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NOTIFIKAZZJONIJIET TAL-GVERN

Nru. 1923

PUBBLIKAZZJONI TA' ABBOZZ TA' LIĠI FIS-SUPPLIMENT

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

Abbozz ta' Liġi Nru 158 imsejjaħ l-Att tal-2025 dwar il-Protezzjoni kontra Konsegwenzi Negattivi għal Persuni li Fiequ minn Mard Onkoloġiku (Dritt li Tintesa).

Il-5 ta' Diċembru 2025

Nru. 1924

ARTIKOLU 9 (1) TAL-ATT DWAR DIPENDENZA FUQ ID-DROGA (TRATTAMENT MHUX PRIĠUNERIJA)

Ħatra tal-Bord Konsultattiv għall-Politika dwar l-Għoti tas-Sentenzi

NGĦARRFU b'din għall-informazzjoni ta' kullħadd illi, bis-setgħat mogħtija lilu bl-artikolu 9 (1) tal-Att dwar Dipendenza fuq id-Droga (Trattament mhux Priġunerija), il-Ministru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni ħatar dawn il-membri li ġejjin biex iservu fuq il-Bord Konsultattiv għall-Politika dwar l-Għoti tas-Sentenzi.

Chairperson
Dott. Alex Scerri Herrera

Membri
Dott. Doreen Parnis
Dott. Stephanie Gatt
Dott. Silvio Brincat
Dott. Martha Mifsud
Dott. Ezekiel Psaila

Segretarju
Dott. Gabriel Farrugia

Din il-ħatra hija valida għal perjodu ta' sena (1) mill-4 ta' Diċembru, 2025.

Il-5 ta' Diċembru, 2025

Nru. 1925

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

GOVERNMENT NOTICES

No. 1923

PUBLICATION OF BILL IN SUPPLEMENT

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

Bill No. 158 entitled the Protection against Adverse Consequences for Persons who recovered from Oncological Diseases (Right to be Forgotten) Act, 2025.

5th December 2025

No. 1924

ARTICLE 9 (1) OF THE DRUG DEPENDENCE (TREATMENT NOT IMPRISONMENT) ACT

Appointment of the Sentencing Advisory Policy Board

IT is hereby notified for general information that, in exercise of the powers vested in him by article 9 (1) of the Drug Dependence (Treatment not Imprisonment) Act, the Minister for Justice and Reform of the Construction Sector has appointed the following to the Sentencing Advisory Policy Board.

Chairperson
Dr Alex Scerri Herrera

Members
Dr Doreen Parnis
Dr Stephanie Gatt
Dr Silvio Brincat
Dr Martha Mifsud
Dr Ezekiel Psaila

Secretary
Dr Gabriel Farrugia

This appointment is valid for one (1) year as from 4th December, 2025.

5th December, 2025

No. 1925

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

r-Riforma tas-Settur tal-Kostruzzjoni għamel din l-Ordni li permezz tagħha l-Ordni ta' Adozzjoni datata 12 ta' Settembru, 1968, mogħtija mill-Plymouth County Court fir-Renju Unit, 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

Il-5 ta' Diċembru, 2025

Nru. 1926

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-Riforma tas-Settur tal-Kostruzzjoni għamel din l-Ordni li permezz tagħha l-Ordni ta' Adozzjoni datata 12 ta' Frar, 2025, mogħtija mill-Court of District Judge-5, Wardha, l-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

Il-5 ta' Diċembru, 2025

Nru. 1927

ATT DWAR IL-PERITI
(KAP. 390)

Ħatra tal-Bord tal-Warrant tal-Periti

NGĦARRFU b'din għall-informazzjoni ta' kulħadd illi bis-saħħa tas-setgħat mogħtija skont l-Artikolu 6 tal-Att dwar il-Periti (Kap. 390), il-Ministru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, ħatar lis-segwenti fil-Bord tal-Warrant tal-Periti.

Chairperson
Dott. Frank Psaila

Segretarja
Is-Sa Charlene Saliba

It-terminu tal-ħatra taċ-Chairperson jiskadi fit-8 ta' Awwissu, 2028.

of the Construction Sector has made this Order whereby the Adoption Order dated 12th September, 1968, issued by Plymouth County Court, United Kingdom, 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

5th December, 2025

No. 1926

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 12th February, 2025, issued by the Court of District Judge-5, in Wardha, 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

5th December, 2025

No. 1927

PERITI ACT
(CAP. 390)

Appointments to the Bord tal-Warrant tal-Periti

IT is hereby notified for general information that in exercise of the powers conferred by Article 6 of the Periti Act (Cap. 390), the Minister for Transport, Infrastructure and Public Works, has appointed the following persons as Members on the Bord tal-Warrant tal-Periti.

Chairperson
Dr Frank Psaila

Secretary
Ms Charlene Saliba

The term of appointment of the Chairperson shall expire on 8th August, 2028.

It-terminu tal-ħatra tas-Segretarja jiskadi fit-8 ta' Awwissu, 2026.

Ngħarrfu b'din ukoll illi skont l-Artikolu 6 tal-Att dwar il-Periti (Kap. 390), il-Ministru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, ħatar lill-Perit Claude Mallia u lill-Perit David Mifsud Parker bħala membri fil-Bord tal-Warrant tal-Periti.

It-terminu tal-Perit Claude Mallia jiskadi fit-8 ta' Awwissu, 2026, filwaqt li t-terminu tal-Perit David Mifsud Parker jiskadi fid-19 ta' Settembru, 2026.

Ngħarrfu b'din ukoll illi skont l-Artikolu 6 tal-Att dwar il-Periti (Kap. 390), il-Kamra tal-Periti (KTP) ħatret lill-Perit Anthony Bezzina u lill-Perit Catherine Galea biex ikunu membri fil-Bord tal-Warrant tal-Periti.

It-terminu tal-Perit Anthony Bezzina jiskadi fil-31 ta' Ottubru, 2026, filwaqt li t-terminu tal-Perit Catherine Galea jiskadi fil-31 ta' Ottubru, 2027.

Ngħarrfu b'din ukoll illi skont l-Artikolu 6 tal-Att dwar il-Periti (Kap. 390), il-Perit Joseph Bugeja u l-Perit Ann Marie Delicata ġew eletti minn fost id-detenturi ta' warrant biex ikunu membri fil-Bord tal-Warrant tal-Periti.

It-terminu tal-Perit Joseph Bugeja jiskadi fis-16 ta' Marzu, 2027, filwaqt li t-terminu tal-Perit Ann Marie Delicata jiskadi fis-16 ta' Marzu, 2027.

Din in-Notifikazzjoni tal-Gvern qed tħassar dik bin-Nru. 1879 ippubblikata fil-Gazzetta tal-Gvern Nru. 21,545 tat-28 ta' Novembru, 2025.

Il-5 ta' Diċembru, 2025

The term of appointment of the Secretary shall expire on 8th August, 2026.

It is also hereby notified that, in accordance with Article 6 of the Act (Cap. 390), the Minister for Transport, Infrastructure and Public Works, has appointed Perit Claude Mallia and Perit David Mifsud Parker as members of the Bord tal-Warrant tal-Periti.

The term of Perit Claude Mallia shall expire on 8th August, 2026, while the term of Perit David Mifsud Parker shall expire on 19th September, 2026.

It is also hereby notified that, in accordance with Article 6 of the Act (Cap. 390), Kamra tal-Periti (KTP) has appointed Perit Anthony Bezzina and Perit Catherine Galea as members of the Bord tal-Warrant tal-Periti.

The term of Perit Anthony Bezzina shall expire on 31st October, 2026, while the term of Perit Catherine Galea shall expire on 31st October, 2027.

It is also hereby notified that, in accordance with Article 6 of the Act (Cap. 390), Perit Joseph Bugeja and Perit Ann Marie Delicata were elected from among the warrant holders to serve as members of the Bord tal-Warrant tal-Periti.

The term of Perit Joseph Bugeja shall expire on 16th March, 2027, and the term of Perit Ann Marie Delicata shall also expire on 16th March, 2027.

This Government Notice is superseding the one with No. 1879 published in Government Gazette No. 21,545 of the 28th November, 2025.

