita Michele	Farrow
0041148A	Mitchell Lawrence	Farrow
0041349A	Ralitsa Ivanova	Gadevska
0041450A	Niall Edward	Houston
0041705A	Diana Hristoforova	Petkova
0033667A	Miguel Juan Carlos	Alarcon
0037210A	John Robert Arthur	Bingham
0029810A	Anne Veronica	Apfelstedt
0030536A	Arjen	Hoogland
0030537A	Anna	Kramer
0021736A	Ronan James	Thompson
0022575A	Charles Martin	Janssen

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0023633A	Victor	Koulbak
0045594A	Czeto	Szabolcs
0051052A	Laurent	Sarthe
0051792A	Marjan	Neshkovski
0053260A	Gregory Patrick Gerard	Jurek
0054727A	Austin	Grimmant
0054728A	Lisa	Grimmant
0056192A	Giuseppe	Rubino
0056613A	Bartosz Tomasz	Moranski
0060684A	Guillaume Arthur	Leguet
0062104A	Yari	Arsie
0063287A	Alessia	Usai
0064011A	William Andrew	Ryder
0064400A	Donna Marie	Groves
0065605A	Cristina	Jimenez Torra
0066244A	Paul Joseph	Noad
0067501A	Norbert	Balogh
0068302A	Nikolay Georgiev	Kyosev
0068490A	Samuel Robert Jean	Bouriez
0068664A	Ana	Martinez Tos
0068959A	Anna Maria	Mastroluca
0069599A	Christopher James	Betts
0070229A	Kathryn Emma	Thomas
0070230A	Peter Jon	Camden
0071084A	Hans Fredrik	Elmqvist Limmersten
0071580A	Gilles	Swierzewski
0071847A	Julia Filippa Albertina	Fredriksson
0072049A	Lina Helene	Eriksson
0072585A	Georgi	Atanasov
0073782A	Edward John	Wileman
0074806A	Paolo	Lugo
0075029A	Sephora	Valberg
0075519A	Jimmi Schaffrath	Oddersborg
0075610A	Inga	Jakutaviciute Marceliene
0075611A	Alba Maria	Castillo Garrote
0075782A	Christina	Kapitsini
0076143A	Peter	Mende
0076533A	Zarko	Drozdek
0076744A	Leonardo	Acunto
0076749A	Bertrand Jean Pierre Robert	Bouzy
0076921A	Johan Adrien	Auber
0077209A	Robertocarlos Antonio Jose	Gonzalez

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0079114A	Tunde	Nyarsikova
0079906A	Nedyalka Stoyanova	Bochukova
0080486A	Fredrik Sven David	Sehlstedt
0080496A	Diego Pascal	Baussan
0080518A	Juan Francisco	Ruiz Chamorro
0081078A	Ainara	Chana Merino
0081514A	Stephane Antoine	Matias
0081572A	Mark Erik	Szoldan
0081912A	Dace	Kusina
0082470A	Sara Caroline	Tyche
0082890A	Matteo	Oddi
0082947A	Karolina	Aleliunaite
0083872A	Violina Slavova	Aser
0033957A	Elizabeth	Thornton
0037269A	Louis Vernon	Dawtry
0037690A	Simona	Sitarova
0042616A	Emhammed Mustafa	Feituri
0044764A	Deborah Elaine	Falzon
0047450A	Jean-Christophe Martial Denis	Antoine
0049456A	Manuel Paulo	Morgado Da Silva Saiao Lopes
0052495A	Mattias Stefan	Wennerkvist
0052989A	Daniela	Lanzolla
0053100A	Anthony Ruaridh Massena	Igoe
0053287A	Maxime Gerard Michel Marie	Batel
0053729A	Sandrine Gabrielle	Masson
0054065A	Piotr	Mulik
0054450A	Mariella	Di Domenico
0054588A	Claes Anton	Furustig
0055007A	Peter Andrew	Stanney
0055055A	Aneliya	Ivanova
0055381A	Adrian Enchev	Metodiev
0056692A	Evane Marieaimee	Xueref
0057524A	Lisa Marie	Irwin
0058478A	Julia Vernon	Crosthwaite
0058662A	Annabelle Elizabeth	Reiner
0058668A	Miklos-Zsolt	Horvath
0058755A	Magnus Ake	Karneus Hall
0059268A	Veselin Rumenov	Kirov
0059599A	Hristo	Hristov
0059776A	Max Erik Oskar	Noremo
0059795A	Leighton Llewellyn	Rees
0059868A	Johan Fredrik	Andreasson

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0060211A	Francesco	Colucci
0060399A	Jurijs	Ovsjankins
0060982A	Alannah	Volz
0061244A	Gary	Mcgeoch
0061512A	June Rose	Hersov
0061514A	Ronald Louis	Hersov
0061627A	Alessandro	Focardi
0061639A	Jason Douglas	Dickie
0061873A	Sabri	Golli
0062096A	Grzegorz Pawel	Swietoslawski
0062586A	Valentin	Atanasov
0062764A	Christopher Cassius	Reene
0063240A	Loni Aslan	Saul
0063967A	Giuseppe	Pecoraro
0064330A	Fares	Ittoubane
0064416A	Salvatore	Bianca
0064602A	Michele	Piacquadio
0064886A	John Paul	Mc Garvey
0065548A	Damyan	Filipov
0065556A	Maurice Philipp	Jobst
0065757A	Sandra Petra Cecilia	Kullberg
0065901A	Dobri	Iliev
0066268A	Rodostina	Hubenova
0066361A	Georgi Atanasov	Sotirov
0066495A	Ferdinando	Di Mauro
0066530A	Georgi Georgiev	Stoychev
0066658A	Rami Juho Jalmari	Happonen
0067173A	Mathilde Audrey	Maze
0068027A	Freya Ford Haxen	Griffiths
0068180A	Dennis Norlund	Pedersen
0068338A	Lenka	Pittoni
0036127A	Daniel Janusz	Ciaston
0050528A	Sabina	Hiatullah
0032130A	Terry Christopher	Blundell
0036388A	Johan Christer	Nyberg
0036511A	Katarzyna	Marona
0029798A	David John	Kahlbom
0033320A	Florence Gwendoline	Ross
0033321A	Ian James	Ross
0008873A	Klaus Udo	Hummel
0011317A	Carola	Hummel
0023253A	Pasquale	Catuogno

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0025973A	Graziella	Casali
0028030A	Michael Gregory Asquith	Pennock
0040556A	Cyril Pierre-Marie	Valiere
0043784A	Susan	Forshaw
0044035A	Jane Lois	Cowan
0045584A	Charles	Barrett
0052078A	Rusko	Rusev
0052893A	Jorg	Schonau
0052969A	Leslie	Bent
0053726A	Austin John	Blackburn
0054220A	Istvan Andras	Torocsik
0054534A	Ruggiero	Vilardi
0056183A	Nicholas Augustine	Plant
0056746A	Angela Josephine	Shaw
0056747A	Aubrey Trevor	Shaw
0056976A	Henry Margeir	Petersen
0058146A	Dorota	Kijewicz
0058247A	Giuseppe	Moscato
0058448A	Luke	Osborn
0058587A	Maria Elizabeth	Gialanze
0059009A	Goran Daniel	Pettersson
0059010A	Michaela	Pettersson
0059789A	Grete	Abela
0059837A	Thorsten	Krystofiak
0059889A	Dan Oskar Emanuel	Strandh
0062704A	Surya	Cillo
0062705A	Gabriel	Cillo
0062970A	Daniela Zaharieva	Rashkova
0063249A	German	Soto Noche
0063628A	Ceri Wyn	Jones
0063855A	Sophia Claire	Fergus
0064099A	Susan	Hayes
0065117A	Jussara Helena	Rodrigues Da Luz
0065775A	Jon	Leturia Nabaroa
0065973A	Georg	Schaffernicht
0066163A	Csaba-Lorand	Portik-Szabo
0067949A	Martins Reinis	Zommers
0068579A	Kasper	Kau
0068609A	Panagiotis	Arkoudeas
0068611A	Mariana Alina	Dinu
0068737A	Pavlina Dimitrova	Ivanova
0068739A	Aleksander Nikolaev	Marinov

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0068783A	Viktor Johan Zid	Mardberg
0069004A	Ole	Wiberg
0069249A	Amanda Linnea	Sundstroem
0069560A	Carla	Arcas Lerma
0069657A	Sofie Kristina	Wahlstroem
0069862A	Raquel	Teixeira Rebelo
0069876A	Martin David	Parker
0069983A	Vania Shantal	Mallia
0070309A	Bjoern Simon	Hudin
0070871A	Georgi Vladimirov	Georgiev
0070900A	Miriam	Rodriguez Quintero
0071008A	Pavlina Georgieva	Petrova
0071507A	William Sangster	Forrest
0071912A	Tarras Michael	Holmberg
0072117A	Frederick	Cucchi
0072467A	Velizar Velizarov	Tomov
0072660A	Fatima	Vega Martinez
0072676A	Efstratios	Kanakis
0073986A	Elise	Pillaroo
0074057A	Cristian	Rosu
0074152A	Dean Anthony	Arnold
0074413A	Erik	Hafner
0074486A	Adam Andrew	Vollans
0074565A	Rino	Glorioso
0074899A	Andrea	Sardot
0075367A	Florent Latif	Raimy
0075374A	Cecilia Charlotte	Holmberg
0076425A	Henrik John Rainer	Sand
0076558A	Marco	Fersini
0076920A	Kacper Medard	Martin
0076982A	Esa Juhani	Kulmala
0077138A	Marco	Tidona
0077155A	Ion-Sandu	Voicu
0077437A	Elena Ivanova	Mutafchieva
0077976A	Peter Ronald Lindsay	Hardy
0078523A	Ivan Naydenov	Chakandrakov
0078582A	Andrea	De Pasquale
0078665A	Kevin Terence	Smith
0078915A	Lisa Joanne	Browning
0079243A	Cristoforo	Pomara
0079292A	Dorin Neculai	Stefan
0079461A	Ruth Jutta Constance	Wachsmuth

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0079757A	Dessislava Slavtcheva	Tenev
0079957A	Salvatore	Sammatrice
0080171A	Tamara Koharik	Afsarian
0080173A	Madalina Sorina	Petre
0080629A	Preetisha Lakshmi	Chadee
0080776A	Timo	Scholz
0081006A	Nikolay Bogomilov	Bogoev
0081009A	Pavlina Anastasova	Bogoeva
0081366A	Louis Charles Tommy	Goudin
0081782A	Fabian Andrew	Jeroense
0081931A	Siegfried Alexander	Erber
0081961A	Ross Alastair	Manthorpe
0082012A	Chiara	D'aleo
0082644A	Emiliano	Cirillo
0082671A	Paolo	Nicosia
0082717A	Sarah	Mazzone
0082875A	Ari Jussi	Kauppinen
0082894A	Pedro Miguel	De Almeida Ferreira
0082989A	Veronica	Castillo Martinez
0083862A	Federico	Duca
0040078A	Halim	Uddin
0041124A	Nicola Rachel	Stock
0042575A	Andrea	Deliopoulou Flynn
0042576A	Andrew John	Flynn
0042695A	Darran Angelo	Ingretolli
0042821A	David	Scala
0043147A	Zoltan Akos	Dr Vincze
0043501A	Slavcho Tenev	Tenev
0043607A	Plamen	Hadzhiyski
0043851A	Paulina Johanna	Tervo
0044029A	Ionel Ciprian	Schiopu
0044183A	Mihaela	Paun
0044598A	Martijn Daryl	Van Beek
0044795A	Stefan Bernd	Gomoll
0044955A	Milen	Spasov
0045023A	Stancho	Dimitrov
0045145A	Geoffroy Pierrick	Bourdin
0045446A	Martina	Markova
0045694A	Florin	Manea
0046093A	Maria Inga	Lodenborg
0046321A	Joseph Paul	Sanchez
0046366A	Christoph	Galea

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0046590A	Marc	Crossley
0046910A	Barry Edward	Clowes
0046914A	Bilyana	Kirilova
0047042A	Desislav	Kirilov
0047610A	Emelie Josefin	Ahlberg
0048195A	Gavin Stuart	Dickinson
0048356A	Tracy	Naylor
0048564A	Mariana	Tsanova
0049042A	Nicklas Fredrik	Barman
0049354A	Krisztina	Simon
0050951A	Joan	Watson
0050952A	David	Watson
0051704A	Ivana	Hulinova
0051869A	Edward Thomas	Robinson
0052134A	Nassim	Bennacer
0052139A	Jutta Kartia	Hassinen
0052256A	Nordine	El Harfaoui
0052599A	Maurizio	Leone
0053135A	Simona-Daniela	Beja
0053427A	Maureen Sheila	Ryan
0053622A	Noemi	Kovacs
0054059A	Daniel Joscelyn	Hurley
0054068A	John William	Mitchell
0054555A	Lars Hakan	Nilson
0054800A	Anita	Mullen
0055104A	Martin Graham	Rickerby
0055105A	Julie	Rickerby
0055295A	Toms	Rauhvargers
0055680A	Patrick Joseph	Gunn
0055969A	Gabrielle Marie Renee'	Capella
0056053A	Inese	Rauhvargere
0056211A	Merhan Alishev	Mehmedov
0056581A	Georgios Andreas	Svarnias
0057154A	Romans	Toporovs
0057218A	Sebastiaan Anne Leonard	Peeperkorn
0057269A	Ruska	Krasteva
0057270A	Gillian Margaret	Pickering
0057766A	Jose Manuel	Lopez Rodriguez
0057793A	Paul Richard	Busuttil
0057811A	Gerard Patrick	Sharma
0057847A	Velislav Strahilov	Petrov
0058024A	Nadezhda Gospodinova	Dimitrova

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0058279A	Xavier Gerard Freddy Alain	Dermenonville
0058321A	Giovanni Paolo	Memola
0058349A	Elena	Ghiliciuc
0058375A	Jan Mikael	Lunde
0058450A	Hannah	Gardener
0058545A	Nadya Emilova	Petkova
0058546A	Kalin Ognianov	Gueorguiev
0058716A	Gary John	Evans
0058979A	Barbara Marie	Murphy
0059058A	Jussi Matias	Toerne
0059208A	Edouard Roger	Clep
0060142A	Ionela Liliana	Barcanescu
0060251A	Marta	Herranz Ketterer
0060428A	Stephen David	Guy
0060438A	Pierre	Milan
0060824A	Cindy Sylviane	Touroul
0060954A	Anders Bengt-Olof	Ramenby
0060955A	Bibbilee Inger	Ramenby
0061008A	Francisco Javier	Moreno Andres
0061018A	Risto-Pekka Tapani	Myllymaki
0061070A	Geoffrey Roger	Heywood
0061115A	Michele	Buontempo
0061327A	Dragomir Stefchov	Dragomirov
0061911A	Alevtina	Arhipova
0062114A	Nadir	Ounissi
0062221A	Lars Eino	Johansson
0062359A	Marine Laure Marie	Mulon
0062650A	Massimiliano	Regina
0062776A	Eva Katarina	Lennmarker
0062906A	Fredrik Ulf Oskar	Broberg
0062926A	Timothy James	Winfield
0063210A	Balazs	Tarjan
0063248A	Marion	Geis
0063268A	Marco Arne Arthur	Ahlgren
0063276A	Willi Patrick	Karstrom
0063302A	Joaquin	Vicent Peris
0063351A	Adam John	Banham
0063413A	David	Pritchard
0063451A	Ashley James	Attrell
0063772A	Elena Gabriela	Lombardo-Zegrea
0063773A	Domenico	Lombardo
0063858A	Camille Jerome	Coulon

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0063916A	Elise Michelle	Pritchard
0063934A	Rafal Tycjan	Czernik
0063991A	Alexandru Viorel	Hincu
0063993A	Sheren Marie	Rose
0064455A	Jenny Kristina	Weidstam
0064527A	Sally	Bustos
0064648A	Bacher	Haj Bakir
0064805A	Jose Javier	Fernandez Becerra
0064877A	Hans	Faber
0064897A	Jeffrey	Armstrong
0064962A	Silviu-Ionut	Colceru
0065108A	Emma Louise	Wilkes
0065150A	Teresa	Wilson
0065153A	Michael Paul	Wilson
0065222A	Lenka	Maruniakova
0065289A	Phillip James	Tagney
0065318A	Samuel Paul	Dewhirst
0065319A	Jane Louise	Davies
0065454A	Gabriel	Vollmann
0065550A	Pontus Jan Gunnar	Lemberg
0065844A	Ivelin	Spasov
0065915A	Marta	Grosoli
0066024A	Yordanka Dimitrova	Petrov
0066333A	Katarina	Kohutova
0066749A	Adam Waldemar	Kazberuk
0066791A	William	Barbosa
0067293A	Erika Cecilia Tanomsri	Ritscher
0067333A	Georgi Ignatov	Manchev
0067463A	Jana Victoria	Kaub
0067513A	Mariya Angelova	Serkova
0067824A	Matthew Edward	Booth
0067879A	Laszlo	Kezdi-Schlachta
0067971A	Martin Todorov	Dochev
0068117A	Eduardo	Molino
0068303A	John	Vestey
0039895A	Gina Josephine	Wilks
0041720A	Yvonne Margaret	Beardshaw
0041971A	Anne Margaret	Dye-Sharp
0043039A	Paul Michael	Robinson
0048579A	Dick Andries	Zuiderhoek
0052106A	Georgi	Georgiev
0052445A	Christine Sandra	Wright

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0052688A	Gordon	Benedikt
0053230A	Stanislava Hristova	Dakova
0053329A	Marta Orsolya	Suveg
0053623A	Quentin Peter	Rahn
0055672A	Massimo	Chiocchia
0058874A	Simon Stuart	Prime
0059285A	Paul Edward	Bryan
0059592A	Georgios	Kouroumpatzakis
0060890A	Liene	Alberinga
0061505A	Florin-Catalin	Balmus
0063209A	Zaid	Hachimi
0063682A	Matteo	Anghinolfi
0064257A	Milena Justyna	Lapinska
0064524A	Jennifer Anne	Calleja
0064702A	Sallyann Kathleen	Bailey
0064704A	Aaron Charles	Bailey
0065668A	Deirdre Catherine	Morris
0067451A	Valters	Rozmanis
0068063A	Fatma	El-Adel
0068720A	Nuno Miguel	Tavares Vitoria Da Silva
0068721A	Carla Marisa	De Jesus Pereira
0069503A	John Gunnar	Beckman
0069895A	Jonathan Jean Avril	Caillaud
0069965A	Emil Gunnar David	Hunefalk
0070555A	Nils Carl Oscar	Mioerner
0070614A	Marc	Roudi
0070691A	Stefano Sebastiano Maria	Pavone
0070879A	Andrea	Venturato
0071467A	Danny Johannes Cornelis	Schmeits
0071574A	Atanas Dimitrov	Dimitrov
0072572A	Matias Thostrup	Kristensen
0073150A	Antoine	Martinez
0073332A	Ilja	Arhipov
0073852A	Alexandra Mary	Wilson
0073979A	Norbert	Stylinski
0074044A	Nerea	Iriondo Errandonea
0074432A	Miren Yedja	Him Onate
0075219A	Paola	Bresil
0075241A	Aleksi Iliev	Mladenov
0075269A	Nicolas	Impellizzeri
0075415A	Martine Clare	Leben
0075549A	Maria Agustina	Onorati

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0075820A	Peter Leslie	Capstick
0076006A	Jakub	Kraus
0076113A	Teodora Krasimirova	Kostova
0076131A	Olga	Papadopoulou
0076151A	Francesco	Esposito
0076226A	Florin Constantin	Poteras
0076306A	Malika	Larbi
0076872A	Zsuzsa	Takacs
0077166A	Denisa	Halasova
0077282A	Ionut-Cristian	Dobre
0077314A	Radka Angelova	Angelova
0077383A	Catherine Maria Elvira	Medin
0077384A	Richard Alex	Brown
0078056A	Erzsebet	Varga
0079041A	Sonja Sigrun	Itaeinen
0079369A	Gretel	Hulse
0079507A	Betty Agnes	Van De Maele
0079655A	Marine Anne	Charpentier
0079897A	Lena Kirstin	Gutberg
0080707A	Liam Joseph	Douglas
0080969A	Jarkko Leo Tapani	Lehto
0081136A	Svetlana	Piatova
0081236A	Lara Paula	Carreno Villarreal
0081306A	Anna Maria	Forsstroem
0082106A	Antonia	Scavo
0082699A	Evelyn Renate	Holderbach
0082846A	Tassja	Buch
0082852A	Ruggiero	Bamonte
0027279A	Nadya Atanasova	Hlebarova
0037759A	David Peter Bill	Blomquist
0039013A	Ivelina Vihrenova	Ignatova
0039905A	Agnieszka Malgorzata	Zelezik
0040932A	Edward Walter	Carson
0040933A	Patricia Doreen	Carson
0041214A	Nikolet Plamenova	Nenkova
0041762A	Kathrine Margaret	Cookson
0041927A	Colin John	Morland
0042176A	Christine	Bianco
0042372A	Anthony James	Mcsweeney
0042383A	Margaret Alice	Wood
0043051A	June	Baker
0044469A	Denise	Hall

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0044470A	Peter John	Hall
0044991A	Boyan Dimov	Benov
0045091A	Linda Sofia	Rosengren
0045379A	Brenda	Mcsweeney
0045765A	Daniela Zaharieva	Kaneva
0046591A	Sheona Irene	Turner
0047806A	Albert Reginald Michael	Surridge
0047866A	Elizabeth	Mcquiggan
0048056A	Julie Lesley Ann	Macrae
0048057A	John Roderick Alexander	Macrae
0050056A	Roger Keith	Markwick
0050669A	Vera Ellen	Surridge
0051910A	Simon George	Shilling
0052142A	Anita	Mc Kay
0052701A	Antonio	Tona
0052963A	David James	Mowles
0053409A	David Richard	Nicholls
0053549A	Ronald Lawrie	Wight
0054012A	Andrea	Scorcia
0054189A	Thomas Steven Carl	Rosenbaum
0054318A	Latinka Naydenova	Dimitrova
0054692A	Susan Frances	Steed
0054966A	Janet Lynn	Armitage
0055030A	Jacqueline Geraldine	Bell
0056498A	John Paterson	Waters
0056765A	Fadia Nadija	Hanna
0056941A	Krasimira	Dimitrova
0057313A	John Valentine	Hinder
0057506A	Stefan	Stefanov
0058027A	John Austin	Bell
0058170A	Eeva-Maria Johanna	Saarres
0058231A	Alexander Hamed Azzedine	Jaiem Notman
0058836A	Izabelle Mimmi Alicia	Mattsson Dahlhjelm
0058926A	Magdalena	Nusheva
0059150A	Natalia	Parvu
0059272A	Anna	Galea
0059577A	Anne Melissa Ethel	Dominy
0059613A	Thomas	Giersberg
0059830A	Richard Alistair	Cranston
0060164A	Charlotte Maria Anne	Mellve
0060298A	Ovidiu Stefan	Postolache
0060330A	Thomas Gerhard	Berthold

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0060592A	Margaret Frances	Holdup
0060593A	Malcolm Brian	Holdup
0060877A	Aurel	Iancu
0060898A	Nigel John	Bidmead
0060909A	Maria	Blanco Esguevillas
0061098A	Mihaela Ionela	Molea
0061120A	Beverley Kim	Wellard
0061131A	Colin	Edwards
0061266A	Deborah Ann	Aspinall
0061284A	Ionut	Aparaschivei
0061434A	Reneta	Terziyska
0061600A	Rosemary	Millar
0061706A	Geanina-Catalina	Andronic
0061769A	Mariya	Georgieva
0061907A	Julie Elizabeth Anne	Edwards
0061978A	Katri Veronika	Kaikkonen
0062026A	Reka Katinka	Bocskai
0062289A	Ghenwa	Mumari
0062492A	Tomas	De Cozar Munoz
0062712A	Per	Eskildsen
0062733A	Wendy Liliane	Moors
0062735A	Petru Ionut	Puciu
0062757A	Angelo	Basso
0063066A	Hans	Nilsson
0063132A	Edith Rose	Gibbons
0063163A	Bo Goeran	Fornstedt
0063475A	Iris Rosanna	Den Boer
0063550A	Filippo	Gallinaro
0063565A	Jacques Daniel Alvar	Goudin
0063691A	Vincenzo	Santoro
0064083A	Bettina Maria	Thiel
0064359A	Stefano	Picone
0064380A	Fatima Ahmed	Amesh
0064461A	Plamen	Genov
0064537A	Eduard-Constantin	Tutoc
0064669A	Ieva	Mate
0064824A	Mariana	Svobodova
0065003A	Kristina	Lambreva
0065253A	Chau Chun	Hung
0065863A	Keith	Hathaway
0065872A	Veselin	Peychev
0066161A	Anna Maria	Spagnol Zareba

Numru tal-Karta tal-Identità *Identity Card Number*	Isem *Name*	Kunjom *Surname*
0067355A	Catherine Elisabeth	Eklund
0039724A	Gordon Roy	Travers
0039725A	Patricia Jean	Travers
0041810A	Nikola	Matejkova
0047211A	Emma Kate	Lewis
0048392A	Francesco	Bresciani
0051159A	Thomai	Starida
0051352A	Geraldine	Pearson
0051549A	Olivier Albert Paul	Van Den Bergh
0051587A	Carl-Mikael Lennart Liborius	Von Mentzer
0052437A	Klaus Josef	Stock
0052513A	Stuart	Tracey
0052898A	Moira	Calcina
0053930A	David Graham	Filmer
0053932A	Barbara Betty	Filmer
0054511A	Christa Eva	Tidtke-Stock
0054647A	Dilys Elaine	Lewis
0054648A	Harry William	Lewis
0056650A	Razvan Lucian	Vasilescu
0056882A	Laurent Jacques Albert Ghislai	Bury
0056883A	Laurence Marguerite M.	Pochet
0057371A	Xavier	Diaz Salvatierra
0057796A	Elizabeth	Lupiya
0058021A	Ales	Chomicky
0058220A	Mary Terese	Mc Cormack
0059802A	Boglarka	Toth
0060273A	James Joshua	Harris
0060558A	Maurizio	Parenti
0060842A	Francis Anthony	Coyne
0060855A	Mariagrazia	Acquavita
0060857A	Giorgio	Acquavita
0061338A	Nelly Heliarintsoa Eva	Ramorasata
0061759A	Michele	Montalbetti
0062249A	Peter James	Dunbavin
0062371A	Jolanta	Rozmislova
0062460A	Giovanni	Mosca
0062695A	Sergej	Trotzky
0062730A	Petra	Kulja
0062865A	Alain	Poirot
0063324A	Sylvia Beryl	Hopper
0063326A	Agostino	Turra
0063626A	Belen	Sebastian Del Barco
0063706A	Leonard	Bobcek

AVVIŻ TAL-PULIZIJA

Nru. 38

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.

Il-Fgura

Nhar il-Ħadd, 2 ta' Marzu, 2025, mis-6.00 a.m. sas-1.00 p.m, minn Triq Hompesch mis-salib ta' ħdejn il-kunsill lokali sar-roundabout tal-kantuniera ma' Triq is-Sur.

It-trasport pubbliku se jieqaf mis-7.00 a.m. sas-1.00 p.m.

Santa Luċija

Nhar il-Ġimgħa, 11 ta' April, 2025, mis-6.00 p.m. sat-8.00 p.m., minn Triq Maria De Domenicis, Triq San Piju X, Triq Dun A. Gambin, Triq il-Prinjol, Triq il-Petunja, Triq iż-Żinja, Triq Stella Maris, Triq id-Dhalia, Triq in-Narċis, Dawret it-Torri, u Triq Dun M. Mifsud.

Ix-Xgħajra

Nhar il-Ġimgħa, 11 ta' April, 2025, mill-5.00 p.m. sat-8.00 p.m., minn Triq il-Knisja, Triq San Ġakbu, Triq Orlando Zabbar, u Misraħ Alofju Wignacourt.

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

It-28 ta' Frar, 2025

POLICE NOTICE

No. 38

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.

Fgura

On Sunday, 2nd March, 2025, from 6.00 a.m. to 1.00 p.m., through Triq Hompesch from the cross near the Local Council to the roundabout of corner with Triq is-Sur.

Public transport will stop from 7.00 a.m. to 1.00 p.m.

Santa Luċija

On Friday, 11th April, 2025, from 6.00 p.m. to 8.00 p.m., through Triq Maria De Domenicis, Triq San Piju X, Triq Dun A. Gambin, Triq il-Prinjol, Triq il-Petunja, Triq iż-Żinja, Triq Stella Maris, Triq id-Dhalia, Triq in-Narċis, Dawret it-Torri, and Triq Dun M. Mifsud.

Xgħajra

On Friday, 11th April, 2025, from 5.00 p.m. to 8.00 p.m., through Triq il-Knisja, Triq San Ġakbu, Triq Orlando Zabbar, and Misraħ Alofju Wignacourt.

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

28th February, 2025

AVVIŻ TAL-PULIZIJA

Nru. 39

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

Birkirkara

Nhar il-Erbgħa, 5 ta' Marzu, 2025, mill-5.30 p.m. sas-7.30 p.m., minn Triq Tal-Ħerba, Triq Mike Pulis, u Pjazza Sant'Elena.

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

POLICE NOTICE

No. 39

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

Birkirkara

On Wednesday, 5th March, 2025, from 5.30 p.m. to 7.30 p.m., through Triq Tal-Ħerba, Triq Mike Pulis, and Pjazza Sant'Elena.

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

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

It-28 ta' Frar, 2025

AVVIŻ TAL-PULIZIJA

Nru. 40

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

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

L-Imdina

Nhar is-Sibt, l-1 ta' Marzu, 2025, mis-7.00 a.m. sas-8.15 a.m., mill-11.00 a.m. sal-12.15 p.m., u mis-6.30 p.m. sat-7.50 p.m., mill-Foss Lorenzo Calleja.

San Ġwann

Nhar it-Tnejn, 3 ta' Marzu, 2025, mis-2.00 p.m. sad-9.00 p.m., minn Triq il-Kappella;

Nhar l-Erbgħa, 5 ta' Marzu, 2025, mill-4.00 p.m. sas-7.00 p.m., minn Triq il-Kappella, Triq Santa Margherita, Triq il-Ġilju, Triq it-Tulipani, Triq il-Pepprin, Vjal ir-Riħan, Triq il-Lunzjata, u Triq iċ-Ċiklamini.

Il-Mellieħa

Nhar il-Ġimgħa, 11 ta' April, 2025, mis-2.00 p.m. sas-7.30 p.m., minn Triq Salvinu Vella, Triq Sant'Anna and Triq il-Parroċċa;

Nhar it-Tnejn, 14 ta' April, 2025, mit-3.00 p.m. sas-7.00 p.m., minn Triq il-Parroċċa.

In-Naxxar

Nhar il-Ħadd, 20 ta' April, 2025, mill-5.00 a.m. sas-2.00 p.m., minn Triq il-Blat l-Abjad u Triq il-Kosta.

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

It-28 ta' Frar, 2025

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

28th February, 2025

POLICE NOTICE

No. 40

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

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

Mdina

On Saturday, 1st March, 2025, from 7.00 a.m. to 8.15 a.m, from 11.00 a.m. to 12.15 p.m., and from 6.30 p.m. to 7.50 p.m., through Lorenzo Calleja's Ditch.

San Ġwann

On Monday, 3rd March, 2025, from 2.00 p.m. to 9.00 p.m., through Triq il-Kappella;

On Wednesday, 5th March, 2025, from 4.00 p.m. to 7.00 p.m., through Triq il-Kappella, Triq Santa Margherita, Triq il-Ġilju, Triq it-Tulipani, Triq il-Pepprin, Vjal ir-Riħan, Triq il-Lunzjata, and Triq iċ-Ċiklamini.

Mellieħa

On Friday, 11th April, 2025, from 2.00 p.m. to 7.30 p.m., through Triq Salvinu Vella, Triq Sant'Anna and Triq il-Parroċċa;

On Monday, 14th April, 2025, from 3.00 p.m. to 7.00 p.m., through Triq il-Parroċċa.

Naxxar

On Sunday, 20th April, 2025, from 5.00 a.m. to 2.00 p.m., through Triq il-Blat l-Abjad and Triq il-Kosta.

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

28th February, 2025

AVVIŻ TAL-PULIZIJA

Nru. 41

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

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

Ħaż-Żebbuġ

Nhar il-Ħadd, 2 ta' Marzu, 2025, mis-6.00 a.m. sa nofsinhar, mill-kommunità terapewtika ta' San Blas, Triq Ta' Gianpula, Triq it-Tiġrija, Sqaq Taċ-Ċawla, Triq it-12 ta' Mejju, Triq Ta' Trapna, Triq Ta' Wiċċ ir-Raħal u Triq il-Buskett.

It-trasport pubbliku mhux se jkun affettwat.

Hemm bżonn ta' clearance.

Ħal Kirkop

Nhar it-Tlieta, 4 ta' Marzu, 2025, mill-4.00 p.m. sas-7.00 p.m., minn Misraħ San Leonardu.

Hemm bżonn ta' clearance mis-7.00 a.m. sal-4.00 p.m.

It-trasport pubbliku mhux se jkun affettwat.

Il-Qrendi

Nhar it-Tlieta, 4 ta' Marzu, 2025, mis-6.30 p.m. sat-8.00 p.m., minn Pjazza Santa Marija, Triq is-Suq, Triq il-Kbira, Triq il-Ħniena, Triq Antonio Chircop, u Triq Rokku Buhagiar.

It-trasport pubbliku se jkun affettwat.

Iż-Żejtun

Nhar l-Erbgħa, 5 ta' Marzu, 2025 mill-4.00 p.m. sat-8.00 p.m, mill-knisja parrokkjali, Misraħ ir-Repubblika, Triq il-Kbira, Triq l-Isqof Zahra, Triq Antonio Micallef, Triq San Luċjan, u Triq Santa Katerina.

It-trasport pubbliku se jkun affettwat sakemm tgħaddi l-purċissjoni.

Is-Siġġiewi

Nhar il-Erbgħa, 5 ta' Marzu, 2025, mis-6.00 p.m. sas-6.30 p.m., pellegrinaġġ mill-kappella ta' San Mark fi Triq il-Kbira

POLICE NOTICE

No. 41

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

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

Ħaż-Żebbuġ

On Sunday, 2nd March, 2025, from 6.00 a.m. to noon, through San Blas therapeutic community, Triq Ta' Gianpula, Triq it-Tiġrija, Sqaq Taċ-Ċawla, Triq it-12 ta' Mejju, Triq Ta' Trapna, Triq Ta' Wiċċ ir-Raħal and Triq il-Buskett.

Public transport will not be affected.

Clearance is required.

Ħal Kirkop

On Tuesday, 4th March, 2025, from 4.00 p.m. to 7.00 p.m., through Misraħ San Leonardu.

Clearance is required from 7.00 a.m. to 4.00 p.m.

Public transport will not be affected.

Qrendi

On Tuesday, 4th March, 2025, from 6.30 p.m. to 8.00 p.m., through Pjazza Santa Marija, Triq is-Suq, Triq il-Kbira, Triq il-Ħniena, Triq Antonio Chircop, and Triq Rokku Buhagiar.

Public transport will be affected.

Żejtun

On Wednesday, 5th March, 2025 from 4.00 p.m. to 8.00 p.m., through the parish church, Misraħ ir-Repubblika, Triq il-Kbira, Triq l-Isqof Zahra, Triq Antonio Micallef, Triq San Luċjan, and Triq Santa Katerina.

Public transport will be affected till the passing by of the procession.

Siġġiewi

On Wednesday, 5th March, 2025, from 6.00 p.m. to 6.30 p.m., a pilgrimage from Saint Mark's chapel in Triq il-Kbira

sal-knisja parrokkjali li jgħaddi minn Triq il-Kbira u Pjazza San Nikola;

Nhar il-Ġimgħa, 11 ta' April, 2025, mis-6.30 p.m. sas-7.30 p.m., mill-knisja parrokkjali, Pjazza San Nikola, Triq il-Parroċċa, Pjazza San Ġwann, Triq il-Mitħna, Triq it-Tabib Nikola Zammit, Triq l-Imdina, Triq Santa Margerita, u Triq San Nikola;

Nhar il-Ħadd, 13 ta' April, 2025, mid-9.00 a.m. sad-9.30 a.m., mill-kappella ta' San Ġwann fi Pjazza San Nikola, u l-knisja parrokkjali;

Nhar it-Tlieta, 15 ta' April, 2025, mis-7.00 p.m. sat-8.30 p.m., mill-knisja parrokkjali, Pjazza San Nikola, Triq il-Parroċċa, Triq il-Knisja wara l-knisja u Triq San Nikola;

Nhar il-Ġimgħa, 25 ta' April, 2025, mill-4.00 p.m. sal-11.00 p.m., mill-kappella ta' San Mark fi Triq il-Kbira, Triq San Nikola kantuniera ma' Pjazza San Nikola u Triq il-Qasira,

Triq il-Kbira se tkun magħluqa mill-kantuniera ma' Triq il-Qasira sa kantuniera ma' Triq Ramija;

Nhar il-Ħadd, 4 ta' Mejju, 2025, mis-6.00 p.m. sas-7.00 p.m., mill-knisja parrokkjali, Pjazza San Nikola, Triq il-Parroċċa, Triq il-Ġdida u Triq San Ġakbu;

Nhar is-Sibt, 14 ta' Ġunju, 2025, mis-6.00 p.m. sas-6.30 p.m., minn Triq il-Knisja l-Qadima, Pjazza San Nikola, Sqaq il-Qajjied u Triq il-Qajjied;

Nhar il-Ħadd, 15 ta' Ġunju, 2025, mid-9.00 a.m. sad-9.30 a.m., minn Triq il-Knisja l-Qadima, Pjazza San Nikola, Sqaq il-Qajjied u Triq il-Qajjied;

Nhar il-Ħamis, 19 ta' Ġunju, 2025, mis-7.15 p.m. sad-9.15 p.m., minn Pjazza San Nikola, Triq il-Parroċċa, Misraħ San Ġwann, Triq San Ġwann, Triq il-Fawwara, Triq ir-Rebbiegħa, Triq il-Knisja l-Qadima, u l-knisja parrokkjali;

Nhar it-Tnejn, 23 ta' Ġunju, 2025, mis-7.15 p.m. sat-8.15 p.m., mill-knisja parrokkjali, Pjazza San Nikola u l-kappella ta' San Ġwann;

Nhar it-Tlieta, 24 ta' Ġunju, 2025, mid-9.00 a.m. sal-11.00 a.m., mill-ġenb tal-knisja fi Triq il-Parroċċa;

Nhar is-Sibt, 28 ta' Ġunju, 2025, mill-4.00 p.m. sad-9.00 p.m., mill-knisja parrokkjali, Pjazza San Nikola, u Triq San Nikola sa ħdejn il-kappella ta' Santa Margerita in Triq Santa Margerita;

Nhar il-Ħadd, 29 ta' Ġunju mill-5.00 p.m. sa nofsillejl, minn Pjazza San Nikola.

to the parish church going through Triq il-Kbira and Pjazza San Nikola;

On Friday, 11th April, 2025, from 6.30 p.m. to 7.30 p.m., through the parish church, Pjazza San Nikola, Triq il-Parroċċa, Pjazza San Ġwann, Triq il-Mitħna, Triq it-Tabib Nikola Zammit, Triq l-Imdina, Triq Santa Margerita, and Triq San Nikola;

On Sunday, 13th April, 2025, from 9.00 a.m. to 9.30 a.m., through Saint John's chapel in Pjazza San Nikola and the parish church;

On Tuesday, 15th April, 2025, from 7.00 p.m. to 8.30 p.m., through the parish church, Pjazza San Nikola, Triq il-Parroċċa, Triq il-Knisja behind the church and Triq San Nikola;

On Friday, 25th April, 2025, from 4.00 p.m. to 11.00 p.m., through Saint Mark's chapel in Triq il-Kbira, Triq San Nikola corner with Pjazza San Nikola and Triq il-Qasira,

Triq il-Kbira will be closed from the corner with Triq il-Qasira to the corner with Triq Ramija;

On Sunday, 4th May, 2025, from 6.00 p.m. to 7.00 p.m., through the parish church, Pjazza San Nikola, Triq il-Parroċċa, Triq il-Ġdida and Triq San Ġakbu;

On Saturday, 14th June, 2025, from 6.00 p.m. to 6.30 p.m., through Triq il-Knisja l-Qadima, Pjazza San Nikola, Sqaq il-Qajjied and Triq il-Qajjied;

On Sunday, 15th June, 2025, from 9.00 a.m. to 9.30 a.m., through Triq il-Knisja l-Qadima, Pjazza San Nikola, Sqaq il-Qajjied and Triq il-Qajjied;

On Thursday, 19th June, 2025, from 7.15 p.m. to 9.15 p.m., through Pjazza San Nikola, Triq il-Parroċċa, Misraħ San Ġwann, Triq San Ġwann, Triq il-Fawwara, Triq ir-Rebbiegħa, Triq il-Knisja l-Qadima, and the parish church;

On Monday, 23rd June, 2025, from 7.15 p.m. to 8.15 p.m., through the parish church, Pjazza San Nikola and Saint John's chapel;

On Tuesday, 24th June, 2025, from 9.00 a.m. to 11.00 a.m., through the church's side in Triq il-Parroċċa;

On Saturday, 28th June, 2025, from 4.00 p.m. and 9.00 p.m., through the parish church, Pjazza San Nikola, and Triq San Nikola till near Saint Margaret's chapel in Triq Santa Margerita;

On Sunday, 29th June, from 5.00 p.m. to midnight, through Pjazza San Nikola.

It-trasport pubbliku se jiġi affettwat.

Hemm bżonn ta' clearance.

Ix-Xaghra

Nhar l-Erbgħa, 5 ta' Marzu, 2025, mill-4.00 p.m. sas-7.30 p.m., minn Triq Ġnien Xibla;

Nhar l-Erbgħa, 5 ta' Marzu, 2025, mit-3.30 p.m. sas-7.30 p.m., mill-knisja ta' Sant'Anton, Triq Sant'Anton, Triq 28 t'April 1688, u Pjazza l-Vitorja.

It-trasport pubbliku jista' jkun affettwat.

Nhar il-Ġimgħa, 28 ta' Marzu, 2025, mill-4.00 p.m. sat-8.00 p.m., minn Triq Ġnejna u Triq Ġnien Xibla;

Nhar il-Ħadd, 13 ta' April, 2025, mis-7.30 a.m. sal-11.30 p.m., minn Triq Mannar u Triq Ġnien Xibla.

It-trasport pubbliku jista' jkun affettwat.

Il-Mosta

Nhar l-Erbgħa, 5 ta' Marzu, 2025, mill-4.00 p.m. sad-9.30 p.m., pellegrinaġġ minn Triq San Ġwann, Triq Ġnejna, Triq Fabrizio Bartolo, and Triq Salvu Dimech. Triq San Ġwann, Triq il-Kbira, Triq il-Ġnejna, Triq l-Isperanza, Triq Fabrizio Bartolo, Triq it-Tabib Chetcuti, Triq Salvu Dimech u Triq il-Kostituzzjoni se jkunu temporanjament magħluqin sakemm tgħaddi l-purċissjoni. Il-pjazza se tagħlaq fis-7.00 p.m. u tinfetaħ meta jgħaddi l-pellegrinaġġ. Il-pjazza se terġa' tingħalaq mit-8.30 p.m. sad-9.30 p.m.;

Nhar il-Ġimgħa, 28 ta' Marzu, 2025, mill-4.00 p.m. sad-9.30 p.m., pellegrinaġġ minn Triq l-Oratorju, Triq it-Torri, Triq Ponsonby, Triq Ġużeppi Callus, Triq San Ġwann u Triq Xorxa. Triq l-Oratorju, Triq it-Torri, Triq Ponsomby, Triq Ġużeppi Callus, Triq Xorxa, Triq Grognet, Triq San Ġwann, u Triq il-Kbira se jkunu temporanjament magħluqin sakemm jgħaddi l-pellegrinaġġ. Il-pjazza se tagħlaq fis-7.00 p.m. u terġa' tiftaħ meta jgħaddi l-pellegrinaġġ. Il-pjazza se terġa' tagħlaq mit-8.30 p.m. sad-9.30 p.m.;

Nhar il-Ħamis, 3 ta' April, 2025, mill-5.30 p.m. sas-6.30 p.m., purċissjoni minn Triq l-Għadajjar, Dawret il-Wied, Triq Papa Piju XII, Triq l-Imsiebaħ, Triq id-Dura, and Triq il-Midbaħ. Dawn it-toroq se jkunu temporanjament magħluqin sakemm tgħaddi l-purċissjoni u l-vetturi se jkunu mitluba jistennew għal ftit jew jgħaddu mit-toroq tal-madwar;

Nhar it-Tnejn, 7 ta'April, 2025, mill-4.45 p.m. sas-6.00 p.m., purċissjoni minn Triq il-Kissier, Triq is-Snajja', Triq il-Baqqunier, Triq il-Ġarrier, Triq Tal-Qares, and Triq it-Trinkatur. Dawn it-toroq se jkunu temporanjament magħluqin sakemm

Public transport will be affected.

Clearance is required.

Xaghra

On Wednesday, 5th March, 2025, from 4.00 p.m. to 7.30 p.m., through Ġnien Xibla;

On Wednesday, 5th March, 2025, from 3.30 p.m. to 7.30 p.m., through Saint Antoine's church, Triq Sant'Anton, Triq 28 t'April 1688, and Pjazza l-Vitorja.

Public transport may be affected.

On Friday, 28th March, 2025, from 4.00 p.m. to 8.00 p.m., through Triq Ġnejna and Triq Ġnien Xibla;

On Sunday, 13th April, 2025, from 7.30 a.m. to 11.30 p.m., through Triq Mannar and Triq Ġnien Xibla.

Public transport may be affected.