5th December, 2025

Nru. 1928

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

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

No. 1928

APPOINTMENT OF ACTING COMMISSIONER FOR TAX AND CUSTOMS

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

ISEM *NAME*	POŻIZZJONI *POSITION*	DIPARTIMENT *DEPARTMENT*	DATA *DATE*
Is-Sur Aldo Farrugia	Kummissarju tat-Taxxa u d-Dwana *Commissioner for Tax and Customs*	Uffiċċju tal-Kummissarju *Office of the Commissioner*	8.12.2025 - 13.12.2025

Il-5 ta' Diċembru, 2025

5th December, 2025

Nru. 1929

NUMRI ĠODDA TA' BIBIEN FI GWARDAMANĠA/TAL-PIETÀ U L-ĦAMRUN

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 878 tat-23 ta' Settembru, 2011, taħt it-titlu 'Numri ġodda ta' bibien f'Tal-Pietà/Gwardamanġa u l-Ħamrun', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 1929

NUMBERING OF DOORS AT GWARDAMANĠA/TAL-PIETÀ AND IL-ĦAMRUN

Amendments

WITH reference to Government Notice No. 878 dated 23rd September, 2011, under the title 'Renumbering of doors at Tal-Pietà/Gwardamanġa and Il-Ħamrun', the following amendments in **bold** should be made.

IL-ĦAMRUN

TRIQ QREJTEN

In-naħa tax-xellug meta tidħol minn Triq l-Isptar, Gwardamanġa, Tal-Pietà

Left side entering from Triq l-Isptar, Gwardamanġa, Tal-Pietà

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Bieb bla numru (Flettijiet)	275
Casa Roma	277
Bieb bla numru	279
Thames	281
Garaxx	283
Garaxx	285

In-naħa tal-lemin meta tidħol minn Triq l-Isptar, Gwardamanġa, Tal-Pietà

Right side entering from Triq l-Isptar, Gwardamanġa, Tal-Pietà

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

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
275, **Redentur Court**	275
Daħla għall-garaxxijiet	**277**
Bieb bla numru	**279**
Bieb bla numru (Flettijiet)	**281**
Bieb bla numru	**283**
285 (Garaxx)	285

Il-5 ta' Diċembru, 2025

5th December, 2025

Nru. 1930

NUMRI ĠODDA TA' BIBIEN FIL-MARSA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 208 tat-23 ta' Marzu, 1999, taħt it-titlu 'Numri ġodda ta' bibien fil-Marsa', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 1930

NUMBERING OF DOORS AT IL-MARSA

Amendments

WITH reference to Government Notice No. 208 dated 23rd March, 1999, under the title 'Renumbering of doors at Il-Marsa', the following amendments in **bold** should be made.

IL-MARSA

14. TRIQ IL-MARSA

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*
Ħanut tal-għamara	49

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*

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Lourdes House	51		
Bieb bla numru (Dar)	53		
Pieta House	55		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
49, **Fruit & Vegetables** (Ħanut)	49		
Bieb bla numru (Flettijiet)	**51**		
Ħanut	**53**		
Garaxx	**53A**		
55, Pieta House	55		

Il-5 ta' Diċembru, 2025

Nru. 1931

NUMRI ĠODDA TA' BIBIEN F'PAOLA

Emendi

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

5th December, 2025

No. 1931

NUMBERING OF DOORS AT PAOLA

Amendments

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

PAOLA

29. TRIQ SALVATORE IMBROLL

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

Left side entering from Triq Ħal Luqa

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Hair Tec (Ħanut)	1
Carters (Store)	3
Carters (Store)	5
Sit bla bini	7
Sit bla bini	9
Ivymary	11

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

Right side entering from Triq Ħal Luqa

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Melody	14
Sit bla bini	16
Sit bla bini	18
Arc-En-Ciel	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*
Joico (Ħanut)	**1**	14, **Mermar**	14
Daħla għall-garaxxijiet	**3**	**San Antonio Court**	**16**
Sub-Station	**5**	**Garaxx**	**18**
Garaxx (Store)	**7**	20, Pepprina	20
11, **Lotus House**	11		

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Romantika	21		
Sit bla bini	23		
Sit bla bini	25		
Sit bla bini	27		
Sit bla bini	29		
Cor Jesu	31		

għandhom jinqraw
should read

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
21, Romantika	21		
Garaxx	**23**		
25 (Flettijiet)	**25**		
31, Cor Jesu	31		

** In-numri 27 u 29 mhux se jintużaw peress li nfetħu inqas bibien milli kien hemm maħsub oriġinarjament.*

Il-5 ta' Diċembru, 2025

5th December, 2025

Nru. 1932

No. 1932

NUMRI ĠODDA TA' BIBIEN F'SAN ĠILJAN

NUMBERING OF DOORS AT SAN ĠILJAN

Emendi

Amendments

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 226 tas-27 ta' Frar, 2018, taħt it-titlu 'Numri ġodda ta' bibien f'San Ġiljan', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

WITH reference to Government Notice No. 226 dated 27th February, 2018, under the title 'Numbering of doors at San Ġiljan', the following amendments in **bold** should be made.

SAN ĠILJAN

1. TRIQ IL-FRAXXNU

In-naħa tax-xellug meta tidħol minn Triq il-Qasab, San Ġwann

Left side entering from Triq il-Qasab, San Ġwann

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

In-naħa tal-lemin meta tidħol minn Triq il-Qasab, San Ġwann

Right side entering from Triq il-Qasab, San Ġwann

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Acquator	2
Tanah Lot	4

għandhom jinqraw
should read

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Sefranda II	**2**
2, Acquator	**2A**
4, Tanah Lot	4

Il-5 ta' Diċembru, 2025

5th December, 2025

Nru. 1933

NUMRI ĠODDA TA' BIBIEN F'SANTA VENERA

Emendi

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 66 tad-19 ta' Jannar, 1999, taħt it-titlu 'Numri ġodda ta' bibien f'Santa Venera', għandhom isiru dawn l-emendi kif indikati b'tipi **grassi**.

No. 1933

NUMBERING OF DOORS AT SANTA VENERA

Amendments

WITH reference to Government Notice No. 66 dated 19th January 1999, under the title 'Renumbering of doors at Santa Venera', the following amendments in **bold** should be made.

SANTA VENERA

10. TRIQ IL-KANUN

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

Left side entering from Triq il-Kbira San Ġużepp

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

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

Right side entering from Triq il-Kbira San Ġużepp

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Bieb bla numru (Dar)	188
Garaxx	190
Garaxx	192
160	194
159	196
Garaxx	198
157	200

għandhom jinqraw
should read

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

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
188	188
190 **(Ħanut)**	190
192 (Garaxx)	192
Greenland Court	**194**
198 (Garaxx)	198
200	200

** In-numru 196 mhux se jintuża peress li nfetħu inqas bibien milli kien hemm mibni oriġinarjament.*

Il-5 ta' Diċembru, 2025

5th December, 2025

Nru. 1934

NUMRI ĠODDA TA' BIBIEN FL-IMTARFA

Prolungament

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 912 tat-30 ta' Awwissu, 2005, taħt it-titlu 'Numri ġodda ta' bibien fl-Imtarfa', għandu jsir dan il-prolungament kif indikat b'tipi **grassi**.

No. 1934

NUMBERING OF DOORS AT L-IMTARFA

Prolongation

WITH reference to Government Notice No. 912 dated 30th August, 2005, under the title 'Renumbering of doors at L-Imtarfa', the following prolongation in **bold** should be made.

L-IMTARFA

1. TRIQ ANTONIO ELLUL

In-naħa tax-xellug meta tidħol minn Triq Sir Philip Pullicino

Left side entering from Triq Sir Philip Pullicino

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

In-naħa tal-lemin meta tidħol minn Triq Sir Philip Pullicino

Right side entering from Triq Sir Philip Pullicino

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

għandhom jiżdiedu
should be added

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
Garaxx	**63**		
Garaxx	**65**		

Il-5 ta' Diċembru, 2025

5th December, 2025

Nru. 1935

No. 1935

NUMRI ĠODDA TA' BIBIEN F'ĦAL TARXIEN

Prolungament

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 306 tal-21 ta' Frar, 2025, taħt it-titlu 'Numri ġodda ta' bibien f'Ħal Tarxien', għandu jsir dan il-prolungament kif indikat b'tipi **grassi**.

NUMBERING OF DOORS AT ĦAL TARXIEN

Prolongation

WITH reference to Government Notice No. 306 dated 21st February, 2025, under the title 'Numbering of doors at Ħal Tarxien', the following prolongation in **bold** should be made.