Mosta

On Wednesday, 5th March, 2025, from 4.00 p.m. to 9.30 p.m., a pilgrimage through Triq San Ġwann, Triq Ġnejna, Triq Fabrizio Bartolo, and Triq Salvu Dimech. Triq San Ġwann, Triq il-Kbira, Triq il-Ġnejna, Triq l-Isperanza, Triq Fabrizio Bartolo, Triq it-Tabib Chetcuti, Triq Salvu Dimech and Triq il-Kostituzzjoni will be temporarily closed until the pilgrimage passes by. The square will close at 7.00 p.m. and will open when the pilgrimage passes by. The square will reclose from 8.30 p.m. to 9.30 p.m.;

On Friday, 28th March, 2025, from 4.00 p.m. to 9.30 p.m., a pilgrimage through Triq l-Oratorju, Triq it-Torri, Triq Ponsonby, Triq Ġużeppi Callus, Triq San Ġwann and Triq Xorxa. Triq l-Oratorju, Triq it-Torri, Triq Ponsomby, Triq Ġużeppi Callus, Triq Xorxa, Triq Grognet, Triq San Ġwann, and Triq il-Kbira will be temporarily closed until the pilgrimage passes by. The square will close at 7.00 p.m. and will open when the pilgrimage passes by. The square will reclose from 8.30 p.m. to 9.30 p.m.;

On Thursday, 3rd April, 2025, from 5.30 p.m. to 6.30 p.m., a procession through Triq l-Għadajjar, Dawret il-Wied, Triq Papa Piju XII, Triq l-Imsiebaħ, Triq id-Dura, and Triq il-Midbaħ. These streets will be temporarily closed until the procession passes by and vehicles will be requested to either wait for a short period of time or pass by surrounding streets;

On Monday, 7th April, 2025, from 4.45 p.m. to 6.00 p.m., a procession through Triq il-Kissier, Triq is-Snajja', Triq il-Baqqunier, Triq il-Ġarrier, Triq Tal-Qares, and Triq it-Trinkatur. These streets will be temporarily closed until the procession

tgħaddi l-purċissjoni u l-vetturui se jkunu mitluba jistennew għal ftit jew jgħaddu mit-toroq tal-madwar;

Nhar il-Ġimgħa, 11 ta' April, 2025, mill-4.00 p.m. sad-9.30 p.m., purċissjoni minn Pjazza Rotunda, Triq il-Kbira, Triq San Ġwann, Triq Grognet, Triq it-Torri, Triq Ċejlu Tonna, Triq Gafà, Triq l-Għarusa tal-Mosta, Triq Calì, Triq Ġlormu Cassar, and Triq il-Kungress Ewkaristiku. Dawn it-toroq se jkunu temporanjament magħluqin sakemm tgħaddi l-purċissjoni. Il-pjazza se tingħalaq temporanjament fis-6.00 p.m. u terġa' tingħalaq għat-8.30 p.m.;

Nhar il-Ħadd, 13 ta' April, 2025, mis-7.00 a.m. sad-9.30 a.m., minn Triq Ġlormu Cassar bejn Triq Mattew Callus u Triq Gafà;

Nhar il-Ħadd, 13 ta' April, 2025, mit-8.30 a.m.'il quddiem, mill-Bażilika, Pjazza Rotunda, Triq il-Kungress Ewkaristiku, Triq it-Torri, u Triq Ġlormu Cassar sa Dar Pax Et Bonum. Pjazza Rotunda se tingħalaq temporjament fis-8.30 a.m. u se terġa' tingħalaq għad-9.30 a.m.;

Nhar il-Ħadd, 13 ta' April, 2025, mid-9.00 a.m. 'il quddiem, quddiem Dar Pax Et Bonum fi Triq Ġlormu Cassar;

Nhar il-Ħadd, 13 ta' April, 2025, mid-9.15 a.m. 'il quddiem, minn Triq Ġlormu Cassar, Triq Gafà, Triq il-Kungress Ewkaristiku, u l-Bażilika. Dawn it-toroq se jkunu temporanjament magħluqin sakemm tgħaddi l-purċissjoni;

Nhar it-Tnejn, 14 ta' April, 2025, mill-4.45 p.m. sal-5.30 p.m., pellegrinaġġ mill-Oratorju Qalb ta' Ġesù, Pjazza Dun Anġ Camilleri, Triq il-Bażilika, u Pjazza Rotunda. Dawn it-toroq se jkunu temporanjament magħluqin sakemm jgħaddi l-pellegrinaġġ, u Pjazza Rotunda se tingħalaq mad-dħul tal-pellegrinaġġ fil-knisja;

Nhar il-Ġimgħa, 18 ta' April, 2025, minn nofsinhar sal-10.30 p.m., purċissjoni minn Triq il-Kbira bejn kantuniera ma' Triq it-Tabib Chetcuti u Pjazza Rotunda, Triq il-Ġnejna, Pjazza Brittanja, Triq il-Mitħna l-Qadima, Triq it-Torri, Triq Stivala, Triq il-Bażilika, u Pjazza Rotunda. Dawn it-toroq se jkunu temporanjament magħluqin sakemmtgħaddi l-purċissjoni mill-5.30 p.m. sal-10.30 p.m., filwaqt li Pjazza Rotunda se tkun magħluqa fil-bidu u fit-tmiem taċ-ċelebrazzjoni;

Nhar il-Ħadd, 20 ta' April, 2025, mit-8.30 a.m. sal-11.30 a.m., minn Triq it-Torri, Triq il-Kungress Ewkaristiku, u l-pjazza. Waqt dan il-ħin il-pjazza se tkun magħluqa, filwaqt li dawn it-toroq se jkunu temporanjament magħluqin sakemm tgħaddi l-purċissjoni;

Nhar il-Ħadd, 20 ta' April, 2025, mill-4.30 p.m. sad-9.30 p.m., minn Triq it-Tabib Chetcuti u Triq Don Alvaro De Sande. Mis- 6.15 p.m. sal-10.30 p.m., mill-Bażilika, Pjazza Rotunda, Triq il-Kbira, Triq it-Tabib Chetcuti, Triq Don Alvaro De Sande,

passes by and the vehicles will be requested to either wait for a short period of time or pass by surrounding streets;

On Friday, 11th April, 2025, from 4.00 p.m. to 9.30 p.m., a procession through Pjazza Rotunda, Triq il-Kbira, Triq San Ġwann, Triq Grognet, Triq it-Torri, Triq Ċejlu Tonna, Triq Gafà, Triq l-Għarusa tal-Mosta, Triq Calì, Triq Ġlormu Cassar, and Triq il-Kungress Ewkaristiku. These streets will be temporarily closed until the procession passes by. The square will temporarily close at 6.00 p.m. and will reclose at around 8.30 p.m.;

On Sunday, 13th April, 2025, from 7.00 a.m. to 9.30 a.m., through Triq Ġlormu Cassar between Triq Mattew Callus and Triq Gafà;

On Sunday, 13th April, 2025, from 8.30 a.m. onwards, through the Basilica, Pjazza Rotunda, Triq il-Kungress Ewkaristiku, Triq it-Torri, and Triq Ġlormu Cassar till Dar Pax Et Bonum. Pjazza Rotunda will temporarily close at 8.30 a.m. and will reclose at around 9.30 a.m.;

On Sunday, 13th April, 2025, from 9.00 a.m. onwards, in front of Dar Pax Et Bonum in Triq Ġlormu Cassar;

On Sunday, 13th April, 2025, from 9.15 a.m. onwards, through Triq Ġlormu Cassar, Triq Gafà, Triq il-Kungress Ewkaristiku, and the Basilica. These streets will temporarily close until the procession passes by;

On Monday, 14th April, 2025, from 4.45 p.m. to 5.30 p.m., a pilgrimage through the Oratory Qalb ta' Ġesù, Pjazza Dun Anġ Camilleri, Triq il-Bażilika, and Pjazza Rotunda. These streets will temporarily close until the pilgrimage passes by, and Pjazza Rotunda will close as soon as the pilgrimage enters into the church;

On Friday, 18th April, 2025, from noon to 10.30 p.m., a procession through Triq il-Kbira between corner with Triq it-Tabib Chetcuti and Pjazza Rotunda, Triq il-Ġnejna, Pjazza Brittanja, Triq il-Mitħna l-Qadima, Triq it-Torri, Triq Stivala, Triq il-Bażilika, and Pjazza Rotunda. These streets will be temporarily closed until the procession passes by from 5.30 p.m. to 10.30 p.m., while Pjazza Rotunda will be closed at the beginning and at the end of the celebration;

On Sunday, 20th April, 2025, from 8.30 a.m. to 11.30 a.m., through Triq it-Torri, Triq il-Kungress Ewkaristiku, and the square. During this time the square will be closed, while these streets will be temporarily closed until the procession passes by;

On Sunday, 20th April, 2025, from 4.30 p.m. to 9.30 p.m., through Triq it-Tabib Chetcuti and Triq Don Alvaro De Sande. From 6.15 p.m. to 10.30 p.m., through the Basilica, Pjazza Rotunda, Triq il-Kbira, Triq it-Tabib Chetcuti, Triq Don

u Triq il-Kostituzzjoni. Dawn it-toroq se jkunu temporanjament magħluqin sakemm tgħaddi l-purċissjoni. Pjazza Rotunda se tagħlaq bejn il-5.30 p.m. u l-10.30 p.m.

It-trasport pubbliku se jkun affettwat.

Il-Qala

Nhar is-Sibt, 15 ta' Marzu, 2025, mill-3.45 p.m. sad-9.30 p.m., minn Pjazza San Ġużepp, Triq il-Kunċizzjoni u Pjazza San Karrew;

Nhar il-Ġimgħa, 11 ta' April, 2025, mill-5.00 p.m. sal-10.30 p.m., minn Pjazza San Ġużepp, Triq San Franġisk, Triq l-Isqof Buttigieg, Triq l-Imġarr, Triq Patri Ġużepp Portelli, Triq il-Belvedere, Pjazza Isqof Buttigieg, u Triq 28 ta'April 1688.

Nhar il-Ħadd, 13 ta' April, 2025, mit-8.10 a.m. sal-11.30 a.m., minn Pjazza San Ġużepp u Triq il-Kunċizzjoni;

Nhar il-Ħadd, 13 ta' April, 2025, mill-4.45 p.m. sad-9.30 p.m, minn Pjazza San Ġużepp, Triq San Ġużepp, Triq ir-Rebħa, Triq in-Nadur, Triq Lord Strickland, Triq l-Isqof Buttigieg, Pjazza Isqof Buttigieg, u Triq 28 ta' April 1688;

Nhar il-Ħadd, 20 ta' April, 2025, mid-9.15 a.m. sas-1.45 p.m., minn Pjazza San Ġużepp, Triq San Ġużepp, Triq ir-Rebħa, Triq in-Nadur, Triq il-Forn u Triq il-Kunċizzjoni.

It-trasport pubbliku jista' jkun affettwat.

Ta' Kerċem

Nhar il-Ġimgħa, 4 ta' April, 2025, mill-4.00 p.m. sat-8.00 p.m., minn Pjazza San Girgor, Triq Anton Calleja, Triq Santa Luċija u Pjazza Santa Luċija;

Nhar il-Ġimgħa, 11 ta' April, 2025, mill-4.45 p.m. sad-9.00 p.m., minn Pjazza San Girgor, Triq San Pietru Pawl, Triq Sarġ, Triq Orvieto u Triq Ġużeppi Briffa;

Nhar il-Ħadd, 13 ta' April, 2025, mit-8.10 a.m. sal-11.30 a.m., minn Triq Madre Margherita, Pjazza Orvieto u Pjazza San Girgor;

Nhar it-Tlieta, 15 ta' April, 2025, mill-4.30 p.m. sat-8.30 p.m., minn Pjazza San Girgor;

Nhar il-Ħadd, 20 ta' April, 2025, mill-4.45 p.m. sad-9.00 p.m., minn Pjazza San Girgor, Triq San Pietru Pawl, Triq il-Kalandrijiet, Triq il-Bies u Triq Anton Calleja.

It-trasport pubbliku jista' jkun affettwat.

Alvaro De Sande, and Triq il-Kostituzzjoni. These streets will be temporarily closed until the procession passes by. Pjazza Rotunda will be closed from 5.30 p.m. to 10.30 p.m.

Public transport will be affected.

Qala

On Saturday, 15th March, 2025, from 3.45 p.m. to 9.30 p.m., through Pjazza San Ġużepp, Triq il-Kunċizzjoni and Pjazza San Karrew;

On Friday, 11th April, 2025, from 5.00 p.m. to 10.30 p.m., through Pjazza San Ġużepp, Triq San Franġisk, Triq l-Isqof Buttigieg, Triq l-Imġarr, Triq Patri Ġużepp Portelli, Triq il-Belvedere, Pjazza Isqof Buttigieg, and Triq 28 ta'April 1688;

On Sunday, 13th April, 2025, from 8.10 a.m. to 11.30 a.m., through Pjazza San Ġużepp and Triq il-Kunċizzjoni;

On Sunday, 13th April, 2025, from 4.45 p.m. to 9.30 p.m, through Pjazza San Ġużepp, Triq San Ġużepp, Triq ir-Rebħa, Triq in-Nadur, Triq Lord Strickland, Triq l-Isqof Buttigieg, Pjazza Isqof Buttigieg, and Triq 28 ta' April 1688;

On Sunday, 20th April, 2025, from 9.15 a.m. to 1.45 p.m., through Pjazza San Ġużepp, Triq San Ġużepp, Triq ir-Rebħa, Triq in-Nadur, Triq il-Forn and Triq il-Kunċizzjoni.

Public transport may be affected.

Ta' Kerċem

On Friday, 4th April, 2025, from 4.00 p.m. to 8.00 p.m., through Pjazza San Girgor, Triq Anton Calleja, Triq Santa Luċija and Pjazza Santa Luċija;

On Friday, 11th April, 2025, from 4.45 p.m. to 9.00 p.m., through Pjazza San Girgor, Triq San Pietru Pawl, Triq Sarġ, Triq Orvieto and Triq Ġużeppi Briffa;

On Sunday, 13th April, 2025, from 8.10 a.m. to 11.30 a.m., through Triq Madre Margherita, Pjazza Orvieto and Pjazza San Girgor;

On Tuesday, 15th April, 2025, from 4.30 p.m. to 8.30 p.m., through Pjazza San Girgor;

On Sunday, 20th April, 2025, from 4.45 p.m. to 9.00 p.m., through Pjazza San Girgor, Triq San Pietru Pawl, Triq il-Kalandrijiet, Triq il-Bies and Triq Anton Calleja.

Public transport may be affected.

Ir-Rabat, Għawdex

Nhar il-Ħadd, 27 ta' April, 2025, mit-8.30 a.m. sas-2.30 p.m., minn Pjazza San Ġorġ, Pjazza Indipendenza and Triq ir-Repubblika (in-naħa ta' fuq).

It-trasport pubbliku jista' jkun affettwat.

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

It-28 ta' Frar, 2025

KUNSILL MALTI GĦALL-ARTI

Sejħa għal Servizzi ta' Kittieb tal-Kontenut mal-Kunsill Malti għall-Arti

Il-Kunsill Malti għall-Arti qiegħed ifittex Kittieb tal-Kontenut kapaċi u kreattiv sabiex jingħaqad mat-tim tal-komunikazzjoni. Il-kandidat ideali jkun responsabbli li jipproduċi kontenut kreattiv ta' kwalità għolja li effettivament jikkomunika l-missjoni, il-programmi, u l-avvenimenti tal-KMA ma' udjenzi diversi. Dan ir-rwol jirrikjedi passjoni għall-arti, ħiliet ta' kitba eċċezzjonali, u l-abbiltà li wieħed joħloq narrattivi konvinċenti għal pjattaformi diversi.

Responsabbiltajiet Ġenerali

Id-dmirijiet tal-kandidat/a magħżul/a jinkludu iżda mhux limitati għal:

Il-kitba, l-immaniġġjar, u d-disseminazzjoni tal-midja u l-attivitajiet ta' PR tal-KMA, inkluż stqarrijiet għall-istampa, diskorsi, briefings għall-persunal, u risposti għal mistoqsijiet mill-midja;

Il-ħolqien ta' kontenut biex tiġi appoġġjata l-istrateġija tal-kumerċjalizzazzjoni u komunikazzjoni tal-Kunsill Malti għall-Arti, u biex tiġi żgurata ċarezza u koerenza fil-messaġġ tal-KMA, kemm bil-lingwa Maltija u kemm bil-lingwa Ingliża;

Kollaborazzjoni mat-tim tal-komunikazzjoni sabiex jiġu żviluppati pjanijiet dettaljati u sabiex tiġi ssorvejlata l-esekuzzjoni ta' inkarigi ta' ħolqien ta' kontenut;

Il-provvediment ta' kontenut miktub ta' kwalità għolja għal skopijiet ta' interazzjoni mal-pubbliku, f'kordinament ma' forniturи tas-servizzi esterni skont il-bżonn;

Parteċipazzjoni fi proġetti ad hoc skont il-bżonn;

Victoria, Gozo

On Sunday, 27th April, 2025, from 8.30 a.m. to 2.30 p.m., through Pjazza San Ġorġ, Pjazza Indipendenza and Triq ir-Repubblika (upper part).

Public transport may be affected.

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

28th February, 2025

ARTS COUNCIL MALTA

Call for Service of a Content Writer with Arts Council Malta

Arts Council Malta is seeking a talented and creative Content Writer to join the communications team. The ideal candidate will be responsible for producing high-quality written content that effectively communicates ACM's mission, programs, and events to diverse audiences. This role requires a passion for the arts, exceptional writing skills, and the ability to craft compelling narratives across various platforms.

General Responsibilities

The duties of the selected candidate are to include but not limited to:

Write, manage, and deliver ACM's media and PR activities, including news releases, speeches, staff briefings, and responses to media inquiries;

Create content to support Arts Council Malta's marketing and communications strategy, ensuring clarity and coherence in messaging across both Maltese and English languages;

Collaborate with the communications team to develop detailed plans and oversee the execution of content creation tasks;

Provide high-quality, copy for public engagement purposes, coordinating with external service providers as necessary;

Participate in ad hoc projects as required;

It-twettiq ta' dmirijiet oħra assenjati mill-Kap Eżekuttiv tal-KM u l-maniġment superjuri.

Kompetenzi Essenzjali u Kundizzjonijiet Tax-Xogħol Anormali

Iffukat fuq l-inkarigi, b'enerġija u motivazzjoni;

Jaħdem bi skadenzi stretti;

L-abbiltà li jfassal il-prijoritajiet u jaħdem taħt pressjoni;

L-użu u l-eżerċizzju ta' ġudizzju indipendenti u esperjenzat;

Livell eċċellenti ta' ħiliet interpersonali, kif ukoll ta' komunikazzjoni bil-miktub u orali;

Ħiliet organizzattivi b'attenzjoni għad-dettall;

Jaħdem skont il-bżonn sabiex ilaħħaq mal-iskadenzi.

Id-deskrizzjoni tal-impjieg mhijiex neċessarjament lista eżawrenti tad-dmirijiet iżda hija intenzjonata sabiex tirrifletti l-firxa ta' dmirijiet li Kittieb tal-Kontenut se jkun qiegħed iwettaq. Id-deskrizzjoni tal-impjieg tista' tiġi riveduta regolarment u tista' tinbidel.

Kwalifikazzjonijiet u Esperjenza Meħtieġa

Fil-pussess ta' kwalifikazzjoni ta' Baċċellerat ta' Livell 6 MQF, jew kwalifikazzjoni denja, rikonoxxuta, u kumparabbli fit-Traduzzjoni, Kitba ta' Kontenut, Komunikazzjoni, jew oqsma rilevanti, kif ukoll sentejn (2) esperjenza f'ħidma rilevanti,

u jrid ikollu

Rekord ippruvat ta' ħidma fis-settur kulturali;

Ħiliet ta' komunikazzjoni bil-kitba u verbali eċċellenti, kemm bil-Malti u kemm bl-Ingliż;

Għarfient tas-setturi kulturali u kreattivi;

Ikun networker eċċellenti;

Għarfien ġenerali tal-proċeduri tal-uffiċċju kif ukoll għarfien tar-Regolamenti ta' Akkwist tal-Gvern;

Ħiliet organizzattivi u amministrattivi b'saħħithom u attenzjoni għad-dettall;

Ħiliet eċċellenti interpersonali kif ukoll dawk tas-servizzi tal-konsumatur;

Perform other duties assigned by the Executive Chair ACM and senior management.

Essential Competences and Abnormal Working Conditions

Task-focused, with energy and motivation;

Deal with tight deadlines;

Ability to set priorities and work under pressure;

Use and exercise of independent and seasoned judgment;

Excellent level of interpersonal skills, written, and oral communication;

Organisational skills with attention to detail;

Work as necessary to meet deadlines.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the Content Writer will perform. The job description may be reviewed regularly and may be changed.

Qualifications and Experience Required

In possession of a Bachelor's qualifications at MQF Level 6, or an appropriate, recognized, comparable qualification in Translation, Content Writing, Communications, or relevant areas, plus two (2) years relevant work experience,

and must have

Proven track record of working in the cultural sector;

Excellent writing and verbal communication skills in Maltese and English;

Knowledge of the cultural and creative sectors;

Excellent networker;

General awareness of office procedures and knowledge of Governments Procurement Regulations;

Strong organisational and administrative skills and attention to detail;

Excellent interpersonal skills and customer service skills;

Abbiltà evidenti li josserva u jakkwista ħiliet ġodda relatati ma' ħiliet ta' komunikazzjoni esterna u interna;

Forma mentis kreattiva u l-abbiltà li jaħdem tajjeb taħt pressjoni, li jwettaq inkarigi b'mod effiċjenti, u li jimmaniġġja skadenzi stretti;

Impenn għas-servizz tal-konsumatur u maniġment tal-kwalità.

Kuntratt

Il-kandidat magħżul jingħata Kuntratt ta' Servizz ta' sena (1), bil-possibbiltà li dan jiġġedded għal perjodu estiż ieħor ta' sena (1), skont il-prestazzjoni tiegħu.

Ikun irid iwieġeb għall-Kap tal-Komunikazzjoni tal-Kunsill Malti għall-Arti, u jopera b'sigħat flessibbli sabiex ilaħħaq mal-esiġenzi u l-bżonnijiet tal-pożizzjoni.

Ir-remunerazzjoni hija dik ta' €15,000 (eskluża l-VAT imma inkluż kwalunkwe taxxi u miżati oħra) għal 20 siegħa fil-ġimgħa.

Il-pagament se jkun ipproċessat kull xahar mill-Kunsill Malti għall-Arti meta dan jirċievi fattura b'numru validu tal-VAT.

Applikazzjonijiet

Applikanti interessati jridu jissottomettu dan li ġej:

1. Ittra ta' akkumpanjament li tfassal l-interess u l-adegwatezza tagħhom għal dan ir-rwol;

2. CV/résumé attwali;

3. Kampjuni ta' kitba jew portafoll b'kitbiet rilevanti.

Applikazzjonijiet għandhom jintbagħtu lil (vacancies@artscouncil.mt).

Id-data tal-għeluq għall-applikazzjonijiet hija l-Ġimgħa, 14 ta' Marzu, 2025, f'nofsinhar.

Applikanti eliġibbli jintalbu jattendu intervista ta' selezzjoni.

It-28 ta' Frar, 2025

Demonstrated ability to observe and acquire new skills pertaining to external and internal communication skills;

A creative mindset and the ability to work well under pressure, completing tasks efficiently, and handling tight deadlines;

A commitment to customer service and quality management.

Contract

The selected candidate will be awarded a one (1) year Contract for Service, with the possibility to renew for a further period of one (1) year, depending on his/her performance.

Answerable to the Head Communications of Arts Council Malta, operating with flexible hours to meet the demands and requirements of the position.

The remuneration is of €15,000 (excluding VAT but including any other taxes or charges) for 20 hours per week.

Payment will be processed monthly by Arts Council Malta on receipt of an invoice with a valid VAT number.

Applications

Interested applicants are required to submit the following:

1. A cover letter outlining their interest and suitability for the role;

2. A current resume/CV;

3. Writing samples or a portfolio showcasing relevant work.

Applications are to be sent to (vacancies@artscouncil.mt)

Closing date for applications is Friday, 14th March, 2025, at noon.

Eligible applicants will be asked to sit for a selection interview.

28th February, 2025

UFFIĊĊJU ELETTORALI

Pożizzjoni ta' Field Officer fl-Address Management Unit fl-Uffiċċju Elettorali

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

1. Il-Kummissjonarju Elettoral Prinċipali fl-Uffiċċju Elettorali jilqa' applikazzjonijiet għall-pożizzjoni ta' Field Officer fl-Address Management Unit fl-Uffiċċju Elettorali.

Termini u Kundizzjonijiet

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

2.2 Is-salarju marbut mal-pożizzjoni ta' Field Officer huwa ekwivalenti għall-inkrement anqas mill-massimu ta' Skala ta' Salarju 14 (ekwivalenti għal €21,175.17 fis-sena fl-2025) li jilħaq il-massimu tal-iskala wara t-tlestija tas-sena (1) servizz fil-pożizzjoni.

2.3 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-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.

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

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.

ELECTORAL OFFICE

Position of Field Officer in the Address Management Unit in the Electoral Office

Nomenclatures denoting the male gender include also the female gender.

1. The Chief Electioral Commissioner in the Electoral Office invites applications for the position of Field Officer in the Address Management Unit in the Electoral Office.

Terms and Conditions

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

2.2 The salary attached to the position of Field Officer is equivalent to the maximum of Salary Scale 14, less an increment (equivalent to €21,175.17 per annum in 2025), with attainment of maximum of Scale on completion of one (1) year service in the position.

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

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

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.

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 din il-pożizzjoni ta' Field Officer huma:

i. Iwettaq eżerċizzji ta' numerar ta' bibien u ta' tismija ta' toroq, skont il-poteri mogħtija mil-liġi;

ii. Iwettaq dmirijiet kemm mill-uffiċċju kif ukoll fuq barra skont l-esiġenzi;

iii. Jiżgura li jiġu osservati kemm il-qafas legali u kif ukoll il-protokoll dwar l-immaniġġjar tal-indirizzi;

iv. Monitoraġġ tal-iżvilupp fil-qasam tal-bini li jista' jaffettwa n-numerar tal-bibien, permezz ta' pjanti ta' żvilupp u li joħloq punti tal-indirizzi fl-Address Management System;

v. Jiżgura li jinżammu standards ta' kwalità l-ħin kollu fil-qadi tad-dmirijiet u jiżgura li dawn l-istandards jinżammu mill-impjegati;

vi. Jinżammu aġġornati r-rekords tax-xogħlijiet li jkunu saru;

vii. Sewqan ta' karozzi;

viii. Tittieħed azzjoni kontra min ma jwaħħalx in-numru tal-bieb għalkemm ikun ġie infurmat;

ix. Irawwem impjegati u jagħraf jidentifika ħtieġa għal iżjed taħriġ;

x. Jinvestiga, jivvalida u jsolvi talbiet marbuta mal-indirizzi kemm mill-varji dipartmenti, u kif ukoll mill-entitajiet u mill-pubbliku;

xi. Iwettaq riċerka dwar eżerċizzji tal-passat dwar numerar ta' bibien u ta' tismija ta' toroq;

xii. Jassisti staff iktar anzjan, inklużi Senior Field Officers u jwettaq dmirijiet oħra kompatibbli mar-rwol;

xiii. Dmirijiet oħra kif mogħtija mis-superjuri u mill-Kummissjonarju Elettorali Prinċipali jew id-delegat tiegħu;

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 position of Field Officer include:

i. Conducting door numbering and street naming duties exercising the powers permitted by the legislation;

ii. Carrying out duties both at the office and onsite according to the exigencies;

iii. Ensure compliance with the legislative framework and address management protocols;

iv. Monitor developments in the building landscape which affects door numbering through development plans and create address points in the Address Management System;

v. Maintaining quality standards at all time in carrying out assigned duties and ensuring that same is being maintained by subordinates;

vi. Keeping records related to works carried out continuously updated;

vii. Driving light vehicles;

viii. Taking action in the case of defaulters where doors numbers are not affixed despite having been duly informed;

ix. Mentoring subordinates and recognising training needs where required;

x. Investigate, validate and resolve address-related inquiries originating from various departments, entities and the general public;

xi. Conducting researches as regards to past door numbering and street naming exercises;

xii. Assisting senior staff, including Senior Field Officers and performing any other duties compatible with the post;

xiii. Any other duties as assigned by superiors and the Chief Electoral Commissioner or his delegate;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju 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.

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

iii. għandhom l-ECDL u liċenzja valida tas-sewqan;

iv. għaddew minn tal-inqas f'ħames (5) suġġetti fil-Livell Ordinarju, jew kwalifika rikonoxxuta xierqa komparabbli, li jridu jinkludu l-ligwa Ingliża, il-Malti u tliet (3) suġġetti oħra.

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 4.1iv 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.

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.

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

iii. in possession of ECDL certificate and a valid driving license;

iv. passes in at least five (5) subjects at O' Level, or a recognised appropriate comparable qualification, which must invariably include English Language, Maltese and three (3) other subjects.

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 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.

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

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

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

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 tal-Kummissjonarju Elettorali Prinċipali permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 14 ta' Marzu, 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.

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 Chief Electoral Commissioner, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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 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 mill-Uffiċċju Elettorali, ex-Trade Fair Grounds Naxxar. 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 (http://electoral.gov.mt) u (electoral.office@gov.mt).

It-28 ta' Frar, 2025

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

Post ta' Psychology Practitioner fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Ricerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni

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 Electoral Office, ex-Trade Fair Grounds Naxxar. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Department are (https://electoral.gov.mt) and (electoral.office@gov.mt).

28th February, 2025

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Post of Psychology Practitioner in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested

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-Ricerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-post ta' Psychology Practitioner fi ħdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Ricerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

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

2.2. Is-salarju għall-post ta' Psychology Practitioner huwa Skala ta' Salarju 7, li fis-sena 2025 huwa ta' €30,506.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €33,694.00.

2.3. Psychology Practitioners li għandhom sentejn (2) servizz sodisfaċenti fil-grad u li jiksbu warrant maħruġ mill-Bord meta jtemmu l-esperjenza meħtieġa wara li jiksbu il-kwalifika, jiġu promossi għall-grad ta' Psikologu fi Skala ta' Salarju 6 (€32,279.02 x €596.33 - €35,857.00 fis-sena 2025).

2.4. Persuna maħtura tkun intitolata għal tali benefiċċji oħra, u suġġetta għal tali kundizzjonijiet u obbligi oħra kif jistgħu jkunu stipulati fi kwalunkwe ftehim pertinenti bejn il-Gvern u l-union kompetenti.

2.5. In-natura tax-xogħol ta' Psychology Practitioner jirrikjedi l-użu ta' ħinijiet flessibli skont l-esiġenzi tal-klijent.

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-

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 Psychology Practitioner within the Ministry for Education, Sport, Youth, Research and Innovation.

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 Psychology Practitioner 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.

2.3. Psychology Practitioners who have two (2) years of satisfactory service in the grade and who obtain a warrant issued by the Board on completion of the necessary post qualification experience, shall be promoted to the grade of Psychologist in Salary Scale 6 (€32,279.02 x €596.33 - €35,857.00 in the year 2025).

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

2.5. The nature of the Psychology Practitioners' work requires the application of a flexible working pattern centred round the needs of the clients.

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,

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' Psychology Practitioner huma

i. Jassessja il-bżonnijiet psikoloġici u l-bżonnijiet edukattivi tal-istudenti;

ii. Jagħmel interventi psikoloġici, terapija u follow-ups, skont il-bżonn;

iii. Joffri sapport lill-istudenti fis-settings edukattivi;

iv. Joffri dawn is-servizzi fil-kulleġġi u fl-iskejjel rispettivi kif ukoll f'lokalitajiet oħra skont il-bżonn;

v. Joffri sapport lill-ġenituri, lill-istaff tal-kulleġġi u lill-istaff tal-iskejjel;

vi. Isegwi t-tfal u l-adolexxenti li għandhom xi diffikulta edukattiva jew fl-iżvilupp, kemm fil-mainstream u f'settings speċjalizzati, b'hekk jassistilhom biex jottjenu l-benefiċċju massimu tal-edukazzjoni;

vii. Jaħdem f'kollaborazzjoni mill-qrib mal-professjonisti edukattivi psikosoċjali, mas-senior management teams u ma' profesjonisti oħra li jaħdmu f'dipartimenti oħra tal-Gvern kif ukoll f'aġenziji mhux governattivi biex b'hekk jiżgura l-aħjar użu tar-riżorsi għall-ġid tal-klijenti tiegħu;

viii. Jassigura li r-rekords u s-sistemi ta' llogjar dwar l-interventi kollha mal-istudenti jinżammu sew filwaqt li jiggarantixxi li l-kunfidenzjalità tinżamm dejjem skont il-provvisti legali eżistenti;

ix. Jassisti lill-managing/principal psychologist fi proġetti ta' riċerka u awditjar;

x. Jipparteċipa fis-superviżjoni, programmi ta' żvilupp professjonali kontinwu u laqgħat tat-tim;

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 Psychology Practitioner include:

i. Assessing students' psychological and educational needs;

ii. Delivering psychological interventions, therapy and follow-ups, as needed;

iii. Supporting students in educational settings;

iv. Delivering such work in colleges and in the respective schools and in other settings as necessary;

v. Offer support to parents, college staff and school staff;

vi. Supporting children and young people in both mainstream and specialised settings who are experiencing difficulties in their learning and development, thus assisting them to derive the full benefit of education;

vii. Work in close collaboration with the college education psycho-social team, school management teams and other professionals employed with other governmental entities and also with non-governmental agencies, thereby ensuring maximum utilisation of resources for the benefit of the student;

viii. Ensuring that records and logging systems are well kept regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;

ix. Assisting the managing/principal psychologist in audit and research projects;

x. Participating in supervision, continuing professional development programmes and team meetings;

xi. Jagħmel użu mis-sistemi tal-informazzjoni teknoloġika li jkunu qed jintużaw fi ħdan il-MEYR;

xii. Ikun accountable għall-Managing Psychologist u għad-Direttur Ġenerali, Servizzi Edukattivi;

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

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

3.2. Deskrizzjoni dettaljata tax-xogħol għall-post ta' Psychology Practitioner tista' tinkiseb mis-sit elettroniku (https://education.gov.mt/vacancies).

3.3. Persuna fil-post ta' Psychology Practitioner hi mistennija li tuża l-vettura tagħha għax-xogħol u tkun intitolata għall-allowance stipulat approvat.

3.4. Il-persuna magħżula tista' tkun meħtiega li taqdi dmirijiet ukoll f'Għawdex.

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-

xi. Making use of information technology systems which may be in operation within MEYR;

xii. Being accountable to the Managing Psychologist and the Director General, Educational Services;

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

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

3.2. A detailed job description for the post of Psychology Practitioner can be obtained from the website (https://education.gov.mt/vacancies).

3.3. A Psychology Practitioner will be expected to use his/her own means of transport for his work. He will be entitled to the appropriate approved allowance.

3.4. The selected candidate may also be required to perform duties in Gozo.

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

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

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

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq 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 Ingliża; u

iii. fil-pussess ta' Master's Degree f'Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti fl-Educational, Clinical jew Counselling Psychology jew kwalifika ekwivalenti fl-oqsma msemmija minn Università jew Istituzzjoni rikonoxxuta li twassal għal kisba ta' warrant rikonoxxuta.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjon 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.

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

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

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

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

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

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

iii. in possession of a Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent*) in Educational, Clinical or Counselling Psychology or an equivalent qualification in the areas mentioned from a recognised University or Institution that will lead to the attainment of a recognised warrant.

*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.

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

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 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.

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

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.

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,

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.

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 it-Tnejn, 17 ta' Marzu, 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;

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.

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 Monday, 17th March, 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).

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

It-28 ta' Frar, 2025

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

Post ta' Manager I 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, tilqa' applikazzjonijiet għall-post ta' Manager I fid-Direttorat tal-Politika, Implimentazzjoni tal-Programmi u Affarijiet Legali 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.

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.

28th February, 2025

MINISTRY FOR HOME AFFAIRS, SECURITY AND EMPLOYMENT

Post of Manager I 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 in the Policy, Programme Implementation and Legal Affairs Directorate in 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 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 fl-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 - €33,694.00 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/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

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 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/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

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 huma:

i. Iżomm aġġornat mal-iżviluppi tal-UE u żviluppi internazzjonali rilevanti oħra relatati mal-qasam u r-responsabbiltajiet assenjati, jappoġġa lid-direttur/direttur ġenerali fil-kordinazzjoni ta' dawn l-attivitajiet, u tikkomunika aġġornamenti sinifikanti;

ii. Isegwi mill-qrib laqgħat relatati mal-qasam ta' responsabbiltà assenjat;

iii. L-abbozzar ta' noti ta' istruzzjoni għall-korpi preparatorji tal-Kunsill (gruppi ta' ħidma u kumitati speċjali), gruppi ta' esperti u kumitati tal-Kummissjoni, jew kwalunkwe fora oħra tal-UE jew internazzjonali relatata mal-qasam ta' kompetenza ta' din il-pożizzjoni;

iv. L-abbozzar ta' briefing notes fil-qasam tar-responsabbiltà tal-Kunsill għall-Affarijiet Interni u laqgħat ministerjali oħra;

v. Jikkonsulta ma' entitajiet interni u esterni u ministeri sekondarji rilevanti fit-tħejjija ta' memoranda ta' spjegazzjoni u memoranda ristretti;

vi. Jassisti fl-abbozzar ta' briefs rilevanti għall-qasam ta' responsabbiltà għall-Ministru, Segretarju Permanenti, jew kwalunkwe ministru/segretarju permanenti ieħor, fejn meħtieġ;

vii. Jissorvelja l-osservanza tal-obbligi nazzjonali li joħorġu mil-leġiżlazzjoni tal-UE jew internazzjonali jew kwalunkwe obbligu ieħor rilevanti għall-qasam ta' responsabbiltà fi ħdan id-Direttorat;

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. Keeping abreast of EU and other relevant international developments related to the assigned area and responsibilities, supporting the director/director general in coordinating these activities, and communicating significant updates;

ii. Following closely meetings related to the assigned area of responsibility;

iii. Drafting instruction notes for Council preparatory bodies (working parties and special committees), Commission expert groups and committees, or any other EU or international fora related to this position's area of responsibility;

iv. Drafting of briefing notes in the area of responsibility for the Home Affairs Council and other ministerial meetings;

v. Consulting with internal and external entities and relevant secondary ministries in the preparation of explanatory memoranda and restricted memoranda;

vi. Assisting in the drafting of briefs relevant to the area of responsibility for the Minister, Permanent Secretary, or any other minister/permanent secretary, where required;

vii. Monitoring compliance with national obligations emanating from EU or international legislation or any other obligations relevant to the area of responsibility within the Directorate;

viii. Jappoġġa lid-supervisor/direttur/direttur ġenerali fit-tfassil effettiv tal-politika billi jwettaq tbassir u analiżi tar-riskju, skont il-politiki tal-Gvern Malti;

ix. Kif meħtieġ, jipparteċipa f'laqgħat, f'Malta, online jew barra minn Malta, relatati ma' dawk l-oqsma ta' responsabbiltà;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju

viii. Supporting the supervisor/director/director general in effective policy formulation by conducting forecasting and risk analysis, in accordance with Maltese Government-wide policies;

ix. As necessary, participate in meetings, in Malta, online or abroad, related to those areas of responsibility;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

U

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 Management jew Public Administration jew Law jew International Relations jew Diplomacy jew Security jew European Studies jew Economics jew Mediterranean Studies 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

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

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

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

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

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Public Policy or Management or Public Administration or Law or International Relations or Diplomacy or Security or European Studies or Economics or Mediterranean Studies or in relevant area determined by the management.

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

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

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

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

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 tat-Taqsima Riżorsi Umani, 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 il-Ġimgħa, 14 ta' Marzu, 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.

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 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 Resource 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 Friday, 14th March, 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 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 mit-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà u x-Xogħol, 201, Triq id-Dejqa, Il-Belt Valletta. Daw id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tal-Ministeru huma (www.homeaffairs.gov.mt) u (recruitment.mhse@gov.mt).

It-28 ta' Frar, 2025

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

Post ta' Manager II 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, tilqa' applikazzjonijiet għall-post ta'

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 Human Resources Section, Ministry for Home Affairs, Security and Employment, 201, Triq id-Dejqa, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Ministry are (www.homeaffairs.gov.mt) and (recruitment.mhse@gov.mt).

28th February, 2025

MINISTRY FOR HOME AFFAIRS, SECURITY AND EMPLOYMENT

Post of Manager II 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

Manager II fid-Direttorat tal-Politika, Implimentazzjoni tal-Programmi u Affarijiet Legali 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 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 jkollhom 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 suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

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

of Manager II in the Policy, Programme Implementation and Legal Affairs Directorate in 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 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 are in a possession of a recognised Master's Degree at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€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 are in a possession of a recognised Bachelor's Degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€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 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 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-ispeċjalizzazjoni skont il-postijiet vakanti stabbiliti.

2.8 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.

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 huma:

i. Iżomm aġġornat mal-iżviluppi tal-UE u żviluppi internazzjonali rilevanti oħra relatati mal-qasam u r-responsabbiltajiet assenjati, jappoġġa lid-direttur/direttur ġenerali fil-kordinazzjoni ta' dawn l-attivitajiet, u jikkomunika aġġornamenti sinifikanti;

ii. It-twettiq ta' reviżjoni bir-reqqa tal-liġi proposta tal-UE fil-qasam rilevanti, bl-appoġġ mis-superviżuri u t-tim legali;

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.

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 are:

i. Keeping abreast of EU and other relevant international developments related to the assigned area and responsibilities, supporting the director/director general in coordinating these activities, and communicating significant updates;

ii. Conducting thorough review of proposed EU law in the relevant area, with support from the supervisors and the legal team;

iii. Isegwi mill-qrib laqgħat relatati mal-qasam ta' responsabbiltà assenjata, inkluż il-kordinazzjoni tal-pożizzjonijiet li għandhom jiġu adottati minn Malta, u l-abbozzar ta' noti ta' istruzzjoni għall-korpi preparatorji tal-Kunsill (gruppi ta' ħidma u kumitati speċjali), gruppi ta' esperti u kumitati tal-Kummissjoni, jew kwalunkwe fora oħra tal-UE jew internazzjonali relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;

iii. Following closely meetings related to the assigned area of responsibility, including the coordination of the positions to be adopted by Malta, and the drafting of instruction notes for Council preparatory bodies (working parties and special committees), Commission expert groups and committees, or any other EU or international fora related to this position's area of responsibility;

iv. Il-kordinazzjoni tal-pożizzjoni li għandha tiġi adottata minn Malta, u l-abbozzar ta' briefing notes fil-qasam ta' responsabbiltà għall-Kunsill tal-Affarijiet Interni u laqgħat ministerjali oħra;

iv. Coordinating the position to be adopted by Malta, and the drafting of briefing notes in the area of responsibility for the Home Affairs Council and other ministerial meetings;

v. Jikkordina mad-Dipartiment tal-Kordinazzjoni tal-UE, ir-Rappreżentanza Permanenti ta' Malta għall-UE u l-Ministeru responsabbli għall-Affarijiet Barranin dwar kwistjonijiet relatati mal-pożizzjoni Maltija kif u meta meħtieġ;

v. Coordinating with the EU Coordination Department, the Permanent Representation of Malta to the EU and the Ministry responsible for Foreign Affairs on issues related to the Maltese position as and when required;

vi. Jikkonsulta ma' entitajiet interni u esterni u ministeri sekondarji rilevanti fit-tħejjija ta' memoranda ta' spjegazzjoni u memoranda ristretti;

vi. Consulting with internal and external entities and relevant secondary ministries in the preparation of explanatory memoranda and restricted memoranda;

vii. L-abbozzar ta' briefs rilevanti għall-qasam ta' responsabbiltà għall-Ministru, Segretarju Permanenti, jew kwalunkwe ministru/segretarju permanenti ieħor, fejn meħtieġ;

vii. Drafting of briefs relevant to the area of responsibility for the Minister, Permanent Secretary, or any other minister/permanent secretary, where required;

viii. Jissorvelja l-osservanza tal-obbligi nazzjonali li joħorġu mil-leġiżlazzjoni tal-UE jew internazzjonali jew kwalunkwe obbligu ieħor rilevanti għall-qasam ta' responsabbiltà fi ħdan id-Direttorat;

viii. Monitoring compliance with national obligations emanating from EU or international legislation or any other obligations relevant to the area of responsibility within the Directorate;

ix. Jissorvelja, flimkien mat-tim legali, it-traspożizzjoni effettiva tal-liġi tal-UE adottata relatata mal-qasam assenjat, u l-implimentazzjoni effiċjenti, effettiva u f'waqtha tal-liġi adottata, li tista' tinkludi assistenza fl-abbozzar ta' strateġiji u proċeduri operattivi standard;

ix. Monitoring, together with the legal team, the effective transposition of the adopted EU law related to the assigned area, and the efficient, effective and timely implementation of the adopted law, which may include assisting in the drafting of strategies and standard operating procedures;

x. Jappoġġa lis-supervisor/director/director ġenerali fit-tfassil effettiv tal-politika billi jwettaq tbassir u analiżi tar-riskju, skont il-politiki tal-Gvern Malti;

x. Supporting the supervisor/director/director general in effective policy formulation by conducting forecasting and risk analysis, in accordance with Maltese Government-wide policies;

xi. Jipparteċipa f'laqgħat, f'Malta, online jew barra minn Malta, relatati ma' dawk l-oqsma ta' responsabbiltà u, fejn meħtieġ, f'laqgħat bilaterali ma' Stati Membri oħra;

xi. Participating in meetings, in Malta, online or abroad, related to those areas of responsibility, and where necessary, in bilateral meetings with other Member States;

xii. Kif meħtieġ, jipparteċipa f'taħriġ/laqgħat li jsiru lokalment, online jew barra minn Malta;

xii. As necessary, participate in training/meetings held locally, online or abroad;

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

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

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

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

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 fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

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

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-term Residents (Third Country Nationals) Regulations, 2006 or who have been granted 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. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Public Policy jew Management jew Public Administration jew Law jew International Relations jew Diplomacy jew Security jew European Studies jew Economics jew Mediterranean Studies 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 jew Management jew Public Administration jew Law jew International Relations jew Diplomacy jew Security jew European Studies jew Economics jew Mediterranean Studies 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.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla

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, equivalent*) in Public Policy or Management or Public Administration or Law or International Relations or Diplomacy or Security or European Studies or Economics or Mediterranean Studies 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 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 Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent*) in Public Policy or Management or Public Administration, or Law or International Relations or Diplomacy or Security or European Studies or Economics or Mediterranean Studies or in relevant areas as determined by management and eight (8) years satisfactory experience.

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

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

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

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

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 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 tat-Taqsima Riżorsi Umani, 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

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 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 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.

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 Human Recources 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

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, 14 ta' Marzu, 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 mit-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà u x-Xogħol, 201, Triq id-Dejqa, 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 tal-Ministeru huma (www.homeaffairs.gov.mt) u (recruitment.mhse@gov.mt).

It-28 ta' Frar, 2025

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, 14th March, 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 Human Resources Section, Ministry for Home Affairs, Security and Employment, 201, Triq id-Dejqa, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are (www.homeaffairs.gov.mt) and (recruitment.mhse@gov.mt).

28th February, 2025

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

Post ta' Assistant Manager (Accounting and Finance) 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, tilqa' applikazzjonijiet għall-post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għall-Intern, is-Sigurtà u x-Xogħol.

Termini u Kundizzjonijiet

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

2.2 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.

MINISTRY FOR HOME AFFAIRS, SECURITY AND EMPLOYMENT

Post of Assistant Manager (Accounting and Finance) 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 Assistant Manager (Accounting and Finance) in the Ministry for Home Affairs, Security and Employment.

Terms and Conditions

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

2.2 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 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.

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' Assistant Manager (Accounting and Finance) huma:

i. Iwettaq dmirijiet relatati ma' tranżazzjonijiet ta' flus kontanti u ċekkijiet, u l-ipproċessar f'waqtu ta' tranżazzjonijiet, verifiki, rekordjar, aġġustamenti, rendikont u rikonċiljazzjoni;

ii. Jassigura li l-approvazzjonijiet ikunu disponibbli qabel l-ipproċessar ta' tranżazzjonijiet, u li l-ammont imħallas ikun korrett u skont il-proċedura;

iii. Jieħu ħsieb b'mod bażiku ż-żamma tal-kotba u jassisti fit-tħejjija taż-żamma ta' kontijiet bħalma huma bilanċi tar-reġistru u sottomissjonijiet oħra rilevanti;

iv. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti;

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.

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 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. Jassisti fl-ippjanar u l-kontroll ta' baġit taħt superviżjoni, filwaqt li jressaq materji rilevanti għall-attenzjoni tal-uffiċjal li jkun qed jagħmel is-superviżjoni kif ikun neċessarju. Dan jinkludi r-reviżjonijiet tal-baġits proposti u l-verifika tal-line items u l-infiq kollu biex tiġi żgurata l-eżattezza;

vi. Jivvaluta, taħt superviżjoni, virements fi ħdan il-voti kif ukoll talbiet għal fondi addizzjonali u l-estimi riveduti;

vii. Jikkontribwixxi għall-iżvilupp ta' implimentazzjoni ta' proġetti inklużi proċessi ddelegati, u għall-identifikazzjoni 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 u talbiet għall-informazzjoni, iżomm ir-rekords, kif ukoll l-inputtjar u l-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;

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

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

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

v. Assists in budget planning and control under supervision, while bringing relevant matters to the attention of the supervising officer as necessary. This includes reviewing proposed budgets and verifying all line items and expenditures to ensure accuracy;

vi. Assesses under supervision, virements within the votes as well as requests for additional funding and the revised estimates;

vii. Contributes to the development of project implementation including delegated processes, and to the identification of process improvements for simplification, innovation and added value;

viii. Keeps abreast with accounting standards, financial legislation and Government policies;

ix. Keeps abreast with basic accounting systems, procedures and applications, and follows training as directed;

x. Coordinates and participates in meetings, takes minutes and follows up on required actions;

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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.

U

ii. kapaċi jikkomunikaw bil-lingwa Ingliża.

U

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 4 tal-MQF f'Accountancy, jew 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

employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

AND

ii. able to communicate in English language.

AND

iii. a. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking an 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

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 applikabli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat (li wieħed minnhom għandu jinkludi pass fl-Accountancy) u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li wieħed minnhom għandu jinkludi 'pass' fil-Pure Mathematics), jew kwalifika komparabbli rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) 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

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 relevan areas as determined by management.

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

OR

c. (i) in possession of two (2) subjects at Advanced Level (one of which must include a pass in Accountancy) and three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Pure Mathematics) or a recognised comparable qualification.

OR

(ii) in possession of three (3) subjects at Advanced Level (one of which must include a pass in Accountancy).

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 Qualifie Personnel'.

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

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

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.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tat-Taqsima Riżorsi Umani, Ministeru għall-intern, is-Sigurtà u x-Xogħol, Ministeru, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.

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 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 Human Resources Section, Ministry for Home Affairs, Security and Employment, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt).

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, 14 ta' Marzu, 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 mit-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà u x-Xogħol, 201, Triq id-Dejqa, 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 tal-Ministeru huma (www.homeaffairs.gov.mt) u (recruitment.mhse@gov.mt).

It-28 ta' Frar, 2025

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, 14th March, 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 Human Resources Section, Ministry for Home Affairs, Security and Employment, 201, Triq id-Dejqa, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Ministry are (www.homeaffairs.gov.mt) and (recruitment.mhse@gov.mt).

28th February, 2025

MINISTERU GĦALL-AFFARIJIET BARRANIN U T-TURIŻMU

Post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għall-Affarijiet Barranin u t-Turiżmu

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u t-Turiżmu, jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għall-Affarijiet Barranin u t-Turiżmu.

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 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 (€24,038.98 x €375.17 - €26,290 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 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.

MINISTRY FOR FOREIGN AFFAIRS AND TOURISM

Post of Assistant Manager (Accounting and Finance) in the Ministry for Foreign Affairs and Tourism

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign Affairs and Tourism, invites applications for the post of Assistant Manager (Accounting and Finance) in the Ministry for Foreign Affairs and Tourism.

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 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 Accounting and Finance, 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 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) huma:

i. Iwettaq dmirijiet relatati ma' tranżazzjonijiet ta' flus kontanti u ċekkijiet, u l-ipproċessar f'waqtu ta' tranżazzjonijiet, verifiki, rekordjar, aġġustamenti, rendikont u rikonċiljazzjoni;

ii. Jassigura li l-approvazzjonijiet ikunu disponibbli qabel l-ipproċessar ta' tranżazzjonijiet, u li l-ammont imħallas ikun korrett u skont il-proċedura;

iii. Jieħu ħsieb b'mod bażiku ż-żamma tal-kotba u jassisti fit-tħejjija taż-żamma ta' kontijiet bħalma huma bilanċi tar-reġistru u sottomissjonijiet oħra rilevanti;

iv. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti;

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 (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. Jassisti fl-ippjanar u l-kontroll ta' baġit taħt superviżjoni, filwaqt li jressaq materji rilevanti għall-attenzjoni tal-uffiċjal li jkun qed jagħmel is-superviżjoni kif ikun neċessarju. Dan jinkludi r-reviżjonijiet tal-baġits proposti u l-verifika tal-line items u l-infiq kollu biex tiġi żgurata l-eżattezza;

vi. Jivvaluta, taħt superviżjoni, virements fi ħdan il-voti kif ukoll talbiet għal fondi addizzjonali u l-estimi riveduti;

vii. Jikkontribwixxi għall-iżvilupp ta' implimentazzjoni ta' proġetti inklużi proċessi ddelegati, u għall-identifikazzjoni 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 u talbiet għall-informazzjoni, iżomm ir-rekords, kif ukoll l-inputtjar u l-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

v. Assists in budget planning and control under supervision, while bringing relevant matters to the attention of the supervising officer as necessary. This includes reviewing proposed budgets and verifying all line items and expenditures to ensure accuracy;

vi. Assesses under supervision, virements within the votes as well as requests for additional funding and the revised estimates;

vii. Contributes to the development of project implementation including delegated processes, and to the identification of process improvements for simplification, innovation and added value;

viii. Keeps abreast with accounting standards, financial legislation and Government policies;

ix. Keeps abreast with basic accounting systems, procedures and applications, and follows training as directed;

x. Coordinates and participates in meetings, takes minutes and follows up on required actions;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. 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.

U

ii. kapaċi jikkomunikaw bil-lingwa Maltija u 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, fi/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

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

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

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

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

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

AND

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

AND

iii. a. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional Diploma at MQF Level 4 in Accountancy, or 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 Business

Administration jew Economics jew Banking and Finance jew Accountancy jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 5 tal-MQF f'Accountancy, fi/jew f'oqsma rilevanti kif determinat mill-maniġment.

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

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat (li wieħed minnhom għandu jinkludi pass fl-Accountancy) u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li wieħed minnhom għandu jinkludi pass fil-Pure Mathematics), jew kwalifika komparabbli rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) 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 isegwi programm ta' studju rikonoxxut f'livell tal-MQF ogħla

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.

OR

c. (i) in possession of two (2) subjects at Advanced Level (one of which must include a pass in Accountancy) and three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Pure Mathematics), or a recognised comparable qualification.

OR

(ii) in possession of three (3) subjects at Advanced Level (one of which must include a pass in Accountancy).

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

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

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

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.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u t-Turiżmu, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum

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 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 for Corporate Services, Ministry for Foreign Affairs and Tourism, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which

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, 14 ta' Marzu, 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 mid-Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u t-Turiżmu, 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-dipartiment huma (http://www.foreign.gov.mt), (+356) 2291 5432 u (recruitment.foreign@gov.mt).

It-28 ta' Frar, 2025

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, 14th March, 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 Human Resources Department, Ministry for Foreign Affairs and Tourism, 331, Allied House, Triq San Pawl, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving department are (http://www.foreign.gov.mt), (+356) 2291 5432 and (recruitment.foreign@gov.mt).

28th February, 2025

MINISTERU GĦALL-AFFARIJIET BARRANIN U T-TURIŻMU

Post ta' Assistant Manager (Human Resources) fil-Ministeru għall-Affarijiet Barranin u t-Turiżmu

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u t-Turiżmu, jilqa' applikazzjonijiet għall-post t' Assistant Manager (Human Resources) fil-Ministeru għall-Affarijiet Barranin u t-Turiżmu

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 t'Assistant Manager (Human Resources) 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.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 11 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.

2.5 Il-persuni maħtura jkunu intitolati wkoll għall-ħlas ta' allowance tal-klassi ta' €500, suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

2.8 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-

MINISTRY FOR FOREIGN AFFAIRS AND TOURISM

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

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager (Human Resources) is Salary Scale 11, which in the year 2025 is equivalent to €24,038.98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290.

2.4 An Assistant Manager in Salary Scale 11 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 an Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.5 Appointees will also be entitled to the payment of an annual class allowance of €500, subject to Central Administration's policies in force from time to time.

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

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

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

sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

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

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 (Human Resources) huma:

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

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

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

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

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

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

call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

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

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 (Human Resources) include:

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

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

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

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

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

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

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

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

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

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

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

xii. Iwettaq dmirijiet oħra kif assenjati mill-maniġment superjuri minn żmien għal żmien;

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

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

xii. Carrying out any other duties as assigned by senior management team from time to time;

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

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

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

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

ii. ikunu profiċjenti fil-lingwa Maltija u Ingliża;

ii. proficient in the Maltese and English languages;

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

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

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

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

Industrial Relations and Workplace Learning jew Business Administration jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika rikonoxxuta komparabbli ma' 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.

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 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).

Learning or Business Administration, or in relevant areas as determined by management.

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

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

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 iii or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Submission of Supporting Documentation

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u t-Turiżmu, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 14 ta' Marzu, 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;

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Foreign Affairs and Tourism, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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;

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 Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u t-Turiżmu, 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma (http://www.foreign.gov.mt), (+356) 2291 5432 u (recruitment.foreign@gov.mt).

It-28 ta' Frar, 2025

MINISTERU GĦALL-AFFARIJIET BARRANIN U T-TURIŻMU

Post ta' Manager II (Procurement) fil-Ministeru għall-Affarijiet Barranin u t-Turiżmu

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u t-Turiżmu, jilqa' applikazzjonijiet għall-post ta' Manager II (Procurement) fil-Ministeru għall-Affarijiet Barranin u t-Turiżmu

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 (Procurement) 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.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li jkollhom 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 fis-sena 2025) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from Human Resources Department, Ministry for Foreign Affairs and Tourism, 331, Allied House, Triq San Pawl, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Department are (http://www.foreign.gov.mt), (+356) 2291 5432 and (recruitment.foreign@gov.mt).

28th February, 2025

MINISTRY FOR FOREIGN AFFAIRS AND TOURISM

Post of Manager II (Procurement) in the Ministry for Foreign Affairs and Tourism

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign Affairs and Tourism, invites applications for the post of Manager II (Procurement) in the Ministry for Foreign Affairs and Tourism.

Terms and Conditions

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

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

2.3 The salary for the post of Manager II (Procurement) is Salary Scale 7, which in the year 2025 is €30,506.98 per annum, rising by annual increments of €531.17 up to a maximum of €33,694.

2.4 A Manager II in Salary Scale 7 who are in a possession of a recognised Master's Degree at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€32,279.02 x €596.33 - €35,857 in 2025) on completion of three (3) years service as Manager II in salary scale 7, subject to satisfactory performance.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

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

2.5 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li għandha degree ta' Baċellerat rikonoxxuta f'Livell 6 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 fis-sena 2025) wara sitt (6) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 A Manager II in Salary Scale 7 who are in a possession of a recognised Bachelor's Degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€32,279.02 x €596.33 - €35,857 in 2025) on completion of six (6) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

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

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

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

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

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

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

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

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

2.9 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

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

2.10 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-seħħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa

2.10 In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess

l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

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

Dmirijiet

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

i. Jikkordina l-preparamenti tal-pjan tax-xiri pubbliku tal-organizzazzjoni u jagħmel rakkomandazzjonijiet għall-ippjanar finali u kronoloġiku b'konformità mal-għanijiet u l-politika tal-organizzazzjoni;

ii. Japplika aspetti diversi tal-leġiżlazzjoni tax-xiri pubbliku, kif ukoll oqfsa legali li jħallu impatt fuq ix-xiri pubbliku f'konformità ma' leġiżlazzjoni fuq livell nazzjonali u l-UE u rekwiżiti ta' xiri pubbliku;

iii. Jopera b'mod proficjenti s-sistema elettronika tax-xiri pubbliku u jgħin biex jiżgura li l-utenti kollha jkollhom aċċess u taħrig xieraq u jaġixxi bħala aġent tal-ġestjoni tal-bidla matul l-implimentazzjoni tas-sistema l-ġdida adottata riċentament/moduli u għodod;

iv. Imexxi l-proċess olistiku tal-analiżi ta' ħtiġiet, interpretazzjoni ta' data u relazzjonijiet mal-fornituri skont il-prinċipji tax-xiri pubbliku;

v. Imexxi, jamministra, janalizza, jinterpreta u jirrevedi l-analiżi tas-suq, biex jiżgura l-kompletezza u li l-istrateġiji tax-xiri pubbliku hi ddisinjata biex tirrifletti kundizzjonijiet tas-suq, għanijiet tal-politika u opportunitajiet identifikati;

vi. Jimplimenta fażijiet differenti taċ-ċiklu tax-xiri pubbliku u jantiċipa sfidi potenzjali rilevanti, impatti u riskji;

vii. Jimplimenta approċċi tax-xiri pubbliku sostenibbli u jimmaniġġja r-riżorsi disponibbli biex jiġu implimentati fi ħdan l-organizzazzjoni;

candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

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

Duties

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

i. Coordinates the preparation of the organisation's procurement plan and make recommendations for the final planning and timeline in line with the organisational objective and related policies;

ii. Applies diverse aspects of the procurement legislation, as well as other legal frameworks impacting procurement in line with: national and EU level legislation; and public procurement policy requirements;

iii. Operates proficiently the electronic Public Procurement System and helps ensure that all users have the appropriate access and training and acts as a change management agent during the implementation of a newly adopted system/modules or tools;

iv. Manages the full process of needs analysis, data interpretation and supplier relations in accordance with public procurement principles;

v. Manages, conducts, analyses, interprets and reviews market analysis, ensuring its completeness and that procurement strategies are designed to reflect market conditions, policy goals, and opportunities identified;

vi. Implements the different phases of the procurement lifecycle and anticipates relevant potential challenges, risks and impacts;

vii. Implements sustainable procurement approaches and manages the resources available to implement them within the organisation;

viii. Jipprovdi pariri bbażati fuq l-aħjar għarfien dwar l-aħjar użu ta' proċeduri varji dwar ix-xiri pubbliku u tekniki sabiex tiġi mfassla l-istrateġija tax-xiri pubbliku. Jikkomunika informazzjoni kumplessa b'mod ċar, trasparenti, u li jħalli impatt lil firxa ta' partijiet interessati billi jfassal il-messaġġ kif xieraq;

ix. Jiddisinja u jlesti dokumentazzjoni tal-offerta sabiex jgħin jimmassimizza l-valur għall-flus u jiżgura li l-metodoloġija korretta tkun applikata għall-offerti tax-xiri pubbliku f'konformità mar-regolamenti, politiki, regoli, kundizzjonijiet, linji gwida u mudelli rilevanti tal-UE u nazzjonali;

x. Jissorvelja/jamministra/jirrivedi x-xogħol tal-kumitati tal-evalwazzjoni, u t-tħejjija ta' dokumentazzjoni rilevanti għall-valutazzjoni tal-offerta, valutazzjoni u proċess ta' wara l-għoti, li jinkludi, iżda mhux limitat għal, dawk għal/jew mill-General/Departmental Contracts Committee u l-abbozzar ta' ftehim ta' kuntratti u addenda;

xi. Imexxi u jikkontrolla l-konsenja tal-kuntratt u l-funzjonijiet ta' modifika f'konformità mal-ħin tal-proġett, ispiża, il-kwalità, l-iskop, il-benefiċċji u l-varjabbli tar-riskji;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

viii. Provides knowledge-based advice on the best use of various procurement procedures and techniques in order to design the procurement strategy. Conveys complex information in a straightforward, transparent and impactful manner to a range of stakeholders by tailoring the message accordingly;

ix. Designs and completes tender documentation that helps maximise value for money and ensure that the correct methodology is applied to the issued public procurement tenders in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates;

x. Oversees/conducts/reviews the work of evaluation committees, and the preparation of relevant documentation for the tender assessment, evaluation and post-award processes including, but not limited to, those for/or by the General/Departmental Contracts Committee and the drafting of contract agreements and addenda;

xi. Leads and controls the contract delivery and modifications functions in line with project time, cost, quality, scope, benefits and risks variables;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Procurement jew Finance jew Business jew Management, jew f'oqsma rilevanti kif determinat mill-maniġment jew kwalifika rikonoxxuta komparabbli;

*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-Procurement jew Finance jew Business jew Management, jew f'oqsma rilevanti kif determinat mill-maniġment u tmien (8) snin esperjenza sodisfaċenti.

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

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

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

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

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

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 Procurement or Finance or Business or Management, or in relevant areas as determined by management or a recognised comparable qualification;

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

OR

iv. in possession of a recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Procurement or Finance or Business or Management, or relevant areas as determined by management and eight (8) years satisfactory experience.

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

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

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

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

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

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

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

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

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1(iii) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Submission of Supporting Documentation

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u t-Turiżmu, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 14 ta' Marzu, 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;

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 for Corporate Services, Ministry for Foreign Affairs and Tourism, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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;

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 Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u t-Turiżmu, 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma (http://www.foreign.gov.mt), (+356) 2291 5432 u (recruitment.foreign@gov.mt).

It-28 ta' Frar, 2025

MINISTERU GĦAS-SAĦĦA
U L-ANZJANITÀ ATTIVA

**Post ta' Assistant Manager (Riżorsi Umani)
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 (Riżorsi Umani) biex iwettaq dmirijiet fis-Saħħa, fi ħdan il-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' 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 (Riżorsi Umani), li jidħol fil-grad 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.

2.4 Persuna fil-grad t'Assistant Manager 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.

2.5 Il-persuni maħtura jkunu intitolati wkoll għall-ħlas ta' allowance tal-klassi ta' €500, suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

The website address, contact number and email address of the receiving Department are (http://www.foreign.gov.mt), (+356) 2291 5432 and (recruitment.foreign@gov.mt).

28th February, 2025

MINISTRY FOR HEALTH
AND ACTIVE AGEING

**Post of Assistant Manager (Human Resources)
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 (Human Resources) to perform duties at Health within the Ministry for Health and Active Ageing.

Terms and Conditions

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

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

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

2.4 An Assistant Manager 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.

2.5 Appointees will also be entitled to the payment of an annual class allowance of €500, subject to Central Administration's policies in force from time to time.

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

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

2.8 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

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

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 (Riżorsi Umani) huma:

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

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

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

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

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

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

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 (Human Resources) include:

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

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

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

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

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

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

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

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

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

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

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

xii. Iwettaq dmirijiet oħra kif assenjati mill-maniġment superjuri minn żmien għal żmien;

xiii. Iwettaq dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku skont l-awtorità tad-Direttur/DĠ responsabbli għall-People Management/Segretarju Permanenti;

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

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

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

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

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

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

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

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

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

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

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

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

xii. Carrying out any other duties as assigned by senior management team from time to time;

xiii. Performing other duties according to the exigencies of the Public Service as directed by the Director/DG responsible for People Management/Permanent Secretary;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

U

iii. fil-pussess ta' Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Work and Human Resources Management, jew Training and Development, jew Public Administration, jew Public Management, jew Corporate Governance and Leadership, jew Leadership and Organisational Behaviour, jew Management and Leadership, jew Strategy, jew Leadership and Change Management, jew Industrial Relations and Workplace Learning, jew Business Administration, jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika rikonoxxuta komparabbli ma' 60 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.

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

AND

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

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

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

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 iii (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

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 60%.

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

Sottomissjoni tal-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 il-Ġimgħa, 14 ta' Marzu, 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:

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 60%.

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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-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).

It-28 ta' Frar, 2025

MINISTERU GĦAS-SAĦĦA
U L-ANZJANITÀ ATTIVA

Post ta' Senior Manager (Project Management)
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 Manager (Project Management) biex iwettaq dmirijiet ta' Project Implementation fis-Saħħa, fi ħdan il-Ministeru għasSaħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

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

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 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)

28th February, 2025

MINISTRY FOR HEALTH
AND ACTIVE AGEING

Post of Senior Manager (Project Management)
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 Manager (Project Management) to perform Project Implementation duties within the Ministry for Health and Active Ageing.

Terms and Conditions

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

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

2.3 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 transfer qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-ispeċjalizzazjoni, 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.

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 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 hija fi skala ta' salaraju 5 jew ogħla.

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 the area of specialisation, 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 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 is in salary scales 5 or higher.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Senior Manager (Project Management) jinkludu li:

i. Jimmaniġġja proġetti u programmi b'mod effiċjenti u effettiv kif assenjat mill-Kap tad-Dipartiment;

ii. Jipprovdi appoġġ fuq ix-xogħol, b'analiżi f'waqtha, pariri u rakkomandazzjonijiet dwar kwistjonijiet assoċjati ma' proġetti u programmi lill-maniġment superjuri;

iii. Jissorvelja l-implimentazzjoni tal-pjanijiet strateġiċi u operattivi, biex jiżgura l-kwalità, il-kwantità, il-puntwalità u r-riżultati kosteffettivi fir-rigward tal-għanijiet ippjanati u r-riżultati mistennija;

iv. Jipprovdi direzzjoni lil maniġment superjuri ieħor fil-formulazzjoni tal-għanijiet tad-Dipartiment u jwettaq reviżjonijiet regolari dwar il-progress li sar kontra l-imsemmi għan;

v. Jevalwa regolarment l-effettività tal-implimentazzjoni tal-proġett u tal-programm u jipproponi miżuri korrettivi lill-maniġment superjuri;

vi. Isegwi u jiżgura li kwalunkwe azzjoni, rapport u dokument mitlub jittieħdu u jiġu pprovduti fl-iskadenzi stabbiliti biex tiġi żgurata l-kordinazzjoni ta' attivitajiet, prijoritajiet u skadenzi;

vii. Imexxi riċerka dwar kwistjonijiet taħt il-mandat tad-Dipartiment u jxerred is-sejbiet tar-riċerka permezz ta' rapporti;

viii. Jiżgura li d-data statistika u l-projezzjonijiet huma preċiżi u rilevanti, u li kull xejra identifikata fid-data tiġi analizzata, interpretata u rrappurtata kif xieraq lill-uffiċjali anzjani flimkien ma' rakkomandazzjonijiet għal azzjoni ta' rimedju meħtieġa;

ix. Jimmaniġġja proġetti (inklużi inizjattivi) u riżorsi relatati (finanzjarji, umani, tanġibbli u intanġibbli) taħt id-direzzjoni tas-superjuri bil-ħsieb li jwasslu proġetti skont il-parametri tal-baġit, il-ħin u l-kwalità;

x. Jikkordina, jakkwista u/jew jiżviluppa briefs, kitbiet u materjal ta' pubbliċità, fost oħrajn, relatati ma' proġetti u kwalunkwe kampanja inkarigata mis-superjuri;

xi. Iwettaq u jgħin fil-verifiki (kemm interni kif ukoll esterni) relatati ma' proġetti u strutturi fil-portafoll tad-Dipartiment, u s-segwitu tagħhom;

xii. Jirrappreżenta lid-Dipartiment waqt laqgħat kemm lokali kif ukoll barra minn Malta u jservi wkoll fuq bordijiet u kumitati;

Duties

3. The job duties for the post of Senior Manager (Project Management) include:

i. Manage projects and programmes in an efficient and effective manner as assigned by the Head of Department;

ii. Provide support on the work, with timely analysis, advice and recommendations on matters associated with projects and programmes to senior management;

iii. Monitor the implementation of strategic and operational plans, to ensure quality, quantity, timeliness and cost- effective results in relation to planned objectives and expected results;

iv. Provide direction to other senior management in the formulation of the Department's objectives and carry out regular reviews on the progress made against said objective;

v. Regularly evaluate the effectiveness of project and programme implementation and propose corrective measures to the senior management;

vi. Follow up and ensure that any actions, reports and documents requested are undertaken and provided within the deadlines set to ensure coordination of activities, priorities and deadlines;

vii. Conduct research on issues under the remit of the Department and disseminate research findings through reports;

viii. Ensure that statistical data and projections are accurate and relevant, and that any identified trends in data are duly analysed, interpreted and reported to senior officers together with recommendations for remedial action required;

ix. Manage projects (including initiatives) and related resources (financial, human, tangible and intangibles) with a view to deliver projects according to budget, time and quality parameters;

x. Co-ordinate, acquire and/or develop briefs, write-ups and publicity material, amongst others, related to projects and any campaigns tasked by superiors;

xi. Perform and assist in audits (both internal and external) related to projects and structures within the Department's portfolio, and their follow-up;

xii. Represent the Department during meetings both local and abroad and also sit on boards and committees;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. 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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment

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;

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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 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.

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iv. B'ħames (5) snin servizz maniġerjali rilevanti bħala Manager II, liema grad l-impjegat li għandu jkun ikkonfermat. Kwalunkwe esperjenza oħra relatata fil-qasam meħtieġa għall-grad imsemmi hawn fuq, fi, jew komparabbli ma', Skala ta' Salarju 7 fis-Servizz Pubbliku, li l-applikant jista' jkollu jista' jkun meqjusa mill-Amministrazzjoni, liema esperjenza għandha tkun sostnuta kif xieraq b'evidenza rilevanti.

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

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

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

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed

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%.

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-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

the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held

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, 14 ta' Marzu, 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-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).

It-28 ta' Frar, 2025

by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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 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)

28th February, 2025

MINISTERU GĦAS-SAĦĦA
U L-ANZJANITÀ ATTIVA

Post ta' Senior Manager fl-Isptar Ġenerali ta' Għawdex (GGH) fil-Ministeru għas-Saħħa u l-Anzjanità Attiva

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa u l-Anzjanità Attiva, tilqa' applikazzjonijiet għall-post ta' Senior Manager fl-Isptar Ġenerali ta' Għawdex (GGH) biex iwettaq dmirijiet relatati ma' Policy and Governance 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 Waqt il-perjodu ta' probation/prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Senior Manager huwa ta' Skala ta' Salarju 5, li fl-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 transfer qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-ispeċjalizzazjoni, 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 HEALTH
AND ACTIVE AGEING

Post of Senior Manager at Gozo General Hospital (GGH) in the Ministry for Health and Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health and Active Ageing, invites applications for the Post of Senior Manager at Gozo General Hospital (GGH) to perform duties related to Policy and Governance within health in the Ministry for Health and Active Ageing.

Terms and Conditions

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

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

2.3 The salary for the post of Senior Manager 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 the area of specialisation, 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 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 hija fi skala ta' salaraju 5 jew ogħla.

Dmirijiet

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

i. Imexxi l-iżvilupp, il-kordinazzjoni u s-sorveljanza tal-policies tal-isptarijiet, filwaqt li jiżgura allinjament mal-governanza interna, ir-rekwiżiti regolatorji, u l-aħjar prattiki. Ir-rwol iservi bħala punt strateġiku bejn id-dipartimenti tal-isptarijiet, il-korpi regolatorji, u l-entitajiet esterni biex tinżamm il-konformità u l-effettività tal-policies;

ii. Jistabbilixxi u jissorvelja l-qafas tal-policies, plans u procedures, filwaqt li jiżgura li dawn jibqgħu attwali u konformi;

iii. Jissorvelja l-iskadenza tal-policies u tinvolvi lis-sidien tal-policies għal reviżjoni u aġġornamenti f'waqthom;

iv. Iżomm repożitorju ċentralizzat, li jiżgura identifikazzjoni xierqa, kontroll tal-verżjoni, u aċċessibbiltà tal-polcies, plans, procedures u forms;

v. Jiżgura li l-policies isegwu l-format approvati u rekwiżiti ta' governanza qabel ir-reviżjoni.

vi. Jaġixxi bħala segretarju għall-Kumitat ta' Reviżjoni tal-Policies, imexxi l-aġendi, il-minuti, is-segwitu u l-progress;

vii. Jissorvelja l-approvazzjoni tal-policies, plans, procedures u forms, l-involviment tal-partijiet interessati, u d-dokumentazzjoni, filwaqt li jiżgura l-aċċessibbiltà għall-isptar kollu;

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/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 is in salary scales 5 or higher.

Duties

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

i. Leads the development, coordination, and oversight of hospital policies, ensuring alignment with internal governance, regulatory requirements, and best practices. The role serves as a strategic liaison between hospital departments, regulatory bodies, and external entities to maintain compliance and policy effectiveness;

ii. Establishes and oversees the framework of policies, plans and procedures, ensuring policies remain current and compliant;

iii. Monitors policy expirations and engages policy owners for timely review and updates;

iv. Maintains a centralized repository, ensuring proper identification, version control, and accessibility of policies, plans, procedures and forms;

v. Ensures policies follow approved formats and governance requirements before review;

vi. Acts as secretary for the Policy Review Committee, managing agendas, minutes, and follow-ups;

vii. Oversee the approvals of the policies, plans, procedures and forms, stakeholder engagement, and documentation, ensuring hospital-wide accessibility;

viii. Joħroġ notifiki formali għal polices approvati jew aġġornati ġodda;

ix. Jikkordina mal-HR u l-kapijiet tad-dipartimenti biex jintegra policies fit-taħriġ, l-onboarding, u programmi speċifiċi għar-rwoli;

x. Jiġi żgurat li l-persunal jirrikonoxxi l-policies u jsegwi l-konformità;

xi. Jifaċilita l-aċċess għall-policies għat-timijiet operattivi u jiġu appoġġati inizjattivi ta' taħriġ xprunati mill-policies;

xii. Jistabbilixxi KPIs biex ikejlu l-konformità u l-effettività tal-policies, u jsegwu l-aderenza fid-dipartimenti kollha;

xiii. Iwettaq verifiki regolari tal-konformità u jirrapporta sejbiet lit-tmexxija tal-isptar;

xiv. Jidentifika oqsma ta' nuqqas ta' konformità jew gaps fil-policies u tikkordina azzjonijiet korrettivi;

xv. Iżomm kuntatt mal-kapijiet tad-dipartimenti biex jindirizza n-nuqqas ta' aderenza, jappoġġa l-isforzi ta' rimedju;

xvi. Jaġixxi bħala punt ta referenza fl-isptarijiet mal-korpi regolatorji u l-imsieħba tal-kura tas-saħħa biex jiżgura li l-polcies konformi ma l-istandards nazzjonali;

xvii. Jidentifika, jirrevedi u jadatta l-policies esterni għall-implimentazzjoni tal-isptarijiet;

xviii. Jiġi żgurat li proċessi u policies huma konformi mal-governanza, ir-rekwżiti ta' akkreditazzjoni u l-istandards regolatorji;

xix. Jaħdem ma' timijiet ta' assigurazzjoni tal-kwalità biex jevalwa l-effettività tal-policies u jirrakkomanda titjib;

xx. Jipprovdi rapporti regolari lit-tmexxija tal-isptar dwar il-konformità tal-polcies;

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

xxii. 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

viii. Issues formal notifications for newly approved or updated policies;

ix. Coordinates with HR and department heads to integrate policies into training, onboarding, and role-specific programs;

x. Ensures staff acknowledgment of key policies and track compliance;

xi. Facilitates access to policies for operational teams and support policy-driven training initiatives;

xii. Establishes KPIs to measure policy compliance and effectiveness, tracking adherence across departments;

xiii. Conducts regular compliance audits and report findings to senior leadership;

xiv. Identify areas of non-compliance or policy gaps and coordinate corrective actions;

xv. Liaise with heads of departments to address non-adherence, supporting remediation efforts;

xvi. Acts as the hospital liaison with regulatory bodies and healthcare partners to align policies with national standards;

xvii. Identifies, reviews, and adapts external policies for hospital implementation;

xviii. Ensures that processes and policies align with governance, accreditation, and regulatory standards;

xix. Works with quality assurance teams to evaluate policy effectiveness and recommend improvements;

xx. Provides regular reports to senior leadership on policy compliance and updates;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

U

AND

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Public Policy jew Health Policy jew Information Policy jew Governance jew Governance

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 Public Policy or Health Policy or Information Policy or Governance or Governance

Quality Systems and Improvement Management jew Public Government, Management and Policy 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 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

Quality Systems and Improvement Management or Public Government, Management and Policy 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 and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in

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.

4.4 Uffiċjali pubbliċi li huma normalment residenti f'Għawdex iżda li bħalissa jaħdmu f'Malta, u li għandhom l-istess grad sostantiv bħal dak li qed jiġi reklamat, jistgħu japplikaw lateralment. Jekk jintgħażlu, dawn l-uffiċjali pubbliċi jiġu assenjati b'mod permanenti biex jaħdmu f'Għawdex bil-grad rispettiv, id-dritt tas-salarju, u l-punt tassalarju tagħhom, inkluż id-dritt għal żidiet, kwalunkwe progressjoni u promozzjoni marbuta mal-post. Huwa ċċarat li dawn il-kandidati mhux se jingħataw marki addizzjonali fil-proċess tal-għażla għall-pussess ta' kwalunkwe kwalifiki li huma rekwiżit ta' eliġibbiltà kif iddikjarat f'din is-sejħa għall-applikazzjoni.

Sottomissjoni ta' Dokumentazzjoni

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

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

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 hawn fuq, 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**

paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 Public officers who are ordinarily resident in Gozo but currently working in Malta, and who hold the same substantive grade as that being advertised, may apply laterally. If selected, such public officers will be permanently assigned to work in Gozo, carrying their respective grade, salary entitlement, and salary point, including entitlement to increments, any progression, and promotion tied to the post. It is clarified that such candidates will not be awarded additional marks in the selection process for the possession of any qualifications which are an eligibility requirement as stated in this call for applications.

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt).

(https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 14 ta' Marzu, 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-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).

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, 14th March, 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 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)

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

Post ta' Manager I (Procurement) fl-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali)

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

1. Is-Segretarju Permanenti, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali), jilqa' applikazzjonijiet għall-post ta' Manager I (Procurement) fl-Uffiċċju tal-Prim Ministru (Fondi Ewropej, l-Ugwaljanza, ir-Riformi u d-Djalogu Soċjali).

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 (Procurement) 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 fl-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 fl-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.

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

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

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Office of the Prime Minister (European Funds, Equality, Reforms, and Social Dialogue), invites applications for the post of Manager I (Procurement) in the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue.

Terms and Conditions

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

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

2.3 The salary for the post of Manager I (Procurement) 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-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

2.6 Persuna fil-grad ta' Manager I (Skala ta' Salarju 8) se jkompli javvanza għal Skala ta' Salarju 7 (€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-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)).

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 accordance with established vacancies.

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

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

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

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

i. Jipprovdi riċerka u jiġbor informazzjoni dwar il-proċess tal-ippjanar tax-xiri pubbliku f'konformità mal-għan u l-politika tal-organizzazzjoni. Jipparteċipa fl-ippjanar effiċjenti, effettiv u mmaniġġjar ekonomiku tal-finanzi u r-riżorsi umani (eż. immaniġġjar ta' tim) disponibbli;

ii. Iżomm ruħu aġġornat mal-iżviluppi u jipprovdi deċiżjonijiet ta' xiri pubbliku u pariri ċara u soluzzjonijiet f'konformità ma': livell leġiżlazzittiv nazzjonali u tal-UE, rekwiżiti ta' politika tax-xiri pubbliku, regoli, linji gwida, ċirkulari u materjal ieħor relatat max-xiri pubbliku;

iii. Jopera b'mod profiċjenti s-sit elettroniku tax-xiri pubbliku u diversi għodod elettroniċi disponibbli għall-implimentazzjoni tal-proċeduri tax-xiri pubbliku u b'hekk jiżgura livell għoli ta' trasparenza fil-proċess tax-xiri pubbliku;

iv. Jaġixxi b'mod awtonomu biex jidentifika l-bżonnijiet għal, u l-immaniġġjar ta' standards ta' proċeduri ta' xiri pubbliku, flimkien mal-ġbir ta' informazzjoni rilevanti minn sorsi varji b'mod strutturat (eż. billi jintużaw mudelli);

v. Iwettaq, janalizza, jinterpreta u jirrevedi r-riċerka tas-suq f'konformità mal-prinċipji ta' trasparenza, mhux diskriminatorji u trattament ugwali, kif ukoll standards ta' etika, privatezza, kunfidenzjalità u integrità f'konsultazzjonijiet tas-suq u impenji mal-fornituri;

vi. Jappoġġja l-implimentazzjoni tal-fażijiet kollha taċ-ċiklu tal-ħajja tax-xiri pubbliku, u jifhem kif kull waħda tinteraġixxi mal-oħrajn;

vii. Jappoġġja l-implimentazzjoni tal-approċċ sostenibbli tax-xiri pubbliku biex jintlaħqu l-għanijiet tal-organizzazzjoni rigward is-sostenibbiltà (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), kompetizzjoni ġenwina (ekwità iktar mill-ugwaljanza) u l-parteċipazzjoni tal-SME;

viii. Jiġbor l-informazzjoni meħtieġa sabiex jagħmel deċiżjonijiet u rakkomandazzjonijiet abbażi ta' data, riskju u strateġija tax-xiri pubbliku. Jikkomunika b'mod effettiv u konċiż ma' firxa ta' partijiet interessati billi jadatta l-messaġġ kif xieraq;

ix. Jivverifika/jabozza u jippubblika dokumentazzjoni f'konformità mar-regolamenti tal-UE u nazzjonali, politiki, regoli, kundizzjonijiet, linji gwida u mudelli;

Duties

3. The job duties for the post of Manager I (Procurement) include:

i. Provides research and gathers input for the procurement planning process in line with the organisational objective and related policies. Participates in the planning for efficient, effective and economical management of financial and human resources (e.g. team management) available;

ii. Keeps abreast of developments and provides procurement decisions and clear advice and solutions in line with: national and EU level legislation, public procurement policy requirements, rules, guidelines, circulars and ither procurement related material;

iii. Operates proficiently the electronic Public Procurement System and other electronic tools available for the implementation of procurement procedures thus ensuring a higher level of transparency in the procurement process;

iv. Acts autonomously in identifying needs for, and the management of standard procurement procedures, together with gathering relevant information from multiple sources in a structured manner (e.g. using templates);

v. Conducts, analyses, interprets and reviews market research in line with the principles of transparency, non-discrimination and equal treatment, as well as ethical, privacy, confidentiality and integrity standards in market consultations and engagements with suppliers;

vi. Supports the implementation of all phases of the procurement lifecycle, understanding how each interacts with the others;

vii. Supports the implementation of sustainable procurement approaches for achieving the organisation's sustainability objectives (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), genuine competition (equity more than equality) and SME participation;

viii. Gathers the information necessary to make data driven, risk based, procurement strategy decisions and recommendations. Communicate in an effective and concise manner with a range of stakeholders by tailoring the message accordingly;

ix. Vets/drafts and/or publishes procurement documentation in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates;

x. Jipparteċipa b'mod attiv fil-valutazzjoni tal-offerti, evalwazzjoni u l-proċess ta' wara l-għoti li jinkludi, iżda mhux limitat għal: verifikazzjoni/preparazzjoni ta' dokumenti għal/jew minn, fost oħrajn, il-General/Departmental Contracts Committee, Tender Evaluation Committees, u l-abbozz ta' kuntratti u addenda;

xi. Jipparteċipa b'mod attiv fil-konsenja tal-kuntratti u funzjonijiet ta' modifika f'konformità mal-ħin tal-proġett, spiża, benefiċċji u varjabbli tar-riskji;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-

x. Participates actively in the tender assessment, evaluation and post-award process including, but not limited to: the vetting/preparation of documentation for/or by, amongst others, the General/Departmental Contracts Committee, Tender Evaluation Committees; and the drafting of contract agreements and addenda;

xi. Participates actively in the contract delivery and modifications functions in line with project time, cost, quality, scope, benefits and risks variables;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to 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 abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

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

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the

Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

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

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

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

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Procurement jew Finance jew Business 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).

Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

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

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

ii. must be proficient in the Maltese and English languages;

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Procurement or Finance or Business 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 a MQRIC formal recognition statement being submitted with the application.

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

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

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali) permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 14 ta' Marzu, 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) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue), through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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 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, 280, Livell 2, Triq ir-Repubblika, Il-Belt Valletta. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

It-28 ta' Frar, 2025

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

Post ta' Senior Manager (Procurement) fl-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali)

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

1. Is-Segretarju Permanenti, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali) jilqa' applikazzjonijiet għall-post ta' Senior Manager (Procurement) fl-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali).

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, 280, Level 2, Triq ir-Repubblika, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (https://eufunds.gov.mt) and (recruitment.opm-ees@gov.mt).

28th February, 2025

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

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

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue) invites applications for the post of Senior Manager (Procurement) in the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue).

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 (Procurement) 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 transfer qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-Procurement, 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 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.

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

2.9 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-seħħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa

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

2.9 In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates' previous

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' Senior Manager (Procurement) huma:

i. Jissorvelja u jikkordina l-kwistjonijiet relatati max-xiri pubbliku fi ħdan l-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali) taħt is-superviżjoni tad-Direttur tas-Servizzi Korporattivi, biex jiġi żgurat li jiġu osservati r-regolamenti tax-xiri pubbliku;

ii. Jiżgura li d-dokumentazzjoni tax-xiri pubbliku tkun eżaminata u vverifikata kif suppost f'konformità mar-Regolamenti tax-Xiri Pubbliku, qabel ma jinkisbu l-approvazzjonijiet, biex jiġi żgurat proċess ta' akkwist bla xkiel;

iii. Jissorvelja l-attivitajiet tax-xiri pubbliku biex jiżgura li jkun hemm konformità mal-politika tal-Green Public Procurement u r-Regolamenti Ġenerali dwar il-Protezzjoni tad-Data (GDPR);

iv. Iservi bħala punt ta' kuntatt bejn id-dipartimenti u l-entitajiet tal-Ministeru u d-Dipartiment tal-Kuntratti kif ukoll it-Taqsima Settorjali tax-Xiri fuq kwistjonijiet relatati max-xiri pubbliku;

v. Jissorvelja l-aġġornament ġenerali kontinwu tad-databases tal-akkwist speċjalment f'termini tal-progress u l-istatus ta' proċeduri speċifiċi ta' akkwist, biex iżomm kontinwament rekord aġġornat għall-finijiet ta' referenza;

vi. Jivvaluta l-ħtiġiet ta' taħriġ u żvilupp relatati mal-akkwist, u jissuġġerixxi opportunitajiet ta' ħtiġiet ta' taħriġ relatati mal-akkwist għall-ħaddiema li jaħdmu fix-xiri pubbliku;

vii. Jissorvelja l-funzjonament ġenerali u jissuġġerixxi u jimplimenta titjib biex itejjeb it-twassil fil-proċessi, inkluż

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)).

Duties

3. The job duties for the post of Senior Manager (Procurement) include:

i. Oversees and coordinates procurement-related matters within the Office of the Prime Minister (European Funds, Equality, Reforms, and Social Dialogue) under the supervision of the Director Corporate Services, ensuring compliance with public procurement regulations;

ii. Ensures that the procurement documentation is properly screened and vetted in line with the Public Procurement Regulations, ahead of obtaining approvals, to ensure a smooth procurement process;

iii. Monitors procurement activities to ensure compliance with Green Public Procurement policy and General Data Protection Regulations (GDPR);

iv. Serve as a point of liaison between the Ministry's departments and entities and the Department of Contracts and the Sectoral Procurement Unit on matters related to procurement;

v. Monitor the continuous overall updating of procurement databases, especially in terms of the progress and status of specific procurement procedures, to constantly keep an updated track record for reference purposes;

vi. Assesses training and development needs related to procurement, and suggest training needs opportunities related to staff involved in procurement;

vii. Monitors procurement processes and suggest and implement improvements to improve delivery in processes,

l-iżgurar li l-proċessi tat-taqsima jkunu aġġornati bl-aħħar żviluppi fis-settur tax-xiri pubbliku;

viii. Jopera b'mod effettiv is-Sistema Elettronika tal-Akkwist Pubbliku (EPPS) u għodod elettroniċi oħra disponibbli sabiex jiżgura livell għoli ta' transperanza fil-proċess tal-akkwist;

ix. Jipparteċipa fl-ippjanar għal ġestjoni effiċjenti, effettiva u ekonomika tar-riżorsi finanzjarji u umani disponibbli;

x. Jikkordina r-rappurtar mal-Ministeru kollu relatat mal-akkwist, inkluż il-kordinazzjoni ta' talbiet għal kontribut mid-dipartimenti u l-entitajiet kollha, inkluża l-formulazzjoni tal-pjanijiet ta' akkwist annwali.

xi. Jimmaniġġja u jimplimenta l-proċessi ta' akkwist tal-Uffiċċju tas-Segretarju Permanenti, inkluż it-twettiq ta' riċerka u analiżi tas-suq kif meħtieġ;

xii. Iżomm dokumentazzjoni xierqa, governanza, u jwettaq reviżjonijiet tal-proċess intern;

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

xiv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

xv. Dmirijiet oħra skont struzzjonijiet mogħtija 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'

including ensuring that the unit's processes are up to date with latest developments in the public procurement sector;

viii. Effectively operates the Electronic Public Procurement System (EPPS) and other electronic tools available as to ensure a high level of transparency in the procurement process;

ix. Participates in the planning for efficient, effective and economical management of financial and human resources available;

x. Coordinate Ministry-wide reporting related to procurement, including coordinating requests for input from all Departments and Entities, including the formulation of the yearly procurement plans.

xi. Manages and implements the procurement processes of the Permanent Secretary's Office, including carrying out market research and analysis as required;

xii. Maintains proper documentation, governance, and perform internal process reviews;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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;

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iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Procurement jew Finanzi jew Business, 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.

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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

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. 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 credit or equivalent*) in Procurement or Finance or Business 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 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 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

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.

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.

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

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

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

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

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

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika 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) 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.

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 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, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali), permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 14 ta' Marzu, 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;

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director Corporate Services, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue), through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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;

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, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwlajnza, ir-Riformi u d-Djalogu Soċjali), 280, Livell Nru 2, Triq ir-Repubblika, 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 (https://eufunds.gov.mt) u (recruitment.opm-ees@gov.mt).

It-28 ta' Frar, 2025

MINISTERU GĦALL-ARTIJIET U L-IMPLIMENTAZZJONI TAL-PROGRAMM ELETTORALI

Post ta' Senior Manager fil-Ministeru għall-Artijiet u l-Implimentazzjoni tal-Programm Elettorali

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

1. Id-Direttur Servizzi Korporattivi f'isem is-Segretarju Permanenti, fil-Ministeru għall-Artijiet u l-Implimentazzjoni tal-Programm Elettorali, jilqa' applikazzjonijiet għall-post ta' Senior Manager fil-Ministeru għall-Artijiet u l-Implimentazzjoni tal-Programm Elettorali.

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 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.

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

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, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue), 280, Level 2, Triq ir-Repubblika, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (https://eufunds.gov.mt) and (recruitment.opm-ees@gov.mt).

28th February, 2025

MINISTRY FOR LANDS AND THE IMPLEMENTATION OF THE ELECTORAL PROGRAMME

Post of Senior Manager in the Ministry for Lands and the Implementation of the Electoral Programme

Nomenclatures denoting the male gender include also the female gender.

1. The Director Corporate Services, on behalf of the Permanent Secretary, Ministry for Lands and the Implementation of the Electoral Programme, invites applications for the post of Senior Manager in the Ministry for Lands and the Implementation of the Electoral Programme.

Terms and Conditions

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

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

2.3 The salary for the post of Senior Manager is Salary Scale 5, which in year 2025 is €34,185.98 per annum, rising by annual increments of €640.67 up to a maximum of €38,030.

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

għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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 magħżula/i jkunu meħtieġa 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 hija fi skali ta' salarju 5 jew ogħla.

Dmirijiet

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

i. Jassisti lid-Direttur għas-Servizzi Korporattivi fuq materji amministrattivi u operazzjonali inklużi iżda mhux limitati għal ħidmiet ta' provvista u loġistiċi;

ii. Jiggwida lid-dipartimenti u entitajiet pubbliċi fi ħdan il-Ministeru fir-rigward ta' proċessi li jaqgħu taħt ir-responsabbiltà tal-Ministeru;

to Central Administration's policies in force from time to time.

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

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

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 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 is in salary scales 5 or higher.