ĦAL TARXIEN

TRIQ IL-KAVALLERIJA

In-naħa tax-xellug meta tidħol minn
Triq Ġanni Faurè

Left side entering from Triq Ġanni Faurè

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

In-naħa tal-lemin meta tidħol minn
Triq Ġanni Faurè

Right side entering from Triq Ġanni Faurè

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
10, Astra (Garaxx)	12

għandhom jiżdiedu
should be added

Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*	Isem/Numru Qadim *Name/Old Number*	Numru ġdid *New Number*
		Bieb bla numru (Flettijiet)	**14**
		Garaxx	**16**
		Garaxx	**18**

Il-5 ta' Diċembru, 2025

5th December, 2025

Nru. 1936

No. 1936

ATT DWAR IL-PROTEZZJONI TAL-AMBJENT (KAP. 549)

Regolamenti dwar il-Permessi Ambjentali (Proċedura tal-Applikazzjonijiet u d-Deċiżjoni Tagħhom) L.S. 549.172

SKONT ir-regolament 32(3) tar-Regolamenti dwar il-Permessi Ambjentali (Proċedura tal-Applikazzjonijiet u d-Deċiżjoni Tagħhom), L.S. 549.172, l-Awtorità għall-Ambjent u r-Riżorsi qiegħda b'dan tinforma illi l-uffiċini tagħha se jkunu magħluqa mid-19 ta' Diċembru, 2025 sal-4 ta' Jannar, 2026, iż-żewġ ġranet inklużi.

Il-5 ta' Diċembru, 2025

ENVIRONMENT PROTECTION ACT (CAP. 549)

Environmental Permitting (Procedure for Applications and their Determination) Regulations S.L. 549.172

IN terms of regulation 32(3) of the Environmental Permitting (Procedure for Applications and their Determination) Regulations, S.L. 549.172, the Environment and Resources Authority hereby informs that its offices will be closed between 19th December, 2025 and 4th January, 2026, both days included.

5th December, 2025

Nru. 1937

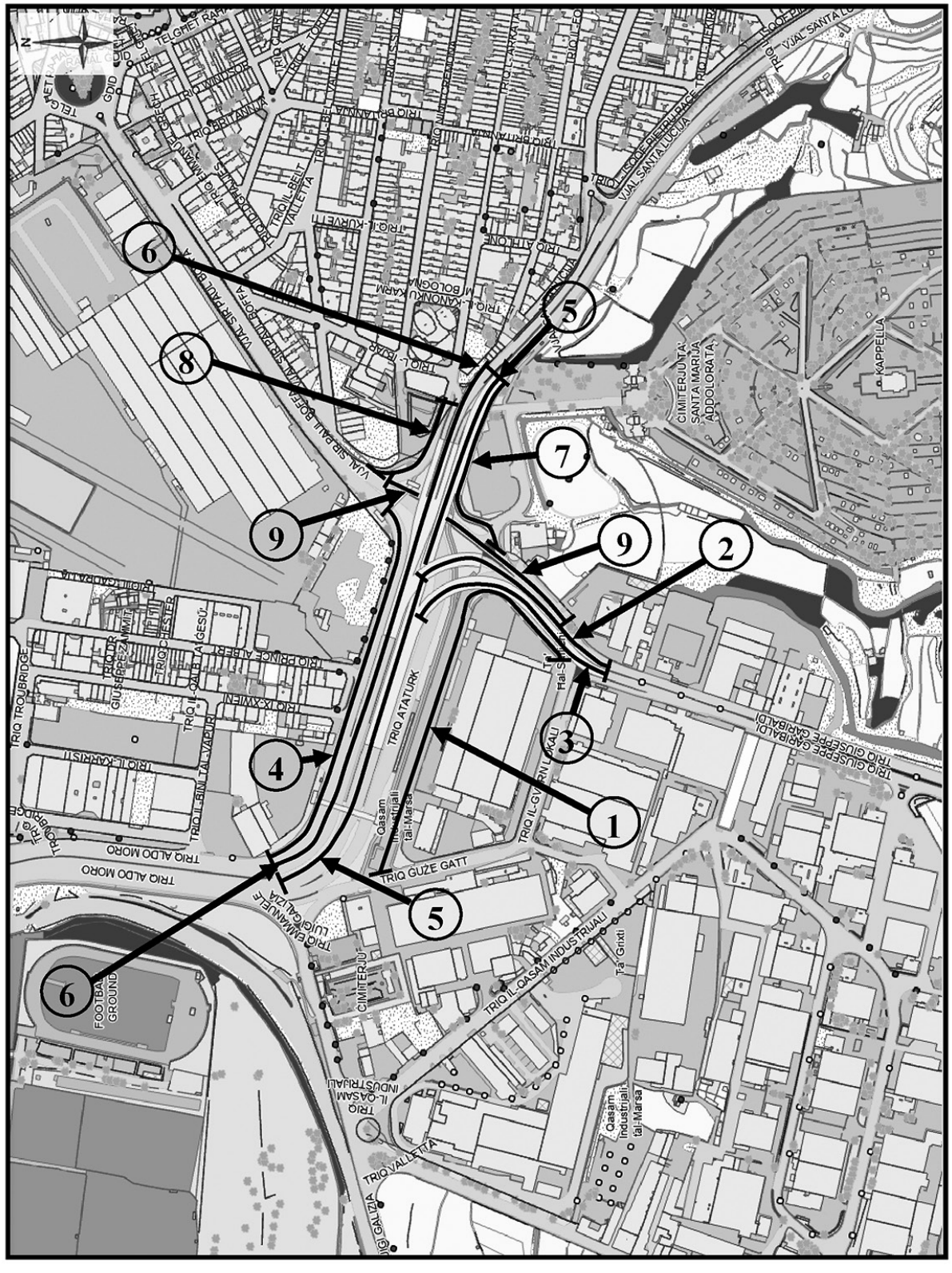
TISMIJA TA' TOROQ F'MALTA

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

No. 1937

NAMING OF STREETS IN MALTA

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



IL-MARSA

Triq mingħajr isem uffiċjali li tibda k/m Triq Ġużè Gatt u tasal sa Pont il-Ħelsien, imsemmi f'din in-notifikazzjoni, u Triq il-Gvern Lokali, immarkata bin-numru 1 fuq il-mappa hawn riprodotta, tissemma……..

TRIQ IT-30 TA' APRIL, 1921
L-EWWEL GVERN NAZZJONALI AWTONOMU RESPONSABBLI

Pont mingħajr isem uffiċjali li jibda minn Pont ir-Repubblika, imsemmi f'din in-notifikazzjoni, u jasal sa Triq Giuseppe Garibaldi, immarkat bin-numru 2 fuq il-mappa hawn riprodotta, jissemma……

PONT IL-ĦELSIEN
31 TA' MARZU

Pont mingħajr isem uffiċjali li jibda minn Triq Giuseppe Garibaldi u jasal sa Pont l-1 ta' Mejju, imsemmi f'din in-notifikazzjoni, u mmarkat bin-numru 3 fuq il-mappa hawn riprodotta, jissemma……..……..…

PONT L-INDIPENDENZA
21 TA' SETTEMBRU

Triq mingħajr isem uffiċjali li tibda minn Triq Aldo Moro, Il-Marsa u tasal sa Vjal Sir Paul Boffa, Paola, immarkata bin-numru 4 fuq il-mappa hawn riprodotta, tissemma……..……....

TRIQ IŻ-ŻEWĠ ASSEDJI
1565, 1940 – 1943

IL-MARSA/PAOLA

Pont mingħajr isem uffiċjali li jibda minn Vjal Santa Luċija, Paola u jasal sa Triq Aldo Moro, Il-Marsa, immarkat bin-numru 5 fuq il-mappa hawn riprodotta, jissemma……..……...

PONT L-1 TA' MEJJU
JUM IL-ĦADDIEM U D-DĦUL TA' MALTA FL-UNJONI EWROPEA

Pont mingħajr isem uffiċjali li jibda minn Triq Aldo Moro, Il-Marsa u jasal sa Vjal Santa Luċija, Paola, immarkat bin-numru 6 fuq il-mappa hawn riprodotta, jissemma……...

PONT IR-REPUBBLIKA
13 TA' DIĊEMBRU

PAOLA

Triq mingħajr isem uffiċjali li tibda minn Pont l-1 ta' Mejju, imsemmi f'din in-notifikazzjoni, u tasal sa Triq l-10 ta' Frar, imsemmija f'din in-notifikazzjoni, u mmarkata bin-numru 7 fuq il-mappa hawn riprodotta, tissemma……...

TRIQ IS-7 TA' ĠUNJU, 1919

Triq mingħajr isem uffiċjali li tibda k/m Vjal Sir Paul Boffa u tasal sa Triq l-Arkata, immarkata bin-numru 8 fuq il-mappa hawn riprodotta, tissemma……..…

TRIQ IT-8 TA' SETTEMBRU
IL-VITORJA TMIEM IŻ-ŻEWĠ ASSEDJI

Triq mingħajr isem uffiċjali li tibda minn Vjal Sir Paul Boffa u tasal sa Pont il-Ħelsien, Il-Marsa, imsemmi f'din in-notifikazzjoni, u mmarkata bin-numru 9 fuq il-mappa hawn riprodotta, tissemma……..