Duties

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

i. Provides support to Director Corporate Services on administrative and operational matters including but not limited to supply and logistical tasks;

ii. Guides departments and entities within the Ministry with regards to processes that fall within the Ministry's remit;

iii. Iwettaq ġestjoni effettiva tar-riżorsi u jipprovdi tmexxija b'saħħitha lill-persunal taħt superviżjoni;

iv. Jikkompila l-Business and Financial Plan u jiżgura l-ippjanar u l-kontroll tal-baġit;

v. Imexxi l-monitoraġġ tal-funzjonijiet delegati tal-policies, programmi u prattiki kollha biex jiżgura konformità mal-policies ċentrali mal-Ministeru;

vi. Jifformola u jaġġorna politiki, proċessi u proċeduri ta' natura finanzjarja kif ikun mitlub jagħmel;

vii. Jappoġġa t-titjib tal-prestazzjoni fil-Ministeru/Dipartiment permezz tal-ippjanar, il-monitoraġġ u l-evalwazzjoni tar-riżultati filwaqt li jsiru referenzi neċessarji għall-impjegati li jeħtieġu gwida fil-karriera, pariri jew miżuri korrettivi/dixxiplinarji;

viii. Imexxi verifiki kostanti u regolari ta' konformità biex jiġi żgurat li l-policies stabbiliti qed jiġu osservati, u tiġi segwita l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;

ix. Jiffaċilita u jmexxi l-kordinazzjoni bejn l-Istrateġija tar-Riżorsi Umani u l-business goals, jikkontribwixxi lejn l-Analiżi tal-Ħtiġiet ta' Taħriġ u jappoġġja programmi ta' ġestjoni tal-bidla;

x. Jimmaniġġja l-ġbir ta' data relatata mar-rekords amministrattivi u operazzjonali tal-Ministeru billi juża s-sistemi standard tas-sistemi għad-dħul, mistoqsijiet u rappurtar;

xi. Jikkordina mal-kapijiet tal-Ministeru biex jiżgura l-konformità sħiħa tal-valutazzjonijiet ta' prestazzjoni u jieħu l-azzjoni meħtieġa biex jindirizza kull appraisal pendenti biex jiżgura li t-timeframes jiġu osservati strettament;

xii. Jiżgura li s-sejħiet għall-pubblikazzjoni jiġu sottomessi b'mod korrett u skont it-timeframes meħtieġa, u jimmaniġġja l-funzjonijiet operattivi f'dak li għandu x'jaqsam mal-għoti ta' riżorsi billi jaġġorna r-rekwiżiti tal-impjiegi u d-deskrizzjonijiet tal-impjiegi għall-postijiet/karigi kollha;

xiii. Jappoġġja u jipparteċipa b'mod attiv fil-ġestjoni ta' relazzjonijiet industrijali fil-Ministeru u jħejji d-data/il-ħidma finanzjarja kollha meħtieġa f'każ ta' negozjati;

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

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

iii. Carries out effective management of resources and provides strong leadership to staff under supervision;

iv. Compiles the Business and Financial Plan and ensure budget planning and control;

v. Leads the monitoring of delegated functions of all policies, programs, and practices to ensure compliance with central policies across the ministry;

vi. Formulates and updates policies, processes and procedures of a financial nature as directed;

vii. Supports the improvement of the performance in the Ministry/Department through planning, monitoring, and appraising of results whilst making necessary referrals for employees who require career guidance, counselling or corrective/disciplinary measures;

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

ix. Facilitates and drives alignment between the HR Strategy and business goals, contributes towards the Training Needs Analysis and supports change management programmes;

x. Manages the collations of data related to administrative and operational records of the Ministry by utilising standard data systems for data entry, enquiry and reporting;

xi. Liaises with the Heads of the Ministry to ensure full compliance of performance appraisals and takes the necessary action to address any pending appraisals to ensure that timeframes are strictly adhered to;

xii. Ensures that calls for publication are uploaded correctly and according to required timeframes, and manages operational functions in relation to resourcing by updating job requirements and job descriptions for all posts/positions;

xiii. Supports and actively participates in the management of harmonious industrial relations in the ministry and liaises with Central Administration in cases of negotiations;

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. kapaċi jikkomunikaw bil-Malti u bl-Ingliż;

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Public Policy jew Project Management jew Management jew Public Administration jew Public Management jew Management and Leadership 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.

U

iv. B'ħames (5) snin servizz maniġerjali rilevanti bħala Manager II, liema grad l-impjegat li għandu jkun ikkonfermat. Kwalunkwe esperjenza oħra relatata fil-qasam meħtieġa għall-grad imsemmi hawn fuq, fi, jew komparabbli ma', Skala ta' Salarju 7 fis-Servizz Pubbliku, li l-applikant jista' jkollu jista' jkun meqjusa mill-amministrazzjoni, liema esperjenza għandha tkun sostnuta kif xieraq b'evidenza rilevanti.

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

AND

iii. in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credit or equivalent*) in Public Policy or Project Management or Management or Public Administration or Publi Management or Management and Leadership or Business Administration or in relevant area as determined by management.

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

AND

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

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

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

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika 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 hawn fuq, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tar-Reklutaġġ obo Ministeru għall-Artijiet u l-Implimentazjoni tal-Programm Elettorali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 14 ta' Marzu, 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) 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 obo the Ministry for Lands and the Implementation of the Electoral Programme, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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 mill-Ministeru għall-Artijiet u l-Implimentazzjoni tal-Programm Elettorali, Casa Leoni, Triq il-Kbira San Ġużepp, Santa Venera. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

L-indirizz elettroniku tad-Dipartiment huwa (recruitment.mli@gov.mt).

It-28 ta' Frar, 2025

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

Post ta' Tradesperson I (Carpenter and Joiner) fil-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi

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

1. Id-Direttur Ġenerali (Strateġija u Sapport), Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, jilqa' applikazzjonijiet għall-post ta' Tradesperson I (Carpenter and Joiner) fid-Dipartiment tax-Xogħlijiet Pubbliċi fi ħdan il-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 Ministry for Lands and the Implementation of the Electoral Programme, Casa Leoni, Triq il-Kbira San Ġużepp, Santa Venera. These general provisions are to be regarded as an integral part of this call for applications.

The email address of the receiving Department is: (recruitment.mli@gov.mt).

28th February, 2025

MINISTRY FOR TRANSPORT,
INFRASTRUCTURE AND
PUBLIC WORKS

Post of Tradesperson I (Carpenter and Joiner) in the Ministry for Transport, Infrastructure and Public Works

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Strategy and Support), Ministry for Transport, Infrastructure and Public Works, invites applications for the post of Tradesperson I (Carpenter and Joiner) in the Public Works Department within the Ministry for Transport, Infrastructure and Public Works.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Tradesperson I huwa ta' Skala ta' Salarju 16, li fis-sena 2025 huwa ta' €16,915 fis-sena, li jiżdied b'€263 fis-sena sa massimu ta' €18,493.

2.3 Persuna fil-grad ta' Tradesperson I titla' fi Skala ta' Salarju 15 (€18,188 x €298 - €19,976 fis-sena 2025) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Il-persuna maħtura tkun intitolata għal ħlas ta' allowance annwali tal-klassi ta' €400, u għal ħlas ta' allowance annwali tas-sengħa ta' €1,500, suġġett għall-politika tal-Amministrazzjoni Ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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.

Il-kandidat/i magħżul/a 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)).

Terms and Conditions

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

2.2 The salary for the post of Tradesperson I is Salary Scale 16, which in the year 2025 is equivalent to, €16,915 per annum, rising by annual increments of €263 up to a maximum of €18,493.

2.3 A Tradesperson I will progress to Scale 15 (€18,188 x €298 - €19,976 in the year 2025) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 Appointees will also be entitled to the payment of an annual class allowance of €400, and an annual trade allowance of €1,500, subject to Central Administration's policies in force from time to time.

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.

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)).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Tradesperson I (Carpenter and Joiner) huma:

i. Jagħmel xogħol ta' mastrudaxxa u joiner, waqt li jaħdem fuq il-bank u l-magni;

ii. Jissettja u jħaddem magni, inkluż serrieq tal-elettriku, magni ta' kalibrazzjoni, xkatlar, tgħaqqid tal-injam, tal-bejtiet tal-minċotti, tal-minċotti u tal-iffurmar, biex jaqta' u jifforma injam u sostituti tiegħu;

iii. Jiddistingwi u jiddefinixxi l-injam abbażi tat-tip, il-karatteristiki, l-użu u l-limitazzjonijiet;

iv. Jaħdem fuq inizjattiva tiegħu u jippossjedi ħiliet biex isolvi l-problemi;

v. Jifhem u jaħdem minn fuq disinji, pjanti, struzzjonijiet verbali jew bil-miktub;

vi. Ikun kapaċi jimmanifattura, isewwi, jirrestawra u jimmonta kull tip ta' għamara b'kull tip ta' injam bħal bibien, gwarniċi tat-twieqi, aperturi, partitions u turġien;

vii. Jgħaqqad fuq il-lant l-oġġetti tal-injam maħduma fil-ħanut tal-mastrudaxxi;

viii. Ikollu għarfien tal-materjali u l-lostru l-aktar adattati għax-xogħol involut;

ix. Jagħmel il-kalkoli adattati biex jistabbilixxi l-kwantitajiet tal-materjal li jkun hemm bżonn għal kwalunkwe proġett;

x. Jidentifika r-riskji tas-saħħa u s-sigurtà li għandhom x'jaqsmu max-xogħol u jagħmel kull sforz biex inaqqas kwistjonijiet ta' sigurtà fuq il-post tax-xogħol;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

Duties

3. The job duties for the post of Tradesperson I (Carpenter and Joiner) include:

i. Undertakes carpentry and joinery work, working at bench or machines;

ii. Sets up and operates machines, including power saws, calibration, sanding, jointers, mortisers, tenoners, and shapers, to cut, mold and shape woodstock and wood substitutes;

iii. Distinguishes and defines timber based on its type, characteristics, uses and limitations;

iv. Works on own initiative and possesses problem-solving skills;

v. Understands and works from drawings, plans and written or spoken instructions;

vi. Manufactures, repairs, restores and assembles all kinds of furniture in all kinds of timber such as doors, window frames, apertures, partitions and staircases;

vii. Assembles on site the timber articles manufactured in the carpentry workshop;

viii. Has the knowledge of the right materials and furniture polish appropriate to the work involved;

ix. Makes appropriate calculations to establish quantities of material required for any project;

x. Recognises occupational health and safety hazards and makes every effort to alleviate safety issues at workplace;

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

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

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;

iii. fil-pussess ta' ċertifikat biex jipprattika fis-sengħa ta' Carpenter and Joiner,

JEW

iv. bi ħmistax-il (15) sena esperjenza ta' xogħol ippruvat fis-sengħa ta' Carpenter and Joiner.

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

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

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

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

iii. in possession of a certificate to practice in the trade of carpentry and joinery,

OR

iv. with fifteen (15) years of proven experience in the trade of carpentry and joinery.

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 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.

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.

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

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

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

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

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

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

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

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 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 il-Ġimgħa, 14 ta' Marzu, 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.

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 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 Friday, 14th March, 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.

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 FRN 1710. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

It-28 ta' Frar, 2025

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

Post ta' Tradesperson I (Welder and Fabricator) fil-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi

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

1. Id-Direttur Ġenerali (Strateġija u Sapport), Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, jilqa' applikazzjonijiet għall-post ta' Tradesperson I (Welder and Fabricator) fid-Dipartiment tax-Xogħlijiet Pubbliċi fi ħdan il-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi.

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

28th February, 2025

MINISTRY FOR TRANSPORT,
INFRASTRUCTURE AND
PUBLIC WORKS

Post of Tradesperson I (Welder and Fabricator) in the Ministry for Transport, Infrastructure and Public Works

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Strategy and Support), Ministry for Transport, Infrastructure and Public Works, invites applications for the post of Tradesperson I (Welder and Fabricator) in the Public Works Department within the Ministry for Transport, Infrastructure and Public Works.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Tradesperson I huwa ta' Skala ta' Salarju 16, li fis-sena 2025 huwa ta' €16,915 fis-sena, li jiżdied b'€263 fis-sena sa massimu ta' €18,493.

2.3 Persuna fil-grad ta' Tradesperson I titla' fi Skala ta' Salarju 15 (€18,188 x €298 - €19,976 fis-sena 2025) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Il-persuna maħtura tkun intitolata għal ħlas ta' allowance annwali tal-klassi ta' €400, u għal ħlas ta' allowance annwali tas-sengħa ta' €1,500, suġġett għall-politika tal-Amministrazzjoni Ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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.

Il-kandidat/i magħżul/a 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)).

Terms and Conditions

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

2.2 The salary for the post of Tradesperson I is Salary Scale 16, which in the year 2025 is equivalent to, €16,915 per annum, rising by annual increments of €263 up to a maximum of €18,493.

2.3 A Tradesperson I will progress to Scale 15 (€18,188 x €298 - €19,976 in the year 2025) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 Appointees will also be entitled to the payment of an annual class allowance of €400, and an annual trade allowance of €1,500, subject to Central Administration's policies in force from time to time.

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.

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)).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Tradesperson I (Welder and Fabricator) huma:

i. Juża għodod ta' preċiżjoni bħalma huma calipers u micrometers biex ix-xogħol ikun preċiż waqt li jiddistingwi u jiddefinixxi wkoll il-metalli;

ii. Ikollu destrezza u joqgħod attent għad-dettall kif ukoll ikollu għarfien tekniku dwar il-metalli li jkun hemm bżonn li jitwaħħlu jew jinqatgħu;

iii. Jaqra disinji grafiċi provduti għall-proġetti, jaħdem fuq l-inizjattiva propja u jippossjedi ħiliet biex isolvi l-problemi;

iv. Ikun familjari mal-użu sigur ta' apparat għall-qtugħ jew li bih jinħadem il-metall biex ikun kapaċi jipprepara x-xogħol qabel jintrama u jiġi wweldjat;

v. Jaħdem bl-MMA, it-TIG u l-MIG welding kif ukoll apparat tal-idejn li jaqta' l-metall bil-fjamma, inkluż torċa tal-ossiġnu u l-aċitilena, u cutters tal-plasma;

vi. Ikun konxju tal-proċeduri tas-saħħa u s-sigurtà u l-apparat personali tas-sigurtà meħtieġ fix-xogħol tiegħu, inkluż għarfien dwar kif jintużaw iċ-ċilindri tal-gass, regolaturi, pajpijiet tal-gass, non-return valves u maskri;

vii. Ikun konxju tar-riskji li għandhom x'jaqsmu ma' tixrid ta' fjuwil, flashbacks, dħaħen iġġenerati mill-welding u qtugħ ta' metall, u trab fin jew qtar irqiq fl-arja;

viii. Ikejjel u jimmarka fuq ix-xogħol kif meħtieġ u jagħmel il-kalkoli neċessarji biex jistabbilixxi l-kwantitajiet ta' materjal meħtieġa għall-proġett;

ix. Ikollu destrezza u jagħti attenzjoni għad-dettall kif ukoll ikollu għarfien tekniku dwar folding machines, magni tal-ispot welding u għodod oħra tal-elettriku li jintużaw fl-immuntar tal-pjanċi maħdumin;

x. Joħloq ix-xogħol mill-pjanti u l-ispeċifikazzjonijiet, jaqta' l-pjanċi, jitwihom u jimmonta l-prodott finali bil-viti, rivets, boltijiet jew welds, inkluż spot welding;

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

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

Duties

3. The job duties for the post of Tradesperson I (Welder and Fabricator) include:

i. Uses precision tools such as calipers and micrometers to achieve accurate work while also distinguishes and defines metals;

ii. Has good dexterity and attention to detail as well as technical knowledge about metals to be joined or cut;

iii. Reads graphic designs provided for projects, works on own initiative and possesses problem-solving skills;

iv. Be familiar with the safe use of cutting and metal machining equipment to be able to prepare the work piece before assembly and welding;

v. Uses MMA, TIG and MIG welding machines as well as hand-held flame cutting equipment, including oxygen-acetylene cutting torches and plasma cutters;

vi. Be aware of the Health and Safety procedures and personal safety equipment required in conjunction with his job, including knowledge of handling gas cylinders, regulators, gas hoses, non-return valves and masks;

vii. Be fully aware of risks pertaining to fuel leakages, flashback, metal fumes generated through welding and cutting processes, and particulate matter;

viii. Measures/marks out as appropriate on the job and makes appropriate calculations to establish quantities of material required for the project;

ix. Has good dexterity and attention to detail as well as technical knowledge about folding machines, spot welding machines and other power tools used in the assembly of the fabricated sheets;

x. Creates developments from plans and specifications, cuts the sheets, effects the necessary folds and assembles the final product by screws, rivets, bolts or welds, including spot welding;

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

xii. Undertakes 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.

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

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-term Residents (Third Country Nationals) Regulations, 2006' or who have been granted 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 Ireland from the European Union and the European Atomic Energy Community Regulations'.

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

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

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

iii. fil-pussess ta' ċertifikat biex jipprattika fis-sengħa ta' welder and fabricator.

JEW

iv. bi ħmistax-il (15) sena esperjenza ta' xogħol ippruvat fis-sengħa ta' welder and fabricator.

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 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.

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

iii. in possession of a certificate to practice in the trade of welder and fabricator.

OR

iv. with fifteen (15) years of proven experience in the trade of welder and fabricator.

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 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 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

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 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

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, 14 ta' Marzu, 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 tal-People Management, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, Blokk H (Ent. B), Trqi Antonio Maurizio Valperga, Il-Furjana FRN 1710. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

It-28 ta' Frar, 2025

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, 14th March, 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 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 address and email address of the receiving Directorate are (https://infrastructure.gov.mt/) and (recruitment1.mtip@gov.mt).

28th February, 2025

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

Pożizzjoni ta' Project Officer (Paying Agency) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali

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

1. Is-Segretarju Permanenti, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet għall-pożizzjoni ta' Project Officer (Paying Agency) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Project Officer (Paying Agency) fil-Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali li jista' jiġi mġedded għal perjodi oħra.

2.2 Il-pożizzjoni ta' Project Officer (Paying Agency) hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.3 Peress li din il-pożizzjoni hi marbuta ma' terminu ta' żmien fiss jew tlestija ta' biċċa xogħol speċifika, il-pożizzjoni ta' Project Officer (Paying Agency) taqa' taħt Regolament 7 (4) tal-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku 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.

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Position of Project Officer (Paying Agency) in the Ministry for Agriculture, Fisheries and Animal Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries and Animal Rights, invites applications for the position of Project Officer (Paying Agency) in the Ministry for Agriculture, Fisheries and Animal Rights.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Project Officer (Paying Agency) in the Ministry for Agriculture, Fisheries and Animal Rights, which may be renewed for further periods.

2.2 The position of Project Officer (Paying Agency) is subject to a probationary period of twelve (12) months.

2.3 Since this position is time-barred or linked to the completion of a specific duty, the position of Project Officer (Paying Agency) constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

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

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

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 marbut mal-pożizzjoni ta' Project Officer (Paying Agency) huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 9 (ekwivalenti għal €29,381.67 fl-2025), li jilħaq il-massimu tal-iskala malkonferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

3.2 Persuna magħżula tkun intitolata wkoll għal:

i) Performance bonus sa massimu ta' 10% tas-salarju bażiku tagħha. Ir-rata attwali tiġi stabbilita b'diskrezzjoni tas-Segretarju Permanenti (MAFA);

ii) Disturbance allowance (minflok overtime) ta' 15% tas-salarju rispettiv li jista', f'ċirkustanzi eċċezjonali u għal perjodi speċifiċi kif awtorizzat mis-Segretarju Permanenti rispettiv, jitilgħu għal 25%. U

iii) Pro-rata responsibbilty allowance, stabbilita għal 25% tal-iskala ta' salarju rispettiv.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Project Officer (Paying Agency) huma:

i. Iwettaq xogħol assenjat mil-line manager fl-awtorizzazzjoni, il-monitoraġġ, il-kontroll, il-pagament jew l-accounting tal-claims għall-pagamenti relatati ma' skemi, programmi, proġetti jew miżuri taħt ir-responsabbiltà u l-mandat tal-Aġenzija tal-Pagamenti Agrikoli u Rurali;

ii. Jassisti fl-abbozzar tad-dokumentazzjoni meħtieġa għal kwalunkwe skema ta' għajnuna jew miżura ffinanzjata mill-UE jew minn fondi nazzjonali;

iii. Iwettaq il-kontrolli amministrattivi, tad-dokumenti u/jew fiżikament fuq il-post kif meħtieġ u jiċċekkja proġetti, claims, skemi jew miżuri oħra skont il-bżonn;

iv. Jikkollabora kontinwament mal-partijiet interessati rilevanti (li jinkludu dipartimenti oħra tal-Gvern, min jipprovdi s-servizzi, sħab fi proġetti u organizzazzjonijiet mhux governattivi) skont struzzjonijiet mogħtija mil-line manager jew is-superviżur dirett;

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 Project Officer (Paying Agency) is equivalent to the maximum of Salary Scale 9 less an increment (equivalent to €29,381.67 in 2025), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the later.

3.2 A selected candidate will also be entitled to:

i) A performance bonus of up to 10% of his/her basic salary. The actual rate will be established at the discretion of the Permanent Secretary (MAFA);

ii) A disturbance allowance (in lieu of overtime) of 15% of the respective salary scale which may be, in exceptional circumstances for specific periods duly authorised by the respective Permanent Secretary, be increased to 25%. AND

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

Duties

4. The job duties for the position of Project Officer (Paying Agency) include:

i. Performs tasks assigned by the line manager in the authorisation, monitoring, control, payment or accounting of claims for payments related to schemes, programmes, projects or measures within the responsibility and remit of the Agriculture and Rural Payments Agency;

ii. Assists in the drafting of the necessary documentation relating to any EU or nationally funded aid schemes or measures;

iii. Performs all required administrative, documentary and/or physical on-the-spot controls and checks of projects, claims, schemes or other measures as required;

iv. Liaises with relevant stakeholders (including other governmental departments, service providers, partners, and NGOs) as instructed by the line manager or the direct supervisor;

v. Jipproċessa pagamenti tal-UE b'mod effiċjenti, fiż-żmien stipulat u skont il-proċeduri fis-seħħ, u jassisti lill-line manager fil-preparamenti ta' estimi finanzjarji, ħlasijiet, statements tan-nefqa, rappurtaġġ finanzjarju u awditjar;

vi. Iżomm rekords xierqa tax-xogħol imwettaq fl-ipproċessar ta' dokumentazzjoni dwar proġetti tal-UE u jagħmel xogħol ta' preżentata kif jixraq biex jassigura traċċabbiltà;

vii. Iwettaq verifiki amministrattivi marbuta ma' proġetti/assistenza ffinanzjati mill-UE;

viii. Iwettaq rikonċiljazzjoni tax-xogħol u jassisti fil-ġbir ta' data u xogħol ieħor ta' riċerka;

ix. Jorganizza u jipparteċipa f'laqgħat u jieħu l-minuti tad-diskussjonijiet;

x. Iwettaq funzjonijiet ta' rappurtar kif indikat mil-line manager, inkluż biż-żamma ta' databases jew applikazzjonijiet oħra tal-IT fejn ikun meħtieġ;

xi. Jipparteċipa f'konferenzi u taħriġ f'Malta u barra minn Malta (persuna magħżula li ssiefer biex tagħmel korsijiet, tintrabat bil-kundizzjonijiet rilevanti skont il-Manual on Staff Development in Public Administration);

xii. Jappoġġja u jikkontribwixxi għall-implimentazzjoni b'suċċess ta' inizjattivi tal-Ministeru responsabbli, skont id-direzzjoni tal-line manager;

xiii. Juri fi kwalunkwe sitwazzjoni u partikolarment meta jkunu qed jersqu l-iskadenzi tal-fondi, l-abbiltà u r-rieda li jaħdem taħt pressjoni, inkluż meta meħtieġ mil-line manager li jaħdem sat-tard, fi tmiem il-ġimgħa u fil-festi pubbliċi biex ilaħħaq mal-iskadenzi, u fejn meħtieġ li anke jsiefer fuq xogħol uffiċjali;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

v. Processes EU related payments efficiently within the stipulated timeframes according to the procedures in place, and assists the line manager during budgeting, payment execution, statement of expenditure, financial reporting and audits;

vi. Keeps appropriate records of work performed on processing of EU project/s documentation and files appropriately to ensure traceability;

vii. Performs administrative checks in relation to a number of EU funded projects/assistance;

viii. Performs reconciliations of work and assists in the compilation of data and other research work;

ix. Organises and participates in meetings and takes minutes of discussions;

x. Carries out reporting functions in the manner indicated by the line manager, including through the upkeep of databases or other applicable IT applications where necessary;

xi. Participates in training and conferences locally and abroad (a selected applicant proceeding abroad to follow courses will be bound by the relevant conditions laid down in the Manual on Staff Development in Public Administration);

xii. Supports and contributes to the successful implementation of the responsible Ministry's initiatives, as directed by the line manager;

xiii. Demonstrates in all situations and particularly in periods where funding deadlines are approaching, an ability and willingness to work under challenging pressure, including whenever so required by the line manager by working late or weekends or on public holidays to meet deadlines, or where required to travel abroad on official business;

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

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

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

Eligibility Requirements

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

U

iii. a) fil-pussess ta' Bachelor's rikonoxxuta fil-Livell 6 tal-MQF (suġġett għal-minimu ta' 180 krettu ECTS/ECVET

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

AND

iii. (a) in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET

jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-manigment, flimkien ma sena (1) esperjenza rilevanti għal rwol relatat ma' finanzjament tal-UE;

JEW

b) ikollhom, fil-pussess degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVETS, jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-maniġment;

Fil-każijiet li kandidati jiġu magħżula abbażi tal-artikolu 5.1 (iii) (b) ta' din is-sejħa, is-salarju marbut mal-pożizzjoni ta' Project Officer (Paying Agency) huwa ekwivalenti għal increment inqas mill-massimu ta' Skala 10 (ekwivalenti għal €27,609.33 fl-2025), li mal konferma tal-ħatra wara sena (1) servizz fil-pożizzjoni jilħaq għall-massimu ta' Skala 9.

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

JEW

c) huma uffiċjali pubbliċi fi Skala mhux inqas minn Skala 12, jew impjegati tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku, jew impjegati tal-RSSL, it-tnejn f'Livell ta' responsabbiltà komparabbli, b'erba (4) snin esperjenza rilevanti għal rwol relatat ma' finanzjament tal-UE.

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) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla

credits or equivalent*) in relevant areas as determined by management, plus one (1) year experience relevant for such an EU related role;

OR

(b) in possession of a recognised Bachelor's degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in relevant areas as determined by management.

In the case of candidates selected on the basis of Article 5.1 (iii) (b) of this call, the Salary attached to the position of Project Officer(Paying Agency) is equivalent to the maximum of Salary Scale 10 less an increment (equivalent to €27,609.33 in 2025), with the attainment of the maximum of Salary Scale 9 on confirmation of appointment after the probationary period of one (1) year.

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

OR

(c) Public officers in a Scale not below 12, whose appointment in such scale has been confirmed, or Public Sector employees performing duties in the Public Service or Resource Support and Services Ltd (RSSL) employees both at a comparable level of responsibility and whose appointment in such level has been confirmed, with four (4) years experience relevant for such an EU related role.

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

5.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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).

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Submission of Supporting Documents

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

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

Proċeduri tal-Għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 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.

Selection Procedures

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

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

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 14 ta' Marzu, 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 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-aħħar mument biex jissottemettu l-applikazzjoni tagħhom.

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

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Agriculture, Fisheries and Animal Rights, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, 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, 14th March, 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 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

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

8.4 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

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

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

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

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

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

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

It-28 ta' Frar, 2025

Kofinanzjat mill-Unjoni Ewropea

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

Post ta' Agricultural Officer (Degree)/Agricultural Officer (Diploma) 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

8.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
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. 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).

28th February, 2025

Co-funded by the European Union

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Post of Agricultural Officer (Degree)/Agricultural Officer (Diploma) 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

għall-post ta' Agricultural Officer (Degree)/Agricultural Officer (Diploma) 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 fil-każ ta' Agricultural Officer (Degree) fi skala ta' Salarju 10, u għal perjodu ta' sitt (6) xhur fil-każ ta' Agricultural Officer (Degree).

2.2 Is-salarju ta' Agricultural Officer (Diploma) 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.

2.3 Persuna fil-grad ta' Agricultural Officer (Diploma) titla' fi Skala ta' Salarju 10 (€25,570.98 x €407.67 - €28,017.00) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Agricultural Officer (Diploma) li tikseb first degree rilevanti u rikonoxxuta f'Livell 6 tal-MQF, jew kwalifika rikonoxxuta u kumparabbli, tiġi promossa awtomatikament għall-grad ta' Agricultural Officer (Degree) fi Skala 10 (€25,570.98 x €407.67 - €28,017.00) b'seħħ mal-kisba tal-kwalifika msemmija, u dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Is-salarju ta' Agricultural Officer (Degree) 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.

2.6 Persuna fil-grad ta' Agricultural Officer (Degree) titla' fi Skala ta' Salarju 9 (€27,145.02 x €447.33 x €28,829.00) wara sentejn (2) servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.7 Persuna fil-grad ta' Agricultural Officer (Degree) fi Skala 9 tiġi promossa għall-grad ta' Senior Agricultural Officer fi Skala 8 (€28,792.02 x €486.83 - €31,713.00) wara ħames (5) snin servizz fil-grad ta' Agricultural Officer (Degree) fi Skala 9, jew tliet (3) snin jekk ikollha xi kwalifika ta' wara il-gradwazzjoni xierqa u rikonoxxuta f'Livell 7 tal-MQF, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.8 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.

post of Agricultural Officer (Degree)/Agricultural Officer (Diploma) 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 in the case of Agricultural Officer (Degree) at Salary Scale 10 and to a probationary period of six (6) months in the case of an Agricultural Officer (Diploma) at Salary Scale 12.

2.2 The salary for the post of Agricultural Officer (Diploma) 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.

2.3 An Agricultural Officer (Diploma) will progress to Scale 10 (€25,570.98 x €407.67 - €28,017.00) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 An Agricultural Officer (Diploma) who obtains a recognised relevant first degree at MQF Level 6, or an appropriate comparable qualification, shall automatically be promoted to the grade of Agricultural Officer (Degree) in Scale 10 (€25,570.98 x €407.67 - €28,017.00), upon obtaining the said qualification, always subject to satisfactory performance.

2.5 The salary for the post of Agricultural Officer (Degree) 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.

2.6 An Agricultural Officer (Degree) will progress to Scale 9 (€27,145.02 x €447.33 - €28,829.00) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.7 An Agricultural Officer (Degree) in Scale 9 will be promoted to the grade of Senior Agricultural Officer in Scale 8 (€28,792.02 x €486.83 x €31,713.00) on completion of five (5) years service in the grade of Agricultural Officer (Degree) in Scale 9, or three (3) years if in possession of a recognised and appropriate post-graduate qualification at MQF Level 7, subject to satisfactory performance.

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

2.9 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' Agricultural Officer (Degree)/Agricultural Officer (Diploma) huma:

i. Jipprovdi pariri tekniċi lid-Direttur tiegħu u/jew lill-kommunità tal-bdiewa;

ii. Jiżviluppa, jimplimenta u jagħmel monitoraġġ fuq programmi ta' riċerka u proġetti filwaqt li jassigura li dawn jiġu implimentati skont l-istabbiliti;

iii. Jiġbor tagħrif u informazzjoni u jikkompilahom għar-reviżjoni minn uffiċjali ogħla sabiex jitħejjew rapporti tekniċi varji, rapporti ta' kull xahar u noti ta' istruzzjoni;

iv. Janalizza liġijiet kurrenti u oħrajn proposti fil-qasam tal-biedja u l-affarijiet rurali, jipprepara rapporti qosra u rakkomandazzjonijiet għal liġijiet ġodda u jżomm indiċi aġġornati ta' regolamenti, linji-gwida u rapporti;

v. Ifassal manwal ta' proċeduri sabiex jitħaddmu skemi ta' għajnuna bbażati fuq ir-Regolamenti tal-UE; jagħti pariri u jsegwi każijiet relatati mal-UE u s-settur tal-Agrikoltura, u jassisti l-bdiewa sabiex japplikaw għall-għajnuna u jdaħħal l-informazzjoni meħtieġa f'sistema kompjuterizzata;

vi. Iwettaq spezzjonijiet u spot checks relatati mal-qasam ta' speċjalizzazzjoni partikolari assenjat u jħejji r-rapporti u jressaq rakkomandazzjonijiet kif meħtieġ;

vii. Jiltaqa' u jikkonsulta ma' persuni interessati u entitajiet b'interess fil-biedja u l-iżvilupp rurali, kif ukoll

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

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 Agricultural Officer (Degree)/Agricultural Officer (Diploma) include:

i. Provides technical advice to his/her Director and/or the farming community;

ii. Develops, implements and monitors research programmes and projects whilst ensuring that they are implemented in accordance with set standards;

iii. Collects data and information and compiles it for review by higher officials in the preparation of various technical reports, monthly reports and instruction notes;

iv. Analyses proposed and current legislation on agricultrual and rural affairs matters, prepares summary reports and recommendations for new legislation and maintains an up to date index of appropriate regulations, guidelines and reports;

v. Drafts manual of procedures for the operation of aid schemes based on EU Regulations; gives advice and follows up on issues related to EU and agricultural sectors and assists farmers in submitting an aid application and inputs information into IT system;

vi. Carries out inspections and spot checks, related to the particular area of specialisation assigned and prepares reports and forwards recommendations as required;

vii. Meets and consults with stakeholders, entities with an interest in agriculture and rural development, and farmers

bdiewa sabiex jiddetermina l-bżonn ta' proġetti/programmi, jikkordina l-iżvilupp ta' pjanijiet, u jindirizza u jħaffef problemi eżistenti jew oħrajn li jistgħu jinqalgħu;

viii. Jassisti lill-Principal Agricultural Officer u/jew lis-Senior Agricultural Officer fit-tfassil u l-implimentazzjoni ta' programm għas-sigurtà tal-ħaddiema u tal-post tax-xogħol, li jinkludi l-akkwist tat-tagħmir u t-taħriġ meħtieġ, jissuġerixxi miżuri ta' sigurtà, filwaqt li jiżgura li jittieħdu l-prekawzjonijiet essenzjali;

ix. Jipparteċipa fl-organizzazzjoni ta' fora informattivi/seminars fuq proġetti assenjati u jattendi għal sessjonijiet ta' taħriġ, konferenzi u seminars ta' informazzjoni kemm lokalment jew kif ukoll barra;

x. Jipparteċipa fl-amministrazzjoni u l-infurzar tal-provvedimenti li joħorġu mil-leġiżlazzjoni rilevanti u minn standards jew linji gwida internazzjonali;

xi. Jipprovdi input regolari fil-programmi komunikattivi tal-Ministeru, inkluż bil-kitba ta' artikli għan-newsletters u f'taħditiet fuq programmi tar-radju u t-televiżjoni;

xii. Imexxi l-ħaddiema li jaħdmu mas-Sezzjoni/Taqsima tiegħu billi jsegwi mil-qrib l-iżviluppi rilevanti tax-xogħol;

xiii. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, 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

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

to determine need for projects/programmes, to cooridinate development of plans and to address and alleviate existing or potential problems;

viii. Assists the Principal Agricultural Officer and/or the Senior Agricultural Officer in the drawing up and implementation of a programme for the safety of workers and premises, including procuring all necessary equipment and training, suggests safety measures and ensures that all essential precautions are taken;

ix. Participates in the organisation of informational fora/seminars on assigned projects and attends training sessions, conferences and information seminars both locally or abroad;

x. Participates in the administration and enforcement of provisions within related legislation and international standards or guidelines;

xi. Provides regular input to the Ministry's communication programme, including articles for newsletters and talks on radio and television programmes;

xii. Manages any subordinate staff working within his/her Section/Unit by following relevant work developments closely;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

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

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

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

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

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

iii. ikollhom Baċċelerat rikonoxxuta fil-Livell 6 tal-MQF (suġġett għall-minimu ta' 180 krettu ECTS/ECVET jew ewkivalenti*) fl-Agrikoltura;

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 Agriculture;

JEW

OR

iv. ikollhom kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għall-minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) fl-Agrikoltura.

iv. in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent*) in Agriculture.

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

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

Applikanti li jgħaddu taħt paragrafu 4.1 (iii) jidħlu direttament fil-grad ta' Agricultural Officer (Degree), filwaqt li applikanti li jgħaddu taħt paragrafu 4.1 (iv) jidħlu fil-grad

Successful candidates under paragraph 4.1 (iii) will enter directly into the grade of Agricultural Officer (Degree), whereas successful candidates under paragraph 4.1 (iv)

ta' Agricultural Officer (Diploma). Il-ħatra ssir skont l-Ordni tal-Mertu finali u skont id-disponibbiltà ta' vakanzi matul il-perjodu ta' validità tar-riżultat.

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.

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

will enter into the grade of Agricultural Officer (Diploma). Appointments on the basis of the final order of merit, will take place subject to availability of vacancies within the validity period of the result.

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 4.1or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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

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

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

4.4 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain

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 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 il-Ġimgħa, 14 ta' Marzu, 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.

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 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 Friday, 14th March, 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 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 Hub, Triq l-Ingiered, Ħal Luqa LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

It-28 ta' Frar, 2025

MINISTERU GĦALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

Post ta' Assistant Manager (Accounting and Finance) fil-Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni

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

1. Is-Segretarju Permanenti, Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Accounting and Finance)

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. 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).

28th February, 2025

MINISTRY FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

Post of Assistant Manager (Accounting and Finance) in the Ministry for Justice and Reform of the Construction Sector

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Justice and Reform of the Construction Sector, invites applications for the post of Assistant Manager (Accounting and Finance)

fil-Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager (Accounting and Finance) li jidħol fil-grad bir-rekwiżiti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 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 ta' Salarju 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 ta' Salarju 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 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.

in the Ministry for Justice and Reform of the Construction Sector.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager (Accounting and Finance) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 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 Salary Scale 11 (€24,038.98 x €375.17 - €26,290.00 in the year 2025) on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Salary Scale 10 (€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 applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

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

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

i. Iwettaq dmirijiet relatati ma' tranżazzjonijiet ta' flus kontanti u ċekkijiet, u l-ipproċessar f'waqtu ta' tranżazzjonijiet, verifiki, rekordjar, aġġustamenti, rendikont u rikonċiljazzjoni;

ii. Jassigura li l-approvazzjonijiet ikunu disponibbli qabel l-ipproċessar ta' tranżazzjonijiet, u li l-ammont imħallas ikun korrett u skont il-proċedura;

iii. Jieħu ħsieb b'mod bażiku ż-żamma tal-kotba u jassisti fit-tħejjija taż-żamma ta' kontijiet bħalma huma bilanċi tar-reġistru u sottomissjonijiet oħra rilevanti.

iv. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti;

v. Jassisti fl-ippjanar u l-kontroll ta' baġit taħt superviżjoni, filwaqt li jressaq materji rilevanti għall-attenzjoni tal-uffiċjal li jkun qed jagħmel is-superviżjoni kif ikun neċessarju. Dan jinkludi r-reviżjonijiet tal-baġits proposti u l-verifika tal-line items u l-infiq kollu biex tiġi żgurata l-eżattezza;

vi. Jivvaluta, taħt superviżjoni, virements fi ħdan il-voti kif ukoll talbiet għal fondi addizzjonali u l-estimi riveduti;

vii. Jikkontribwixxi għall-iżvilupp ta' implimentazzjoni ta' proġetti inklużi proċessi ddelegati, u għall-indentifikazzjoni

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 Assistant Manager (Accounting and Finance) include:

i. Carries out duties related to cash and cheque transactions, including the timely processing of transactions, verifications, recording, adjustments, tracking and reconciliation;

ii. Ensures that approvals are available before processing transactions, that amounts paid are correct and that procedure is followed;

iii. Deals with basic book keeping and assists in the preparation of accounts, such as ledger balances and other relevant submissions;

iv. Assists in the compilation of publications and reports;

v. Assists in budget planning and control under supervision, while bringing relevant matters to the attention of the supervising officer as necessary. This includes reviewing proposed budgets and verifying all line items and expenditures to ensure accuracy;

vi. Assesses under supervision, virements within the votes as well as requests for additional funding and the revised estimates;

vii. Contributes to the development of project implementation including delegated processes, and to the

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 u talbiet għall-informazzjoni, iżomm ir-rekords, kif ukoll l-inputtjar u l-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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 tasks, which the superior may delegate to him/her, as may be required;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

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

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

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

U

ii. kapaċi jikkomunikaw bil-lingwa Ingliża;

U

iii. 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 rikonoxxuta komparabbli professjonali 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 rikonoxxuta komparabbli professjonali 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.

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat (li wieħed minnhom għandu jinkludi 'pass' fl-Accountancy)

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.

AND

ii. able to communicate in English language;

AND

iii. a. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVE credits, or equivalent*) in Business Management, or Business Administration, or Economics, or Banking an 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 accepte subject to MQRIC formal recognition statement being submitted with the application.

OR

c. (i) in possession of two (2) subjects at Advanced Level (one of which must include a pass in Accountancy)

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, jew żewġ (2) suġġetti fil-Livell Avvanzat flimkien ma' tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola, jew fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat, jew kwalifika rikonoxxuta komparabbli, 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).

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_

and three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Pure Mathematics) or a recognised comparable qualification.

OR

(ii) in possession of three (3) subjects at Advanced Level (one of which must include a pass in Accountancy).

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

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

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF Level that 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 (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%20

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 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 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, 14 ta' Marzu, 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.

Provisions_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 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, 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, 14th March, 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.

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-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

It-28 ta' Frar, 2025

MINISTERU GĦALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

Post ta' Senior Manager mal-Kummissjoni Permanenti Kontra l-Korruzzjoni (PCAC) fi ħdan il-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' Senior Manager mal-Kummissjoni Permanenti Kontra l-Korruzzjoni (PCAC) fi ħdan il-Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni.

Termini u Kundizzjonijiet

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

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 VLT1464. 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).

28th February, 2025

MINISTRY FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

Post of Senior Manager at the Permanent Commission Against Corruption (PCAC) within 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 Senior Manager at the Permanent Commission Against Corruption (PCAC) within the Ministry for Justice and Reform of the Construction Sector.

Terms and Conditions

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

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

2.3 Is-salarju ta' Senior Manager huwa ta' Skala ta' Salarju 5, li fl-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 annwali ta' allowance tal-klassi 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 transfer qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor, 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 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.

2.8 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.

a. 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.

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

2.3 The salary for the post of Senior Manager is Salary Scale 5, which in year 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 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 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 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. 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 is in salary scale 5 or higher.

Dmirijiet

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

i. Jipprovdi l-appoġġ u l-pariri meħtieġa lill-Kummissjoni dwar il-kwistjonijiet u l-inizjattivi kollha li huma rilevanti għall-iżvilupp u l-evalwazzjoni tal-politika, id-dokumenti strateġiċi u l-informazzjoni tal-uffiċċju;

ii. Iżomm ruħu aġġornat mal-leġiżlazzjonijiet rilevanti fil-Livell tal-UE u Internazzjonali f'oqsma relatati mal-Kummissjoni u jżomm liċ-chairperson u lill-membri tal-bord aġġornati kif xieraq;

iii. Jikkordina l-abbozzar ta' proposti leġiżlattivi u ta' politika dwar kwistjonijiet relatati mal-Kummissjoni;

iv. Jippjana u jmexxi l-implimentazzjoni ta' proġetti, miżuri u inizjattivi u jiżgura t-tlestija effettiva tagħhom f'waqtha;

v. Iwettaq analiżi kwantitattiva u kwalitattiva u jipprepara rapporti biex jiġu sottomessi lill-Kummissjoni u lil diversi korpi skont kif jista' jintalab;

vi. Jappoġġja l-attivitajiet proposti tal-Kummissjoni billi jiffaċilita l-ġestjoni u l-operazzjonijiet tagħha inklużi l-baġit, l-akkwist, l-ippjanar tar-riżorsi interni, it-tmexxija tagħha ta' kuljum u funzjonijiet oħra relatati;

vii. Jipprovdi appoġġ fil-kumpilazzjoni tar-rapporti annwali u rapporti amministrattivi oħra;

viii. Wara konsultazzjoni mal-bord, jikkordina l-proċess ta' diġitalizzazzjoni ta' fajls u rapporti u jiżgura li dawn ikunu maħżuna f'post sigur;

ix. Jieħu rwol ewlieni, jikkordina u jappoġġa l-laqgħat billi jipprepara d-dokumentazzjoni u r-rapporti meħtieġa, iżomm rekords interni ta' dawn il-laqgħat, u jsegwi kwalunkwe azzjoni kif meħtieġ;

x. Jiżviluppa u jiġbor kontenut b'kollaborazzjoni mas-segretarju tal-Kummissjoni għal pubblikazzjonijiet u rapporti li huwa rilevanti għall-funzjonijiet tal-Kummissjoni;

xi. Jiżviluppa u jikkordina sessjonijiet informattivi/programmi ta' komunikazzjoni għall-pubbliku ġenerali dwar ir-rwol tal-Kummissjoni;

xii. Jaġixxi bħala punt fokali għal ministeri u organizzazzjonijiet oħra għall-iżvilupp ta' moduli/programmi ta' għarfien dwar l-etika;

xiii. Jiżgura konformità mal-politiki ċentrali fis-Servizz Pubbliku;

Duties

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

i. Provides the necessary support and advice to the Commission on all issues and initiatives that are relevant for the development and evaluation of policy, strategic documents and office briefs;

ii. Keeps abreast of relevant legislations at EU and International level in areas related to the Commission and updates the chairperson and board members accordingly;

iii. Coordinates the drafting of legislative and policy proposals on matters related to the Commission;

iv. Plans and leads the implementation of projects, measures and initiatives and ensures timely and effective completion;

v. Conducts quantitative and qualitative analysis and prepares reports for submission to the Commission and to various bodies as may be requested;

vi. Supports the proposed activities of the Commission by facilitating its management and operations including the budget, procurement, internal resources planning, its day to day running and other related functions;

vii. Provides support in the compilation of annual reports and other administrative reports;

viii. Upon consultation with the board, coordinates the digitisation process of files and reports and ensures that these are stored in a safe place;

ix. Takes a leading role, co-ordinates and supports meetings by preparing the necessary documentation and reports, keeps internal records of these meetings, and follows up any actions as necessary;

x. Develops and compiles content in collaboration with the Commission's secretary, for publications and reports, which is relevant to the Commission's functions;

xi. Develops and coordinates informative sessions/outreach programmes for the general public on the role of the Commission;

xii. Acts as a focal point for other ministries and organisations for the development of ethics awareness modules/programmes;

xiii. Ensures compliance with central policies across the Public Service;

xiv. Jattendi u jipparteċipa għal taħriġ kemm lokalment kif ukoll barra minn Malta;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet 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.

xiv. Attends and participates in training both locally and abroad;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of th United Kingdom and Northern Ireland from the European Union and the European Atomic 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. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża;

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iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Public Policy, jew Social Policy, jew Ekonomija, jew International Affairs, jew Studji Ewropej, jew Politics and Governance, jew Studji Legali, jew Project Management, jew Business Administration, jew Management Studies, 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.

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iv. B'ħames (5) snin servizz maniġerjali rilevanti bħala Manager II, f'liema grad l-impjegat 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 tista' tkun meqjusa mill-Amministrazzjoni, liema esperjenza għandha tkun sostnuta kif xieraq b'evidenza rilevanti.

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

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

ii. must be proficient in the Maltese and English languages;

AND

iii. in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credit or equivalent*) in Public Policy, or Social Policy, or Economics, or International Affairs, or European Studies, or Politics and Governance, or Legal Studies, or Project Management, or Business Administration, Management Studies, 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 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 by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

AND

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

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

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

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF Level than that requested above will also be considered.

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%.

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-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li

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 (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 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

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, 14 ta' Marzu, 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-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

It-28 ta' Frar, 2025

by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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 is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 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, 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 b 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).

28th February, 2025

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Assistant Manager (Accounting and Finance) 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 (Accounting and Finance) 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 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.

OFFICE OF THE PRIME MINISTER

Post of Assistant Manager (Accounting and Finance) 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 (Accounting and Finance) in the Finance and Administration Directorate within the Office of the Prime Minister.

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager (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 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

2.9 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

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

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

i. Iwettaq dmirijiet relatati ma' tranżazzjonijiet ta' flus kontanti u ċekkijiet, u l-ipproċessar f'waqtu ta' tranżazzjonijiet, verifiki, rekordjar, aġġustamenti, rendikont u rikonċiljazzjoni;

ii. Jassigura li l-approvazzjonijiet ikunu disponibbli qabel l-ipproċessar ta' tranżazzjonijiet, u li l-ammont imħallas ikun korrett u skont il-proċedura;

iii. Jieħu ħsieb b'mod bażiku ż-żamma tal-kotba u jassisti fit-tħejjija taż-żamma ta' kontijiet bħalma huma bilanċi tar-reġistru u sottomissjonijiet oħra rilevanti;

iv. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti;

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 (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, the amounts paid are correct and that the 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. Jassisti fl-ippjanar u l-kontroll ta' baġit taħt superviżjoni, filwaqt li jressaq materji rilevanti għall-attenzjoni tal-uffiċjal li jkun qed jagħmel is-superviżjoni kif ikun neċessarju. Dan jinkludi r-reviżjonijiet tal-baġits, proposti u l-verifika tal-line items u l-infiq kollu biex tiġi żgurata l-eżattezza;

vi. Jivvaluta, taħt superviżjoni, virements fi ħdan il-voti kif ukoll talbiet għal fondi addizzjonali u l-estimi riveduti;

vii. Jikkontribwixxi għall-iżvilupp ta' implimentazzjoni ta' proġetti inklużi proċessi ddelegati, u għall-identifikazzjoni 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 u talbiet għall-informazzjoni, iżomm ir-rekords, kif ukoll l-inputtjar u l-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

v. Assists in budget planning and control under supervision, while bringing relevant matters to the attention of the supervising officer as necessary. This includes reviewing proposed budgets and verifying all line items and expenditures to ensure accuracy;

vi. Assesses under supervision, virements within the votes as well as requests for additional funding and the revised estimates;

vii. Contributes to the development of project implementation including delegated processes, and to the identification of process improvements for simplification, innovation and added value;

viii. Keeps abreast with accounting standards, financial legislation and Government policies;

ix. 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 the inputting and updating of computer-based information and databases;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. 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.