TRIQ L-10 TA' FRAR
NAWFRAĠJU TA' SAN PAWL MADWAR IS-SENA 60 W.K.

Il-5 ta' Diċembru, 2025

Nru. 1938

AKKWIST TA' ART

Emenda

NGĦARRFU b'din illi b'referenza għan-Notifikazzjoni tal-Gvern Nru. 1921, ippubblikata fil-Gazzetta tal-Gvern Nru. 21,549 tal-4 ta' Diċembru, 2025, f'paġna 16,102, il-

5th December, 2025

Nru. 1938

ACQUISITION OF LAND

Amendment

IT is hereby notified that, with reference to Government Notice No. 1921, published in Government Gazette No. 21,549 of the 4th December, 2025, on page 16,102, the

paragrafu fl-istima tal-Perit taħt il-valutazzjoni tal-fond għandu jinbidel b'dan li gej:

Fuq inkarigu taċ-Chairman tal-Awtorità tal-Artijiet, skont l-Att dwar Artijiet tal-Gvern, Kapitolu 573 tal-Liġijiet ta' Malta, qiegħed niffissa l-valur liberu u frank tal-proprjetà hawn taħt deskritta fi Triq is-Salib tal-Marsa, Il-Marsa, li hija meħtieġa mill-Gvern għal skop pubbliku, u dan wara li kkunsidrajt il-lokalità, il-qies, l-għamla, l-istat u l-potenzjal, skont il-pjanijiet u l-konfini taż-żona tal-iżvilupp kif maħruġa uffiċjalment mill-Awtorità tal-Ippjanar, kif ukoll il-valur ta' proprjetajiet oħra viċini jew simili u ħwejjeġ oħra li jista' jkollhom effett fuq il-valur tal-istess proprjetà.

Il-5 ta' Diċembru, 2025

Nru. 1939

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

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

Data *Date*	Deheb Pur Gramma *Pure Gold* *Grams*	Fidda Pura Gramma *Pure Silver* *Grams*
5.12.2025	€116.153	€1.617

Il-5 ta' Diċembru, 2025

AVVIŻ TAL-PULIZIJA

Nru. 267

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.

Tal-Pietà

Nhar is-Sibt, 6 ta' Diċembru, 2025, mis-7.00 a.m. sal-11.00 p.m.,; it-Tlieta, 9 ta' Diċembru, 2025, mill-4.00 p.m.

paragraph in the Architect's valuation under the valuation of the premises should be substituted with the following:

As instructed by the Chairman of the Land Authority, in terms of Government Lands Act, Chapter 573 of the Laws of Malta, I am assessing the freehold and unencumbered value of the property mentioned below in Triq is-Salib tal-Marsa, Marsa, which is required by the Government for a public purpose, and this after having considered the locality, size, shape, state and potential, in terms of the plans and boundaries of the development zone as officially published by the Planning Authority, as well as the value of similar properties nearby and other matters which may effect the value of the same property.

5th December, 2025

No. 1939

GOLDSMITHS AND SILVERSMITHS ACT (CAP. 46)

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

Data *Date*	Deheb Pur Gramma *Pure Gold* *Grams*	Fidda Pura Gramma *Pure Silver* *Grams*
5.12.2025	€116.153	€1.617

5th December, 2025

POLICE NOTICE

No. 267

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.

Tal-Pietà

On Saturday, 6th December, 2025, from 7.00 a.m. to 11.00 p.m.; on Tuesday, 9th December, 2025, from 4.00 p.m.

sal-11.00 p.m.; l-Erbgħa, 10 ta' Diċembru, il-Ħamis, 11 ta' Diċembru, il-Ġimgħa, 12 ta' Diċembru, 2025, mill-5.00 p.m. sal-11.00 p.m.; is-Sibt, 13 ta' Diċembru, 2025, mill-10.00 a.m. sat-3.00 p.m. u mill-5.00 p.m. sal-11.00 p.m.; il-Ħadd, 14 ta' Diċembru, 2025, mill-11.00 a.m. sal-11.00 p.m.; u t-Tnejn, 15 ta' Diċembru, 2025, mill-4.00 p.m. sal-11.00 p.m., minn parti minn Triq Herbert Ganado kantuniera ma' Triq Joe Gasan, quddiem il-kwartieri ġenerali tal-Partit Nazzjonalista u parti minn Triq Mountbatten minn Triq Pietru Xuereb sa Triq Joe Gasan.

Ħal Safi

Nhar il-Ħadd, 7 ta' Diċembru, 2025, mis-6.00 a.m. sal-10.00 a.m., minn Misraħ il-Knisja, il-pjazza ta' Ħal Safi u Misraħ Santa Marija.

It-trasport pubbliku se jkun affettwat.

Ir-Rabat, Malta

Nhar il-Ħadd, 14 ta' Diċembru, 2025, mis-6.00 a.m. sas-2.00 p.m., minn Triq San Pawl, il-pjazza tal-parroċċa, Triq il-Kbira u Triq il-Kulleġġ.

Bormla

Nhar it-Tnejn, 22 ta' Diċembru, 2025, mill-4.30 p.m. sat-8.30 p.m., minn Triq Verdala, Triq Wiġi Rosato, Triq San Franġisk, Triq Fuq San Pawl, Triq l-Inkurunazzjoni, Triq il-Pellegrinaġġ, Triq l-Oratorju u Triq San Ġorġ.

It-trasport pubbliku se jkun affettwat mis-6.30 p.m. sat-8.00 p.m.

Ix-Xlendi

Nhar il-Ħadd, 28 ta' Diċembru, 2025, mill-4.30 a.m. sal-4.00 p.m., minn Triq ir-Rabat.

It-trasport pubbliku jista' jkun affettwat.

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

Il-5 ta' Diċembru, 2025

AVVIŻ TAL-PULIZIJA

Nru. 268

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-

to 11.00 p.m.; on Wednesday, 10th December, on Thursday, 11th December, on Friday, 12th December, 2025, from 5.00 p.m. to 11.00 p.m.; on Saturday, 13th December, 2025, from 10.00 a.m. to 3.00 p.m. and from 5.00 p.m. to 11.00 p.m.; on Sunday, 14th December, 2025, from 11.00 a.m. to 11.00 p.m.; and on Monday, 15th December, 2025, from 4.00 p.m. to 11.00 p.m., through part of Triq Herbert Ganado corner with Triq Joe Gasan, in front of the Nationalist Party's headquarters and part of Triq Mountbatten from Triq Pietru Xuereb to Triq Joe Gasan.

Ħal Safi

On Sunday, 7th December, 2025, from 6.00 a.m. to 10.00 a.m., through Misraħ il-Knisja, Ħal Safi's square and Misraħ Santa Marija.

Public transport will be affected.

Rabat, Malta

On Sunday, 14th December, 2025, from 6.00 a.m. to 2.00 p.m., through Triq San Pawl, the parish square, Triq il-Kbira and Triq il-Kulleġġ.

Cospicua

On Monday, 22nd December, 2025, from 4.30 p.m. to 8.30 p.m., through Triq Verdala, Triq Wiġi Rosato, Triq San Franġisk, Triq Fuq San Pawl, Triq l-Inkurunazzjoni, Triq il-Pellegrinaġġ, Triq l-Oratorju and Triq San Ġorġ.

Public transport will be affected from 6.30 p.m. to 8.00 p.m.

Xlendi

On Sunday, 28th December, 2025, from 4.30 a.m. to 4.00 p.m., through Triq ir-Rabat.

Public transport may be affected.

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

5th December, 2025

POLICE NOTICE

No. 268

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

Pulizija jgħarraf illi l-vetturi tas-sewqan ma jkunux jistgħu jgħaddu jew jiddawru mit-toroq imsemmija hawn taħt fid-dati u l-ħinijiet indikati.

San Pawl il-Baħar

Mill-Ġimgħa, 12 ta' Diċembru, 2025 sal-Ħadd, 21 ta' Diċembru, 2025, mis-7.00 a.m. sal-11.00 p.m., hemm bżonn ta' clearance ta' għaxar spazji ta' parkeġġ fi Triq J. F. Kennedy.