U

ii. kapaċi jikkomunikaw bil-lingwa Ingliża;

U

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 4 tal-MQF f'Accountancy, jew 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

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

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

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

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

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

AND

ii. able to communicate in English language.

AND

iii. a. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional Diploma at MQF Level 4 in Accountancy, or 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 Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional

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 applikabli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat (li wieħed minnhom għandu jinkludi 'pass' fl-Accountancy) u tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola (li wieħed minnhom għandu jinkludi 'pass' fil-Pure Mathematics), jew kwalifika komparabbli 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.

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.

OR

c. (i) in possession of two (2) subjects at Advanced Level (one of which must include a pass in Accountancy) and three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Pure Mathematics), or a recognised comparable qualification.

OR

(ii) in possession of three (3) subjects at Advanced Level (one of which must include a pass in Accountancy).

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

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

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

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%.

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, 14 ta' Marzu, 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.

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 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 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, 14th March, 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 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 Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

It-28 ta' Frar, 2025

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U L-INDAFA PUBBLIKA

Post ta' Manager I (Research) 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

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 Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

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

28th February, 2025

MINISTRY FOR THE ENVIRONMENT, ENERGY AND PUBLIC CLEANLINESS

Post of Manager I (Research) 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' Manager I (Research) 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' tnax-il (12) xhar.

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

2.3 Is-salarju ta' Manager I (Research) 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 mill-maniġment 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) 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 - €33,694.00 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.

and Public Cleanliness, invites applications for the post of Manager I (Research) in the Ministry for the Environment, Energy and Public Cleanliness

Terms and Conditions

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

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

2.3 The salary for the post of Manager I (Research) is Salary Scale 10, which in year 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-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 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-Research, skont il-postijiet vakanti stabbiliti.

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

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

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

Dmirijiet

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

i. Jipparteċipa fil-konsultazzjoni ma' entitajiet interni u esterni fit-tfassil ta' noti ta' informazzjoni kif ukoll noti ta' istruzzjonijiet u diskorsi għall-gruppi ta' ħidma tal-Kunsill, Coreper, laqgħat tal-kumitati, gruppi ta' ħidma tal-Kummissjoni jew kwalunkwe fora oħra tal-UE jew fora internazzjonali li jkunu relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;

ii. Jaġixxi bħala punt ta' kuntatt mid-dipartimenti tal-Gvern/ministeri biex jiġbor id-data meħtieġa u jassisti fil-produzzjoni, l-evalwazzjoni u t-tqassim ta' rapporti ta'riċerka kif meħtieġ;

iii. Isir tfassil tal-pożizzjoni ta' Malta għall-fora relatati tal-UE u internazzjonali relatati wara konsultazzjoni ma' l-entitajiet relatati;

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

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

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

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

Duties

3. The job duties for the post of Manager I (Research) include:

i. Participates in the consultation with internal and external entities when drawing up briefing and background notes as well as instruction notes and speaking notes for Council working parties, Coreper, committee meetings, Commission working groups or any other EU or international for a related to this position's area of responsibility;

ii. Acts as liaison with Government departments/ ministries to collate required data and assist in the production, evaluation and dissemination of reports as necessary;

iii. Drafting of Malta's position in all related EU and international for a after consultation with the related entities;

iv. Jikkumpila d-dossiers u l-istruzzjonijiet meħtieġa għal-Kunsill u laqgħat ministerjali oħra relatati mal-UE;

v. Jassisti fil-kordinazzjoni mad-Dipartiment tal-Kordinazzjoni tal-UE, ir-Rappreżentanza Permanenti ta' Malta għall-UE u l-Ministeru għall-Affarijiet Barranin u Ewropej dwar kwistjonijiet relatati mal-pożizzjoni;

vi. Isegwi riċerki regolari fuq suġġetti relatati kif meħtieġ u jqassam riċerka jew kwalunkwe rapport u informazzjoni oħra lill-maniġment u kwalunkwe entità interna jew esterna relatati;

vii. Isir abbozar ta' memos tal-Kabinett kif ukoll emendi għal-leġiżlazzjoni kif meħtieġ fit-traspożizzjoni tal-liġi tal-UE jew kwalunkwe tibdil ieħor;

viii. Jassisti fil-kordinazzjoni ma' entitajiet dwar kwistjonijiet relatati ma' għajnuna mill-Istat, rappurtar u skemi ta' għajnuna, kif ukoll jikkordina konsultazzjonijiet pubbliċi relatati li jaqgħu taħt ir-responsabbiltà ta' din il-pożizzjoni kif u meta meħtieġ;

ix. Isegwi kwistjonijiet relatati mal-policies u t-tfassil ta' rapporti skont kif ikun meħtieġ;

x. Isegwi obbligi li joħorġu minn leġiżlazzjoni tal-UE, obbligi oħra internazzjonali jew kwalunkwe obbligu ieħor li jkunu jaqgħu taħt ir-responsabbiltà ta' din il-pożizzjoni;

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

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

iv. Compiling the necessary dossiers and briefs for Council and other EU-related ministerial meetings;

v. Assisting in the coordination with the EU Coordination Department, the Permanent Representation of Malta to the EU and the Ministry for Foreign and European Affairs on issues related to the position;

vi. Follows up on regular researches on related topics as necessary and disseminate such research or any other reports and information to senior management and any relevant internal or external entities;

vii. Drafting Cabinet memos as well amendments to legislation as required in the transposition of EU law or any other changes;

viii. Assisting in the coordination with entities on issues related to state aid compliance, reporting and aid schemes as well as coordinating public consultations related to the area of responsibility as and when required;

ix. Following up on policy related issues and drawing up reports as may be necessary;

x. Following up on obligations arising from EU legislation, other international obligations or any other obligations that fall under the responsibility of this position;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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 kif ukoll dik Ingliża;

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fl-Istatistika jew Ekonomija jew Studji Ewropej jew Soċjoloġija jew Liġi jew Politika Pubblika 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-

EU legislation and treaty provisions dealing with the free movement of workers; or

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

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

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

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

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

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

AND

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

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 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%.

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

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Submission of Supporting Documentation

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

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

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 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 il-Ġimgha, 14 ta' Marzu, 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 (Attn: Assistent Direttur, Riżorsi

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director General (Operations), Ministry for 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 Friday, 14th March, 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 Corporate Services Directorate (Attn: Assistant Director, Human

Umani), Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika, 6, Triq Ħal Qormi, Santa Venera SVR 1302. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-dipartiment/diviżjoni/direttorat huma (sustainability.gov.mt) u (humanresources.meec@gov.mt).

It-28 ta' Frar, 2025

MINISTERU GĦALL-FINANZI

Post ta' Manager II (Accounting and Finance) fil-Ministeru għall-Finanzi

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

1. Is-Segretarju Permanenti, Ministeru għall-Finanzi jilqa' applikazzjonijiet għall-post ta' Manager II (Accounting and Finance) fil-Ministeru għall-Finanzi.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager II (Accounting and Finance) huwa ta' Skala ta' Salarju 7, li fis-sena 2025 huwa ta' €30,506.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €33,694.

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 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/ECVETS.

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).

28th February, 2025

MINISTRY FOR FINANCE

Post of Manager II (Accounting and Finance) in the Ministry for Finance

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Finance invites applications for the post of Manager II (Accounting and Finance) in the Ministry for Finance.

Terms and Conditions

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

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

2.3 The salary for the post of Manager II (Accounting and Finance) 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.

2.4 A Manager II in Salary Scale 7 who are in a possession of a recognised Master's Degree at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€32,279.02 x €596.33 - €35,857 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 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li ikollhom 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 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 suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

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

a. Il-persuni maħtura jkunu intitolati għal benefiċċji oħra u suġġetti għall-kundizzjonijiet u l-obbligi li huma stipulati fil-Working Conditions for Officers within the Managerial Stream for Qualified Personnel. Allowances ta' ċertifikazzjoni b'rabta mal-kisba ta' kwalifika u/jew warrant pertinenti, kif ukoll rimborż b'rabta ma' Żvilupp Professjonali Kontinwu, huma inklużi fil-pakkett tas-salarju.

2.7 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 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,

2.5 A Manager II in Salary Scale 7 who are in a possession of a recognised Bachelor's Degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€32,279.02 x €596.33 - €35,857 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 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.

a. Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in the Working Conditions for Officers within the Managerial Stream for Qualified Personnel. Certification allowances in respect of attainment of pertinent qualification and/or warrant, and a Continuous Professional Development reimbursement are included in the salary package.

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 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 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

inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

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

Dmirijiet

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

i. Responsabbli għat-tqassim xieraq ta' fondi, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u l-finanzjamenti allokati lill-ministeri, permezz ta' mekkaniżmi varji, b'relazzjoni mas-Servizz Pubbliku u s-Settur Pubbliku;

ii. Jassigura li kull ġbir ta' dħul u arretrati ta' dħul ikunu massimizzati u li jinżammu accounts xierqa;

iii. Jassigura li trasferimenti ta' flejjes li għandhom itejbu kemm jistgħu l-cashflow tal-Gvern, flimkien ma' rappurtar ta' cashflow ippjanat jew attwali, jitwettqu fi żmien xieraq;

iv. Janalizza talbiet għat-trasferiment ta' fondi u proposti ta' nfiq li jitfaċċaw waqt is-sena finanzjarja, u jawtorizza kull tranżazzjoni kif ikun mitlub;

v. Responsabbli għal-ledger ġenerali, sub-ledgers u rikonċiljazzjonijiet, kif ukoll assi u inventarji tal-ministeru jew id-dipartiment rispettiv;

vi. Responsabbli għaż-żamma xierqa ta' tranżazzjonijiet, il-kumpilazzjoni korretta ta' data ta' statistika u tbassir u projezzjonijiet, u l-identifikazzjoni ta' xejriet ġodda fid-data;

vii. Jassigura li l-leġiżlazzjoni, regolamenti, politiki u proċeduri stabbiliti ta' kontroll intern jinżammu u li jiġi implimentat kif xieraq monitoraġġ fil-proċessi kollha assenjati;

viii. Jikkontribwixxi għal allokazzjoni tal-baġit u tbassir tad-dħul, ippjanar u l-kontroll ta' baġit, inkluż il-kontribuzzjoni fil-kumpilazzjoni tal-Business and Financial Plan;

a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

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

Duties

3. The job duties for the post of Manager II (Accounting and Finance) include:

i. Responsible for the proper disbursement, monitoring, evaluation and control of financial resources and funding allocated to ministries, through various mechanisms, in relation to the Public Service and Public Sector;

ii. Ensures that any collection of revenue and arrears of revenue are maximised and that proper accounts thereof are kept;

iii. Ensures that transfers of monies which optimise Government cashflow, as well as projected or actual cash flow reporting, are carried out in a timely manner;

iv. Analyses requests for the virement of funds and expenditure proposals which arise during the financial year, authorising any transaction as directed;

v. Responsible for the general ledger, sub-ledgers and reconciliations, as well as assets and inventories of the respective ministry or department;

vi. Responsible for the proper recording of transactions, the correct compilation of statistical data and projections and the identification of trends in data;

vii. Ensures that legislation, regulation, policies and established internal control procedures are adhered to and that monitoring is properly implemented in all processes assigned;

viii. Contributes to budget allocations and revenue forecasts, planning and control, including contributing in the compilation of the Business and Financial Plan;

ix. Jagħti pariri dwar varjazzjonijiet minn miri finanzjarji miftiehma, stimi u allokazzjonijiet baġitarji u jipprovdi kontribut fir-rapport ta' stimi riveduti ta' kull xahar;

x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti varji;

xi. Iżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja, politiki tal-Gvern, sistemi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif ikun mitlub;

xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub jagħmel;

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

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

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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

ix. Advising on variances from agreed financial targets, estimates and budgetary allocations and provide input on the monthly revised estimates reports;

x. Contributes to and assists in the compilation of various publications and reports;

xi. Keeps abreast with accounting standards, financial legislation, Government policies, accounting systems, procedures and applications, and following training as directed;

xii. Contributes towards the formulation and updating of policies of a financial nature as directed;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

U

ii. kapaċi jikkomunikaw bil-lingwa Ingliża.

U

iii. ikollhom kwalifika ta' Master's rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVETS, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 7 tal-MQF f'Accountancy, jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Master'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/ECVETS. Baċċelerat fl-Accountancy ekwivalenti għal MQF Livell 7 se jkun ikkunsidrat ukoll.

JEW

iv. Ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 6 tal-MQF f'Accountancy, 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

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

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

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

AND

ii. able to communicate in English language.

AND

iii. in possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional qualification at MQF Level 7 in Accountancy, or in relevant areas as determined by management.

*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits. A Bachelor's degree in Accountancy, equivalent to MQF Level 7 will also be considered.

OR

iv. in possession of a recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional qualification at MQF Level 6 in Accountancy, 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

suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

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

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

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

MQRIC formal recognition statement being submitted with the application.

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

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) or (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 Documents

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttorat tas-Servizzi Korporattivi, Ministeru għall-Finanzi, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae 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, 14 ta' Marzu, 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;

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 Corporate Services Directorate, Ministry for Finance, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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;

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).

It-28 ta' Frar, 2025

MINISTERU GĦALL-FINANZI

Post ta' Senior Manager (Financial Control) 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' Senior Manager (Financial Control) fid-Dipartiment tat-Teżor fi ħdan il-Ministeru għall-Finanzi.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Senior Manager (Financial Control) 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.

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.

a. Il-persuni maħtura jkunu intitolati għal benefiċċji oħra u suġġetti għall-kundizzjonijiet u l-obbligi skont kif determinat mill-amministrazzjoni ċentrali minn żmien għal żmien. Allowances ta' ċertifikazzjoni b'rabta mal-kisba ta' kwalifika u/jew warrant pertinenti, kif ukoll allowance b'rabta ma Żvilupp Professjonali Kontinwu, huma inklużi fil-pakkett tas-salarju.

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).

28th February, 2025

MINISTRY FOR FINANCE

Post of Senior Manager (Financial Control) 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 Senior Manager (Financial Control) in the Treasury Department within the Ministry for Finance.

Terms and Conditions

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

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

2.3 The salary for the post of Senior Manager (Financial Control) 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.

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.

a. Appointees will also be entitled to such other benefits and such other conditions and obligations as determined by Central Administration from time to time. Certification allowances in respect of attainment of pertinent qualification and/or warrant, and a Continuous Professional Development allowance are included in the salary package.

2.5 Mhux se jkun possibbli li jintalab transfer qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-Financial Control, 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 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.

2.8 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 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 hija fi skala ta' salarju 5 jew ogħla u titqies bħala kariga ta' riskju għoli kif elenkat fis-Sitt Skeda tal-Att dwar l-Amministrazzjoni Pubblika.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Senior Manager (Financial Control) huma:

i. Jiżgura konformità mal-IPSAS, l-Istandards internazzjonali tal-Kontabbiltà tas-Settur Pubbliku;

ii. Iżomm is-sistema ta' kontabbiltà tal-Ministeru, inkluż it-tħejjija ta' entraturi ġenerali u l-immaniġġjar tat-tabella tal-kontijiet;

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 Financial Control, 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 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 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 is in salary scales 5 or higher and is considered to be a high risk post as listed in the Sixth Schedule to the Public Administration Act.

Duties

3. The job duties for the post of Senior Manager (Financial Control) include:

i. Ensures compliance with IPSAS, the international Public Sector Accounting Standards;

ii. Maintains the Ministry's accounting system, including the preparation of general ledger entries and management of the chart of accounts;

iii. Jappoġġja l-immaniġġjar tas-sistemi ta' kontroll intern għal operazzjonijiet baġtarji, ta' xiri pubbliku, ġbir ta' flus u kontabbiltà, u jżomm u jmexxi l-assi u l-immaniġġjar tal-karta tal-bilanċ tal-Ministeru;

iv. Jiżgura li r-regolamenti finanzjarji, il-leġiżlazzjonijiet tal-amministrazzjoni pubblika u l-politika finanzjarja jiġu rispettati;

v. Jipparteċipa fit-tħejjija tal-baġits u t-tbassir kif ikun meħtieġ;

vi. Jipprepara u jissorvelja t-tħejjija tar-rapporti kif ikun meħtieġ mill-Ministeru jew mil-leġiżlazzjoni, u jiffirma rapporti bħal dawn;

vii. Jissorvelja l-funzjoni tal-pagi;

viii. Iwettaq proċeduri ta' għeluq ta' tmiem ix-xahar, ta' tmiem kull tliet xhur u ta' tmiem is-sena, inkluż rappurtar konsolidat fil-ħin;

ix. Jipprepara u jappoġġja verifika tal-kontijiet kollha minn awditur indipendenti;

x. Jipprepara u jimmonitorja l-kontijiet tal-immaniġġjar ta' kull xahar, il-flussi ta' flus u l-projezzjonijiet;

xi. Iwettaq kompiti u dmirijiet oħra b'appoġġ għall-bżonnijiet tal-Ministeru relatati ma' kwistjonijiet finanzjarji;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

iii. Supports the management of internal control systems for budgetary, procurement, cash collections and accounting operations, and maintains and leads on the Ministry's assets and balance sheet management;

iv. Ensures the financial regulations, public administration legislations and financial policy are adhered to;

v. Participates in the preparation of budgets and forecasts as required;

vi. Prepares and oversees the preparation of reports as required by the Ministry or legislation, and signs off such reports;

vii. Oversees the payroll function;

viii. Performs month-end, quarter-end and year-end closing procedures, including consolidated reporting, in a timely manner;

ix. Prepares for and supports an audit of all accounts by an independent auditor;

x. Prepares and monitors monthly management accounts, cash flows and projections;

xi. Performs other tasks and duties in support of the Ministry's needs related to financial matters;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwa Ingliża;

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iii. (a) ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fl-Accountancy jew ikollhom kwalifika rikonoxxuta professjonali komparabbli fil-Livell 7 tal-MQF fl-Accountancy, 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 ikun vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVETS. Baċellerat fl-Accountancy ekwivalenti għal Livell 7 tal-MQF se jkun ikkunsidrat ukoll.

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

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

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

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

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

ii. able to communicate in the English language;

AND

iii. (a) in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Accountancy or a recognised comparable professional qualification at MQF Level 7 in Accountancy, 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. A Bachelor's degree in Accountancy, equivalent to MQF Level 7 will also be considered.

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(b) warrant ta' Certified Public Accountant maħruġ mill-Accountancy Board ta' Malta jew konferma bil-miktub maħruġa mill-istess Board li jissodisfaw ir-rekwiżiti statutorji rilevanti biex jipposedu dan il-warrant sal-għeluq ta' din is-sejħa.

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iv. B'ħames (5) snin servizz maniġerjali rilevanti bħala Manager II, liema grad l-impjegat li għandu jkun ikkonfermat. Kwalunkwe esperjenza oħra relatata fil-qasam meħtieġa għall-grad imsemmi hawn fuq, fi, jew komparabbli ma', Skala ta' Salarju 7 fis-Servizz Pubbliku, li l-applikant jista' jkollu jista' jkun meqjusa mill-Amministrazzjoni, liema esperjenza għandha tkun sostnuta kif xieraq b'evidenza rilevanti.

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

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

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

AND

(b) a warrant of Certified Public Accountant issued by the Accountancy Board of Malta or a written confirmation issued by the said Board that they satisfy the relative statutory requirements for the possession of such a warrant by the closing date of this call.

AND

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

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

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (iii) (a) 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

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 hawn fuq, 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 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 il-Ġimgħa, 14 ta' Marzu, 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:

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 Corporate Services Directorate, Ministry for Finance, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 14th March, 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 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).

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).

It-28 ta' Frar, 2025

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

Pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time 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).

1.1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, fuq perjodu definit fuq bażi part-time, kif u meta jkun meħtieġ.

28th February, 2025

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Position of part-time Adult Educator 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.

1.1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the position of part-time Adult Educator in the Ministry for Education, Sport, Youth, Research and Innovation, for a definite period on a part-time basis, as and when required.

1.2. L-applikanti jistgħu japplikaw għall-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time f'wieħed jew aktar mis-suġġett/i/qasam/oqsma biex iservu f'Malta u f'Għawdex, li jidhru hawn taħt:

1. Accounting
2. Arabic
3. Automotive engineering
4. Beading techniques
5. Cake decoration
6. Card Making
7. Cooking techniques and healthy eating
8. Electrical installation
9. French
10. Gardening
11. Greek
12. Home economics
13. Japanese
14. Maltese bobbin lace
15. Mechanical clock repair
16. Mosaic
17. Photography
18. Physics
19. Portuguese
20. Pottery and ceramics
21. Sewing basics
22. Turkish
23. Fretwork

Tul tal-Assenjament u Kundizzjonijiet

2.1. Persuna magħżula tiġi ingaġġata bħala Edukatur għall-Adulti fuq bażi part-time fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni. Dan l-ingaġġ ikun fuq bażi ta' kuntratt definit għal sena (1) jew anqas, li jista' jiġi mġedded għal perjodi oħra.

2.2. Il-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time hija suġġetta għal perjodu ta' prova ta' sena (1).

2.3. Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss jew tkomplija ta' biċċa xogħol speċifika, għaldaqstant dan jikkostitwixxi raġuni oġġettiva, il-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time hija skont ir-Regolament 7(4) tal-Liġi Sussidjarja 452.81 intitolat 'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4. L-Edukaturi għall-Adulti jistgħu jaħdmu fuq bażi part-time għal numru ta' sigħat fil-ġimgħa, liema numru ta' sigħat jiġi determinat qabel il-bidu tas-sena skont in-numru ta' applikanti li jkunu applikaw biex jattendu għall-korsijiet għall-adulti u/jew l-esiġenzi oħra li jistgħu jinqalgħu/jinbidlu minn żmien għal żmien.

2.5. Il-proviżjonijiet relatati dwar il-benefiċċji u entitlements skont kif imniżżla fil-Public Service Management Code bħal vacation leave u leave tal-mard, fil-

1.2. Applicants may wish to apply for the position of part-time Adult Educator in one or more of the following subject/s/area/s to serve in Malta and Gozo:

1. Accounting
2. Arabic
3. Automotive engineering
4. Beading techniques
5. Cake decoration
6. Card making
7. Cooking techniques and healthy eating
8. Electrical installation
9. French
10. Gardening
11. Greek
12. Home economics
13. Japanese
14. Maltese bobbin lace
15. Mechanical clock repair
16. Mosaic
17. Photography
18. Physics
19. Portuguese
20. Pottery and ceramics
21. Sewing basics
22. Turkish
23. Fretwork

Duration of Assignment and Conditions

2.1. Selected candidate will be engaged as a part-time Adult Educator in the Ministry for Education, Sport, Youth, Research and Innovation. The engagement will be on a definite basis for one (1) year or less, which may be renewed for further periods.

2.2. The position of part-time Adult Educator is subject to a probation of one (1) year.

2.3. Since this is a position which is time-barred or linked to the completion of a specific task, such constitutes an objective reason, the position of part-time Adult Educator falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4. Adult Educators may work on a part-time basis for a number of hours per week which will be determined prior to the beginning of the year depending on the number of applicants who would have applied to attend adult learning courses and/or any exigencies which may arise/change from time to time.

2.5. The provisions relating to benefits and entitlements described in the Public Service Management Code such as vacation and sick leave are in the case of part-timers

każ ta' part-timers, huma fuq bażi prorata. Il-vacation leave jrid jittieħed matul il-btajjel stipulati mid-Direttorat.

2.6. Il-ġranet, il-ħinijiet u l-btajjel tal-kors ikunu kif stabbilit mid-Direttorat.

2.7. Id-Direttorat għall-Lifelong Learning and Employability (DLE) fi ħdan MEYR joffri ħafna korsijiet, f'ħinijiet differenti tal-ġurnata, mit-Tnejn sas-Sibt, u f'postijiet differenti f'Malta u Għawdex u wkoll online. Skedi ta' ħinijiet differenti ta' korsijiet għall-adulti japplikaw biex jiżguraw li l-bżonnijiet kollha ta' min qed jitgħallem jintlaħqu.

2.8. Biex din il-pożizzjoni tiġġedded, l-Edukaturi għall-Adulti fuq bażi part-time kollha ingaġġati huma mistennija jattendu sessjonijiet u laqgħat ta' żvilupp professjonali.

2.9. Edukaturi għall-Adulti fuq bażi part-time huma mistennija li jużaw il-laptops tagħhom stess għat-tħejjija u t-twassil tal-kompiti assenjati tagħhom.

2.10. L-edukaturi jistgħu jintalbu jgħallmu lill-adulti wiċċ imb wiċċ online permezz ta' għodod ta' vidjokonferenzi (Microsoft Teams) jew permezz tal-Learning Box.

2.11. 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.

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

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

applicable on a pro-rata basis. Vacation leave is to be availed of during the holidays stipulated by the Directorate.

2.6. Course days, hours and holidays shall be as established by the Directorate.

2.7. Directorate for Lifelong Learning and Employability (DLE) within MEYR offers several courses, at different times of the day, from Mondays to Saturdays, and at different venues in Malta and Gozo and also online. Different time schedules for adult learning courses apply to ensure that all learner needs are met.

2.8. For this position to be renewed, all engaged part-time Adult Educators are expected to attend professional development sessions and meetings.

2.9. Part-time Adult Educators are expected to use their own laptops for the preparation and delivery of their assigned tasks.

2.10. Educators may be requested to teach adults face-to-face online through video conferencing tools (Microsoft Teams) or through Learning Box.

2.11. 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.

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

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)).

Salarju Marbut mal-Pożizzjoni

3. Edukatur għall-Adulti fuq bażi part-time jitħallas bir-rata ta' €20.00 fis-siegħa, skont in-numru ta' lezzjonijiet/xogħol assenjat flimkien ma' bonuses prorata (ta' nofs is-sena u tal-Milied) u d-dħul supplimentari. Il-ħlas ikopri kemm il-ħin għall-preparazzjoni, korrezzjonijiet, valutazzjoni, żamma tar-rekords, feedback, laqgħat mal-maniġment, ħin ta' kuntatt fil-klassijiet tal-edukazzjoni għall-adulti, u kwalunkwe dmir ieħor relatat. M'hemm l-ebda rimborż addizzjonali għall-ivvjaġġar lejn u mill-post.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time huma:

i. Jgħallem is-suġġett/i assenjat/i skont il-livell li jrid jintlaħaq kif ippubblikat fil-Prospett maħruġ mid-Direttorat;

ii. Jiffamiljarizza lilu nnifsu mal-filosofija tad-Direttorat u jagħti sehem fil-kunċett ta' żvilupp fir-rigward ta' provvista ta' servizz u opportunitajiet oħra ta' tagħlim tul il-ħajja;

iii. Jassisti fl-implimentazzjoni tal-programm/i u fir-reviżjoni tal-istess programm/i permezz ta' statistika, rekord tax-xogħol, u informazzjoni oħra meħtieġa relatata ma' ħidma maħtura;

iv. Jipparteċipa b'mod attiv f'taħriġ kontinwu u ppjanar organizzat mill-iskola/ċentru fi ħdan id-Direttorat;

v. Jikkontribwixxi għall-iżvilupp tal-korsijiet billi jaħdem qrib il-maniġment u l-Kordinatur għall-Edukazzjoni għall-Adulti fl-iżvilupp tar-riżultati ta' tagħlim tal-kors, tar-riżorsi u tal-għodda ta' assessjar;

vi. Jaħdem mill-qrib tal-maniġment u l-Kordinatur għall-Edukazzjoni għall-Adulti sabiex jiżviluppaw u jimplimentaw mezzi effettivi li jimmotivaw u jgħinu lill-adulti biex ikomplu jitgħallmu tul ħajjithom;

vii. Jassisti lill-maniġment u l-Kordinatur għall-Edukazzjoni għall-Adulti fi programm ta' riċerka, implimentazzjoni u evalwazzjoni;

viii. Josserva prattiki tax-xogħol stabbiliti filwaqt li jikkontribwixxi fl-iżvilupp kontinwu tagħhom;

ix. Jieħu sehem attiv fil-proċess ta' assessjar kontinwu għall-adulti li qegħdin jitgħallmu u jżomm rekord tax-xogħol professjonali li jkun qed isir;

Managing%20COI%20in%20the%20Public%20Sector.pdf)).

Salary Pegged to the Position

3. A part-time Adult Educator shall be paid at the rate of €20.00 per hour according to the number of lessons/work assigned plus pro-rata bonuses (mid-year and Christmas) and income supplement. The remuneration is inclusive of preparation, correction, assessment, record-keeping, feedback, meetings with management, contact time in the adult education classes, and any other related duties. There is no additional reimbursement for travel to and from the venue.

Duties

4. The job duties for the position of part-time Adult Educator include:

i. Teaches subject/s assigned based on the learning outcomes as published in the Prospectus of the Directorate;

ii. Familiarises oneself with the philosophy of the Directorate and assists in its conceptual development with regards to service provision and other Lifelong Learning opportunities;

iii. Assists in programme implementation and reviews by provide necessary statistics, record of work and other information requested related to appointed tasks;

iv. Actively participates in on-going training and planning opportunities organised by the school/centre within the Directorate;

v. Contributes to the development of courses by working closely with the management and Adult Education Coordinator in developing the learning outcomes of the course, resources and assessment tools;

vi. Works closely with the Management and Adult Education Coordinator in developing and implementing effective approaches to motivate and support adults to become lifelong learners;

vii. Assists Management and Adult Education Coordinator in programme research, implementation and review;

viii. Adheres to established working procedures while contributes to on-going development of such;

ix. Takes an active part in the continuous assessment of adult learners and records outcomes of such professional intervention;

x. Jaħdem mill-qrib ta' edukaturi oħra għall-adulti involuti fit-tagħlim ta' korsijiet simili sabiex jinstabu mezzi effetivi biex:

a) jimmobilizza l-punti pożittivi, il-potenzjal, u l-kompetenza tal-adulti li qed jitgħallmu,

b) jippermetti li l-adulti li qed jitgħallmu jidentifikaw u jissodisfaw ħtiġiet ta' tagħlim tagħhom,

c) jiżgura standardizzazzjoni u assigurazzjoni ta' kwalità fit-tagħlim;

xi. Jgħin lill-adulti li qed jitgħallmu fil-proċess tal-vjaġġ tagħhom ta' tagħlim tul il-ħajja sabiex jibbenifikaw sew huma bħala individwi u b'mod kollettiv bħala ċittadini;

xii. Jieħu ħsieb li tagħmir disponibbli fl-iskola/ċentru jinżamm fi stat tajjeb;

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

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

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

Aktar dettalji jistgħu jinkisbu minn (https://lifelonglearning.gov.mt/), jew bin-numru tat-telefown 2598 1103, jew permezz ta' ittra elettronika lil (lifelonglearning@gov.mt).

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma persuni

x. works closely with other adult educators involved in delivery of similar courses in order to identify effective modalities for:

a) mobilises the strengths, potential and expertise of adult learners,

b) enables adult learners to identify and meet their learning needs,

c) ensures standardisation and quality assurance of learning;

xi. Engages adult learners in a process leading to an enhanced lifelong learning journey that benefits both themselves as individuals and collectively as citizens;

xii. Cares for equipment available in the school/centre is maintained in good condition;

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

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

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

Further details may be obtained from (https://lifelonglearning.gov.mt/), or by telephone number 2598 1103, or by email to (lifelonglearning@gov.mt)

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 abovementioned EU legislation and treaty

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

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

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

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

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

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

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

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

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

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

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

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

iii. fil-pussess ta' degree ta' Baċellerat rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fis-suġġett/qasam li qed japplikaw għalih, jew kwalifika komparabbli. L-applikanti għandhom ukoll, ikollhom minimu ta' sena (1) esperjenza bħala Edukatur jew sena (1) ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

iii. in possession of a recognised Bachelor's degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent*), in the subject/area applied for or a comparable qualification. Applicants should also, have a minimum of one (1) year experience as an Educator or one (1) year proven professional practice/work experience in the area applied, if applicable;

iv. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eleġibbli skont il-paragrafu 5.1 (iii) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eliġibbiltà tkun estiża wkoll għall-applikanti fil-pussess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 30 krettu ECTS/ECVET, jew ekwivalenti*) fi suġġett/qasam li qed japplikaw għalih, jew kwalifika komparabbli. L-applikanti għandhom ukoll, ikollhom minimu ta' sena (1) esperjenza bħala Edukatur jew tliet (3) snin ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

iv. in the absence of applications from eligible applicants according to paragraph 5.1(iii) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET credits, or equivalent*) in the subject/area applied for or a comparable qualification. Applicants should also, have a minimum of one (1) year experience as an Educator or three (3) years proven professional practice/work experience in the area applied, if applicable;

v. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eleġibbli skont il-paragrafu 5.1 (iii) u (iv) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eliġibbiltà tkun estiża wkoll għall-applikanti fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti fis-suġġett/qasam li qed japplikaw għalih, jew kwalifika komparabbli. L-applikanti għandhom ukoll, ikollhom minimu ta' sentejn (2) esperjenza bħala Edukatur jew erba' (4) snin ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

vi. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eleġibbli skont il-paragrafu 5.1 (iii), (iv) u (v) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eliġibbiltà għandha tiġi estiża għal applikanti li għandhom erba' (4) snin esperjenza bħala Edukaturi li jgħallmu l-qasam/suġġett li qed japplikaw għalih, jew sena (1) bħala għalliema full-time bil-warrant, jew ħames (5) snin ta' prattika professjonali/esperjenza ta' xogħol fil-qasam li għaliha saret l-applikazzjoni.

*Kwalifika rikonoxxuta komparabbli ma' krettu 30/120/180 ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġe għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali 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) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika 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) 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 għal applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC

v. In the absence of applications from eligible applicants according to paragraph 5.1(iii) and (iv) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in the subject/area applied for or a comparable qualification. Applicants should also, have a minimum of two (2) years experience as an Educator or four (4) years proven professional practice/work experience in the area applied, if applicable;

vi. In the absence of applications from eligible applicants according to paragraph 5.1(iii), (iv) and (v) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants who have four (4) years experience as an Educator teaching the subject/area applied for, or one (1) year as full-time warranted teacher, or five (5) years of professional practice/work experience in the area applied for.

*A recognised qualification comparable to 30/120/180 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.

5.2. (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

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).

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. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%. Waqt l-intervista, l-applikanti għandhom jippreżentaw skema ta' kampjun ta' xogħol u/jew pjan ta' lezzjonijiet u kwalunkwe materjal u riżorsi rilevanti relatati mas-suġġett/qasam li applikaw għalih, li jiġu evalwati u kklassifikati kif xieraq. Barra minn hekk, għas-suġġetti tal-VET, l-applikanti huma mistennija jippreżentaw portafoll ta' xogħol.

7.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, għandhom Warrant Permanenti ta' Għalliem u/jew kwalifika ta' taħriġ għall-għalliema u/jew esperjenza ta' xogħol rilevanti u ppruvata.

7.3. Kandidat magħżul li japplika skont it-termini ta' paragrafi 5.1(iii) t'hawn fuq, jitqiegħed f'ordni tal-mertu msejħa Kategorija A. Dawk li jkunu qed japplikaw skont termini ta' paragrafi 5.1(iv) jitqiegħdu f'ordni tal-mertu msejħa Kategorija B u dawk li jkunu qed japplikaw skont it-termini ta' paragrafi 5.1(v) jitqiegħdu f'ordni tal-mertu msejħa Kategorija Ċ, u dawk li jkunu qed japplikaw skont it-termini ta' paragrafi 5.1(vi) jitqiegħdu f'ordni tal-mertu msejħa Kategorija D.

7.4. Il-kandidati magħżulin, li japplikaw skont it-termini ta' paragrafi 5.1(iii) ta' hawn fuq, jingħataw preferenza fuq kandidati magħżulin li japplikaw skont it-termini ta' paragrafi 5.1 (iv) ta' hawn fuq u dawn tal-aħħar, fil-każ tagħhom, jingħataw preferenza fuq applikanti magħżulin li japplikaw skont termini ta' paragrafi 5.1(v) hawn fuq u dawn tal-aħħar, fil-każ tagħhom, jingħataw preferenza fuq applikanti magħżulin li japplikaw skont termini ta' paragrafi 5.1(vi) hawn fuq. B'hekk, l-applikanti li japplikaw taħt paragrafi 5.1(iv), (v) u (vi) jiġu kkunsidrati biss ladarba l-ordni tal-mertu ta' Kategorija A li hemm referenza għaliha f'paragrafu 7.3, tkun ġiet eżawrita u jekk ikun fadal xi postijiet vakanti.

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 maximum mark for this selection process is 100% and the pass mark is 50%. During the interview applicants are to present a sample scheme of work and/or lesson plan and any relevant materials and resources related to the subject area applied for, which will be duly assessed and graded. In addition, for VET subjects, applicants are expected to present a portfolio of work.

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have a Teacher's Permanent Warrant and/or teacher training qualification and/or proven relevant work experience.

7.3. A successful candidate who applies in terms of paragraphs 5.1(iii) above, will be put on an order of merit list named Category A. Those applying in terms of paragraphs 5.1(iv) will be put on an order of merit list named Category B and those applying in terms of paragraphs 5.1(v) will be put on an order of merit list named Category C, and those applying in terms of paragraphs 5.1(vi) will be put on an order of merit list named Category D.

7.4. Successful candidates who apply in terms of paragraphs 5.1(iii) above, will be given preference over successful candidates who apply in terms of paragraphs 5.1(iv) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(v) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(vi) above. Hence, applicants applying under paragraphs 5.1(iv), (v) and (vi) will only be considered once the order of merit of Category A referred to in paragraph 7.3, has been exhausted and if vacancies still exist.

7.5. B'hekk, listi ta' riżultati separati jiġu ppubblikati skont l-ordni tal-mertu tas-suġġett/qasam msemmi f'paragrafu 1.2 hawn fuq, u skont sezzjoni 5.1, u paragrafi 7.3 u 7.4. Il-lista tar-riżultati tibqa' valida għal sentejn (2) mid-data tal-pubblikazzjoni jew sakemm il-lista tar-riżultati tkun eżawrita, liema waħda minn dawn tkun l-ewwel.

Sottomissjoni tal-Applikazzjoni

8.1. L-applikanti jistgħu japplikaw għal aktar minn waħda mill-għażliet msemmija f'paragrafu 1.2 hawn fuq, billi japplikaw separatament għal kull suġġett/qasam. Madankollu, hija l-prerogattiva tal-MEYR li jagħżel liema suġġett/i joffri lill-kandidati magħżulin, skont l-esiġenzi tas-Servizz Pubbliku ta' Malta u l-MEYR. L-applikant għandu jindika wkoll fil-Curriculum Vitae tiegħu is-suġġett/qasam u l-livelli ta' tagħlim (MQF 1, MQF 2, SEC, Avvanzat, eċċ.) hu/hija lest li jgħallem. Għandhom jindikaw ukoll jekk humiex disponibbli biex jgħallmu filgħodu u/jew filgħaxija u f'Malta u/jew Għawdex. Din l-informazzjoni għandha tkun inkluża fit-taqsima msejħa 'Imjieg Mixtieq'. Is-CV tal-Eurpass tista' titniżżel minn (https://europass.cedefop.europa.eu/en/documents/curriculum-vitae).

8.2. 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 it-Tnejn, 17 ta' Marzu, 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.

8.3. 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 u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

9. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

7.5. Consequently, separate result lists will be published according to the order of merit pertaining to the subject/area mentioned in paragraph 1.2 above, and in accordance with section 5.1, and paragraphs 7.3 and 7.4. The result list will remain valid for two (2) year from date of publication or until the result list is exhausted, whichever is earlier.

Submission of Applications

8.1. Applicants may apply for more than one of the options listed in paragraph 1.2 above, by applying separately for every subject/area. However, it is the prerogative of MEYR to select under which option to offer employment to the selected candidates, according to the exigencies of the Malta Public Service and MEYR. The applicant must also indicate in his curriculum vitae the subject/area and levels of teaching (MQF 1, MQF 2, SEC, Advanced, etc.) s/he is willing to teach. They should also indicate whether they are available to teach mornings and/or evenings and in Malta and/or Gozo. This information is to be included in the section called 'Desired Employment'. The Europass CV may be downloaded from (https://europass.cedefop.europa.eu/en/documents/curriculum-vitae).

8.2. 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 Monday, 17th March, 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.

8.3. 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 and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. Other general provisions concerning this call for applications, with particular reference to:

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.

It-28 ta' Frar, 2025

MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGĦAŻAGĦ, IR-RIĊERKA U L-INNOVAZZJONI

Pożizzjoni ta' part-time Adult Support and Guidance Practitioner fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Taħriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1.1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-pożizzjoni ta' part-time Adult Support and Guidance Practitioner fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni, fuq perjodu definit fuq bażi part-time, kif u meta jkun meħtieġ.

1.2. L-applikanti jistgħu japplikaw għall-pożizzjoni ta' part-time Adult Support and Guidance Practitioner biex iservu f'Malta u f'Għawdex.

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.

28th February, 2025

MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

Position of part-time Adult Support and Guidance Practitioner in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1.1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR), invites applications for the position of part-time Adult Support and Guidance Practitioner in the Ministry for Education, Sport, Youth, Research and Innovation, for a definite period on a part-time basis, as and when required.

1.2. Applicants may wish to apply for the position of part-time Adult Support and Guidance Practitioner to serve in Malta and Gozo.

Tul tal-Assenjament u Kundizzjonijiet

2.1. Persuna magħżula tiġi ingaġġata bħala part-time Adult Support and Guidance Practitioner fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni. Dan l-ingaġġ ikun fuq bażi ta' kuntratt definit għal sena (1) jew anqas, li jista' jiġi mġedded għal perjodi oħra.

2.2. Il-pożizzjoni ta' part-time Adult Support and Guidance Practitioner hija suġġetta għal perjodu ta' prova ta' sena (1).

2.3. Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss jew tkomplija ta' biċċa xogħol speċifika, għaldaqstant dan jikkostitwixxi raġuni oġġettiva, il-pożizzjoni ta' part-time Adult Support and Guidance Practitioner hija skont ir-Regolament 7(4) tal-Liġi Sussidjarja 452.81 intitolat 'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4. L-Adult Support and Guidance Practitioners jistgħu jaħdmu fuq bażi part-time għal numru ta' siegħat fil-ġimgħa, liema numru ta' siegħat jiġi determinat qabel il-bidu tas-sena skont in-numru ta' applikanti li jkunu applikaw biex jattendu għall-korsijiet għall-adulti u/jew l'esiġenzi oħra li jistgħu jinqalgħu/jinbidlu minn żmien għal żmien.

2.5. Il-proviżjonijiet relatati dwar il-benefiċċji u entitlements skont kif imniżżla fil-Public Service Management Code bħal vacation leave u leave tal-mard, fil-każ ta' part-timers, huma fuq bażi prorata. Il-vacation leave jrid jittieħed matul il-btajjel stipulati mid-Direttorat.

2.6. Il-ġranet, il-ħinijiet u l-btajjel tal-kors ikunu kif stabbilit mid-Direttorat.

2.7. Id-Direttorat għall-Lifelong Learning and Employability (DLE) fi ħdan MEYR joffri ħafna korsijiet, f'ħinijiet differenti tal-ġurnata, mit-Tnejn sas-Sibt, u f'postijiet differenti f'Malta u Għawdex u wkoll online. Skedi ta' ħinijiet differenti ta' korsijiet għall-adulti japplikaw biex jiżguraw li l-bżonnijiet kollha ta' min qed jitgħallem jintlaħqu.

2.8. Biex din il-pożizzjoni tiġġedded, il-part-time Adult Support and Guidance Practitioners kollha ingaġġati huma mistennija jattendu sessjonijiet u laqgħat ta' żvilupp professjonali.

2.9. Il-part-time Adult Support and Guidance Practitioners huma mistennija li jużaw il-laptops tagħhom stess għat-tħejjija u t-twassil tal-kompiti assenjati tagħhom.

2.10. L-Adult Support and Guidance Practitioners jistgħu jintalbu jassistu lill-adulti wiċċ imb wiċċ online permezz ta' għodod ta' vidjokonferenzi (Microsoft Teams).

Duration of Assignment and Conditions

2.1. Selected candidate will be engaged as a part-time Adult Support and Guidance Practitioner in the Ministry for Education, Sport, Youth, Research and Innovation. The engagement will be on a definite basis for one (1) year or less, which may be renewed for further periods.

2.2. The position of part-time Adult Support and Guidance Practitioner is subject to a probation of one (1) year.

2.3. Since this is a position which is time-barred or linked to the completion of a specific task, such constitutes an objective reason, the position of part-time Adult Support and Guidance Practitioner falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4. Adult Support and Guidance Practitioners may work on a part-time basis for a number of hours per week which will be determined prior to the beginning of the year depending on the number of applicants who would have applied to attend adult learning courses and/or any exigencies which may arise/change from time to time.

2.5. The provisions relating to benefits and entitlements described in the Public Service Management Code such as vacation and sick leave are in the case of part-timers applicable on a pro-rata basis. Vacation leave is to be availed of during the holidays stipulated by the Directorate.

2.6. Course days, hours and holidays shall be as established by the Directorate.

2.7. Directorate for Lifelong Learning and Employability (DLE) within MEYR offers several courses, at different times of the day, from Mondays to Saturdays, and at different venues in Malta and Gozo and also online. Different time schedules for adult learning courses apply to ensure that all learner needs are met.

2.8. For this position to be renewed, all engaged part-time Adult Support and Guidance Practitioners are expected to attend professional development sessions and meetings.

2.9. Part-time Adult Support and Guidance Practitioners are expected to use their own laptops for the preparation and delivery of their assigned tasks.

2.10. Support and Guidance Practitioners may be requested to assist adults face-to-face online through video conferencing tools (Microsoft Teams).

2.11. 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.

2.12. Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-seħħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrappurtata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn).

Salarju Marbut mal-Pożizzjoni

3. Il-Part-time Adult Support and Guidance Practitioner jitħallas bir-rata ta' €20.00 fis-siegħa, skont in-numru ta' sezzjonijiet/xogħol assenjat flimkien ma bonuses prorata (ta' nofs is-sena u tal-Milied) u d-dħul supplimentari. Il-ħlas ikopri kemm il-ħin għall-preparazzjoni, paperwork, valutazzjoni, żamma tar-rekords, feedback, laqgħat mal-maniġment, ħin ta' kuntatt fil-klassijiet tal-edukazzjoni għall-adulti, u kwalunkwe dmir ieħor relatat. M'hemm l-ebda rimborż addizzjonali għall-ivvjaġġar lejn u mill-post.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' part-time Adult Support and Guidance Practitioner huma:

i. Jappoġġja u jiggwida lill-adulti fil-vjaġġ tagħhom ta' tagħlim inklużi studenti potenzjali li huma interessati li jidħlu fi programm offrut mid-Direttorat, jirrakkomanda diversi tipi ta' korsijiet ipprovduti minn entitajiet differenti u jaħdem skont l-aspirazzjonijiet u l-għanijiet tal-istudenti fil-ħajja;

ii. Jappoġġja u jiggwida lill-edukaturi adulti bil-bżonnijiet tal-istudenti tagħhom;

2.11. 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.

2.12. In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Salary Pegged to the Position

3. A part-time Adult Support and Guidance Practitioner shall be paid at the rate of €20.00 per hour according to the number of sessions/work assigned plus pro-rata bonuses (mid-year and Christmas) and income supplement. The remuneration is inclusive of preparation, paperwork, assessment, record-keeping, feedback, meetings with management, contact time in the adult education classes, and any other related duties. There is no additional reimbursement for travel to and from the venue.

Duties

4. The job duties for the position of part-time Adult Support and Guidance Practitioner include:

i. Support and guide adults in their learning journey including potential learners who are interested in enrolling in a programme offered by the Directorate, recommending various type of courses provided by different entities and work in line to the learners' aspirations and goals in life;

ii. Support and guide adult educators with the needs of their learners;

iii. Jiffamiljarizza lilu nnifsu mal-filosofija tad-Direttorat u jagħti sehem fil-kunċett ta' żvilupp fir-rigward ta' provvista ta' servizz u opportunitajiet oħra ta' tagħlim tul il-ħajja;

iv. Jassisti fl-implimentazzjoni tal-programm/i u fir-reviżjoni tal-istess programm/i permezz ta' statistika, rekord tax-xogħol, u informazzjoni oħra meħtieġa relatata ma ħidma maħtura;

v. Jipparteċipa b'mod attiv f'taħriġ kontinwu u ppjanar organizzat mill-iskola/ċentru fi ħdan id-Direttorat;

vi. Jikkontribwixxi għall-iżvilupp tal-korsijiet billi jaħdem qrib il-maniġment u l-Kordinatur għall-Edukazzjoni għall-Adulti fl-iżvilupp tar-riżultati ta' tagħlim tal-kors, tar-riżorsi u tal-għodda ta' assessjar;

vii. Jaħdem mill-qrib mal-maniġment u l-Kordinatur għall-Edukazzjoni għall-Adulti sabiex jiżviluppaw u jimplimentaw mezzi effettivi li jimmotivaw u jgħinu lill-adulti biex ikomplu jitgħallmu tul ħajjithom;

viii. Jassisti lill-maniġment u l-Kordinatur għall-Edukazzjoni għall-Adulti fi programm ta' riċerka, implimentazzjoni u evalwazzjoni;

ix. Josserva prattiki tax-xogħol stabbiliti filwaqt li jikkontribwixxi fl-iżvilupp kontinwu tagħhom;

x. Jieħu sehem attiv fil-proċess ta' assessjar kontinwu għall-adulti li qegħdin jitgħallmu u jżomm rekord tax-xogħol professjonali li jkun qed isir;

xi. Jaħdem mill-qrib ma' Support and Guidance Practitioners oħra, kordinaturi adulti u edukaturi involuti fit-tagħlim ta' korsijiet sabiex jinstabu mezzi effetivi biex:

a) jimmobilizza l-punti pożittivi, il-potenzjal, u l-kompetenza tal-adulti li qed jitgħallmu,

b) jippermetti li l-adulti li qed jitgħallmu jidentifikaw u jissodisfaw ħtiġiet ta' tagħlim tagħhom,

c) jiżgura standardizzazzjoni u assigurazzjoni ta' kwalità fit-tagħlim;

xii. Jgħin lill-adulti li qed jitgħallmu fil-proċess tal-vjaġġ tagħhom ta' tagħlim tul il-ħajja sabiex jibbenifikaw sew huma bħala individwi u b'mod kollettiv bħala ċittadini;

xiii. Jieħu ħsieb li tagħmir disponibbli fl-iskola/ċentru jinżamm fi stat tajjeb;

iii. Familiarises oneself with the philosophy of the Directorate and assists in its conceptual development with regards to service provision and other Lifelong Learning opportunities;

iv. Assists in programme implementation and reviews by provide necessary statistics, record of work and other information requested related to appointed tasks;

v. Actively participates in on-going training and planning opportunities organised by the school/centre within the Directorate;

vi. Contributes to the development of courses by working closely with the management and Adult Education Coordinator in developing the learning outcomes of the course, resources and assessment tools;

vii. Works closely with the management and Adult Education Coordinator in developing and implementing effective approaches to motivate and support adults to become lifelong learners;

viii. Assists management and Adult Education Coordinator in programme research, implementation and review;

ix. Adheres to established working procedures while contributes to on-going development of such;

x. Takes an active part in the continuous assessment of adult learners and records outcomes of such professional intervention;

xi. works closely with other support and guidance practitioners, adult coordinators and educators involved in delivery of courses in order to identify effective modalities for:

a) mobilises the strengths, potential and expertise of adult learners,

b) enables adult learners to identify and meet their learning needs,

c) ensures standardisation and quality assurance of learning;

xii. Engages adult learners in a process leading to an enhanced lifelong learning journey that benefits both themselves as individuals and collectively as citizens;

xiii. Cares for equipment available in the school/centre is maintained in good condition;

xiv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

xv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Aktar dettalji jistgħu jinkisbu minn (https://lifelonglearning.gov.mt/), jew bin-numru tat-telefown 2598 1103, jew permezz ta' ittra elettronika lil (lifelonglearning@gov.mt).

Rekwiżiti tal-Eliġibbiltà

5.1. Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mil Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

xiv. Undertaking any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

xv. Undertaking any other tasks, which the superior may delegate to him/her, as may be required;

xvi. Any other duties as directed by the Principal Permanent Secretary.

Further details may be obtained from (https://lifelonglearning.gov.mt/), or by telephonenumber 2598 1103, or by email to (lifelonglearning@gov.mt).

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 abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-term Residents (Third Country Nationals) Regulations, 2006' or who have been granted 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'.

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' degree ta' Baċellerat rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) f'oqsma bħal Career Guidance jew Psychology jew Social Work jew Youth Work jew Occupational Therapy jew Counselling jew PSCD jew kwalifika komparabbli. L-applikanti għandu wkoll ikollhom minimu ta' sena (1) ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

iv. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eliġibbli skont il-paragrafu 5.1 (iii) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eliġibbiltà tkun estiża wkoll għall-applikanti fil-pussess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 30 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsm bħal Career Guidance jew Psychology jew Social Work jew Youth Work jew Occupational Therapy jew Counselling jew PSCD jew kwalifika komparabbli. L-applikanti għandu wkoll ikollhom minimu ta' sentejn (2) ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

v. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eleġibbli skont il-paragrafu 5.1 (iii) u (iv) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eliġibbiltà tkun estiża wkoll għall-applikanti fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti f'oqsma bħal Career Guidance jew Psychology jew Social Work jew Youth Work jew Occupational Therapy jew Counselling jew PSCD jew kwalifika komparabbli. L-applikanti għandhom ukoll, ikollhom minimu ta' tliet (3) snin ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

vi. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eleġibbli skont il-paragrafu 5.1 (iii), (iv) u (v) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eliġibbiltà għandha tiġi estiża għal applikanti li għandhom ħames (5) snin ta' prattika professjonali/esperjenza ta' xogħol fil-qasam li għaliha saret l-applikazzjoni.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages; and

iii. in possession of a recognised Bachelor's degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent*), in the areas such as Career Guidance or Psychology or Social Work or Youth Work or Occupational Therapy or Counselling or PSCD or a comparable qualification. Applicants should also, have a minimum of one (1) year proven professional practice/work experience in the area applied, if applicable;

iv. in the absence of applications from eligible applicants according to paragraph 5.1(iii) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET credits, or equivalent*) in the areas such a Career Guidance or Psychology or Social Work or Youth Work or Occupational Therapy or Counselling or PSCD or a comparable qualification. Applicants should also, have a minimum of two (2) years proven professional practice/work experience in the area applied, if applicable;

v. In the absence of applications from eligible applicants according to paragraph 5.1(iii) and (iv) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in the area such as Career Guidance or Psychology or Social Work or Youth Work or Occupational Therapy or Counselling or PSCD or a comparable qualification. Applicants should also, have a minimum of three (3) years proven professional practice/work experience in the area applied, if applicable;

vi. In the absence of applications from eligible applicants according to paragraph 5.1(iii), (iv) and (v) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants who have five (5) years of professional practice/work experience in the area applied for.

*Kwalifika rikonoxxuta komparabbli ma' krettu 30/120/180 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.

5.2. (i) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika 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) 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 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).

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. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%. Waqt l-intervista, l-applikanti għandhom jippreżentaw kwalunkwe

*A recognised qualification comparable to 30/120/180 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.

5.2. (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date 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 maximum mark for this selection process is 100% and the pass mark is 50%. During the interview applicants are to present any relevant materials and resources related to

materjal u riżorsi rilevanti relatati ma' support and guidance, li jiġu evalwati u kklassifikati kif xieraq.

7.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, huma warranted professionals jew għandhom esperjenza ta' xogħol rilevanti u ppruvata.

7.3. Kandidat magħżul li japplika skont it-termini ta' paragrafi 5.1(iii) t'hawn fuq, jitqiegħed f'ordni tal-mertu msejħa Kategorija A. Dawk li jkunu qed japplikaw skont termini ta' paragrafi 5.1(iv) jitqiegħdu f'ordni tal-mertu msejħa Kategorija B u dawk li jkunu qed japplikaw skont it-termini ta' paragrafi 5.1(v) jitqiegħdu f'ordni tal-mertu msejħa Kategorija Ċ, u dawk li jkunu qed japplikaw skont it-termini ta' paragrafi 5.1(vi) jitqiegħdu f'ordni tal-mertu msejħa Kategorija D.

7.4. Il-kandidati magħżulin, li japplikaw skont it-termini ta' paragrafi 5.1(iii) ta' hawn fuq, jingħataw preferenza fuq kandidati magħżulin li japplikaw skont it-termini ta' paragrafi 5.1 (iv) ta' hawn fuq u dawn tal-aħħar, fil-każ tagħhom, jingħataw preferenza fuq applikanti magħżulin li japplikaw skont termini ta' paragrafi 5.1(v) hawn fuq u dawn tal-aħħar, fil-każ tagħhom, jingħataw preferenza fuq applikanti magħżulin li japplikaw skont termini ta' paragrafi 5.1(vi) hawn fuq. B'hekk, l-applikanti li japplikaw taħt paragrafi 5.1(iv), (v) u (vi) jiġu kkunsidrati biss ladarba l-ordni tal-mertu ta' Kategorija A li hemm referenza għaliha f'paragrafu 7.3, tkun ġiet eżawrita u jekk ikun fadal xi postijiet vakanti.

7.5. B'hekk, listi ta' riżultati separati jiġu ppubblikati skont l-ordni tal-mertu tas-suġġett/qasam imsemmi f'paragrafu 1.2 hawn fuq, u skont sezzjoni 5.1, u paragrafi 7.3 u 7.4. Il-lista tar-riżultati tibqa' valida għal sentejn (2) mid-data tal-pubblikazzjoni jew sakemm il-lista tar-riżultati tkun eżawrita, liema waħda minn dawn tkun l-ewwel.

Sottomissjoni tal-Applikazzjoni

8.1. Is-CV tal-Eurpass tista' titniżżel minn (https://europass.cedefop.europa.eu/en/documents/curriculum-vitae).

8.2. 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 it-Tnejn, 17 ta' Marzu, 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.

support and guidance, which will be duly assessed and graded.

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, are warranted professionals or have proven relevant work experience.

7.3. A successful candidate who applies in terms of paragraphs 5.1(iii) above, will be put on an order of merit list named Category A. Those applying in terms of paragraphs 5.1(iv) will be put on an order of merit list named Category B and those applying in terms of paragraphs 5.1(v) will be put on an order of merit list named Category C, and those applying in terms of paragraphs 5.1(vi) will be put on an order of merit list named Category D.

7.4. Successful candidates who apply in terms of paragraphs 5.1(iii) above, will be given preference over successful candidates who apply in terms of paragraphs 5.1(iv) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(v) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(vi) above. Hence, applicants applying under paragraphs 5.1(iv), (v) and (vi) will only be considered once the order of merit of Category A referred to in paragraph 7.3, has been exhausted and if vacancies still exist.

7.5. Consequently, separate result lists will be published according to the order of merit pertaining to the subject/area mentioned in paragraph 1.2 above, and in accordance with section 5.1, and paragraphs 7.3 and 7.4. The result list will remain valid for two (2) year from date of publication or until the result list is exhausted, whichever is earlier.

Submission of Applications

8.1. The Europass CV may be downloaded from (https://europass.cedefop.europa.eu/en/documents/curriculum-vitae).

8.2. 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 Monday, 17th March, 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.

8.3. 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 u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

9. Dispożizzjonijiet ġenerali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
applikazzjonijiet laterali;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
kwalifiki f'livell ogħla;
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.

It-28 ta' Frar, 2025

MINISTERU GĦALL-WIRT NAZZJONALI, L-ARTI U L-GVERN LOKALI

Pożizzjoni ta' Media Desk Representative (Uffiċċju Ewropa Kreattiva) 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 u Ministeru għall-Ugwaljanza, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-pożizzjoni ta' Media Desk Representative (Uffiċċju

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 and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
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.

28th February, 2025

MINISTRY FOR THE NATIONAL HERITAGE, THE ARTS AND LOCAL GOVERNMENT

Engagement of Media Desk Representative (Creative Europe Desk) 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 engagement of Media Desk Representative (Creative Europe Desk) in the Culture Directorate within the Ministry

Ewropa Kreattiva) fid-Direttorat tal-Kultura fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali fuq bażi full-time.

2. Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'kuntratt ta' tliet (3) snin bħala Media Desk Representative (Uffiċċju Ewropa Kreattiva) fid-Direttorat tal-Kultura fil-Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali.

2.2 Il-pożizzjoni ta' Media Desk Representative (Uffiċċju Ewropa Kreattiva) hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.3 Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss jew tkomplija ta' biċċa xogħol speċifika, għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-Regolament 7(4) tal-Liġi Sussidjarja 452.81 intitolat 'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Jista' jkun hemm il-ħtieġa li l-Media Desk Representative (Uffiċċju Ewropa Kreattiva) j/taħdem is-Sibtijiet, il-Ħdud u btajjel pubbliċi.

3. Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju tal-pożizzjoni ta' Media Desk Representative (Uffiċċju Ewropa Kreattiva) hu ta' €30,291.12 fis-sena.

4. Dmirijiet

4.1 Id-dmirijiet għall-pożizzjoni ta' Media Desk Representative (Uffiċċju Ewropa Kreattiva) jinkludu:

i. Jieħu ħsieb il-programm tal-Media u jassisti lill-Kap tal-Ewropa Kreattiva fl-implimentazzjoni tal-programm;

ii. Jassisti f'mistoqsijiet u jippartecipa f'diskussjonijiet u proposti relatati mall-programm tal-media sabiex iżomm l-awtoritajiet konċenranti infurmati;

iii. Jattendi laqgħat, konferenzi u taħriġ lokali u barra minn Malta skont l-ħtieġa;

iv. Jippartecipa fi programmi televiżivi u radjofonici sabiex jippromovi l-programm;

v. Jorganizza sessjonijiet ta' taħriġ u informazzjoni sabiex jimmpromovi l-programm;

vi. Jassisti u jagħti għajnuna dwar is-sejħiet tal-media kif ukoll joffri għajnuna teknika fl-applikazzjonijiet;

for the National Heritage, the Arts and Local Government, on full-time basis.

2. **Duration of Assignment and Conditions**

2.1. A selected candidate will enter into a three (3) year contract as Media Desk Representative (Creative Europe Desk) in the Culture Directorate within the Ministry for the National Heritage, the Arts and Local Government.

2.2. The position of Media Desk Representative (Creative Europe Desk) is subject to a probationary period of twelve (12) months.

2.3. Since this position is time-barred or linked to the completion of a specific task, such constitutes an objective reason in terms of Regulation 7(4) of S.L. 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4. The Media Desk Representative (Creative Europe Desk) may need to work on Saturdays, Sundays and public holidays.

3. Salary Pegged to the Position

3.1. The salary for the position of Media Desk Representative (Creative Europe Desk) is that of €30,291.12 per annum, rising by cost of living increases.

4. Duties

4.1. The job duties for the position of Media Desk Representative (Creative Europe Desk) include the following:

i. Responsible for the Creative Europe Media programme and assists the Head of Desk in the implementation of the programme;

ii. Follows all proposals and discussions at the level of Creative Europe and keep the local authorities abreast in both the Media and Culture Strand;

iii. Assists and attends in Creative Europe conferences and events local and abroad as required;

iv. Participates in TV and Radio interviews to promote the Creative Europe Programme;

v. Takes part and organises info sessions and events by Creative Europe Desk Malta;

vi. Assists in queries related to the Media programme and also gives technical assistance to candidates on the applications;

vii. Jikkollabora ma' kontrapartijiet tiegħu/tagħha fl-Uffiċċji barranin tal-Ewropa Kreattiva;

viii. Jamministra l-paġna Facebook u s-sit elettroniku dwar il-programm;

ix. Jikteb rapporti u stqarrijiet għall-istampa;

x. Iżomm kuntatt mar-rappreżentanti ta' programmi oħra Ewropej f'Malta sabiex isir skambju dwar programmi varji;

xi. Jassisti u jagħti pariri dwar l-editorjal ta' materjal stampat, viżiv u online;

xii. Iwettaq kwalunkwe dmir ieħor relatat, li l-Kap tad-Desk tal-Ewropa Kreattiva jista' jiddelegalu/ha;

xiii. Iwettaq kwalunkwe dmir ieħor li s-Segretarju Permanenti jew ir-rappreżentant tiegħu/tagħha, jiddelegalu/ha, kif ikun meħtieġ;

5. Rekwiżiti tal-Eliġibbiltà

5.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. Ċittadini ta' Malta; jew

b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż 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-

vii. Liaise with his/her counterparts in Creative Europe Desks abroad;

viii. Facebook and Website administration;

ix. Report writing;

x. Maintaining a link with other information offices in Malta in order to be in a position to guide potential applicants on the community programmes available most appropriate to their needs;

xi. Assists and advises on the editorial of printed, visual and online information;

xii. Undertakes any other tasks, related to the Creative Europe Desk which the Head of Creative Europe Desk may delegate to him/her;

xiii. Undertakes any other tasks which the Permanent Secretary (or his/her representative) delegates to him/her, as may be required;

5. Eligibility Requirements

5.1. By the closing time and date of this call for applications, applicants must be:

i. a. Citizens of Malta; or

b. citizens of the other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been

membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

iii. fil-pussess ta' kwalifika ta' Bachelor's Degree rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti) f'wieħed minn dawn li ġejjin: Media, jew Communications; jew Art Studies, jew Film Studies, jew Public Administration; jew Public Policy jew Management; jew Creativity and Innovation; jew Marketing/Digital Marketing; jew Research; jew kwalifika professjonali komparabbli.

5.2 Kwalifiki li huma ta' livell ogħla minn dak rikjest hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

5.3 L-applikanti prospettivi għandhom jinnotaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtoritajiet maħtura oħra.

6. Sottomissjoni ta' Dokumentazzjoni

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz ta' ittra elettronika lil (info.culturedesk@ewropakreattiva.mt).

7. Proċeduri tal-Għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

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 Identity should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages;

iii. in possession of a recognised Bachelor's Degree qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) in either one of the following; Media ,Communications, Art Studies, Film Studies; Public Administration, Public Policy, Management; Creativity and Innovation; Marketing/Digital Marketing; or Research; or a comparable professional qualification.

5.2. Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements indicated above.

5.3. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities.

6. Submission of Supporting Documents

6.1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent via email to (info.culturedesk@ewropakreattiva.mt).

7. Selection Procedures

7.1. Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

8. Sottomissjoni tal-Applikazzjoni

8.1 Ittra ta' motivazzjoni flimkien ma CV, kopji tal-kwalifiki u kwalunkwe ċertifikati/testimonjanzi ta' esperjenza mitluba, għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Kultura, Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali, permezz ta' ittra elettronika lil (info.culturedesk@ewropakreattiva.mt), ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar tard minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF għandu ukoll jintbagħat fl-istess indirizz sad-data u l-ħin tal għeluq ta' din l-applikazzjoni. Id-data tal-għeluq tal-wasla tad-dokumenti kollha hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 7 ta' Marzu, 2025.

Is-sit elettroniku tad-Direttorat huwa (http://www.culture.gov.mt).

It-28 ta' Frar, 2025

LOCAL ENFORCEMENT SYSTEM AGENCY (LESA)

Sejħa għall-applikazzjoni:
Uffiċjal Anzjan (Kontabbiltà)

Referenza tal-permess tal-Jobsplus Numru 876/2024

L-applikanti għandhom:

Ikunu ċittadini ta' Malta; jew

Ikunu ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li huma intitolati għal trattament ugwali bħal ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa tal-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati li jittrattaw il-moviment ħieles tal-ħaddiema;

Ikollhom kwalifikazzjoni fil-Kontabbiltà bil-kwalifika rikonoxxuta mill-MQRIC fil-Livell 5 tal-MQF jew kwalifika professjonali komparabbli;

Ikunu kompetenti fil-pakketti tas-software tal-kontabbiltà;

Ikollhom esperjenza ta' sentejn (2) fil-kontabbiltà.

JEW

Ikollhom 'pass' fil-kontabbiltà fil-Livell 4 tal-MQF jew fil-pussess ta' kwalifika rikonoxxuta ta' żamma tal-kotba fil-Livell 4 tal-MQF;

Ikollhom 'pass' (ta' grad bejn 1-5 jew f'livell komparabbli) f'sitt (6) suġġetti fil-Livell 3 tal-MQF li jridu jinkludu l-Ingliż, il-Malti u l-Matematika;

8. Submission of Applications

8.1. A Motivation Letter, together with a CV, copies of qualifications and any certificates/testimonials of experience claimed, are to be submitted, for the attention of the Director Culture, Ministry for the National Heritage, the Arts and Local Government via email to (info.culturedesk@ewropakreattiva.mt), a certificate of conduct, which has been issued not earlier than one (1) month from the date of application, in PDF format, is to be sent as well at the same address by closing date and time. The closing date and time of the receipt of all documents is 5.15 p,m, (Central European Time) of Friday, 7th March, 2025.

The website address of the receiving Directorate is (http://www.culture.gov.mt).

28th February, 2025

LOCAL ENFORCEMENT SYSTEM AGENCY (LESA)

Call for application:
Senior Officer (Accounts)

Ref. Jobsplus Permit No: 876/2024

Applicants must:

Be citizens of Malta; or

Be 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;

Have a recognised Accounting Qualification certified by the MQRIC at MQF Level 5 or a comparable professional qualification;

Be proven literate in accounting software packages;

Have two (2) years' experience in accounting

OR

Have a pass in Accounting at MQF Level 4 or in possession of a recognised book-keeping qualification at MQF Level 4;

Have a pass (at least at Grade 1-5 or a comparable level) in six (6) subjects at MQF Level 3 which must include English, Maltese and Mathematics;

Ikunu kompetenti fil-pakketti tas-software tal-kontabbiltà;

Ikollhom esperjenza ta' ħames (5) snin fil kontabilità.

Kwalifiki f'livell ogħla minn dak speċifikat hawn fuq se jiġu konsidrati għall-finijiet ta' eliġibbiltà, sakemm jissodisfaw xi rekwiżiti speċifiċi tas-suġġett.

Barra minn hekk, il-kandidati li għadhom ma kisbux formalment xi waħda mill-kwalifiki msemmija hawn fuq se jiġu kkunsidrati, sakemm jissottomettu evidenza li jkunu ġew approvati għall-għoti tal-kwalifiki inkwistjoni, kif meħtieġ fil-kriterji ta' eliġibbiltà msemmija hawn fuq, qabel il-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet.

L-applikanti għandhom ikunu ta' kondotta tajba.

Il-kandidati interessati jridu jibagħtu Curriculum Vitae flimkien mal-kredenzjali mitluba permezz ta' ittra elettronika lil (hr.lesa@lesa.gov.mt), jew iwassluha bl-idejn fil-Bini tal-Amministrazzjoni LESA, Uffiċċju tar-Riżorsi Umani, 246 Triq Mater Boni Consilii, Il-Fgura, sa mhux aktar tard mill-Ġimgħa, 14 ta' Marzu, 2025, fl-4.00 p.m.

L-applikazzjonijiet kollha huma rikonoxxuti u trattati bl-aktar kunfidenza stretta.

It-28 ta' Frar, 2025

AWTORITÀ TA' STANDARDS TA' ĦARSIEN SOĊJALI

L-Awtorità ta' Standards ta' Ħarsien Soċjali tgħarraf rigward il-vakanza li ġejja:

Post ta' Administrative Officer skont in-numru tal-permess ta' Jobsplus: 179/2025.

Partijiet interessati jistgħu jitolbu dettalji permezz ta' ittra elettronika lil (recruitment.scsa@gov.mt) jew iniżżlu d-deskrizzjoni tax-xogħol minn (https://scsa.gov.mt/mt/Pages/Vacancies.aspx).

Id-data tal-għeluq tas-sottomissjonijiet tal-applikazzjonijiet hija nhar il-Ħamis, 13 ta' Marzu, 2025.

Sottomissjonijiet li jaslu wara din id-data ma jkunux ikkunsidrati.

It-28 ta' Frar, 2025

Be proven literate in accounting software packages;

Have five (5) years' experience in accounting.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the abovementioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

Applicants must have a good conduct.

Interested candidates have to submit a Curriculum Vitae together with the requested credentials by email to (hr.lesa@lesa.gov.mt), or presented by hand at the LESA Administration Building, Human Resources Office, 246, Triq Mater Boni Consilii, Fgura, by not later than Friday, 14th March, 2025, at 4.00 p.m.

All applications are acknowledged and treated in the strictest confidence.

28th February, 2025

SOCIAL CARE STANDARDS AUTHORITY

The Social Care Standards Authority has the following vacancy:

Post of Administrative Officer as per Jobsplus permit number: 179/2025.

Interested parties may request details by sending an email to (recruitment.scsa@gov.mt) or download the job description from (https://scsa.gov.mt/mt/Pages/Vacancies.aspx).

The deadline for the submission of applications is Thursday, 13th March, 2025.

Late submissions will not be accepted.

28th February, 2025

IL-KUNSILL NAZZJONALI TAL-KTIEB

Il-Kunsill Nazzjonali tal-Ktieb jgħarraf illi qed iqassam l-40 pagament tal-Jeddijiet tas-Self Pubbliku (Public Lending Rights) lil dawk l-awturi, illustraturi jew fotografi li l-kotba tagħhom ġew mislufa mil-Libreriji Pubbliċi f'Malta u Għawdex bejn l-1 ta' Ottubru u l-31 ta' Diċembru, 2024.

Il-lista ta' dawn il-persuni bis-self relatat mal-kotba tagħhom u t-total ta' ħlas jistgħu jinkisbu minn (https://ktieb.org.mt/news/hareg-l-40-pagament-tal-jeddijiet-tas-self-pubbliku/).

It-28 ta' Frar, 2025

NATIONAL BOOK COUNCIL

The National Book Council notifies that the fortieth PLR (Public Lending Rights) payment is being distributed to authors, illustrators and photographers whose books were borrowed from Public Libraries in Malta and Gozo in the period covering from 1st October till 31st December, 2024.

The list of all recipients, the relevant books and the total remuneration can be obtained from (https://ktieb.org.mt/en/news/the-40-plr-payment-is-out/)

28th February, 2025

BORD TAL-KOPERATTIVI

Avviż ta' Ordni ta' Tħassir ta' Reġistrazzjoni

(Att Nru XXX tal-2001 dwar Soċjetajiet Koperattivi)

Ordni Nru. 3

Ngħarrfu b'dan illi l-Bord tal-Koperattivi ordna t-tħassir ta' reġistrazzjoni ta' 'Hex Cleaning Services Co-operative Society Limited' skont id-dispożizzjonijiet tal-Artikolu 105 (1) tal-Att Nru XXX tal-2001.

Is-Sur Joseph Abela
Chairman
Bord tal-Koperattivi

L-24 ta' Frar, 2025
CB 12/24

CO-OPERATIVES BOARD

Notice of Order of Cancellation of Registration

(Co-operative Societies Act No. XXX of 2001)

Order No. 3

It is hereby notified that the Co-operatives Board has ordered the cancellation of the registration of 'Hex Cleaning Services Co-operative Society Limited' in accordance with the provisions of Article 105 (1) of Act No. XXX of 2001.

Mr Joseph Abela
Chairman
Co-operatives Board

24th February, 2025

BORD TAL-KOPERATTIVI

Avviż ta' Ordni ta' Tħassir ta' Reġistrazzjoni

(Att Nru XXX tal-2001 dwar is-Soċjetajiet Koperattivi)

Ordni Nru. 2

Ngħarrfu b'dan illi l-Bord tal-Koperattivi ordna t-tħassir ta' reġistrazzjoni ta' 'Farm Advisory Services Co-op Limited' skont id-dispożizzjonijiet tal-Artikolu 105 (1) tal-Att Nru XXX tal-2001.

Is-Sur Joseph Abela
Chairman
Bord tal-Koperattivi

L-24 ta' Frar, 2025
CB 7/23

CO-OPERATIVES BOARD

Notice of Order of Cancellation of Registration

(Co-operative Societies Act No. XXX of 2001)

Order No. 2

It is hereby notified that the Co-operatives Board has ordered the cancellation of the registration of 'Farm Advisory Services Co-op Limited' in accordance with the provisions of Article 105 (1) of Act No. XXX of 2001.

Mr Joseph Abela
Chairman
Co-operatives Board

24th February, 2025

COMPARATIVE RETURN OF REVENUE
for the period 1st January 2025 to 31st January 2025

		Budget 2025 €	Actual Revenue Jan - Jan 2025 €	Actual Revenue Jan - Jan 2024 €
REVENUE				
I1103, I1106	Customs and Excise Duties	329,000,000	26,069,474	25,610,261
I1109	Licences, Taxes and Fines	467,000,000	34,181,232	35,733,340
I1112	Income Tax	2,848,000,000	186,104,024	184,760,510
I1115	Value Added Tax	1,611,000,000	20,394,506	64,909,917
I1118	Fees of Office	112,606,988	6,791,120	6,031,498
I1121	Sales - Goods	2,718,000	169,522	143,167
I1122	Sales - Services	48,735,000	3,772,444	222,553
I1123	Sales - Others	46,185,000	---	---
I1124	Reimbursements	7,228,000	114,076	224,489
I1127	Central Bank of Malta	5,000,000	---	---
I1130	Rents	37,640,000	22,645	14,683
I1133	Dividends on Investment/Receipts	58,250,000	---	---
I1136	Interest on Loans made by Government	1,276,000	2,300	103
I1139	Social Security	1,642,000,000	115,699,746	84,805,969
I1142	Grants	288,383,000	6,776	34,792,387
I1145	Miscellaneous Receipts	11,906,000	2,450,012	8,771,349
	Total Ordinary Revenue	**7,516,927,988**	**395,777,877**	**446,020,228**
I1148	Loans	1,500,000,000	---	---
I1151	Repayment of Loans	2,784,000	---	---
I1154	Proceeds from Sale of Shares	---	---	---
	Total Non-Ordinary Revenue	**1,502,784,000**	**---**	**---**
TOTAL REVENUE		**9,019,711,988**	**395,777,877**	**446,020,228**

Note: Figures in Statement may not add up due to rounding

Treasury
Authority: TR 1159/24

Date: 12 - 02 - 2025

Paulanne Mamo
Accountant General

COMPARATIVE RETURN OF EXPENDITURE
for the period 1st January 2025 to 31st January 2025

		Budget 2025 €	Actual Expenditure Jan - Jan 2025 €	Actual Expenditure Jan - Jan 2024 €
RECURRENT EXPENDITURE				
1	Office of the President	5,478,000	460,669	657,376
2	Parliamentary Service	13,964,000	1,152,811	286,970
3	Office of the Ombudsman	2,055,000	---	---
4	National Audit Office	4,450,000	950,000	650,000
5	Commissioner for Standards in Public Life	500,000	---	---
6	Office of the Prime Minister	61,497,000	2,859,997	2,453,530
7	Information	1,598,000	127,744	111,718
8	Government Printing Press	1,750,000	146,447	126,532
9	Electoral Office	5,810,000	910,011	250,004
10	Public Service Commission	941,000	56,799	46,952
11	European Funds, Equality, Reforms and Social Dialogue	26,044,000	1,393,316	---
12	Industrial and Employment Relations	2,594,000	140,212	214,090
13	Ministry for Foreign and Tourism	229,632,758	4,817,414	3,384,213
14	Ministry for the National Heritage, the Arts and Local Government	82,717,000	4,247,371	4,326,543
15	Local Government	64,260,000	10,684,438	13,387,403
16	Ministry for Social Policy and Children's Rights	73,182,000	9,108,139	5,629,373
17	Social Policy	553,485,000	16,909,971	677,092
18	Social Security Benefits	1,592,443,000	182,071,942	174,427,727
19	Pensions	104,625,000	8,294,767	8,383,730
20	Ministry for Agriculture, Fisheries and Animal Rights	63,602,000	5,100,392	4,047,080
21	Ministry for Social and Affordable Accommodation	55,598,000	3,439,449	5,669,716
22	Ministry for the Economy, Enterprise and Strategic Projects	61,810,000	4,783,481	1,836,934
23	Commerce	2,088,000	156,128	147,630
24	Ministry for Inclusion and the Voluntary Sector	59,664,000	8,378,061	3,395,030
25	Ministry for Gozo and Planning	77,906,000	5,604,920	5,940,659
26	Ministry for Home Affairs, Security and Employment	163,650,000	14,506,167	9,252,279
27	Armed Forces of Malta	86,028,000	5,927,882	5,914,500
28	Police	110,604,000	8,360,953	7,689,975
29	Probation and Parole	1,646,000	128,772	101,877
30	Civil Protection	13,881,000	1,233,952	889,899
31	Ministry for the Environment, Energy and Public Cleanliness	431,134,550	9,694,495	18,805,562
32	Ambjent Malta	19,067,000	1,520,173	1,449,385
33	Ministry for Finance	278,814,000	24,044,430	21,497,211
34	Economic Policy	2,214,000	303,624	118,749
35	Treasury	45,002,000	204,823	233,150
37	Malta Tax and Customs Administration	49,296,000	4,679,681	4,229,065
38	Contracts	3,362,000	254,585	192,065

COMPARATIVE RETURN OF EXPENDITURE
for the period 1st January 2025 to 31st January 2025

		Budget 2025 €	Actual Expenditure Jan - Jan 2025 €	Actual Expenditure Jan - Jan 2024 €
RECURRENT EXPENDITURE (Cont'd)				
39	Ministry for Education, Sport, Youth, Research and Innovation	484,941,000	46,322,925	28,352,568
40	Education	459,411,000	46,819,442	36,696,921
41	Ministry for Lands and the Implementation Programme	14,589,000	226,991	---
42	Ministry for Justice and Reform of the Construction Sector	74,382,000	12,170,054	3,533,121
43	Ministry for Health and Active Ageing	1,134,955,000	64,695,631	60,953,369
44	Active Ageing	305,240,000	24,604,142	37,919,090
45	Ministry for Transport, Infrastructure and Public Works	174,126,000	9,077,999	9,000,681
	[Ministry for Tourism	---	---	2,268,383
	[Ministry for Public Works and Planning	---	---	2,223,538
SUBTOTAL RECURRENT EXPENDITURE		**7,000,036,308**	**546,571,199**	**487,371,690**
35	Treasury			
	Loan Facility	100,000	---	---
TOTAL RECURRENT EXPENDITURE		**7,000,136,308**	**546,571,199**	**487,371,690**
36	Public Debt Servicing			
	Contribution to Special MGS Sinking Fund	30,000,000	---	---
	Interest - Local	292,470,000	21,860,219	18,727,846
	Repayment of Loan - Local	459,000,000	---	---
	Early Repayments of MGRSB	5,600,000	343,300	454,500
	Contribution to Sinking Fund - Foreign	30,000	---	---
	Repayment of Loan - Foreign	80,000,000	---	---
	Interest - Foreign	3,500,000	---	---
	Interest - Short-term Borrowing	16,000,000	1,223,242	1,051,812
TOTAL PUBLIC DEBT SERVICING		**886,600,000**	**23,426,762**	**20,234,158**
TOTAL RECURRENT EXPENDITURE AND PUBLIC DEBT SERVICING		**7,886,736,308**	**569,997,960**	**507,605,848**

Note: Figures in Statement may not add up due to rounding

Treasury
Authority: TR 1159/24

Date: 12 - 02 - 2025

Paulanne Mamo
Accountant General

COMPARATIVE RETURN OF CAPITAL EXPENDITURE
for the period 1st January 2025 to 31st January 2025

		Budget 2025 €	Actual Expenditure Jan - Jan 2025 €	Actual Expenditure Jan - Jan 2024 €
CAPITAL EXPENDITURE				
I	Office of the President	575,000	18,287	29,571
II	Parliamentary Service	1,006,000	---	---
III	National Audit Office	1,500,000	---	---
IV	Office of the Prime Minister	109,437,000	70,237	75,328
V	Ministry for Foreign Affairs and Tourism	10,752,000	110,785	54,456
VI	Ministry for the National Heritage, the Arts and Local Government	63,210,000	1,572,142	97,189
VII	Ministry for Social Policy and Children's Rights	7,943,000	97,636	108,976
VIII	Ministry for Agriculture, Fisheries and Animal Rights	80,776,000	126,117	1,561,673
IX	Ministry for Social and Affordable Accommodation	348,000	---	13,532
X	Ministry for the Economy, Enterprise and Strategic Projects	77,359,000	1,355,455	1,531,188
XI	Ministry for Inclusion and theVoluntary Sector	3,531,000	39,476	2,250
XII	Ministry for Gozo and Planning	15,203,000	134,381	1,499,569
XIII	Ministry for Home Affairs, Security and Employment	72,767,000	2,923,164	718,756
XIV	Ministry for the Environment, Energy and Public Cleanliness	235,115,000	209,889	126,638
XV	Ministry for Finance	24,241,000	269,107	426,599
XVI	Ministry for Education, Sport, Youth, Research and Innovation	88,074,000	892,987	3,899,448
XVII	Ministry for Lands and the Implementation of the Electoral Programme	10,121,000	2,095,843	---
XVIII	Ministry for Justice and Reform of the Construction Sector	9,899,000	10,544	35,817
XIX	Ministry for Health and Active Ageing	88,792,000	1,647,855	2,078,894
XX	Ministry for Transport, Infrastructure and Public Works	154,078,000	200,032	8,850,000
	[Ministry for Tourism	---	---	239
	[Ministry for Public Works and Planning	---	---	19,009
TOTAL CAPITAL EXPENDITURE		**1,054,727,000**	**11,773,936**	**21,129,133**
XV	Ministry for Finance			
	Investment - Equity Acquisition	50,380,000	---	49,500,000
TOTAL CAPITAL EXPENDITURE AND INVESTMENT		**1,105,107,000**	**11,773,936**	**70,629,133**
TOTAL EXPENDITURE		**8,991,843,308**	**581,771,897**	**578,234,981**

Note: Figures in Statement may not add up due to rounding

Treasury
Authority: TR 1159/24

Date: 12 - 02 - 2025

Paulanne Mamo
Accountant General

AĠENZIJA ŻGĦAŻAGĦ

AŻ004/2025 E+ Eurodesk 35th Anniversary Celebration Youth Organisations Conference Facilities Terms of Reference maħruġa minn Aġenzija Żgħażagħ

Aġenzija Żgħażagħ qiegħda tilqa' sottomissjonijiet biex torganizza konferenza għal madwar mija u ħamsin (150) membru attiv fl-għaqdiet taż-żgħażagħ bit-tema Eurodesk 35th Anniversary Celebration. L-għan ta' din il-konferenza hu sabiex tiċċelebra u tikkonsolida l-35 sena ta' ħidma tal-Eurodesk.

Aktar informazzjoni hija aċċessibbli mis-sit elettroniku ta' Aġenzija Żgħażagħ (https://youth.gov.mt/call/).

Kull min hu interessat li jipparteċipa f'din is-sejħa ta' kwotazzjonijiet għandu jissottometti l-offerta finanzjarja bil-VAT inkluża, permezz ta' ittra elettronika lil (sarah.spiteri@gov.mt) sa mhux aktar tard mill-10.00 a.m. tal-14 ta' Marzu, 2025.

Aġenzija Żgħażagħ se tirrikonoxxi s-sottomissjonijiet elettroniċi fi żmien jum tax-xogħol (1) mid-data tas-sottomissjoni.

Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

Aktar informazzjoni jew kjarifiki jistgħu jinkisbu mingħand Sarah Spiteri bin-numru tat-telefown 9978 7255 mit-Tnejn sal-Ġimgħa bejn it-8.00 a.m. u t-3.00 p.m., jew permezz ta' ittra elettronika lil (sarah.spiteri@gov.mt).

It-28 ta' Frar, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO (Sourcing and Supply Chain Management) għas-Central Procurement and Supplies Unit, 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' Marzu, 2025.

ERU2402U25 – Devices
ERU2405U25 – Medicinal
ERU2405U25A – Medicinal
ERU2405U25B – Medicinal
ERU2502U25 – Medicinal
ERU2502U25 – Devices
ERU2502U25A – Medicinal
ERU2502U25B – Medicinal
ERU2502U25C – Medicinal
ERU2502U25D – Medicinal
ERU2502U25E – Medicinal
ERU2502U25F – Medicinal

AĠENZIJA ŻGĦAŻAGĦ

AŻ004/2025 E+ Eurodesk 35th Anniversary Celebration Youth Organisations Conference Facilities Terms of Reference issued by Aġenzija Żgħażagħ

Through the Erasmus+ Eurodesk, Aġenzija Żgħażagħ will host a conference for one hundred and fifty (150) active youth organisations' members titled E+ Eurodesk 35th Anniversary Celebration Youth Organisations Conference. The conference aims to celebrate and consolidate the Eurodesk's achievements.

More information can be downloaded from the Aġenzija Żgħażagħ website (https://youth.gov.mt/call/).

Interested bidders must submit their expression of an interest letter, which includes the financial package, by email to (sarah.spiteri@gov.mt) by 10.00 a.m. of Friday, 14th March, 2025. The quoted prices must include VAT.

Aġenzija Żgħażagħ will acknowledge the electronic submissions within one (1) working day from the submission date.

Late applications will not be considered.

Further information or inquiries may be obtained from Sarah Spiteri on telephone number 9978 7255 from Monday to Friday between 8.00 a.m. and 3.00 p.m., or by email to (sarah.spiteri@gov.mt).

28th February, 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 March, 2025.

ERU2402U25 – Devices
ERU2405U25 – Medicinal
ERU2405U25A – Medicinal
ERU2405U25B – Medicinal
ERU2502U25 – Medicinal
ERU2502U25 – Devices
ERU2502U25A – Medicinal
ERU2502U25B – Medicinal
ERU2502U25C – Medicinal
ERU2502U25D – Medicinal
ERU2502U25E – Medicinal
ERU2502U25F – Medicinal

ERU2502U25G – Medicinal
ERU2502U25H – Medicinal
ERU2502U25I – Medicinal
ERU2502U25J – Medicinal

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejħa għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

It-28 ta' Frar, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO (Sourcing and Supply Chain Management)għas-Central Procurement and Supplies Unit, 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' Marzu, 2025.

ERU2602U25 – Devices
ERU2602U25 – Medicinal
ERU2602U25A – Medicinal

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejħa għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

It-28 ta' Frar, 2025

CENTRAL PROCUREMENT AND 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' Marzu, 2025. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għal provvista ta':

CFT 014-3172/25. Provvista, konsenja, installazzjoni u kkummissjonar ta' wieħed (1) MRI-proof transportable ventilator, għad-Dipartiment tal-Medical Imaging fl-Isptar Ġenerali ta' Għawdex

CFT 014-3173/25. Provvista u konsenja ta' materjal talbini fl-Isptar Ġenerali ta' Għawdex

ERU2502U25G – Medicinal
ERU2502U25H – Medicinal
ERU2502U25I – Medicinal
ERU2502U25J – Medicinal

Emergency Response Unit (ERU) Competitive Calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be submitted as per instructions given in the dossier.

28th February, 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 March, 2025.

ERU2602U25 – Devices
ERU2602U25 – Medicinal
ERU2602U25A – Medicinal

Emergency Response Unit (ERU) Competitive Calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be submitted as per instructions given in the dossier.

28th February, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO for the Central Procurement and Supplies Unit (CPSU) within the 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 March, 2025. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 014-3172/25. Supply, delivery, installation and commissioning of one (1) MRI-proof transportable ventilator, for the Medical Imaging Department at Gozo General Hospital

CFT 014-3173/25. Supply and delivery of building material for Gozo General Hospital

CFT 020-3174/25. Provvista ta' general bookwalter retractor ring table – fixed retractor

CFT 020-3175/25. Provvista ta' cleaning enzymatic detergent

CFT 020-3176/25. Provvista ta' biopsy needle guides

CFT 020-3177/25. Provvista ta' ENDO cavity balloons

CFT 020-3178/25. Provvista ta' 'single use cleaning brushes for endoscope valves'

CFT 021-3179/25. Provvista ta' protein-free liquid milk replacement

CFT 021-3180/25. Provvista ta' Palopegteriparatide solution for injection in pre-filled pens

CFT 021-3181/25. Provvista ta' Lidocaine (Lignocaine) 4% w/v topical solution

CFT 021-3182/25. Provvista ta' Rifaximin tablets

CFT 021-3183/25. Provvista ta' Raltegravir 100mg chewable tablets

CFT 009-3184/25. Provvista u konsenja ta' cart trolleys

CFT 020-3185/25. Provvista ta' intraocular gas cylinders for ophthalmic surgery

CFT 009-3186/25. Provvista ta' downlights for reception and surrounding

CFT 009-3187/25. Provvista u konsenja ta' point -of-care handheld ultrasound units

CFT 009-3188/25. Provvista ta' UV-C high level disinfection machine for flexible scopes

CFT 021-3189/25. Provvista ta' Vancomycin 500mg injections

CFT 020-3190/25. Provvista ta' 'interleaved, 100% synthetic, non-woven wrapping material for surgical instrument trays 1000mm x 1000mm'

CFT 009-3191/25. Provvista ta' fire dampers

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.

It-28 ta' Frar, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

B'referenza għall-offerti elettroniki CFT 021-3166/25. Provvista ta' 'nutritional supplement for the dietary management of phenylketonuria', u CFT 021-3170/25. Provvista ta' 'mometasone furoate 0.1% w/w ointment' ippubblikati fil-Gazzetta tal-Gvern tat-Tlieta, 25 ta' Frar, 2025, id-data tal-għeluq ġiet estiża għall-Ġimgħa, 21 ta' Marzu, 2025.

It-28 ta' Frar, 2025

CFT 020-3174/25. Supply of general bookwalter retractor ring table – fixed retractor

CFT 020-3175/25. Supply of cleaning enzymatic detergent

CFT 020-3176/25. Supply of biopsy needle guides

CFT 020-3177/25. Supply of ENDO cavity balloons

CFT 020-3178/25. Supply of 'single use cleaning brushes for endoscope valves'

CFT 021-3179/25. Supply of protein-free liquid milk replacement

CFT 021-3180/25. Supply of Palopegteriparatide solution for injection in pre-filled pens

CFT 021-3181/25. Supply of Lidocaine (Lignocaine) 4% w/v topical solution

CFT 021-3182/25. Supply of Rifaximin tablets

CFT 021-3183/25. Supply of Raltegravir 100mg chewable tablets

CFT 009-3184/25. Supply and delivery of cart trolleys

CFT 020-3185/25. Supply of intraocular gas cylinders for ophthalmic surgery

CFT 009-3186/25. Supply of downlights for reception and surrounding

CFT 009-3187/25. Supply and delivery of point -of-care handheld ultrasound units

CFT 009-3188/25. Supply of UV-C high level disinfection machine for flexible scopes

CFT 021-3189/25. Supply of Vancomycin 500mg injections

CFT 020-3190/25. Supply of interleaved, 100% synthetic, non-woven wrapping material for surgical instrument trays 1000mm x 1000mm

CFT 009-3191/25. Supply of fire dampers

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.

28th February, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

With reference to the electronic tenders CFT 021-3166/25. Supply of nutritional supplement for the dietary management of phenylketonuria, and CFT 021-3170/25. Supply of mometasone furoate 0.1% w/w ointment, published in the Government Gazette of Tuesday, 25th February, 2025, the closing date is being extended to Friday, 21st March, 2025.