Ir-Rabat, Malta

Mis-Sibt, 13 ta' Diċembru, 2025 sal-Ħamis, l-1 ta' Jannar, 2026 mis-7.00 a.m. 'il quddiem, minn Pjazza San Pawl;

Nhar il-Ħadd, 21 ta' Diċembru, 2025, mit-3.00 a.m. sas-7.30 a.m., minn Triq il-Mużew minn Vjal Santu Wistin sas-Saqqajja.

Il-Gżira

Nhar il-Ħadd, 21 ta' Diċembru, 2025, mill-4.00 a.m. sad-9.30 a.m., minn Triq l-Imsida minn Bus Stop Lounge sal-petrol station.

San Ġiljan

Nhar il-Ħadd, 21 ta' Diċembru, 2025, mis-2.00 a.m. sal-11.00 a.m., minn Spinola Bay minn Tony's Bar sa Villa Fieres u parti miż-żona tal-parkeġġ tat-Tigullio.

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

Il-5 ta' Diċembru, 2025

AVVIŻ TAL-PULIZIJA

Nru. 269

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.

Marsaxlokk

Nhar il-Ħamis, 18 ta' Diċembru, 2025, mill-4.30 p.m. sat-8.00 p.m., minn Triq San Ġużepp, Triq il-Kajjik, Triq Duncan, Xatt is-Sajjieda, Triq is-Salvatur, Triq l-Arznell, Triq iż-Żejtun, Triq Santa Katarina u Triq Vittorio Cassar.

It-trasport pubbliku se jkun affettwat.

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

Il-5 ta' Diċembru, 2025

notifies that the transit of vehicles through the streets mentioned hereunder will be suspended or deviated on the dates and times indicated.

Saint Paul's Bay

From Friday, 12th December, 2025 to Sunday, 21st December, 2025, from 7.00 a.m. to 11.00 p.m., clearance of ten parking spaces is required in Triq J. F. Kennedy.

Rabat, Malta

From Saturday, 13th December, 2025 to Thursday, 1st January, 2026, from 7.00 a.m. onwards, through Pjazza San Pawl;

On Sunday, 21st December, 2025, from 3.00 a.m. to 7.30 a.m., through Triq il-Mużew from Vjal Santu Wistin to Saqqajja.

Gżira

On Sunday, 21st December, 2025, from 4.00 a.m. to 9.30 a.m., through Triq l-Imsida from Bus Stop Lounge to the petrol station.

Saint Julian's

On Sunday, 21st December, 2025, from 2.00 a.m. to 11.00 a.m., through Spinola Bay from Tony's Bar to Villa Fieres and a part of Tigullio's parking area.

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

5th December, 2025

POLICE NOTICE

No. 269

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.

Marsaxlokk

On Thursday, 18th December, 2025, from 4.30 p.m. to 8.00 p.m., through Triq San Ġużepp, Triq il-Kajjik, Triq Duncan, Xatt is-Sajjieda, Triq is-Salvatur, Triq l-Arznell, Triq iż-Żejtun, Triq Santa Katarina and Triq Vittorio Cassar.

Public transport will be affected.

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

5th December, 2025

TRANSPORT MALTA

Avviż Lokali lill-Baħħara Nru 210 tal-2025

Xogħol ta' manutenzjoni – Għadis ġewwa l-Creek Marina (Ta' Xbiex) – il-Port ta' Marsamxett

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jinforma lill-baħħara u s-sidien tal-bastimenti li se jsir xogħol ta' manutenzjoni – għadis, ġewwa l-Creek Marina (Ta' Xbiex), il-Port ta' Marsamxett.

L-għadis ta' manutenzjoni għandu jibda b'seħħ immedjat u mistenni jitlestew sal-Ħadd, 15 ta' Frar, 2026, fl-ispazju muri skur fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

Matul ix-xogħol ta' manutenzjoni, l-għaddasa se jkunu akkumpanjati minn vapur ta' appoġġ li jtajjar il-Bandiera tal-Kodiċi Internazzjonali tas-Sinjali 'A'.

Il-baħħara għandhom joqogħdu attenti, jinnavigaw b'kawtela u b'veloċità baxxa mingħajr rima) meta jkunu fil-viċinanza u għandhom jagħtu ż-żoni msemmija spazju wiesa'. Huma għandhom jikkoperaw mal-kuntrattur fuq il-post.

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

Chart affettwata: BA 177

Il-5 ta' Diċembru, 2025

TRANSPORT MALTA

Local Notice to Mariners No. 210 of 2025

Maintenance work – Diving within the Creek Marina (Ta' Xbiex) – Marsamxett Harbour

The Ports and Yachting Directorate, Transport Malta, notifies mariners and owners of vessels that maintenance works – diving, will be held within the Creek Marina (Ta' Xbiex), Marsamxett Harbour.

The maintenance diving is to start with immediate effect and is expected to be completed by Sunday, 15th February, 2026, within the hatched area shown in the chart found on the Transport Malta website (www.transport.gov.mt).

During the maintenance work, the scuba divers will be accompanied by a support vessel displaying the International Code of Signals Flag 'A'.

Mariners are to keep a sharp lookout, navigate with caution and at very slow speed (no wake) when in the vicinity and are to give the mentioned areas a wide berth. They are to cooperate with the contractor on-site.

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

Chart affected: BA 177

5th December, 2025

AWTORITÀ TA' STANDARDS TA' ĦARSIEN SOĊJALI

L-Awtorità ta' Standards ta' Ħarsien Soċjali tgħarraf rigward il-vakanzi li ġejjin:

Post ta' Junior Professional Officer (Operations) skont in-numru tal-permess ta' Jobsplus: 293/2025.

Post ta' Manager II (Finance Unit) skont in-numru tal-permess ta' Jobsplus: 1014/2025.

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 l-Erbgħa, 17 ta' Diċembru, 2025. Sottomissjonijiet li jaslu wara din id-data ma jkunux ikkunsidrati.

Il-5 ta' Diċembru, 2025

SOCIAL CARE STANDARDS AUTHORITY

The Social Care Standards Authority has the following vacancies:

Post of Junior Professional Officer (Operations) as per Jobsplus permit number: 293/2025.

Post of Manager II (Finance Unit) as per Jobsplus permit number: 1014/2025.

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 Wednesday, 17th December, 2025. Late submissions will not be accepted.

5th December, 2025

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

Pożizzjoni ta' Assistant Project Officer fl-Uffiċċju tal-Prim Ministru (Ugwaljanza, Riformi u d-Djalogu Soċjali)

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

1. Is-Segretarju Permanenti, Uffiċċju tal-Prim Ministru (Ugwaljanza, Riformi u d-Djalogu Soċjali), jilqa' applikazzjonijiet għall-pożizzjoni ta' Assistant Project Officer (NISC) fid-Direttorat għad-Drittijiet tal-Bniedem fi ħdan l-Uffiċċju tal-Prim Ministru (Ugwaljanza, Riformi u d-Djalogu Soċjali).

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Assistant Project Officer (NISC) fid-Direttorat għad-Drittijiet tal-Bniedem fi ħdan l-Uffiċċju tal-Prim Ministru (Ugwaljanza, Riformi u d-Djalogu Soċjali), li jista' jiġi mġedded għal perjodi oħra.

2.2 Il-pożizzjoni ta' Assistant Project Officer hija suġġetta għal perjodu ta' probation/prova ta' sitt (6) xhur.

2.3 Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss, jew ma' tkomplija ta' biċċa xogħol speċifika, il-pożizzjoni ta' Assistant Project Officer taqa' taħt Regolament 7 (4) tal-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. 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

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

Position of Assistant Project Officer in the Office of the Prime Minister (Equality, Reforms and Social Dialogue)

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Office of the Prime Minister (Equality, Reforms and Social Dialogue), invites applications for the position of Assistant Project Officer (NISC) in the Human Rights Directorate within the Office of the Prime Minister (Equality, Reforms and Social Dialogue).

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as an Assistant Project Officer (NISC) in the Human Rights Directorate within the Office of the Prime Minister (Equality, Reforms and Social Dialogue), which may be renewed for further periods.