28th February, 2025

KUNSILL LOKALI l-FGURA

Il-Kunsill Lokali l-Fgura jgħarraf illi:

Sejħiet għall-offerti għandhom jintlaqgħu mill-Kunsill Lokali l-Fgura permezz tal-ePPS, sal-10.30 a.m. ta' nhar it-Tlieta, 25 ta' Marzu, 2025, għal:

Avviż Nru SA/25/2. Servizzi – żamma u manutezjoni ta' soft areas fil-lokalità tal-Fgura b'mod li ma ssirx ħsara 'l-ambjent;

Avviż Nru HFP/25/3. Kiri ta' proprjetà: pitch tal-futbol bil-ħaxix artifiċjali – Kunsill Lokali l-Fgura;

Avviż Nru RMP/25/4. Provvista ta' żebgħa għall-marki tat-toroq b'impatt ambjentali ridott – Kunsill Lokali l-Fgura;

Avviż Nru ARCH/25/5. Servizzi – servizzi professjonali ta' perit – Kunsill Lokali l-Fgura.

Id-dokumenti tal-offerta 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 kull offerta, anke l-aktar waħda vantaġġjuża.

It-28 ta' Frar, 2025

FGURA LOCAL COUNCIL

The Fgura Local Council notifies that:

Tenders will be received at the Fgura Local Council through ePPS, up to 10.30 a.m. on Tuesday, 25th March, 2025, for:

Advt No. SA/25/2. Services – upkeep and maintenance of soft areas in the locality of Fgura in an environmentally friendly manner;

Advt No. HFP/25/3. Leasing of property: artificial turf football pitch – Fgura Local Council;

Advt No. RMP/25/4. Supply of road marking paint with a reduced environmental impact – Fgura Local Council;

Advt No. ARCH/25/5. Services – professional services of an architect – Fgura Local Council.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website on (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

28th February, 2025

KUNSILL LOKALI ĦAL BALZAN

Il-Kunsill Lokali Ħal Balzan jgħarraf illi:

Offerti għandhom jintlaqgħu mill-Kunsill Lokali Ħal Balzan sad-9.30 a.m. ta' nhar il-Ġimgħa, 28 ta' Marzu, 2025, għal:

Avviż Nru BLC 01/2025. Servizzi ta' knis ta' toroq fil-lokalità ta' Ħal Balzan, bl-użu ta' servizz ta' vetturi b'emissjonijiet baxxi.

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS minn fuq is-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettronku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

It-28 ta' Frar, 2025

ĦAL BALZAN LOCAL COUNCIL

The Ħal Balzan Local Council notifies that:

Tenders will be received by the Ħal Balzan Local Council up to 9.30 a.m. on Friday, 28th March, 2025, for:

Advt No. BLC 01/2025. Street sweeping services in the locality of Ħal Balzan, using low emission service vehicles.

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.

28th February, 2025

KUNSILL LOKALI N-NAXXAR

Il-Kunsill Lokali n-Naxxar jgħarraf illi:

Sal-11.00 a.m. ta' nhar il-Ġimgħa, 28 ta' Marzu, 2025, jintlaqgħu offerti permezz tal-ePPS mill-Kunsill Lokali n-Naxxar, għal:

Avviż Nru NLC/01/2025. Servizzi ta' żewġ handypersons għall-Kunsill Lokali n-Naxxar.

Id-dokumenti tal-offerta 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 jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

It-28 ta' Frar, 2025

KUNSILL LOKALI GĦAJNSIELEM

Il-Kunsill Lokali Għajnsielem jgħarraf illi:

Offerti għandhom jintlaqgħu mill-Kunsill Lokali Għajnsielem sal-11.00 a.m. ta' nhar it-Tlieta, 25 ta' Marzu, 2025, għal:

Avviż Nru GHJN 02/2025. Xogħlijiet – Rikostruzzjoni ta' pont pedonali storiku bl-arkata f'Wied Rajjes, Għajnsielem.

Id-dokumenti tal-offerti huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS minn fuq is-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżilhom mill-istess sit.

It-28 ta' Frar, 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' Marzu, 2025, għal:

Avviż Nru FLC/02/2025. Provvista, konsenja u installazzjoni ta' sistema ta' CCTV ta' barra għall-Kunsill Lokali l-Fontana – diversi siti (ħruġ mill-ġdid).

NAXXAR LOCAL COUNCIL

The Naxxar Local Council notifies that:

Tenders will be received through ePPS at the Naxxar Local Council up to Friday, 28th March, 2025, at 11.00 a.m., for:

Advt No. NLC/01/2025. Services of two handypersons to the Naxxar 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 quotation 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.

28th February, 2025

GĦAJNSIELEM LOCAL COUNCIL

The Għajnsielem Local Council notifies that:

Tenders will be received by the Għajnsielem Local Council till 11.00 a.m. on Tuesday, 25th March, 2025, for:

Advt No. GHJN 02/2025. Works – Reconstruction of a historical arched footbridge in Wied Rajjes, Għajnsielem.

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.

28th February, 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 March, 2025, for:

Advt No. FLC/02/2025. Supply, delivery and installation of external CCTV camera system for the Fontana Local Council – various sites (re-issue).

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.

It-28 ta' Frar, 2025

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.

28th February, 2025

AVVIŻI TAL-QORTI – *COURT NOTICES*

Lista ta' persuni kkwalifikati biex joqogħdu u li għandhom iservu bħala Primi Ġurati u Ġurati Ordinarji fil-Qorti Kriminali matul ix-xahar ta' Marzu, 2025, skont l-artikolu 606 tal-Kodiċi Kriminali (Kap. 9, Ediz. Riv.).

List of persons duly qualified and subject to serve as Foreman and Jurors in the Criminal Court during the month of March, 2025, in terms of section 606 of the Criminal Code (Cap. 9, Rev. Ed.).

PRIMI ĠURATI

Baldacchino Dolores née Mifsud, Housewife, Birkirkara
Barbaro Sant Giovanni Battista, Manager, Paola
Bartolo Leslie, Sales Person, Ħal Luqa
Bellia Gracie, Bank Employee, In-Naxxar
Boffa Claudio, Electrical Engineer, Is-Swieqi
Bonanno Alexander, Planning Technician, Marsaskala
Bonanno Josette née Caruana, Social Worker, Ħal Qormi
Buhagiar Andrew, Clerk, Ħal Tarxien
Cachia Joseph, Clerk, Ħal Safi
Camenzuli Carlos Alberto, Statistician, Birżebbuġa
Caruana Paul George, Manager, Birkirkara
Cilia Muscat Ann Marie, Accounts Executive, Birkirkara
Cutajar George, Public Officer, Santa Venera
Debattista Stephania, Bank Employee, Birkirkara
Deguara Lucienne née Mercieca, Laboratory Technician, Ħal Qormi
Dimech Natalina, Bank Employee, Pembroke
Farrugia Amante, Supervisor, In-Naxxar
Gatt Emanuela, Clerk, In-Naxxar
Gauci Robert, I.T. Manager, San Ġiljan
Grech Simon, Signatory, Ħ'Attard
Grixti Carmen née Attard, Unemployed, Il-Birgu
Massa Carmel, Public Officer, Ħal Tarxien
Meilak Darren, Bank Employee, In-Nadur
Melbourne Adrian, Bank Employee, Ħal Balzan
Micallef Anthony, Manager, Marsaxlokk
Portelli Sean, Communications, Ħal Għargħur
Scicluna Sylvianne née Ciantar, Clerk, Tas-Sliema
Xiberras Joseph, Technical Officer, Ix-Xagħra
Xuereb Francis, Bank Executive, Il-Mosta
Zammit Stephen, Director, Ir-Rabat

ĠURATI ORDINARJI

Abdilla Parnis Shirley née Parnis, Midwife, San Ġwann
Abdilla Yasmine, Bank Clerk, Tas-Sliema
Abela Fitzpatrick Victoria-Maria née Attard, Bank Supervisor, L-Imsida
Agius Aileen, Bank Employee, Ħaż-Żebbuġ
Agius Anthony, Technician, San Pawl il-Baħar
Agius Antoinette née Muscat, Clerk, In-Naxxar
Agius Matthew, University Graduate, Żebbuġ
Amato Gauci Andrew, Doctor, Birżebbuġa
Aquilina Andrew, University Graduate, Ħal Qormi
Aquilina Carter Anabel, Lecturer, Il-Fgura
Aquilina James Mark, Manager, Ħal Luqa
Aquilina Patrick, Public Officer, Ir-Rabat
Attard Corey, University Student, In-Nadur
Attard Graziella, Clerk, Ir-Rabat
Attard Natasha, University Graduate, Ħal Għargħur
Attard Suzanne Anne née Mallia, Clerk, Il-Fgura
Azzopardi Aldo, Clerk, Ħaż-Żabbar
Azzopardi Mule' Ann Marie, University Student, Birkirkara
Bajada Jolene, Bank Employee, Birkirkara
Baldacchino Herman, Manager, Il-Mosta
Bartolo Carmel, Purchasing Officer, Ir-Rabat
Bartolo Josephine née Camilleri, Clerk, San Pawl il-Baħar
Bartolo Nadia née Agius, Housewife, Ħal Għargħur
Bezzina Christopher, Public Officer, Ħal Balzan
Bezzina Sonia, Nurse, Ħal Tarxien
Bonnici Matthew, University Graduate, Birkirkara
Bonnici Samuel, Ecg Technician, Il-Fgura
Borg Andre` George, Manager, Il-Gudja
Borg Bonaci Loridana(Loridana-Maria) née Chircop, Nurse, Santa Venera
Borg David, University Graduate, Ħal Lija
Borisov Anna née Degiorgio, Clerk, Ta' Xbiex
Briffa Ivan, Communications, Santa Venera
Brincat Maria-Dolores née Briffa, Clerk, In-Naxxar
Bugeja Alan-John, First Secretary, Ħ'Attard

Bugeja Charlene née Haber, Kindergarden Assistant, Ir-Rabat
Bugeja Lillian, Nurse, Ħal Qormi
Bugeja Pauline née Buhagiar, Clerk, Il-Fgura
Buhagiar Alfred, Technical Officer, Paola
Busuttil Melanie née Zahra, Care Worker, Ħal Luqa
Busuttil Theresa née Attard, Public Officer, Marsaskala
Buttigieg Anna Marie, University Student, Ta' Kerċem
Buttigieg David, Self Employed, Il-Qala
Buttigieg John, Public Officer, Ħaż-Żabbar
Cachia Gordon, Communications, Santa Luċija
Cachia John, Mechanical Engineer, Ir-Rabat
Cachia Maria-Carmela, Signatory, Ħal Qormi
Calleja Amanda Claire née Falzon, Integrated Marketing Communication, Pembroke
Camenzuli Pauline née Galea, Computer Operator, Il-Mosta
Camilleri Anthony, Bank Supervisor, Il-Mellieħa
Camilleri Danika, University Student, In-Naxxar
Camilleri Sandro, Legal Procurator, Il-Belt Valletta
Camilleri Simon, Mechanical Engineer, San Ġiljan
Camilleri Tracy née Falzon, Pharmacist, In-Nadur
Carbone Joseph, Assistant Technical Officer, Ħal Kirkop
Caruana Albert, Engineer, Ħ'Attard
Caruana Debono Tania née Debono, Clerk, San Pawl il-Baħar
Caruana Grech Perry Mario, Scientific Officer, Santa Luċija
Caruana Joseph, Clerk, Il-Fgura
Caruana Natasha née Attard, Housewife, Ħal Qormi
Cassar Camilleri Mariella née Camilleri, Social Worker, Marsaxlokk
Cassar Frances Catherine, Public Officer, L-Imqabba
Cassar George, Engineer, In-Naxxar
Cassar Ian Michael, Signatory, Ħal Tarxien
Cassar Luciette (Lucia), Public Officer, Birżebbuġa
Castillo Martha née Micallef, Manager, San Pawl il-Baħar
Cauchi Kenneth, Restorer, L-Imqabba
Cauchi Maria née Calleja, Radiographer, Birkirkara
Chetcuti Andre, Self Employed, San Pawl il-Baħar
Chetcuti Simone, Clerk, Il-Kalkara
Ciantar Mark (Mark-Domenic), Data Management Officer, Ħal Tarxien
Ciantar Vanessa née Vella, Clerk, Birkirkara
Cilia Simone, Bank Employee, Ħaż-Żebbuġ
Cordina Pamela née Caruana, Communications, Ħal Lija
Craus Natalina née Falzon, Midwife, San Ġwann
Cremona Stefania, Social Worker, Ħal Tarxien
Cristina David, Network Architect, Santa Luċija
Cumbo Lucienne née Agius Muscat, Housewife, Il-Mosta
Curmi Margaret née Camilleri, Clerk, Ta' Sannat
Cutajar Mifsud Vanessa née Mifsud, Unemployed, Ħ'Attard
Cutajar Rosanne née Cutajar, Public Officer, Il-Qala
Debattista Stephanie, Officer, Ir-Rabat
Debono Karl, Unemployed, Il-Mosta
Degaetano David, University Graduate, San Ġiljan
Deguara Bernardette, Technician, Il-Mellieħa
Deidun Prascovia née Axiaq, University Graduate, Il-Gudja
Demicoli Chiara Jessica, University Graduate, In-Naxxar
Depares Matteo, University Graduate, San Ġiljan
Dimech Gordon, Mechanical Engineer, Ħaż-Żebbuġ
Ebejer Louise née Ciantar, Learning Support Officer, Ħaż-Żabbar
Ellul Elizabeth née Camilleri, Architect & Civil Engineer, Il-Belt Valletta
Ellul Fiona, Clerk, San Ġiljan
Ellul Joanne née Portelli, Clerk, Birkirkara
Ellul Silvio (Saviour), Printer, Il-Kalkara
Fagnano Lucia née Catania, Clerk, Ħ'Attard
Farrugia Alexandra, Executive Officer, Floriana
Farrugia Anthony, Public Officer, Ta' Xbiex
Farrugia Anthony, Accountant, Ħal Qormi
Farrugia Carmel, Bank Employee, Is-Siġġiewi
Farrugia Carmel Philip, Electrical Engineer, Ħaż-Żebbuġ
Farrugia Carmela née Refalo, Clerk, Ħal Kirkop
Farrugia Charlene, Physiotherapist, Iż-Żurrieq
Farrugia Dione, Deliveryman, L-Isla
Farrugia Elena née Farrugia, Public Notary, Ħal Lija
Farrugia Ivana née Psaila, Junior Architect & Civil Engineer, Ta' Kerċem
Farrugia Joseph, Administrator, Il-Mellieħa
Farrugia Mario, Medical Laboratory Technologist, Il-Mosta
Farrugia Marisa, Nurse, L-Imġarr
Fava Daren (Daren Anthony), Planning Officer, Il-Mosta
Fenech Cesareo Clara née Cesareo, Architect, San Pawl il-Baħar
Ferriggi Gabrielle, University Student, San Ġwann
Formosa Roberto, Clerk, L-Imsida
Gaffiero Ivan (John-Ivan), Bank Employee, Ħal Luqa
Galdes Alex, Project Manager, Ħal Qormi
Galea Maria Dolores née Borg, Nurse, Ħ'Attard
Galea Natalie, Manager, Ħaż-Żabbar
Gatt Carmel, Public Officer, Ħaż-Żebbuġ
Gatt Graziella née Bonavia, Speech Therapist, Il-Fgura
Gatt Scicluna Denise Ann née Gatt, Communications, Birkirkara
Gauci Jacqueline née Dunn, Director, Ir-Rabat
Gauci Jesmond, Laboratory Assistant, Ir-Rabat
Gauci Steven, Nurse, Il-Mosta
Ghigo Audrey née Sciberras, Clerk, L-Imqabba
Grech Doreen, Student, Ħal Għargħur
Grech Godwin-Mario, Professional Officer, Ħal Lija
Grech Jacob, University Graduate, Iż-Żejtun
Grech Jason Peter, Public Officer, Ħal Tarxien
Grech Pauline née Saliba, Bank Employee, Il-Munxar
Heywood John, Clerk, L-Imtarfa
Higgans Robert, Communications, Ħad-Dingli
Hili Maria-Helena née Attard, Housewife, San Pawl il-Baħar
Insaudo Stefano, Clerk, Santa Venera
Laferla Krista, Administrator, Is-Swieqi

Magro Moyle Miriam, Clerk, L-Iklin
Mallia Diane née Camilleri, Public Officer, Ħaż-Żabbar
Mallia Ludwig, Communications, Birkirkara
Mallia Robert, Supervisor, Ħad-Dingli
Mallia Sciortino Daniela née Sciortino, Pharmacist, In-Naxxar
Mallia Tabone Ritianne, Pharmacist, Ħal Luqa
Mangion Cristina, University Student, Ħal Qormi
Mangion Dolores née Cardona, Bank Employee, Pembroke
Massa Charles, Deliveryman, Ix-Xgħajra
Mercieca Victor, Assistant Technical Officer, Ta' Sannat
Micallef Alexander, I.t. Systems Officer, Is-Siġġiewi
Micallef Anthony, Clerk, L-Imsida
Micallef Carmel, Director, Il-Mosta
Micallef Denis, Public Officer, Ħal Balzan
Micallef Joseph, University Graduate, In-Naxxar
Micallef Josephine-Anne née Zahra, Housewife, San Pawl il-Baħar
Micallef Paul, Lawyer, Il-Belt Valletta
Micallef Pierre (Peter), Architect & Civil Engineer, San Pawl il-Baħar
Mifsud Marcelle née Bezzina, Accounts Clerk, Ħal Lija
Mifsud Michele Karen née Briffa, Bank Employee, Iż-Żurrieq
Mifsud Nadia, University Student, Il-Mosta
Mifsud Rita née Scicluna, Public Officer, Ix-Xgħajra
Mizzi Joseph, Technician, L-Għarb
Mizzi Joseph, Director, Il-Kalkara
Mizzi Marco, Bank Employee, Il-Belt Valletta
Mock Giuseppa née Bondin, Sales Executive, In-Naxxar
Montfort Tanya née Montfort, Clerk, Ħal Kirkop
Morabito Christopher George, Journalist, Il-Gżira
Muscat Carmel, Medical Laboratory Technologist, L-Għarb
Pace Balzan Roberta, Pharmacist, In-Naxxar
Pace Marisa née Apap, Clerk, Ħal Qormi
Pace Matthias, University Graduate, Santa Venera
Parnis Saviour, Technical Officer, Il-Munxar
Pavia Gemma née Galea, Nurse, Ir-Rabat
Perici Calascione Alexander, Director, Ħal Lija
Pisani Malcolm, Clerk, Ħ'Attard
Pleven Adrian, Medical Laboratory Technologist, Birkirkara
Portelli Carmela née Delia, Operator, Ħal Lija
Portelli Jason, Clerk, Ir-Rabat
Psaila Frank, Public Notary, Is-Siġġiewi
Pulis Rachel, Bank Employee, Il-Fgura
Rizzo Rosabella, Sales Person, Ħaż-Żabbar
Rizzo Stephen, Electrical Engineer, Marsaskala
Sacco Gayle-Guinevere née Farrugia, Communications, Tas-Sliema
Said George Mario, Student, Il-Munxar
Said Gerald, Technician, Il-Mosta
Saliba Charles (Carmelo), Architect, San Ġiljan
Sammut Dorienne née Agius, Professional Officer, San Pawl il-Baħar
Sammut Manuel, Communications, Il-Mellieħa
Sammut Matthew, Clerk, L-Imqabba
Sammut Soraya, Secretary, Is-Siġġiewi
Savona Mary Grace née Xuereb, Nurse, Birkirkara
Scerri James, Draughtsman, Pembroke
Schembri Aldo, Project Manager, Birkirkara
Schembri Stephen, Clerk, Ħaż-Żabbar
Sciberras Joanne née Calleja, Clerk, Ħaż-Żabbar
Sciberras Kirby, Machine Operator, Birżebbuġa
Sciberras Vincent, Director, San Pawl il-Baħar
Scicluna Isabella née Baldacchino, Accounts Clerk, Birżebbuġa
Sevasta Jonathan, Bank Employee, Ħ'Attard
Sghendo Maria Felicia, University Graduate, Santa Luċija
Sghendo Maria Ramona née Mallia, Clerk, Birkirkara
Spiteri Amaris Stella née Falzon, Doctor, Birkirkara
Spiteri David, Director, Ħaż-Żabbar
Spiteri Denise née Boffa, Clerk, Ħal Balzan
Spiteri Veronica née Mifsud, Attendant, Ħal Qormi
Stivala Mariella née Galea, Bank Employee, Il-Mosta
Tonna Paul, Pipe Worker, Ir-Rabat
Tonna Stephen, Clerk, Ħ'Attard
Torpiano Suzanne née Gatt, Bank Employee, Is-Swieqi
Vassallo Dorothy, Housewife, Ir-Rabat
Vella Brincat Rita, Public Officer, Tas-Sliema
Vella Catherine née Farrugia, Machine Operator, Ħad-Dingli
Vella Luca, Lawyer, Ħal Balzan
Vella Mary Therese née Zammit, Nurse, Is-Siġġiewi
Vella Stefan, Tourist Information Officer, Marsaskala
Vella Vidal Ramona née Vidal, Occupational Therapist, Is-Swieqi
Xerri Stephanie née Abela, Public Officer, Ir-Rabat
Xuereb Vanessa Jane née Xuereb, Psychologist, In-Naxxar
Zahra Maria Annunziata née Ellul, Housewife, Iż-Żurrieq
Zahra Paul Joseph, Student, Ħal Balzan
Zammit Carmel, Self Employed, San Pawl il-Baħar
Zammit Debono Ruth, Housewife,
Zammit Noel John, Clerk, Ix-Xewkija
Zammit Rita née Caruana, Pharmacy Technician, Pembroke
Zammit Silvana née Spiteri Debono, Housewife, Ħaż-Żebbuġ
Zammit Spiteri Rita née Spiteri, Clerk, Ħaż-Żabbar
Zerafa Rose Angela, Nurse, Ħaż-Żabbar

Reġistru tal-Qrati Superjuri, Il-Belt Valletta, illum it-Tlieta, 25 ta' Frar, 2025.

(Iff.) FRANKLIN CALLEJA
Għar-Reġistratur, Qrati u Tribunali Kriminali

Registry of the Superior Courts, Valletta, today, Tuesday, 25th February, 2025.

(Sgd) FRANKLIN CALLEJA
f/Registrar, Courts and Criminal Tribunals

524

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tas-16 ta' Frar, 2025, u dan wara Rikors b'numru 184/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li jagħmel l-annotazzjonijiet jew korrezzjonijiet opportuni fl-Att tat-Twelid bin-numru 2776/2019 biex taħt il-kolonna 'Ismijiet mogħtija' l-ismijiet 'Mia, Rebecca' jiġu sostitwiti għal 'Mia Rebecca' filwaqt li fil-kolonna 'Isem jew ismijiet li bih/bihom it-tarbija għandha tiġi msejjħa u l-kunjom'l-isem 'Mia' jiġi sostitwit għal 'Mia Rebecca'.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum it-Tnejn 24 ta' Frar, 2025

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti NutariliI

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 16th February, 2025, and upon an application numbered 184/2025, ordered:

To the Director of the Public Registry, in order to make the appropriate annotations or corrections in the Act of Birth with number 2776/2019 so that under the column 'Names given' the names 'Mia, Rebecca' are to be substituted for 'Mia Rebecca', while in the column 'Name or names by which the child should be called and surname' the name 'Mia' is to be substituted for 'Mia Rebecca'.

Court of Revision of Notarial Acts

Today Monday 24th February, 2025

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

525

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tas-16 ta' Frar, 2025, u dan wara Rikors b'numru 178/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li jagħmel l-annotazzjonijiet jew korrezzjonijiet opportuni fl-Att taż-Żwieġ ta' Melita Lao Compagno bin-numru 2607/2024 sabiex it-tieni isem tagħha jiġi mibdul minn 'Dela Cruz' għal 'Lao'.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum it-Tnejn 24 ta' Frar, 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 16th February, 2025, and upon an application numbered 178/2025, ordered:

To the Director of the Public Registry, to make the appropriate annotations or corrections in the Act of Marriage of Melita Lao Compagno with number 2607/2024 so that her middle name is to be changed from 'Dela Cruz' to 'Lao'.

Court of Revision of Notarial Acts

Today Monday 24th February, 2025

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

526

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tas-16 ta' Frar, 2025, u dan wara Rikors b'numru 183/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li meta jiġi biex jirreġistra l-Att taż-Żwieġ esteru ta' Nicole Alyssia Mizzi-Abouismail, jagħmel l-annotazzjonijiet jew korrezzjonijiet opportuni sabiex kunjomha addottat wara ż-żwieġ jiġi mibdul minn 'Mizzi' għal 'Mizzi-Abouismail'.

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 16th February, 2025, and upon an application numbered 183/2025, ordered:

To the Director of the Public Registry, so when it comes to register the foreign Act of Marriage of Nicole Alyssia Mizzi-Abouismail, makes the appropriate annotations or corrections so that her adopted surname after marriage is to be changed from 'Mizzi' to 'Mizzi-Abouismail'.

Court of Revision of Notarial Acts

Illum it-Tnejn 24 ta' Frar, 2025

ADRIAN MICALLEF
Deputat Reġistratur, Qorti tar-Reviżjoni tal-Atti Nutarili

Today Monday 24th February, 2025

ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts

527

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fl-14 ta' Jannar, 2025, fl-atti tar-Rikors Ġuramentat numru 1017/2024TA li ġie ppreżentat fit-18 ta' Settembru, 2024, fl-ismijiet: Laura George noe vs Formosa Eric Perit, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lill-perit konvenut sabiex iħallas lill-kumpanija rikorrenti d-danni hekk likwidati. Bl-ispejjeż kollha u bl-imgħaxijiet legali kontra l-intimat li minn issa hu inġunt għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għat-13 ta' Marzu, 2025, fid-9.30 a.m.

Notifika Intimat: Formosa Eric Perit, Podium, Blokka D, Appartament Nru 6, Triq Michael Debono, Ħaż-Żebbuġ

Reġistru tal-Qrati Superjuri, illum 3 ta' Frar, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 14th January, 2025, in the records of Sworn Application number 1017/2024TA which was filed on the 18th September, 2024, in the names: Laura George noe vs Formosa Eric Architect, the following publication was ordered, in terms of Article 187 et sequitur of Cap.12, for the purpose of service of the respondent. The applicant asked this Honourable Court to, among others: Condemn the defendant architect to pay the applicant company the damages so liquidated. With all costs and legal interest against the respondent who is from now summoned so that a reference to his evidence be made.

The Sworn Application in the names mentioned above is postponed to 13th March, 2025, at 9.30 a.m.

Notify Respondent: Formosa Eric Architect, Podium. Block D, Apartment No. 6, Triq Michael Debono, Ħaż-Żebbuġ

Registry of the Superior Courts, today 3rd February, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

528

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fid-9 ta' Jannar, 2025, fl-atti tar-Rikors Ġuramentat numru 1113/2024JVC li ġie ppreżentat fit-18 ta' Ottubru, 2024, fl-ismijiet: Micallef Paul pro et noe et vs Giordimaina Joseph, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrenti talbu lil din l-Onorabbli Qorti sabiex fost oħrajn: Tawtorizza lir-rikorrenti sabiex jagħmlu dak kollu meħtieġ sabiex jottjeni lura l-aċċess għall-partijiet komuni msemmijin. Bl-ispejjeż kollha kontra l-intimat li hu inġunt għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għat-18 ta' Marzu, 2025, fid-9.20 a.m.

Notifika Intimat: Giordimaina Joseph, Flat 1, Trafalgar House, Triq iċ-Ċern, San Pawl il-Baħar

Reġistru tal-Qrati Superjuri, illum 27 ta' Jannar, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 9th January, 2025, in the records of Sworn Application number1113/2024JVC which was filed on the 18th October, 2024, in the names: Micallef Paul pro et noe et vs Giordimaina Joseph, the following publication was ordered, in terms of Article 187 et sequitur of Cap.12, for the purpose of service of the respondent. The applicants asked this Honourable Court to, among others: Authorise the applicants to do whatever is necessary to obtain back the access for the common parts mentioned. With all costs against the respondent who is summoned so that a reference to his evidence be made.

The Sworn Application in the names mentioned above is postponed to 18th March, 2025, at 9.20 a.m.

Notify Respondent: Giordimaina Joseph, Flat 1, Trafalgar House, Triq iċ-Ċern, St Paul's Bay

Registry of the Superior Courts, today 27th January, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

529

Bandu għall-Kuraturi

Repubblika ta' Malta

Lill-Uffiċjal Eżekuttiv tal-Qorti tal-Maġistrati (Għawdex)

Ikun jaf kulħadd illi b'digriet mogħti fis-17 ta' Frar, 2025, il-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali, ordnat il-pubblikazzjoni tal-estratt riprodott hawn taħt u dan ai termini tal-artikolu 931(3) tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili.

B'digriet mogħti fis-17 ta' Frar, 2025, ġie ordnat li jintgħażel kuratur deputat skont il-liġi sabiex jirrappreżenta lis-sidien mhux magħrufa ta' ċens annwu u perpetwu fl-atti taċ-ċedola ta' depożitu u kontestwali fidi ta' ċens li ġġib in-numru 7/2025 fl-ismijiet 'Mary Attard nomine vs Kuraturi Deputati sabiex jirrappreżentaw lis-sidien mhux magħrufa ta' ċens annwu u perpetwu imsemmi fl-istess ċedola', ippreżentata fl-10 ta' Jannar, 2025, fil-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali u fl-atti l-oħrajn kollha relattivi u sussegwenti.

L-immobbli oġġett ta' din iċ-ċedola huwa:

Il-parti diviża mill-fond bin-numru tlieta u sebgħin (73) fi Triq Sant'Indrija, ix-Xewkija, Għawdex, bl-arja kollha tagħha u bil-ġnien anness retrostanti u konfinanti min-Nofsinhar mal-imsemmija triq, mil-Lvant ma' proprjetà ta' Carmela Pace jew suċċessuri fit-titolu, mill-Punent ma' proprjetà tal-eredi ta' Paul Grima, kif murija fuq il-pjanta annessa maċ-ċedola, suġġetta għaċ-ċens annwu u perpetwu tal-ekwivalenti llum ta' sebgħin ċenteżmu tal-ewro (€0.70c).

Illi l-esponenti nomine trid tipprevalixxi ruħha mill-fakultà mogħtija lilha mill-Artikolu 1501 et sequitur tal-Kodiċi Ċivili, u tifdi dan iċ-ċens skont il-liġi, liema somma ta' €0.70c kapitalizzata bil-ħamsa fil-mija (5%) tammonta għal erbatax-il ewro (€14), li qed tiġi depożitata a favur l-intimat bħala ħlas ta' fidi ta' dan iċ-ċens sabiex tkun tista' tiġi liberament żbankata mill-istess intimat wara li titħalla riċevuta skont il-liġi.

Inti għaldaqshekk ordnat li twaħħal kopja uffiċjali ta' dan il-bandu fid-daħla ta' din il-Qorti u ssejjaħ b'dan lil kull min irid jidħol bħala kuratur biex jidher fi żmien sitt (6) ijiem f'dan ir-Reġistru u jagħmel b'nota d-dikjarazzjoni illi huwa jidħol għal dan.

Inti ordnat ukoll li tgħarraf lil kull wieħed illi jekk ma jagħmilx din id-dikjarazzjoni fiż-żmien fuq mogħti, din il-Qorti tgħaddi biex tagħżel kuratur tal-uffiċċju. U wara li tkun

Banns for Curators

Republic of Malta

To the Executive Officer of the Magistrates' Court (Gozo)

It is hereby notified that by a decree given on the 17th of February, 2025, the Court of Magistrates (Gozo), Superior Jurisdiction, General Section, ordered the publication of the extract reproduced below and this in terms of article 931 (3) of the Code of Organisation and Civil Procedure.

By a decree given on the 17th of January, 2025, it was ordered that a deputy curator be chosen according to the law to represent the unknown owners of the annual and perpetual ground rent in the acts of the schedule of deposit and contextual redemption of ground rent bearing number 7/2025 in names 'Mary Attard nomine vs deputy curators to represent the unknown owners of an annual and perpetual ground rent mentioned in the same schedule of deposit', filed on the 10th of January, 2025, in the Court of Magistrates (Gozo) Superior Jurisdiction, General Section and in all other relative and subsequent acts.

The immovable object of this schedule of deposit is:

The partitioned portion by the premises numbered seventy-three (73) in Triq Sant'Indrija, Xewkija, Gozo, with all its airspace and with the garden annexed at the back and bordering on the south with the said street, on the east with property of Carmela Pace or her successors in title, on the west with property of the heirs of Paul Grima, as shown on the plan annexed to the schedule of deposit, subject to an annual and perpetual ground rent of the equivalent today of seventy euro cents (€0.70c).

That the applicant nomine wishes to avail herself of the faculty granted to her by Article 1501 et sequitur of the Civil Code, and redeem this ground rent in accordance with the law, which sum of €0.70c capitalized at five percent (5%) amounts to fourteen euros (€14), which is being deposited in favour of the respondent as payment for the redemption of this ground rent so that it can be freely withdrawn by the same respondent after leaving due receipt according to law.

You are therefore ordered to affix an official copy of this notice at the entrance of this Court and hereby summon anyone who wants to appear as curator to appear within six (6) days in this Registry and make a note declaring so.

You are also ordered to inform one and all that if they do not file this declaration within the time granted above, this Court will proceed to choose a curator of the office. And

għamilt dan, jew jekk tiltaqa' ma' xi xkiel fl-esekuzzjoni ta' dan il-bandu, inti għandek tgħarraf lil din il-Qorti.

Mogħti mill-Qorti tal-Maġistrati (Għawdex) Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali, hawn fuq imsemmija bix-xhieda tal-Maġistrat Dott. Brigitte Sultana LLD, LLM (Cardiff), Adv. Trib. Eccl. Melit., Maġistrat tal-Qorti hawn fuq imsemmija.

Illum 17 ta' Frar, 2025

Reġistru tal-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali

MARGARET DE BATTISTA
Assistent Reġistratur, għar-Reġistratur, Qrati u Tribunali (Għawdex)

after you have done this, or if you encounter any obstacle in the execution of this order, you should inform this Court.

Issued by the Court of Magistrates (Gozo) Superior Jurisdiction, General Section, mentioned above with the testimony of the Magistrate Dr Brigitte Sultana LLD, LL.M. (Cardiff), Adv. Trib. Eccl. Melit., a Magistrate of the aforementioned Court.

This 17th of February, 2025

Registry of the Court of Magistrates (Gozo), Superior Jurisdiction, General Section

MARGARET DE BATTISTA
Assistant Registrar, for the Registrar, Courts and Tribunals (Gozo)

530

B'digriet mogħti mill-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Inferjuri, fl-4 ta' Jannar, 2025, fl-atti tal-ittra uffiċjali bin-numru ta' riferenza 604/2024 fl-ismijiet Regolatur għas-Servizzi tal-Enerġija u l-Ilma versus Shahpur Andrew Bazergan, ippreżentata fir-Reġistru tal-imsemmija Qorti fit-30 ta' Settembru, 2024, ġiet ordnata l-pubblikazzjoni tal-istess ittra għall-finijiet ta' notifika fil-konfront tal-intimat Shahpur Andrew Bazergan ta' 141, Ir-Razzett, Triq tal-Għajn, Il-Fontana, Għawdex, u dan skont l-artiklu 187(3) tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili, Kapitlu 12 tal-liġijiet ta' Malta.

Fil-Qorti tal-Maġistrati (Għawdex) Inferjuri

Ittra numru 604/2024

Illum 30 ta' Settembru, 2024

Lil: Shahpur Andrew Bazergan ta' 141, Ir-Razzett, Triq tal-Għajn, Il-Fontana, Għawdex

Bil-preżenti r-Regolatur għas-Servizzi tal-Enerġija u l-Ilma ta' Zentrum Business Centre, Livell 1, Triq l-Imdina, Ħal Qormi, għall-fini tal-artiklu 466 tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili innotifikak bl-annessa dikjarazzjoni ġuramentata immarkata dokument 'A' u jinterpellak biex fi żmien għaxart (10) ijiem tħallas is-somma ta' elf, seba' mija u tmienja u erbgħin ewro (€1,748) dovuta minnek bħala likwidazzjoni finali u konklussiva rappreżentanti ħlas tal-arretrati ta' drittijiet tal-liċenzja PS1448 mis-sena 2020 sas-sena 2024 għas-swimming pool fil-fond 141, Ir-Razzett, Triq tal-Għajn, Il-Fontana FNT 9029, u ta' penali għal pagament tardiv rigward l-istess ai termini tal-Kap. 545 tal-liġijiet ta' Malta u tal-leġiżlazzjoni sussidjarja 545.07.

By virtue of a decree issued by the Court of Magistrates (Gozo), Inferior Jurisdiction, on the 4th of January, 2025, in the acts of the judicial letter bearing reference number 604/2024 in names Regolatur għas-Servizzi tal-Enerġija u l-Ilma versus Shahpur Andrew Bazergan, filed in the Registry of the said Court on the 30th of September, 2024, the publication of the said letter was ordered for the purpose of notification with respect the respondent and namely Shahpur Andrew Bazergan of 141, Ir-Razzett, Triq tal-Għajn, Fontana, Gozo, and this in accordance with article 187(3) of the Code of Organisation and Civil Procedure, Cap. 12 of the laws of Malta.

In the Court of Magistrates (Gozo) Inferior Jurisdiction

Letter number 604/2024

Today, 30th of September, 2024

To: Shahpur Andrew Bazergan 141, Ir-Razzett, Triq tal-Għajn, Fontana, Gozo

The Energy and Water Services Regulator of Zentrum Business Centre, Level 1, Triq l-Imdina, Ħal Qormi, for the purpose of article 466 of the Code of Organisation and Civil Procedure, hereby notifies you with the attached sworn statement marked document 'A' and calls upon you to pay within ten (10) days the sum of one thousand, seven hundred and forty-eight euros (€1,748) due by you as final and conclusive liquidation representing payment of arrears of licence fees PS1448 from the year 2020 to the year 2024 for the swimming pool at premises 141, Ir-Razzett, Triq tal-Għajn, Fontana FNT 9029, and of penalties for late payment in respect of the same in terms of Cap. 545 of the laws of Malta and subsidiary legislation 545.07.

Fin-nuqqas ta' ħlas jew ta' oppożizzjoni daparti tiegħek skont l-imsemmi artiklu 466, ir-Regolatur esponenti jgħaddi għall-ħruġ ta' mandati eżekuttivi kontra tiegħek skont il-liġi.

Bl-ispejjeż ta' dan l-att

(iffirmat) Avukat André Buttigieg
(iffirmat) Prokuratur Legali Daniel Aquilina

Intimat: Shahpur Andrew Bazergan (karta tal-identità numru 33316A) 141, Ir-Razzett, Triq tal-Għajn, Il-Fontana

Mittenti: Regolatur għas-Servizzi tal-Enerġija u tal-Ilma, Zentrum Business Centre, Livell 1, Triq l-Imdina, Ħal Qormi

Dokument 'A'

Fil-Qorti tal-Maġistrati (Għawdex) Inferjuri

Dikjarazzjoni ġuramentata għall-fini tat-talba skont l-artiklu 466 tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili.

Jien hawn taħt iffirmat Inġinier Marjohn Abela, detentur tal-karta tal-identità 418162M fil-kapaċità tiegħi ta' Kap. Eżekuttiv tar-Regolatur għas-Servizzi tal-Enerġija u l-Ilma, nikkonferma bil-ġurament li r-Regolatur għas-servizzi tal-Enerġija u l-Ilma, kif rappreżentat minni hawnhekk kreditur ta' Shahpur Andrew Bazergan (karta tal-identità numru 33136A) fis-somma ta' elf, seba' mija u tmienja u erbgħin ewro (€1,748) dovut minnu bħala likwidazzjoni finali u konklussiva rappreżentanti ħlas ta' arrestrati ta' drittijiet tal-liċenzja SP1448 mis-sena 2020 sas-sena 2024 għas-swimming pool fil-fond 141, Ir-Razzett, Triq tal-Għajn, Fontana FNT 9029, u ta' penali għall-pagament tardiv rigward l-istess ai termini tal-Kap. 545 tal-liġijiet ta' Malta u tal-leġiżlazzjoni sussidjarja 545.07.

(iffirmat) Inġinier Marjohn Abela
(detentur tal-karta tal-identità 418162M)

Illum 30 ta' Settembru, 2024

Deher John Mary sive Marjon Abela, karta tal-identità numru 0418162M, u ħalef dan l-affidavit wara li ġie moqri lilu.

(iffirmat) Stacy Falzon
Deputat Reġistratur

Illum 17 ta' Frar, 2025

Reġistru tal-Qorti tal-Maġistrati (Għawdex)

MARGARET DE BATTISTA
Assistent Reġistratur, għar-Reġistratur, Qrati u Tribunali (Għawdex)

In default or opposition on your part in accordance with the said article 466, the Regulator shall proceed to issue executive warrants against you in accordance with the law.

With the costs of this act

(signed) Lawyer André Buttigieg
(signed) Legal Procurator Daniel Aquilina

Respondent: Shahpur Andrew Bazergan (identity card number 33316A) 141, Ir-Razzett, Triq tal-Għajn, Fontana

Sender: Regulator for Energy and Water Services, Zentrum Business Centre, Level 1, Triq l-Mdina, Ħal Qormi

Document 'A'

In the Court of Magistrates (Gozo) Inferior Jurisdiction

Affidavit for the purpose of the demand under article 466 of the Code of Organisation and Civil Procedure.

I, the undersigned Engineer Marjohn Abela, holder of identity card 418162M in my capacity as Chief Executive of the Regulator for Energy and Water Services, confirm on oath that the Regulator for Energy and Water Services, as represented by me herein, is a creditor of Shahpur Andrew Bazergan (identity card number 33136A) in the sum of one thousand, seven hundred and forty-eight euros (€1,748) due from him as final and conclusive liquidation representing payment of arrears of licence fees SP1448 from the year 2020 to the year 2024 for the swimming pool at premises 141, Ir-Razzett, Triq tal-Għajn, Fontana FNT 9029, and of penalties for late payment in respect of the same in terms of Cap. 545 of the laws of Malta and subsidiary legislation. 545.07.

(signed) Engineer Marjohn Abela
(holder of identity card 418162M)

Today 30th September, 2024

John Mary sive Marjon Abela, identity card number 0418162M, appeared and swore this affidavit after it was read to him.

(signed) Stacy Falzon
Deputy Registrar

This 17th of February, 2025

Registry of the Court of Magistrates (Gozo)

MARGARET DE BATTISTA
Assistant Registrar, for the Registrar, Gozo Courts and Tribunals

531

B'digriet tat-30 ta' Jannar, 2025, mogħti mill-Qorti tal-Maġistrati (Malta), dina il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifika skont l-Artikolu 187(3) tal-Kodiċi tal-Proċedura u Organizzazzjoni Ċivili (Kap.12).

Illi b'rikors ippreżentat minn Finance House plc (C58869) fil-5 ta' Lulju, 2024, qed jintalab l-iżbank fl-ammont ta' elf, tliet mija u ħamsa u sittin ewro u sitta u disgħin ċentezmu (€1356.96) depożitati b'ċedola ta' depożitu numru 1881/2022 fl-ismijiet:

Finance House plc (C58869) vs Mirko Bomboi (KI 126507A) u Sardo Sharon Lucia Giovanna (KI 138781A)

Il-Qorti ordnat in-notifika tiegħu lis-sekwestrati bi żmien għaxart (10) ijiem għar-risposta.

Reġistru tal-Qorti Maġistrati (Malta), illum it-Tlieta, 25 ta' Frar, 2025

MARVIC FARRUGIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By a decree of the 30th of January, 2025, given by the Courts of Magistrates (Malta), ordered that the extract hereunder mentioned be published for the purpose of service according to article 187(3) of the Code of Organisation and Civil Procedure (Cap. 12).

That by the application filed by Finance House plc (C58869) on the 5th of July, 2024, is asking for the withdrawal of the amount of one thousand, three hundred and fifty-six euro and ninety-six cents (€1356.96) deposited by the Schedule of Deposit number 1881/2022 in the names of:

Finance House plc (C58869) vs Mirko Bomboi (ID 126507A) and Sardo Sharon Lucia Giovanna (ID 138781A)

The Court ordered the notification to the debtors with ten days (10) to reply.

Registry of the Courts of Magistrates (Malta), today Tuesday, the 25th of February, 2025

MARVIC FARRUGIA
For Registrar of Courts and Civil Tribunals

532

B'diġriet tas-6 ta' Frar, 2025, mogħti mill-Prim Awla tal-Qorti Ċivili, dina il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifika skont l-Artikolu 187 (5) tal-Kodici tal-Proċedura u Organizzazzjoni Ċivili (Kap.12).

Illi b'rikors ippreżentat minn Ballut Blocks Services Limited (C8360) fid-19 ta' Novembru, 2024, qed jintalab l-iżbank fl-ammont ta' erbat' elef, tliet mija u żewġ ewro u erbgħin ċenteżmu (€4302.40) li ġew depożitati permezz ta' Ċedola numru 1212/2024:

Fl-atti tal-Mandat ta' Sekwestru numru 429/2021 fl-ismijiet:

Ballut Blocks Services Limited (C8360) vs Emanuel Baldacchino & Co. Limited (C44700)

Il-Qorti ordnat n-notifika b'jumejn (2) għar-risposta.

Reġistru tal-Prim Awla tal-Qorti Ċivili (Malta), illum l-Erbgħa, 26 ta' Frar, 2025

ROBERTA BRINCAT
Għar-Reġistratur, Qrati Ċivili u Tribunali

By a decree of the 6th February, 2025, given by the First Hall of the Civil Courts, ordered that the extract hereunder mentioned be published for the purpose of service according to article 187 (5) of the Code of Organisation and Civil Procedure (Cap. 12).

That by the application filed by Ballut Blocks Services Limited (C8360) on the 19th November, 2024, is asking for the withdrawal of the amount of four thousand, three hundred and two euro and forty cents (€4302.40) deposited by Schedule of Deposit number 1212/2024:

In the acts of Garnishee Order number 429/2021 in the names:

Ballut Blocks Services Limited (C8360) vs Emanuel Baldacchino & Co. Limited (C44700)

The Court ordered the notification with two (2) days to reply.

Registry of the Civil Court First Hall (Malta), today Wednesday, 26th February, 2025

ROBERTA BRINCAT
For Registrar of Courts and Civil Tribunals

533

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fil-30 ta' Jannar, 2025, fl-atti tar-Rikors Ġuramentat numru 965/2024AB, li ġie ppreżentat fit-3 ta' Settembru, 2024, fl-ismijiet: Briffa Michael Angelo et vs Zahra Frankie, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrenti talbu lil din l-Onorabbli Qorti sabiex fost oħrajn: Tordna lill-intimat sabiex jiġi permanenti inibit milli jimblokka Sqaq il-Kunċizzjoni, iż-Żurrieq. Bl-ispejjeż kollha kontra l-intimat li hu inġunt għas-subizzjoni.

By means of a decree given by the Civil Court, First Hall, on the 30th January, 2025, in the records of Sworn Application number 965/2024AB, which was filed on the 3rd September, 2024, in the names: Briffa Michael Angelo et vs Zahra Frankie, the following publication was ordered, in terms of Article 187 et sequitur of Cap.12, for the purpose of service of the respondent. The applicants asked this Honourable Court to, among others: Order the respondent so that he was permanently inhibited from blocking Sqaq il-Kunċizzjoni, Żurrieq. With all costs against the respondent who is summoned so that a reference to his evidence be made.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-24 ta' Marzu, 2025, fid-9.20 a.m.

The Sworn Application in the names mentioned above is postponed to 24th March, 2025, at 9.20 a.m.

Notifika Intimat: Zahra Frankie, 2, Sqaq il-Kunċizzjoni, Iż-Żurrieq

Notify Respondent: Zahra Frankie, 2, Sqaq il-Kunċizzjoni, Żurrieq

Reġistru tal-Qrati Superjuri, illum 6 ta' Frar, 2025

Registry of the Superior Courts, today 6th February, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

534

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, Sede Kostituzzjonali, fid-19 ta' Novembru, 2024, fl-atti tar-Rikors Kostituzzjonali numru 406/2024AB, li ġie ppreżentat fit-3 ta' Settembru, 2024, fl-ismijiet: Calleja Edmea vs l-Avukat tal-Istat et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimati. Ir-rikorrent talbet lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lill-intimati jew min minnhom iħallsu lir-rikorrent l-istess kumpens u danni likwidati. Bl-ispejjeż kollha kontra l-intimati li huma inġunti għas-subizzjoni.

By means of a decree given by the Civil Court, First Hall, Constitutional Jurisdiction, on the 19th November, 2024, in the records of Constitutional Application number 406/2024AB, which was filed on the 3rd September, 2024, in the names: Calleja Edmea vs State Advocate et, the following publication was ordered, in terms of Article 187 et sequitur of Cap.12, for the purpose of service of the respondents. The applicant asked this Honourable Court to, among others: Condemn the respondents or either of whom to pay the applicant the same compensation and liquidated damages. With all costs against the respondents who are summoned so that a reference to their evidence be made.

Ir-Rikors Kostituzzjonali fl-ismijiet imsemmija hawn fuq huwa differit għall-24 ta' Marzu, 2025, fl-9.50 a.m.

The Constitutional Application in the names mentioned above is postponed to 24th March, 2025, at 9.50 a.m.

Notifika Intimata: Caruana Rose Marie, 80, Triq D'Argens, Il-Gżira

Notify Respondent: Caruana Rose Marie, 80, Triq D'Argens, Gżira

Reġistru tal-Qrati Superjuri, illum 3 ta' Frar, 2025

Registry of the Superior Courts, today 3rd February, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

535

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, Sede Kostituzzjonali, fit-13 ta' Ġunju, 2024, fl-atti tar-Rikors Kostituzzjonali numru 167/2023GG, li ġie ppreżentat fid-19 ta' April, 2024, fl-ismijiet: Scicluna Marshall Marcus et vs Psaila Renald et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimati. Ir-rikorrenti talbu lil din l-Onorabbli Qorti sabiex fost oħrajn: Tawtorizza l-kjamata fil-kawża tal-Awtorità tad-Djar ai termini tal-Artikolu 961 tal-Kap.12 tal-Liġijiet ta' Malta.

By means of a decree given by the Civil Court, First Hall, Constitutional Jurisdiction, on the 13th June, 2024, in the records of Constitutional Application number 167/2023GG, which was filed on the 19th April, 2024, in the names: Scicluna Marshall Marcus et vs Psaila Renald et, the following publication was ordered, in terms of Article 187 (3) et sequitur of Cap.12, for the purpose of service of the respondents. The applicants asked this Honourable Court to, among others: Authorise the party called into the cause of the Housing Authority in terms of Article 961 of Cap. 12 of the Laws of Malta.

Ir-Rikors Kostituzzjonali fl-ismijiet imsemmija hawn fuq huwa differit għas-27 ta' Marzu, 2025, fl-10.15 a.m.

The Constitutional Application in the names mentioned above is postponed to 27th March, 2025, at 10.15 a.m.

Notifika Intimat: Psaila Renald, 16, Triq San Mikiel, Il-Belt Valletta

Notify Respondent: Psaila Renald, 16, Triq San Mikiel, Valletta

Reġistru tal-Qrati Superjuri, illum 25 ta' Frar, 2024

Registry of the Superior Courts, today 25th February, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

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Ikun jaf kulħadd illi b'rikors ippreżentat fil-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja, fl-20 ta' Frar, 2024 (Rikors numru 24/2025) rikors ta' Dott. Ivan Vella fejn intalbet l-apertura tas-suċċessjoni ta' Vincenza Vella, mart Dott. Ivan Vella, bint il-mejtin Marcel Micallef u Josephine Micallef née Said, imwielda r-Rabat, Għawdex, fit-22 ta' Novembru, 1957 u mietet l-Imsida, Malta, fil-25 ta' Awwissu, 2024 (KI 63257G), liema apertura ta' suċċessjoni għandha ssir a favur ta' żewġha Dott. Ivan Vella (KI 43256G) fi kwota ta' nofs (1/2) indiviż u favur tal-erba' wliedha Jasmine Vella, Julia Vella, Janis Leigh Vella Szijj u Jessica Vella fi kowta ta' ottav (1/8) indiviż kull waħda minnhom, ġie ordnat il-ħruġ ta' dan il-bandu biex jiġi mgħarraf kull min jista' jkollu x'jaqsam fih.

It is hereby notified that by means of an application filed in the Court of Magistrates (Gozo), Voluntary Jurisdiction, on the 20th of February, 2025 (Application number 24/2025) by Dr Ivan Vella, the opening of the succession was requested of Vincenza Vella, wife of Dr Ivan Vella, daughter of the late Marcel Micallef and Josephine Micallef née Said, born in Victoria, Gozo, on the 22nd of November, 1957, and died in Msida, Malta, on the 25th of August, 2024 (ID 63257G), which opening of succession is to be made in favour of her husband Dr Ivan Vella (ID 43256G) in the quota of one half (1/2) undivided share and in favour of her four children Jasmine Vella, Julia Vella, Janis Leigh Vella Szijj and Jessica Vella in the quota of one eight (1/8) undivided share each of them, the issue of these bands was ordered to let know everyone who may have an interest therein.

Għaldaqstant, kull min jidhirlu li għandu interess huwa b'dan imsejjaħ biex jidher quddiem il-Qorti fuq imsemmija sabiex b'nota jmur kontra dik it-talba fi żmien ħmistax-il ġurnata li jibda jgħaddi minn dak il-jum li fih jiġi mwaħħal il-bandu.

Therefore, anyone who might have an interest is hereby summoned to appear before the aforementioned Court in order to oppose that request by means of a note within fifteen days which start running from the day of the posting of the banns.

Mogħti mill-Qorti tal-Maġistrati (Għawdex) Ġuriżdizzjoni Volontarja bix-xhieda ta' Dott. Brigitte Sultana, Duttur tal-Liġi, Maġistrat tal-Qorti hawn fuq imsemmija.

Issued by the Court of Magistrates (Gozo), Voluntary Jurisdiction, with the testimony of Dr Brigitte Sultana, Doctor of Law, Magistrate of the aforementioned Court.

Reġistru tal-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja

Illum 26 ta' Frar, 2025

DANIEL SACCO
Deputat Reġistratur, għar-Reġistratur, Qrati u Tribunali (Għawdex)

Registry of the Court of Magistrates (Gozo), Voluntary Jurisdiction

Today the 26th of February, 2025

DANIEL SACCO
Deputy Registrar, for the Registrar, Courts and Tribunals (Gozo)

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Avviż mir-Reġistru tal-Prim'Awla tal-Qorti Ċivili

Billi Rishat Tashbulatovich Akhmetov noe et (656421L) ippreżentaw rikors ġuramentat (numru 118/25JVC) fejn giet mitluba il-korrezzjoni tal-Att tar-Reġistru Pubbliku ta' Aisha Ahmetova u Vasilia Akhmetov numru 1236/2012 u numru 5940/2023 rispettivament fir-Reġistru Pubbliku.

Kull min jidhirlu li għandu interess u jrid jopponi dik it-talba, b'dan l-avviż huwa msejjaħ sabiex ifisser il-fehma tiegħu, b'nota li għandha tiġi ppeżentata fir-Reġistru ta' dawn il-Qrati fi żmien ħmistax-il ġurnata mill-ħruġ ta' dan l-avviż fil-Gazzetta tal-Gvern.

Dawk illi, fiż-żmien fuq imsemmi, ikunu ppreżentaw dik in-nota, għandhom jiġu notifikati b'kopja tar-rikors ġuramentat hawn fuq imsemmi bil-ġurnata li tingħata għas-smigħ tal-kawża.

B'ordni tal-Qorti,

Reġistru tal-Qorti Superjuri,

Illum 27 ta' Frar, 2025

CORA CATANIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Notice, Registry of the Civil Court, First Hall

Whereas Rishat Tashbulatovich Akhmetov noe et (656421L) filed an application under oath (number 118/25JVC) demanding the correction of the Act of Public Registry of Aisha Ahmetova u Vasilia Akhmetov number 1236/2012 and number 5940/2023 respectivly in the Public Registry.

Whosoever may have an interest therein, and wishes to oppose that demand, is hereby called upon to do so, by means of a note to be filed in the Registry of these Courts, within fifteen days from the day of the publication of this present notice in the Government Gazette.

Those who, within the aforesaid time, shall have filed such note, shall be notified by the service of a copy of the said application under oath, of the day which will be appointed for the hearing of the case.

By order of the Court,

Registry of the Superior Court,

Today 27th of February, 2025

CORA CATANIA
For Registrar, Civil Courts and Tribunals

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Permezz ta' digriet mogħti fis-17 ta' Jannar, 2025, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Catherine Sultana et vs Abed Sheik Ali et, Rikors numru 495/2024JG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimati Abed Sheik Ali u Manal Mjahmoud Haj a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Catherine Sultana (KI 844750M), Gerald Sultana (KI 41948M) u Jonathan Sultana (KI 386888M) vs Abed Sheik Ali (KI 0120832A) u Manal Mahmoud Haj (KI 0298917A), ippreżentat fil-Bord li Jirregola l-Kera fit-3 ta' Diċembru, 2024, ir-rikorrenti

By means of a decree of the 17th January, 2025, of the Rent Regulation Board, in the records of the Application in the names Catherine Sultana et vs Abed Sheik Ali et, Application number 495/2024JG, the following publication was ordered for the purpose of effecting service on the respondents Abed Sheik Ali and Manal Mahmoud Haj 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 Catherine Sultana (ID 844750M), Gerald Sultana (ID 41948M) and Jonathan Sultana (ID 386888M) vs Abed Sheik Ali (ID 0120832A) and Manhal Mahmoud Haj (ID 0298917A) filed in the Rent Regulation Board, on the 3rd December, 2024,

Catherine Sultana (KI 844750M), Gerald Sultana (KI 41948M) u Jonathan Sultana (KI 386888M) talbu lil dan l-Onorabbli Bord għaliex m'għandux:

1. Jaqta' u jiddiciedi l-kawża bid-dispensa tas-smigħ a tenur tal-Artikolu 16A tal-Kap. 69 tal-Liġijiet ta' Malta;

2. Jiddikjara illi l-intimati kisru l-ftehim mar-rikorrenti u li għandhom jiġu żgumbrati;

3. Jordna l-iżgumbrament tal-intimati mill-fond numru 1, Triq il-Lunzjata, Santa Venera, fi żmien qasir u perentorju ffissat min dan l-Onorabbli Bord;

4. Jiddikjara li d-depożitu ta' €300 għandu jinżamm mir-rikorrenti;

5. Jiddikjara li l-intimati huma debituri tal-esponent Jonathan Sultana fl-ammont ta' €5,686.89 rappreżentanti l-arretrati tal-kera fl-ammont ta' €5,600 u l-kontijiet tad-dawl u l-ilma mhux imħallsa fl-ammont ta' €386.89 neqsin it-€300 depożitu;

6. Jordna lill-intimati jħallsu s-somma imsemmija fit-talba precedenti.

Bl-ispejjeż inklużi tal-ittra ufficjali 4641/2024 kontra l-intimati minn issa inġunti in subizzjoni.

Rikorrenti: Jonathan Sultana, 157, Triq Brighella, Il-Ħamrun
Catherine Sultna, 3, Dodge, Triq Paola, Santa Venera
Gerald Sultana, 15, Triq il-Kardinal Sciberras, Santa Venera

Notifika: Abed Sheik Ali, 1, Triq Sebastiano Saliba, Ħal Luqa
Manal Mahmoud Haj, 1, Mavaureen, Triq Sebastiano Saliba, Ħal Luqa

Ir-rikors fl-ismijiet Catherine Sultana et vs Abed Sheik Ali et, Rikors numru 495/2024JG, jinsab differit għall-11 ta' Marzu, 2025, fin-12.30 p.m.

Reġistru tal-Qrati Superjuri, illum 27 ta' Frar, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

the applicants Catherine Sultana (ID 844750M), Gerald Sultana (ID 41948M) and Jonathan Sultana (ID 386888M) requested this Honourable Board why it should not:

1. Decide the cause without proceeding to a hearing in terms of Article 16A of Cap. 69 of the Laws of Malta;

2. Declare that the respondents violated the agreement with the applicants and that they should be evicted;

3. Order the eviction of the respondents from the premises number 1, Triq il-Lunzjata, Santa Venera, within a short and peremptory time fixed by this Honourable Board;

4. Declare that the deposit of €300 is to be held by the applicant;

5. Declare that the respondents are debtors of the applicant Jonathan Sultana in the amount of €5,686.89 representing rent arrears in the amount of €5,600 and the water and electricity bills not paid in the amount of €386.89 less €300 deposits;

6. Order the respondents to pay the sum mentioned in the preceeding demand.

With costs including the judicial letter 4641/2024 against the respondents from now summoned so that a reference to their evidence be made.

Applicants: Jonathan Sultana, 157, Triq Brighella, Il-Ħamrun
Catherine Sultna, 3, Dodge, Triq Paola, Santa Venera
Gerald Sultana, 15, Triq il-Kardinal Sciberras, Santa Venera

Notification: Abed Sheik Ali, 1, Triq Sebastiano Saliba, Ħal Luqa
Manal Mahmoud Haj, 1, Mavaureen, Triq Sebastiano Saliba, Ħal Luqa

The application in the names Catherine Sultana et vs Abed Sheik Ali et, Application number 495/2024JG, has been postponed for hearing to the 11th March, 2025, at 12.30 p.m.

Registry of the Superior Courts, today 27th February, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

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Permezz ta' digriet mogħti fl-20 ta' Jannar, 2025, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet A Bonello

By means of a decree of the 20th January, 2025, of the Rent Regulation Board, in the records of the Application in

Limited vs David Alexander Julian Mautner, Rikors numru 400/2024JG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat David Alexander Julian Mautner a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet A Bonello Limited (C5072) vs David Alexander Julian Mautner (passaport Germaniż numru C4VN9ZJYY), ippreżentat fil-Bord li Jirregola l-Kera fis-27 ta' Settembru, 2024, ir-rikorrenti A Bonello Limited (C5072) talbet lil dan l-Onorabbli Bord għaliex m'għandux:

1. Jiddikjara u jiddeċiedi illi l-intimat kiser il-kundizzjonijiet tal-kuntratt ta' kera datat il-5 ta' Mejju, 2021;

2. Jikkundanna u jordna lill-intimat sabiex iħallas l-arretrati kollha tal-kera tal-fond Apartment 2, 17, St Barbara Bastions, Il-Belt Valletta, li fit-totalità tagħhom jammontaw għal mhux inqas minn €9,000 lis-soċjetà rikorrenti.

Salv kull ordni u provvedimenti ieħor illi dan l-Onorabbli Bord jidhirlu xieraq u opportun.

Bl-ispejjeż kollha inklużi tal-ittra uffiċjali 144/2023 u mgħax legali u dana b'riżerva ta' kull dritt ieħor spettanti lis-soċjetà rikorrenti skont il-liġi.

Notifika: David Alexander Julian Mautner, 45, Triq San Ġwann, Il-Mosta

Ir-rikors fl-ismijiet A Bonello Ltd vs David Alexander Julian Mautner, Rikors numru 400/2024JG, jinsab differit għas-17 ta' Marzu, 2025, fis-12.45 p.m.

Reġistru tal-Qrati Superjuri, illum 27 ta' Frar, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

the names A Bonello Limited vs David Alexander Julian Mautner, Application number 400/2024JG, the following publication was ordered for the purpose of effecting service on the respondent David Alexander Julian Mautner 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 A Bonello Limited (C5072) vs David Alexander Julian Mautner (German passport number C4VN9ZJYY) filed in the Rent Regulation Board, on the 27th September 2024, the applicant A Bonello Limited (C5072) requested this Honourable Board why it should not:

1. Declare and decide that the respondent breached the conditions of the lease agreement dated 5th May, 2021;

2. Condemn and order the respondent to pay all the arrears of rent of the premises Apartment 2, 17, St Barbara Bastions, Valletta, which in total amount to not less than €9,000 to the applicant company.

Saving any other order and provisions that this Honourable Board deems fit and opportune.

With all costs including the official letter 144/2023 and legal interest and this saving any other right due to the applicant company according to law.

Notification: David Alexander Julian Mautner, 45, Triq San Gwann, Mosta

The application in the names A Bonello Ltd vs David Alexander Julian Mautner, Application number 400/2024JG, has been postponed for hearing to the 17th March, 2025, at 12.45 p.m.

Registry of the Superior Courts, today 27th February, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

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Permezz ta' digriet mogħti fis-26 ta' Ġunju, 2024, mill-Bord li Jirregola l-Kera fl-atti tar-rikors fl-ismijiet Marco Dimech vs Soman Krishnan et Rikors numru 240/2024JG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimati Soman Krishnan, Soman Akash, Anand Ajo, Soman Ambika u Akash Suprya a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Marco Dimech (KI 256384M) vs Soman Krishnan (KI 539418L), Sman Akash

By means of a decree of the 26th June, 2024 of the Rent Regulation Board, in the records of the Application in the names Marco Dimech vs Soman Krishnan et, Application number 240/2024JG, the following publication was ordered for the purpose of effecting service on the respondents Soman Krishnan, Soman Akash, Anand Ajo, Soman Ambika and Akash Suprya 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 Marco Dimech (ID 256384M) vs Soman Krishnan (ID 539418L), Sman

(KI 58962A), Anand Ajo (KI 125698A) Soman Ambika (KI 24677A) u Akash Suprya (pass Ind Z5951509), ippreżentat fil-Bord li Jirregola l-Kera fit-28 ta' Mejju, 2024, ir-rikorrenti Marco Dimech (KI 256384M) talab lil dan l-Onorabbli Bord għaliex m'għandux:

1. Jiddispensa mis-smigħ tal-kawża a tenur tal-Artikolu 16A tal-Kap. 69 tal-Liġijiet ta' Malta u tiddeċiedi l-kawża skont proċedura speċjali sommarja;

2. Jordna li jiġu allegati l-atti tal-mandat ta' sekwestru bin-numru 767/2024 u tal-ittra uffiċjali 1349/2024 maħruġa taħt l-Art 166A tal-Kap. 12 tal-Liġijiet a' Malta bin-numru, liema atti ġew ippreżentati fl-ismijiet hawn supremessi;

3. Jordna l-iżgumbrament tal-konvenuti mill-fond lokatizzju li jinsab f'50, Triq il-Kungress Ewkaristiku, Il-Mosta, liema fond kien mikri lill-konvenuti a tenur ta' kuntratt ta' lokazjoni datat 8 ta' Awwissu, 2023, u konsegwentement;

4. Jiddikjara lill-konvenuti morużi fil-ħlas ta' sitt (6) skadenzi jew aktar tal-kera għax-xhur ta' Diċembru tas-sena 2023 u Jannar, Frar, Marzu, April u Mejju tas-sena 2024 jew skadenzi aktar verjuri sa tmiem is-smigħ tal-kawża, flimkien mal-kontijiet tal-konsum tad-dawl u l-ilma u konsegwentement;

5. Jiddikjara l-ammont likwidat dovut lir-rikorent huwa fit-total komplessiv ammontanti għas-somma ta' €7,531.48 jew somma akar verjuri sa tmiem is-smigħ tal-kawża u konsegwentement;

6. Jordna lill-konvenut iħallas l-ammont illikwidat fil-ħames talba bl-imgħax dekorribbli mid-data tal-ittra uffiċjali 166A premessa 'il quddiem sad-data tal-ħlas effettiv, bl-ispejjeż kollha inklużi dawk ta' din l-istanza, tal-ittri uffiċjali interpellatorja 166A bin-numru 1349/2024 u dawk tal-Mandat ta' Sekwestru bin-numru 767/2024.

Rikorrenti: Marco Dimech, c/o 22, Triq Leli Falzon, In-Naxxar

Notifika: Soman Krishnan, Soman Akash, Anand Ajo, Soman Ambika u Akash Suprya, 50, Triq il-Kungress Ewkaristiku, Il-Mosta

Ir-rikors fl-ismijiet Marco Dimech vs Soman Krishnan et, Rikors numru 240/2024JG, jinsab differit għall-14 ta' Marzu, 2025, fis-1.15 p.m.

Reġistru tal-Qrati Superjuri, illum 27 ta' Frar, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Akash (ID 58962A), Anand Ajo (ID 125698A), Soman Ambika (ID 24677A) and Akash Suprya (Ind pass Z5951509) filed in the Rent Regulation Board, on the 28th May, 2024, the applicant Marco Dimech (ID 256384M) requested this Honourable Board why it should not:

1. Decide this case without proceeding to trial in terms of Article 16A of Cap. 69 of the Laws of Malta and decide the cause according to a summary special procedure;

2. Order that the acts of the Garnishee order number 767/2024 and of the judicial letter number1349/2024 issued under Art 166A of Cap. 12 of the Laws of Malta, which acts were presented in the names herein premised, form part of the acts of these proceedings;

3. Order the eviction of the defendants from the leased premises situated at 50, Triq il-Kungress Ewkaristiku, Mosta, which premises were leased to the defendants in terms of a lease agreement dated 8th August, 2023, and consequently;

4. Declare the defendants in default of payment of six (6) or more instalments of rent for the months of December of the year 2023 and January, February, March, April and May of the year 2024 or more correct instalments till the end of the hearing of the cause, together with the water and electricity consumption bills and consequently;

5. Declare that the amount liquidated due to the applicant is in the total amount amounting to the sum of €7,531.48 or more accurate sum which results to be due till the end of the hearing of the cause and consequently;

6. Order the defendants to pay the amount liquidated in the fifth demand with interest to run from the date of the judicial letter 166A mentioned above till the date of effective payment, with all costs including those of this instance, of the judicial letter 166A with number 1349/2024 and those of the garnishee order with number 767/2024.

Applicant: Marco Dimech, c/o 22, Triq Leli Falzon, Naxxar

Notification: Soman Krishnan, Soman Akash, Anand Ajo, Soman Ambika u Akash Suprya, 50, Triq il-Kungress Ewkaristiku, Mosta

The application in the names Marco Dimech vs Soman Krishnan et, Application number 240/2024JG, has been postponed for hearing to the 14th March, 2025, at 1.15 p.m.

Registry of the Superior Courts, today 27th February, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunal

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B'dan l-avviż ikun magħruf illi b'rikors ippreżentat fil-Qorti, Sezzjoni ta' Ġuriżdizzjoni Volontarja, fit-12 ta' Frar, 2025, Rikors numru 112/2025, minn Joseph Xerri, fejn insegwitu tar-rikors Luigia Scerri sive Xerri née Falzon, armla ta' Cristiano Xerri, bint il-mejtin Michele Falzon u Maria née Attard, imwielda r-Rabat, Malta, fid-19 ta' |Mejju, 1926, ta' 98 sena, preżenti residenti r-Rabat, Malta, li għandha karta tal-identità numru 0353426M ġiet interdetta mill-atti kollha tal-ħajja ċivili permezz ta' digriet mogħti fid-19 ta' Frar, 2025.

Reġistru tal-Qorti Ċivili (Sezzjoni ta' Ġuriżdizzjoni Volontarja)

Illum 27 ta' Frar, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of an application filed in Civil Court of Voluntary Jurisdiction Section, on the 12th February, 2025, Application number 112/2025, by Joseph Xerri, whereby following the application Luigia Scerri sive Xerri née Falzon, widow of Cristiano Xerri, daughter of the late Michele Falzon and Maria née Attard, born in Rabat, Malta on the 19th May, 1926, aged 98, presently residing in Rabat, Malta, holding identity card number 0353426M, was interdicted from all the acts of the civil life by means of a decree given on the 19th February, 2025.

Registry of the Civil Court (Voluntary Jurisdiction Section)

Today 27th February, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Court and Tribunals

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B'digriet tat-3 ta' Frar, 2025, mogħti mill-Qorti tal-Maġistrati (Malta), dina il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifika skont l-Artikolu 187(3) tal-Kodiċi tal-Proċedura u Organizzazzjoni Ċivili (Kap.12).

Illi b'rikors ippreżentat minn Zammit Leasing and Investments Limited (C37945) ġja J. Zammit Limited fit-12 ta' Lulju, 2024, qed jintalab l-iżbank fl-ammont ta' elf, sitt mija u disgħa u sittin ewro u tlieta u tmenin ċenteżmu (€1669.83) depożitati b'ċedola ta' depożitu numru 430/2022 wara l-Mandat ta' Sekwestru numru 2129/2021 fl-ismijiet:

Zammit Leasing and Investments Limited (C37945) ġja J. Zammit Limited

vs

Salvatore Gallo (KI Taljana numru 5176399AO) u Maria Giovanna Puccio (KI numru 194485A)

u wara l-Mandat ta' Sekwestru numru 21/2022 fl-ismijiet:

Micheanish Sammut (KI 0463076A)

vs

Salvatore Gallo (KI Taljana numru 5176399AO) u Maria Giovanna Puccio (KI numru 194485A)

Il-Qorti ordnat in-notifika tiegħu bi żmien għaxart (10) ijiem għar-risposta.

By a decree of the 3rd of February, 2025, given by the Courts of Magistrates (Malta), ordered that the extract hereunder mentioned be published for the purpose of service according to article 187(3) of the Code of Organisation and Civil Procedure (Cap. 12).

That by the application filed by Zammit Leasing and Investments Limited (C37945) previously J. Zammit Limited on the 12th of July, 2024, is asking for the withdrawal of the amount of one thousand, six hundred and sixty nine euro and eighty-three cents (€1669.83) deposited by the Schedule of Deposit number 430/2022 after the Garnishee order number 2129/2021 in the names of:

Zammit Leasing and Investments Limited (C37945) previously J. Zammit Limited

vs

Salvatore Gallo (Italian ID number 5176399AO) and Maria Giovanna Puccio (ID 194485A)

and after the Garnishee order number 21/2022 in the names of:

Micheanish Sammut (ID 0463076A)

vs

Salvatore Gallo (Italian ID number 5176399AO) and Maria Giovanna Puccio (ID number 194485A)

The Court ordered the notification with ten days (10) to reply.

Reġistru tal-Qorti Maġistrati (Malta), illum it-Tlieta, 25 ta' Frar, 2025

MARVIC FARRUGIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Registry of the Courts of Magistrates (Malta), today Tuesday, the 25th of February, 2025

MARVIC FARRUGIA
For Registrar of Courts and Civil Tribunals

543

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fis-6 ta' Diċembru 2024, fl-atti tar-Rikors Ġuramentat numru 968/2024AJD li ġie ppreżentat fl-4 ta' Settembru, 2024, fl-ismijiet: Busuttil Dolores sive Dorothy vs Grima Philip et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimati. Ir-rikorrent talbet lil din l-Onorabbli Qorti sabiex fost oħrajn: Tirrevoka u tħassar il-kuntratt pubbliku ta' donazzjoni tal-24 ta' Ottubru, 2019, fl-atti tan-nutar Dott. Alicia Agius. Bl-ispejjeż kontra l-konvenuti li huma inġunti għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għas-27 ta' Marzu, 2025, fid-9.00 a.m.

Notifika Intimat: Grima Philip, 35, Triq il-Mitħna, Bormla

Reġistru tal-Qrati Superjuri, illum 26 ta' Frar, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 6th December, 2024, in the records of Sworn Application number 968/2024AJD which was filed on the 4th September 2024, in the names: Busuttil Dolores sive Dorothy vs Grima Philip et, the following publication was ordered, in terms of Article 187 et sequitur of Cap.12, for the purpose of service of the respondents. The applicant asked this Honourable Court to, among others: Revoke and cancel the public deed of donation of the 24th October, 2019, in the records of Notary Dr Alicia Agius. With costs against the defendants who are summoned so that a reference to their evidence be made.

The Sworn Application in the names mentioned above is postponed to 27th March, 2025, at 9.00 a.m.

Notify Respondent: Grima Philip, 35, Triq il-Mitħna, Cospicua

Registry of the Superior Courts, today 26th February, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

544

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, Sede Kostituzzjonali, fid-29 ta' Jannar, 2025, fl-atti tar-Rikors Kostituzzjonali numru 415/2024MH, li ġie ppreżentat fid-9 ta' Settembru, 2024, fl-ismijiet: Cassar Maria Nicolina sive Marie Colette et vs l-Avukat tal-Istat et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimati. Ir-rikorrenti talbu lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lill-intimat Avukat tal-Istat sabiex iħallas l-istess kumpens u danni likwidati. Bl-ispejjeż kollha kontra l-intimati li huma nġunti għas-subizzjoni.

Ir-Rikors Kostituzzjonali fl-ismijiet imsemmija hawn fuq huwa differit għas-7 ta' April, 2025, fid-9.00 a.m.

Notifika Intimat: Micallef Emanuel, 147, Flat 1, Main Street, Is-Siġġiewi

Reġistru tal-Qrati Superjuri, illum 5 ta' Frar, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, Constitutional Jurisdiction, on the 29th January, 2025, in the records of Constitutional Application number 415/2024MH, which was filed on the 9th September, 2024, in the names: Cassar Maria Nicolina sive Marie Colette et vs State Advocate et, the following publication was ordered, in terms of Article 187 et sequitur of Cap.12, for the purpose of service of the respondents. The applicants asked this Honourable Court to, among others: Condemn the respondent State Advocate to pay the same compensation and liquidated damages. With all costs against the respondents who are summoned so that a reference to their evidence be made.

The Constitutional Application in the names mentioned above is postponed to 7th April, 2025, at 9.00 a.m.

Notify Respondent: Micallef Emanuel, 147, Flat 1, Main Street, Siġġiewi

Registry of the Superior Courts, today 5th February, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

545

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fl-24 ta' Jannar, 2025, fl-atti tar-Rikors Ġuramentat numru 1180/2024FDP, li ġie ppreżentat fil-31 ta' Ottubru, 2024, fl-ismijiet: Belfiore Denise vs FR Design Limited, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kap. 12, biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talbet lil din l-Onorabbli Qorti sabiex fost oħrajn: Tordna lill-intimat sabiex iħallas l-istess danni hekk likwidati. Bl-ispejjeż kollha kontra l-intimat li hu inġunt għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-24 ta' April, 2025, fid-9.30 a.m.

Notifika Intimat: FR Design Limited, 12, Contrada Salina, Flat 4, Triq l-Iskuna, San Pawl il-Baħar

Reġistru tal-Qrati Superjuri, illum 11 ta' Frar, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 24th January, 2025, in the records of Sworn Application number 1180/2024FDP, which was filed on the 31st October, 2024 in the names: Belfiore Denise vs FR Design Limited, the following publication was ordered, in terms of Article 187 et sequitur of Cap.12 for the purpose of service of the respondent. The applicant asked this Honourable Court to, among others: Order the respondent to pay the same damages so liquidated. With all costs against the respondent who is summoned so that a reference to his evidence be made.

The Sworn Application in the names mentioned above is postponed to 24th April, 2025, at 9.30 a.m.

Notify Respondent: FR Design Limited, 12, Contrada Salina, Flat 4, Triq l-Iskuna, St Paul's Bay

Registry of the Superior Courts, today 11th February, 2025

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA, DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

546

ARB/C039/2024 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fl-24 ta' Frar, 2025 mill-Qorti Kriminali (l-Onor. Imħallef Dott. Edwina Grima, LLD).

Ir-Repubblika ta' Malta

Kontra

JOSEPH MUSCAT;

KONRAD MIZZI;

KEITH SCHEMBRI;

CLARENCE JOHN CONGER-THOMPSON;

CHRISTOPHER SPITERI;

JONATHAN VELLA;

DAVID-JOSEPH MELI, avukat, ta' 41 sena, iben Joseph Meli u Marion Meli xebba Glanville, imwieled Tal-Pietà, Malta fl-1 ta' Mejju, 1983, u residenti f'60, Flat 6, Triq Windsor, Tas-Sliema, u detentur ta' karta tal-identità Maltija bin-numru 253583M.

ARB/C039/2024 – VARIATION OF A SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 24th February, 2025 given by the Criminal Court (the Hon. Madam Justice Dr Edwina Grima, LLD).

The Republic of Malta

Versus

JOSEPH MUSCAT;

KONRAD MIZZI;

KEITH SCHEMBRI;

CLARENCE JOHN CONGER-THOMPSON;

CHRISTOPHER SPITERI;

JONATHAN VELLA;

DAVID-JOSEPH MELI, lawyer, 41 years, son of Joseph Meli and Marion Meli née Glanville, born in Tal-Pietà, Malta on the 1st May, 1983, and residing at 60, Flat 6, Triq Windsor, Sliema and holder of Maltese identity card bearing number 253583M.

IVAN VASSALLO;

MARIO VICTOR GATT;

BRIAN BONDIN;

ADRIAN HILLMAN;

PIERRE SLADDEN;

BRIAN TONNA;

KARL CINI;

SCIACCA GRILL LIMITED;

KASCO ENGINEERING COMPANY LIMITED;

FSV LIMITED;

MTRACE PLC;

GATEWAY SOLUTIONS LIMITED;

TECHNOLINE LIMITED;

EURYBATES LIMITED;
TAOMAC LIMITED;

U

NEXIA BT LIMITED;

Il-Qorti AWTORIZZAT lill-imputat DAVID-JOSEPH MELI sabiex jesegwixxi rifużjoni favur is-soċjetà VBL plc fl-ammont ta' €35,324.60 u fl-ammont ta' €12,037.16 mill-kont tal-bank intestat f'isem l-imputat li jispiċċa -3048 u miżmum mal-Bank of Valletta plc.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 36 (5) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta, wara digriet ta' ordni ta' qbid u ffriżar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Rachel Montebello, LLD), fit-28 ta' Mejju, 2024, li ġiet ippubblikata fil-Gazzetta tal-Gvern fl-4 ta' Ġunju, 2024, fejn il-Qorti ordnat iż-żamma u s-sekwestru f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' Joseph Muscat, Konrad Mizzi, Keith Schembri, Clarence John Conger-Thompson, Christopher Spiteri, Jonathan Vella, DAVID-JOSEPH MELI, Ivan Vassallo, Mario Victor Gatt, Brian Bondin, Adrian Hillman, Pierre Sladden, Brian Tonna, Karl Cini, Sciacca Grill Limited, Kasco Engineering Company

IVAN VASSALLO;

MARIO VICTOR GATT;

BRIAN BONDIN;

ADRIAN HILLMAN;

PIERRE SLADDEN;

BRIAN TONNA;

KARL CINI;

SCIACCA GRILL LIMITED;

KASCO ENGINEERING COMPANY LIMITED;

FSV LIMITED;

MTRACE PLC;

GATEWAY SOLUTIONS LIMITED;

TECHNOLINE LIMITED;

EURYBATES LIMITED;
TAOMAC LIMITED;

AND

NEXIA BT LIMITED;

The Court AUTHORISES the accused DAVID-JOSEPH MELI to refund the society VBL plc in the amount of €35,324.60 and in the amount of €12,037.16 from the bank accounts registered in the name of the accused ending in -3048 and held at the Bank of Valletta plc.

This variation is being published in terms of Article 36 (5) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta, following a seizing and freezing order which decree was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD) on the 28th May, 2024, which was published in the Government Gazette on the 4th June, 2024, where the court ordered the attachment in the hands of third parties in general of all moneys and other movable or immovable property due or pertaining or belonging to Joseph Muscat, Konrad Mizzi, Keith Schembri, Clarence John Conger-Thompson, Christopher Spiteri, Jonathan Vella, DAVID-JOSEPH MELI, Ivan Vassallo, Mario Victor Gatt, Brian Bondin, Adrian Hillman, Pierre Sladden, Brian Tonna, Karl Cini, Sciacca Grill Limited, Kasco Engineering Company

Limited, FSV Limited, MTrace plc, Gateway Solutions Limited, Technoline Limited, Eurybates Limited, Taomac Limited, u Nexia BT Limited.

Illum 27 ta' Frar, 2025

IS-SUR GABRIEL BONANNO
Aġent Direttur, Uffiċċju għall-Irkupru tal-Assi

Limited, FSV Limited, MTrace Plc, Gateway Solutions Limited, Technoline Limited, Eurybates Limited, Taomac Limited, and Nexia BT Limited.

Today 27th February, 2025

MR GABRIEL BONANNO
Acting Director, Asset Recovery Bureau

547

ARB/C022/2025– ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fil-21 ta' Frar, 2025 mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Astrid May Grima, LLD). Kumpilazzjoni Numru 162/2025, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

DEBORAH CALLEJA, diżokkupata, ta' 48 sena, bint il-mejjet Albert Calleja u l-mejta Mary Calleja xebba Agius, imwielda Tal-Pietà, Malta, fil-15 ta' Ottubru, 1976, u residenti f'7, Flat 1, Triq A. Cuschieri, Birkirkara, u detentriċi ta' karta tal-identità Maltija bin-numru 552076M.

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-imputata DEBORAH CALLEJA milli tittrasferixxi, tagħti b'rahan, tipoteka, jew b'xi mod ieħor tbiddel jew tiddisponi minn dik il-proprjetà u minn proprjetà oħra tagħha jew li tkun fil-pussess tagħha sal-limitu ta' mija u sittax-il elf, sitt mija u tnejn u sebgħin ewro u tmienja u sittin ċenteżmu (€116,672.68), u dan ai termini 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.

Il-Qorti AWTORIZZAT lill-imputata li tirċievi l-ammont stabbilit mill-Ministru b'ordni fil-Gazzetta tal-Gvern ta' Malta Nru. 21,191 permezz tal-Avviż Legali 31 tal-2024 – Ordni tal-2024 li Jistabbilixxi l-Ammont Massimu Rilaxxjabbli lil Persuni li Jkunu Suġġetti għal Ordnijiet ta' Sekwestru jew għal Ordnijiet ta' Qbid u Ffriżar taħt l-Att dwar ir-Rikavat mill-Kriminalità, ta' wieħed u għoxrin elf, disa' mija u ħamsa u erbgħin ewro (€21,945) kull sena bħala l-ammont massimu. B'dan illi kull entità finanzjarja hija ordnata li b'nota tinforma l-Qorti f'liema kont jew minn liema kont ikunu qed jiġu rċevuti l-istess flejjes.

ARB/C022/2025 – SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 21st February, 2025 given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Astrid May Grima, LLD). Compilation Number 162/2025, in the case:

The Republic of Malta

Versus

DEBORAH CALLEJA, unemployed, 48 years, daughter of the late Albert Calleja and the late Mary Calleja née Agius, born in Tal-Pietà, Malta, on the 15th October, 1976, and residing at 7, Flat 1, Triq A. Cuschieri, Birkirkara, and holder of Maltese identity card bearing number 552076M.

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 DEBORAH CALLEJA, from transferring, pledging, hypothecating, or otherwise changing or disposing of any such property and of such other property owned by her or being in her possession up to the limit of one hundred and sixteen thousand, six hundred seventy-two euro and sixty-eight cents (€116,672.68), and this in terms of 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.

The Court AUTHORISED the said accused to receive the amount established by the Minister by order in the Government Gazette of Malta No. 21,191 through Legal Notice 31 of 2024 – Establishment of Maximum Amount which may be Released to Persons who are Subject to Attachment Orders or to Seizing and Freezing Orders under the Proceeds of Crime Act Order, 2024, of twenty-one thousand, nine hundred and forty-five euro (€21,945) annually as the maximum amount. Provided that every financial entity is ordered to present a note by which it informs the Court in which account or from which account these moneys are taken.

Kull persuna li tagħmel xi ħaġa bi ksur tal-ordni tal-Qorti msemmi 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 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' proprjetà 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 26 ta' Frar, 2025

Today 26th February, 2025

IS-SUR GABRIEL BONANNO
Aġent Direttur, Uffiċċju għall-Irkupru tal-Assi

MR GABRIEL BONANNO
Acting Director, Asset Recovery Bureau

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ARB/C039/2024 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULĦADD illi b'digriet mogħti fil-25 ta' Frar, 2025, mill-Qorti Kriminali (l-Onor. Imħallef Dott. Edwina Grima, LLD).

Ir-Repubblika ta' Malta

Kontra

JOSEPH MUSCAT, konsulent, ta' 51 sena, iben Saviour Muscat u Grace Muscat xebba Borg, imwieled Tal-Pietà, Malta fit-22 ta' Jannar, 1974, u residenti f'20, Triq San Pawl Milqi, Burmarrad, San Pawl il-Baħar, u detentur ta' karta tal-identità Maltija bin-numru 110274M.

KONRAD MIZZI;

KEITH SCHEMBRI;

CLARENCE JOHN CONGER-THOMPSON;

CHRISTOPHER SPITERI;

JONATHAN VELLA;

DAVID-JOSEPH MELI;

IVAN VASSALLO;

MARIO VICTOR GATT;

ARB/C039/2024 – VARIATION OF A SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 25th February, 2025, given by the Criminal Court (Hon. Madam Justice Dr Edwina Grima, LLD).

The Republic of Malta

Versus

JOSEPH MUSCAT, advisor, 51 years, son of Saviour Muscat and Grace Muscat née Borg, born in Tal-Pietà, Malta on the 22nd January, 1974, and residing at 20, Triq San Pawl Milqi, Burmarrad, St Paul's Bay, and holder of Maltese identity card bearing number 110274M.

KONRAD MIZZI;

KEITH SCHEMBRI;

CLARENCE JOHN CONGER-THOMPSON;

CHRISTOPHER SPITERI;

JONATHAN VELLA;

DAVID-JOSEPH MELI;

IVAN VASSALLO;

MARIO VICTOR GATT;

BRIAN BONDIN;

ADRIAN HILLMAN;

PIERRE SLADDEN;

BRIAN TONNA;

KARL CINI;

SCIACCA GRILL LIMITED;

KASCO ENGINEERING COMPANY LIMITED;

FSV LIMITED;

MTRACE PLC;

GATEWAY SOLUTIONS LIMITED;

TECHNOLINE LIMITED;

EURYBATES LIMITED;

TAOMAC LIMITED;

U

NEXIA BT LIMITED;

Il-Qorti AWTORIZZAT lill-imputat JOSEPH MUSCAT sabiex jesegwixxi s-segwenti pagamenti mill-kont tal-bank intestat f'isem l-imputat li jispiċċa -7876 u miżmum mal-Bank of Valletta plc, u/jew mill-kont tal-bank intestat f'isem l-imputat li jispiċċa -1020 u miżmum mal-Bank of Valletta plc, u/jew mill-kont tal-bank intestat f'isem l-imputat li jispiċċa -4297 u miżmum ma' Em@ney plc, hekk kif imniżżla sussegwentement:

a) L-arretrati dovuti fuq il-kont ta' self għad-dar li jispiċċa -0918 u miżmum mill-Bank of Valletta plc fl-ammont ta' €5,472.47, kif ukoll il-pagamenti mensili fl-ammont ta' €664.97 fuq l-istess kont;

b) Il-polza tal-assigurazzjoni bir-referenza numru FP559721 miżmuma mill-MAPFRE MSV Life plc fl-ammont ta' €2,771.79, kif ukoll il-pagamenti għat-tiġdid tal-istess polza kull tliet xhur, ċjoè f'Jannar, April, Lulju, u Ottubru;

c) Il-polza tal-assigurazzjoni bir-referenza numru 31005263 miżmuma mill-MAPFRE MSV Life plc fl-

BRIAN BONDIN;

ADRIAN HILLMAN;

PIERRE SLADDEN;

BRIAN TONNA;

KARL CINI;

SCIACCA GRILL LIMITED;

KASCO ENGINEERING COMPANY LIMITED;

FSV LIMITED;

MTRACE PLC;

GATEWAY SOLUTIONS LIMITED;

TECHNOLINE LIMITED;

EURYBATES LIMITED;

TAOMAC LIMITED;

AND

NEXIA BT LIMITED;

The Court AUTHORISES the accused JOSEPH MUSCAT to execute the following payments from the bank account registered in his name ending in -7876 and held at the Bank of Valletta plc, and/or the bank account registered in his name ending in -1020 and held at the Bank of Valletta plc, and/or the bank account registered in his name ending in -4297 and held at Em@ney plc, in the following manner:

a) The arrears due on the home loan account ending in -0918 and held at the Bank of Valletta plc in the amount of €5,472.47, as well as the monthly payments of €664.97 on the same account;

b) The insurance policy with reference number FP559721 held by MAPFRE MSV Life plc in the amount of €2,771.79, as well as renewal payments every three months, namely January, April, July, and October;

c) The insurance policy with reference number 31005263 held by MAPFRE MSV Life plc in the amount of €720, as

ammont ta' €720, kif ukoll il-pagament annwali tal-istess polza u fl-istess ammont kull l-1 ta' Diċembru;

d) Il-polza tal-assigurazzjoni tad-dar bir-referenza numru 3522221001516 (P52017823) u miżmuma mill-MAPFRE Middlesea plc fl-ammont ta' €418.68, kif ukoll il-pagament annwali tal-istess polza u fl-istess ammont f'Settembru;

e) Il-polza tal-assigurazzjoni tas-saħħa bir-referenza numru 1511921000691 u miżmuma mill-MAPFRE Middlesea plc fl-ammont ta' €3,403.50, kif ukoll il-pagament annwali tal-istess polza u fl-istess ammont;

f) Pagament fl-ammont ta' €25,480 rappreżentanti l-miżati dovuti lil Quality Schools International;

g) Pagament fl-ammont ta' €5,344.70 rappreżentanti s-somma dovuta lil Paul Tonna Son of Santu Undertakers;

h) Pagamenti lill-Kummissarju tat-Taxxa fl-ammont ta' €118,298 rappreżentanti t-taxxa proviżorja għal Awwissu 2024 u Diċembru 2024, u l-ammont ta' €4,231.52 rappreżentanti t-taxxa tal-bolla;

i) Pagamenti lill-Kummissarju tat-Taxxa fl-ammont ta' €20,609.62 rappreżentanti l-VAT dovuta għas-sena 2024.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 36 (5) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta, wara digriet ta' ordni ta' qbid u ffriżar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Struttorja (il-Maġistrat Dott. Rachel Montebello, LLD), fit-28 ta' Mejju, 2024, li ġiet ippubblikata fil-Gazzetta tal-Gvern fl-4 ta' Ġunju, 2024, fejn il-Qorti ordnat iż-żamma u s-sekwestru f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' JOSEPH MUSCAT, Konrad Mizzi, Keith Schembri, Clarence John Conger-Thompson, Christopher Spiteri, Jonathan Vella, David-Joseph Meli, Ivan Vassallo, Mario Victor Gatt, Brian Bondin, Adrian Hillman, Pierre Sladden, Brian Tonna, Karl Cini, Sciacca Grill Limited, Kasco Engineering Company Limited, FSV Limited, MTrace plc, Gateway Solutions Limited, Technoline Limited, Eurybates Limited, Taomac Limited, u Nexia BT Limited.

Illum 26 ta' Frar, 2025

IS-SUR GABRIEL BONANNO
Aġent Direttur, Uffiċċju għall-Irkupru tal-Assi

well as the yearly payment of the same policy and in the same amount every 1st December;

d) The home insurance policy with reference number 3522221001516 (P52017823) held by MAPFRE Middlesea plc in the amount of €418.68, as well as the yearly payment of the same policy and in the same amount in September;

e) The health insurance policy with reference number 1511921000691 held by MAPFRE Middlesea plc in the amount of €3,403.50, as well as the yearly payment of the same policy and in the same amount;

f) Payment in the amount of €25,480 representing the fees owed to Quality Schools International;

g) Payment in the amount of €5,344.70 representing the sum owed to Paul Tonna Son of Santu Undertakers;

h) Payments to the Commissioner for Revenue in the amount of €118,298 representing provisional tax for August 2024 and December 2024, and the amount of €4,231.52 representing stamp duty;

i) Payment to the Commissioner for Revenue in the amount of €20,609.62 representing the VAT owed for the year 2024.

This variation is being published in terms of Article 36 (5) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta, following a seizing and freezing order which decree was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD) on the 28th May, 2024, which was published in the Government Gazette on the 4th June, 2024, where the court ordered the attachment in the hands of third parties in general of all moneys and other movable or immovable property due or pertaining or belonging to JOSEPH MUSCAT, Konrad Mizzi, Keith Schembri, Clarence John Conger-Thompson, Christopher Spiteri, Jonathan Vella, David-Joseph Meli, Ivan Vassallo, Mario Victor Gatt, Brian Bondin, Adrian Hillman, Pierre Sladden, Brian Tonna, Karl Cini, Sciacca Grill Limited, Kasco Engineering Company Limited, FSV Limited, MTrace plc, Gateway Solutions Limited, Technoline Limited, Eurybates Limited, Taomac Limited, and Nexia BT Limited.

Today 26th February, 2025

MR GABRIEL BONANNO
Acting Director, Asset Recovery Bureau

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