2.2 The position of Assistant Project Officer is subject to a probationary/trial period of six (6) months.

2.3 Since this is a position which is time-barred or linked to the completion of a specific task, the position of Assistant Project Officer constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

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

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

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

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

Salarju Marbut mal-Pożizzjoni

3.1 (a) Is-salarju marbut mal-pożizzjoni ta' Assistant Project Officer, għal dawk l-applikanti li jidħlu fil-grad bir-rekwiżiti ta' eliġibbiltà ta' paragrafu 5.1 (iii), huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 11 (ekwivalenti għal €25,914.83 fl-2025), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra wara l-perjodu ta' prova/probation ta' sitt (6) xhur jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

(b) Is-salarju marbut mal-pożizzjoni ta' Assistant Project Officer, għal dawk l-applikanti li jidħlu fil-grad bir-rekwiżiti ta' eliġibbiltà ta' paragrafu 5.1 (iv), huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 12 (ekwivalenti għal €24,296.00 fl-2025), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra wara l-perjodu ta' prova/probation ta' sitt (6) xhur jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

3.2 Peruna magħżula tkun intitolata wkoll għal allowance fissa ta' €1,500 fis-sena.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Assistant Project Officer huma:

Supporting Pre-integration Governance (SPRING) huwa proġett ikkoffinanzjat mill-UE taħt il-programm (AMIF) iddedikat biex jappoġġja liċ-Ċittadini ta' Pajjiżi Terzi (TCNs) fil-proċess bikri tal-integrazzjoni tagħhom. L-għan huwa li tiġi żgurata integrazzjoni u inklużjoni effettiva ta' TCNs fis-soċjetà Maltija.

Il-viżjoni strateġika ta' dan il-proġett hija l-Istrateġija u l-Pjan ta' Azzjoni ta' Malta għall-Integrazzjoni (2025-2030) – approċċ kuraġġuż lejn governanza ta' integrazzjoni b'suċċess.

SPRING se jkollu rwol kruċjali fl-implimentazzjoni tal-għan ewlieni tal-Istrateġija, li huwa li jiġu integrati u mtejba s-servizzi u l-politiki relatati mal-integrazzjoni

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)).

Salary Pegged to the Position

3.1 a) The Salary attached to the position of Assistant Project Officer, for those applicants entering into the grade under the eligibility provisions of paragraph 5.1 (iii), is equivalent to the maximum of Salary Scale 11 less an increment (equivalent to €25,914.83 in 2025), with attainment of maximum of scale on confirmation of appointment after the probationary period of six (6) months or completion of one (1) year service, whichever is the later.

b) The Salary attached to the position of Assistant Project Officer, for those applicants entering into the grade under the eligibility provisions of paragraph 5.1 (iv), is equivalent to the maximum of Salary Scale 12 less an increment (equivalent to €24,296.00 in 2025), with attainment of maximum of scale on confirmation of appointment after the probationary period of six (6) months or completion of one (1) year service, whichever is the later.

3.2 The selected candidate will also be entitled to a fixed allowance of €1,500 per annum.

Duties

4. The job duties for the position of Assistant Project Officer include:

Supporting Pre-integration Governance (SPRING) is a co-funded EU project under the programme (AMIF) dedicated to support Third-Country Nationals (TCNs) in their early integration process. The aim is to ensure the effective integration and inclusion of TCNs in Maltese society.

The strategic vision of this project is Malta's Integration Strategy and Action Plan (2025-2030) -a bold approach to successful integration governance.

SPRING will play a critical role in the implementation of the Strategy's main objective which is to mainstream and improve integration-related services and policies to

sabiex jinħolqu u jissaħħu komunitajiet aktar koeżivi u jiġu indirizzati l-ħtiġiet soċjoekonomiċi kemm tal-pajjiż kif ukoll tal-migranti.

L-attivitajiet tal-proġett huma mmirati biex:

1. Isaħħu l-kapaċità tal-fornituri tas-servizzi relatati mal-integrazzjoni u, għaldaqstant, itejbu l-għoti tas-servizzi;

2. Ikomplu jiżviluppaw u jtejbu l-Programm Nazzjonali ta' Integrazzjoni ta' Malta – I Belong;

3. Jipprovdu lil TCNs b'informazzjoni aġġornata, affidabbli u aċċessibbli dwar l-aspetti importanti tal-integrazzjoni; u

4. Jippromovu l-integrazzjoni bħala proċess b'żewġ direzzjonijiet billi jinkoraġġixxu d-djalogu soċjali u l-interazzjonijiet pożittivi bejn il-komunità ospitanti u t-TCNs li jgħixu f'Malta, sabiex jinbnew komunitajiet soċjalment koeżivi.

Flimkien, dawn l-attivitajiet se jiżguraw li l-integrazzjoni tkun proċess fejn kulħadd jirbaħ, billi t-TCNs ikunu jistgħu jipparteċipaw bis-sħiħ u jikkontribwixxu għas-soċjetà.

Dmirijiet u Responsabbiltajiet

i. Iwettaq laqgħat one-to-one mal-utenti tas-servizz taċ-Ċentru Nazzjonali ta' Appoġġ għall-Integrazzjoni (NISC);

ii. Iwieġeb mistoqsijiet tal-klijenti tas-Servizz NISC;

iii. Jiskeda appuntamenti mal-klijenti tal-NISC;

iv. Iżomm rekords tal-klijenti tal-NISC biex jiffaċilita l-monitoraġġ u r-rappurtar;

v. Jaqdi kwalunkwe dmir ieħor kif mitlub mill-Uffiċjali tal-Integrazzjoni tal-NISC;

vi. Jagħti appoġġ lill-amministrazzjoni tal-NISC fl-għoti tas-servizz;

vii. Jagħti kontribut għar-rappurtar regolari relatat mal-NISC;

viii. Jirrapporta regolarment lis-superjur tiegħu dwar kwistjonijiet relatati mal-għanijiet tal-NISC;

ix. Jinforma b'mod proattiv lis-superjur tiegħu dwar nuqqasijiet fis-servizz li jistgħu jeħtieġu soluzzjonijiet;

x. Jagħmel kwalunkwe kompitu ieħor li jista' jiġi delegat lilu/lilha mis-superjuri tiegħu/tagħha, kif meħtieġ;

create and foster more cohesive communities and meet the country's and migrant's socioeconomic needs.

The project's activities are aimed at:

1. Building the capacity of integration-related service providers and hence improving service provision;

2. The continued and improved provision and development of Malta's National Integration Programme – I Belong;

3. Providing TCNs with up to date, reliable and accessible information on the important aspects of integration; and

4. Promoting integration as a two-way process through fostering social dialogue and positive interactions between the host community and TCNs living in Malta to build socially cohesive communities.

Cumulatively, these activities will ensure that integration is a win-win process, whereby TCNs can fully participate in and contribute to society.

Duties and Responsibilities

i. Arrange one-to-one meetings with the National Integration Support Centre (NISC) clients;

ii. Respond to National Integration Support Centre (NISC) client queries;

iii. Schedule appointments with NISC clients;

iv. Maintaining NISC client records to facilitate monitoring and reporting;

v. Any other duties as requested by the NISC Integration Officers

vi. Provides support to NISC management in the delivery of service;

vii. Contributes to regular reporting related to the NISC

viii. Reports regularly to their superior on issues relating to the NISC deliverables;

ix. Proactively alerts his/her supervisor to gaps in the service that may require solutions;

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

xi. Iwettaq kwalunkwe dmir ieħor kif dirett mill-Principal Permanent Secretary.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the 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-Malti u l-Ingliż sabiex jitwettqu b'mod suffiċjenti u adegwat d-dmirijiet li għalihom saret l-applikazzjoni;

U

iii. (a) ikunu fil-pussess ta' Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS, jew ekwivalenti*) fil-Project Management jew Management Studies jew European Studies jew Business Administration jew Creativity and Innovation jew Quality Assurance Management jew Evidence Based Management jew Edukazzjoni jew Psikoloġija jew Drittijiet tal-Bniedem jew Studji Umanitarji jew Studji dwar Migrazzjoni jew Liġi jew Politika Pubblika jew Antropoloġija jew Arti jew Kriminoloġija jew Relazzjonijiet Internazzjonali jew Accountancy jew f'oqsma rilevanti kif determinat mill-maniġment; jew

(b) Uffiċjali pubbliċi fi Skala ta' Salarju mhux inqas minn Skala 14, jew impjegati tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku jew impjegati tal-RSSL, li qegħdin f'livell ta' responsabbiltà komparabbli, u li għandhom tliet (3) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni.

JEW

iv. (a) fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġetta għal minimu ta' 120 krettu ECTS, jew ekwivalenti*) fil-Lingwi jew Xjenzi jew Matematika jew Ekonomija jew Storja jew Marketing jew Filosofija jew Psikoloġija jew Soċjoloġija jew Management jew Business Administration jew Accountancy jew f'oqsma rilevanti kif determinat mill-maniġment; jew

(b) Uffiċjali pubbliċi fi Skala ta' Salarju mhux inqas minn Skala 15, jew impjegati tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku jew impjegati tal-RSSL, li qegħdin f'livell ta' responsabbiltà komparabbli, li għandhom ħames (5) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni.

*Kwalifika rikonoxxuta komparabbli ma' 120/60 krettu ECTS, 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.

5.2 (i) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif

ii. able to communicate in the Maltese and English languages in order to sufficiently and adequately carry out the duties applied for;

AND

iii. (a) in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS credits, or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Quality Assurance Management or Evidence Based Management or Education or Psychology or Human Rights or Humanitarian Studies or Migration Studies or Law or Public Policy or Anthropology or Arts or Criminology or International Relations or Accountancy or in a relevant area as determined by management; or

(b) Public officers in a Salary Scale not below 14, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, with three (3) years work experience relevant to the position.

OR

iv. (a) in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS credits or equivalent*) in Languages or Sciences or Mathematics or Economics or History or Marketing or Philosophy or Psychology or Sociology or Management or Business Administration or Accountancy or in any relevant areas as determined by management; or

(b) Public officers in a Salary Scale not below Scale 15, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, with five (5) years work experience relevant to the position.

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

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

5.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in

speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS, 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).

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.

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.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur (Finanzi u Amministrazzjoni, Direttorat għad-Drittijiet tal-Bniedem, Uffiċċju tal-Prim Ministru (Ugwaljanza, 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

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 credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

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

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

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director (Finance and Administration), Human Rights Directorate, Office of the Prime Minister (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

tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 22 ta' Diċembru, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

8.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data 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 mill-HR tad-Direttorat għad-Drittijiet tal-Bniedem. 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 (humanrights.gov.mt) u (recruitment.hrd@gov.mt).

Il-5 ta' Diċembru, 2025

of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

8.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
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 HR of the Human Rights Directorate. 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 (humanrights.gov.mt) and (recruitment.hrd@gov.mt).

5th December, 2025

SERVIZZ PUBBLIKU TA' MALTA

Post ta' Customer Care Assistant fis-Servizz Pubbliku ta' Malta

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

1. Is-Segretarju Permanenti (Nies u Standards), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Customer Care Assistant fis-Servizz Pubbliku ta' Malta.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Customer Care Assistant huwa ta' Skala ta' Salarju 15, li fis-sena 2025 huwa ta' €18,188.00 fis-sena, li jiżdied b'€298.00 fis-sena sa massimu ta' €19,976.00.

2.3 Persuna fil-grad ta' Customer Care Assistant fi Skala ta' Salarju 15 titla' fi Skala 14 (€19,591.02 x €316.83 - €21,492.00 fis-sena 2025) wara erba' (4) snin servizz fil-grad ta' Customer Care Assistant fi Skala ta' Salarju 15, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Customer Care Assistant fi Skala ta' Salarju 14 tkompli tiela' għal Skala 13 (€21,042 x €335.50 - €23,055.00 fis-sena 2025) wara erba' (4) snin servizz fil-grad ta' Customer Care Assistant fi Skala ta' Salarju 14, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Customer Care Assistant li jkollha kwalifika sħiħa f'livell 5 tal-MQF titqiegħed bħala Customer Care Officer fi Skala ta' Salarju 12 (€22,526.00 x €354.00 - €24,650.00 fis-sena 2025) mal-preżentazzjoni tad-dokumentazzjoni meħtieġa, u tkompli tipprogressa kif stabbilit.

2.6 Persuna fil-grade ta' Customer Care Assistant tkun intitolata għall-ħlas ta' Class Allowance ta' €350 fis-sena.

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'

MALTA PUBLIC SERVICE

Post of Customer Care Assistant in the Malta Public Service

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (People and Standards), Office of the Prime Minister, invites applications for the post of Customer Care Assistant in the Malta Public Service.

Terms and Conditions

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

2.2 The salary for the post of Customer Care Assistant is Salary Scale 15, which in the year 2025 is equivalent to, €18,188.00 per annum, rising by annual increments of €298.00 up to a maximum of €19,976.00.

2.3 A Customer Care Assistant in Salary Scale 15 will progress to Scale 14 (€19,591.02 x €316.83 - €21,492.00 in the year 2025) on completion of four (4) years service in the grade of Customer Care Assistant in Salary Scale 15, subject to satisfactory performance.

2.4 A Customer Care Assistant in Salary Scale 14 will continue to progress to Scale 13 (€21,042.00 x €335.50 - €23,055.00 in the year 2025) after four (4) years satisfactory service as Customer Care Assistant in Salary Scale 14, subject to satisfactory performance.

2.5 A Customer Care Assistant who becomes in possession of a full qualification at MQF Level 5 shall be placed as Customer Care Officer in Salary Scale 12 (€22,526.00 x €354.00 - €24,650.00 in the year 2025) upon the presentation of the necessary documentation, and continues to progress accordingly.

2.6 A Customer Care Assistant will be entitled to the payment of a Class Allowance of €350 per annum.

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

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

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunkwe kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma 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' Customer Care Assistant huma:

i. Jagħti merħba, jilqa' u jibni relazzjonijiet sostenibbli u ta' fiduċja mal-klijenti;

ii. Jindentifika u jevalwa l-ħtiġiet tal-klijenti u jindirizza t-talbiet tal-klijenti b'mod li jgħin biex jintlaħaq is-sodisfazzjon tal-klijent u jaċċedi l-aspettattivi tagħhom;

iii. Isegwi proċeduri u linji gwida stabbiliti biex jimmaniġġja b'mod effettiv il-mistoqsijiet tal-klijenti u jipprovdi soluzzjonijiet alternattivi u jsegwi l-każ sar-riżoluzzjoni;

iv. Jirċievi l-ħlasijiet, joħroġ irċevuti, iżomm rekords adegwati, jirrikonċilja l-kontijiet u jassisti fit-tfassil ta' rapporti finanzjarji hekk kif meħtieġ għall-funzjoni tat-taqsima;

v. Jiżviluppa, jipproċessa u jżomm il-kontijiet tal-klijenti, u ż-żamma tar-rekords tal-azzjonijiet kollha;

vi. Jaħdem bħala membru tat-tim u jiżgura l-kordinazzjoni u l-kontinwità tal-attivitajiet tax-xogħol internament u jrawwem networks affidabbli mal-partijiet interessati;

vii. Jiġbor risponsi interni u esterni u jagħmel rakkomandazzjonijiet lit-tim u lis-superjuri biex itejbu b'mod innovattiv l-effiċjenza u l-effettività tal-funzjoni tal-kura tal-klijent u l-esperjenza tal-klijent;

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 Customer Care Assistant include:

i. Welcomes, greets and builds sustainable relationships and trust with customers;

ii. Identifies and assesses customers' needs and addresses clients' requests in a manner that helps achieve client satisfaction and exceeds their expectations;

iii. Follows established policies, procedures and guidelines to effectively handle customer queries and provides appropriate solutions, alternatives and follow-ups to resolution;

iv. Handles payments, issues receipts, maintains adequate records, reconciles accounts and assists in the drawing up financial reports, as necessary for the functioning of the unit;

v. Develops, processes and maintains customer accounts, keeping a record of all actions;

vi. Works as a team member and ensures coordination and continuity of work activities internally and fosters reliable networks with stakeholders;

vii. Collates internal and external feedback and makes recommendations to the team and superiors to innovatively improve the efficiency and effectiveness of the customer care function and the customer experience;

viii. Jgħarraf dwar, u jiżgura l-implimentazzjoni tad-Direttiva 4-1 'Standards għal servizz ta' eċċellenza offrut mill-amministrazzjoni pubblika lill-pubbliku u lill-impjegati pubbliċi';

ix. Joħloq u jżomm rapporti dwar l-interazzjonijiet tal-klijenti u t-tixrid tad-dokumentazzjoni permezz tal-kanali tal-komunikazzjonijiet stabbiliti;

x. Jipprovdi appoġġ amministrattiv lis-superjuri/management kif jista' jkun meħtieġ;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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. Raises awareness and ensures implementation of Directive 4-1 'Standards for service of excellence offered by the public administration to the public and to public employees';

ix. Creates and maintains reports about customer interactions and disseminates documentation through the established communication channels;

x. Provides administrative support to superiors/management as may be required;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża sabiex jitwettqu b'mod suffiċjenti u adegwat d-dmirijiet li għalihom saret l-applikazzjoni;

U

iii. a. fil-pussess ta' kwalifika li turi li għaddew (mill-inqas fi Grad 5 fil-każ tal-eżamijiet taċ-ĊES, u Grad C jew 4 fil-każ tal-eżamijiet tal-Edexcel (London) jew livell komparabbli) f'ħames (5) suġġetti f'Livell 3 tal-MQF jew ogħla, jew kwalifiki/ċertifikati rikonoxxuti komparabbli, u ċertifikat fl-IT Office Applications Skills (*);

* qed jiġi kkjarifikat li b'referenza għall-IT Office Applictions Skills, dan ikopri kwalunkwe kors komplut b'suċċess organizzat mill-Istitut għas-Servizzi Pubbliċi (IPS) jew akkreditat mill-ICDL Malta (li qabel kienet ECDL Malta) jew mill-Malta Further and Higher Education Authority (MFHEA).

JEW

b. Uffiċjali pubbliċi fi Skala ta' Salarju mhux ogħla minn Skala ta' Salarju 16 u li huma fil-pussess ta' kwalifika li turi li għaddew (mill-inqas fi Grad 5 fil-każ tal-eżamijiet taċ-ĊES, u Grad C jew 4 fil-każ tal-eżamijiet tal-Edexcel (London) jew livell komparabbli) fi tliet (3) suġġetti f'Livell 3 tal-MQF jew ogħla, jew kwalifiki/ċertifikati rikonoxxuti komparabbli;

JEW

c. fil-pussess ta' kwalifika li turi li għaddew (mill-inqas fi Grad 5 fil-każ tal-eżamijiet taċ-ĊES, u Grad C jew 4 fil-każ tal-eżamijiet tal-Edexcel (London) jew livell komparabbli) f'suġġett wieħed (1) jew aktar f'Livell 3 tal-MQF jew ogħla, jew kwalifiki/ċertifikati rikonoxxuti komparabbli, ċertifikat fl-IT Office Applications Skills (*), u ħames (5) snin esperjenza relatata rilevanti li għandha tkun sostnuta minn dokumentazzjoni li tista' tinkludi wkoll testimonjanzi u/jew ittri ta' rakkomandazzoni.

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 in order to sufficiently and adequately carry out the duties applied for;

AND

iii. a. in possession of a pass (at least at Grade 5 in the case of SEC examinations, and Grade C or 4 in the case of Edexcel (London) examinations or a comparable level) in five (5) subjects at MQF Level 3 or higher or recognised comparable qualifications/certificates, and a certificate in IT Office Application Skills (*);

* It is clarified that reference to IT Office Application Skills, covers any successfully completed course organized by the Institute for the Public Services (IPS) or accredited by ICDL Malta (previously ECDL Malta) or the Malta Further and Higher Education Authority (MFHEA).

OR

b. Public officers in a Salary Scale not higher than Salary Scale 16 and who are in possession of a pass (at least at Grade 5 in the case of SEC examination, and Grade C or 4 in the case of Edexcel (London) examinations or a comparable level) in three (3) subjects at MQF Level 3 or higher, or recognised comparable qualifications/certificates;

OR

c. in possession of a pass (at least at Grade 5 in the case of SEC examinations, and Grade C or 4 in the case of Edexcel (London) examinations or a comparable level) in one (1) or more subjects at MQF Level 3 or higher or recognised comparable qualifications/certificates, a certificate in IT Office Application Skills (*), and five (5) years relevant related experience which is to be backed up by documentations which may also include testimonials and/or recommendation letters.

*Qed jiġi kkjarifikat li b'referenza għall-IT Office Applications Skills, dan ikopri kwalunkwe kors komplut b'suċċess organizzat mill-Istitut għas-Servizzi Pubbliċi (IPS) jew akkreditat mill-ICDL Malta (li qabel kienet ECDL Malta) jew mill-Malta Further and Higher Education Authority (MFHEA).

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, 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 ġiet 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.

*It is clarified that reference to IT Office Application Skills, covers any successfully completed course organized by the Institute for the Public Services (IPS) or accredited by ICDL Malta (previously ECDL Malta) or the Malta Further and Higher Education Authority (MFHEA).

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

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

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

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

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

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali (People Resourcing and Compliance), Diviżjoni dwar Nies u Standards, Uffiċċju tal-Prim Ministru, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae 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, 22 ta' Diċembru, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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, the requisite eligibility level required by this call for applications.

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

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

Submission of Supporting Documents

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director General (People Resourcing and Compliance), People and Standards Division, Office of the Prime Minister, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, 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, 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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-Direttur Ġenerali (People Resourcing and Compliance), Diviżjoni dwar Nies u Standards, Uffiċċju tal-Prim Ministru, 3, Pjazza Kastilja, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-dipartiment/diviżjoni/direttorat huma (https://publicservice.gov.mt/en/people/Pages/Home.aspx) u (prc.opm@gov.mt).

Il-5 ta' Diċembru, 2025

MINISTERU GĦAS-SAĦĦA
U L-ANZJANITÀ ATTIVA

Pożizzjoni ta' Project Administrator 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-pożizzjoni ta' Project Administrator għall-proġetti

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 Director General (People Resourcing and Compliance), People and Standards Division, Office of the Prime Minister, 3, Castille Place, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving department/division/directorate are (https://publicservice.gov.mt/en/people/Pages/Home.aspx) and (prc.opm@gov.mt).

5th December, 2025

MINISTRY FOR HEALTH
AND ACTIVE AGEING

Position of Project Administrator 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 position of Project Administrator for the projects of

'ESF+ 02.230 – 'Bridging the Gap: Capacity Building and Training to combat Obesity in Malta', ESF+ 02.232 – Promoting Higher Levels of Professional Behaviour and a Healthy Work Culture through Leadership Training for Health Care Professionals, u, ESF+ 02.233 – 'Harnessing the potential of the reform process within the Maltese Health System' fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Project Administrator fil-Ministeru għas-Saħħa u l-Anzjanità Attiva, (li jista' jiġi mġedded għal perjodi oħra)*.

2.2 Il-pożizzjoni ta' Project Administrator hija suġġetta għal perjodu ta' probation/prova ta' tnax-il (12)xahar.

2.3 Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss, jew ma' tkomplija ta' biċċa xogħol speċifika, il-pożizzjoni ta' Project Administrator taqa' taħt Regolament 7 (4) tal-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. 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.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunkwe kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20

'ESF+.02.230 – Bridging the Gap: Capacity Building and Training to Combat Obesity in Malta, ESF+ 02.232 -Promoting Higher Levels of Professional Behaviour and a Healthy Work Culture through Leadership Training for Health Care Professionals and ESF+.02.233 -Harnessing the Potential of the Reform Process within the Maltese Health System' in the Ministry for Health and Active Ageing.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Project Administrator in the Ministry for Health and Active Ageing, (which may be renewed for further periods)*.

2.2 The position of Project Administrator is subject to a probationary/trial period of twelve (12) months.

2.3 Since this is a position time-barred or linked to the completion of a specific task, the position of Project Administrator 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.

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. Is-salarju marbut mal-pożizzjoni ta' Project Administrator huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 7 (ekwivalenti għal €33,162.83 fl-2025), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

Dmirijiet

4.1 Id-dmirijiet għal din il-pożizzjoni ta' Project Administrator huma:

i. Twettiq tal-ġestjoni u amministrazzjoni ta' kuljum tal-proġett fi ħdan il-qafas tal-ESF;

ii. Jissorvelja u jimplimenta l-pjan ta' implimentazzjoni tal-proġett;

iii. Tħejjija ta' dokumenti ta' sejħiet għall-offerti u appoġġ f'attivitajiet oħra relatati mal-proċess tas-sejħiet għall-offerti;

iv. Kordinazzjoni tar-riċerka meħtieġa sabiex jinkisbu r-riżultati ppjanati;

v. Ġestjoni tal-baġit tal-proġett u li tiġi żgurata l-konformità mar-rekwiżiti u l-proċeduri finanzjarji kollha;

vi. Manutenzjoni u ħarsien ta' dokumentazzjoni xierqa relatata mal-proġett;

vii. Żgurar ta' konformità mar-regoli komunitarji u nazzjonali, il-Manwal tal-Proċeduri u dokumentazzjoni oħra relatata mal-implimentazzjoni ta' proġett eliġibbli taħt il-Fond Soċjali Ewropew;

viii. Taħdit u kordinazzjoni mal-aġenziji, istituzzjonijiet u entitajiet kollha meħtieġa għall-implimentazzjoni b'suċċess ta' dan il-proġett, inkluż il-kordinament tax-xogħol ta' sħab lokali u barranin;

ix. Twettiq ta' inizjattivi u attivitajiet ta' relazzjonijiet pubbliċi marbuta mal-proġett;

x. Twettiq ta' kwalunkwe dmir ieħor meħtieġ għall-implimentazzjoni b'suċċess ta' dan il-proġett u kif jista' jiġi assenjat mill-Mexxej tal-Proġett, inkluż li jirrappreżenta lill-Mexxej tal-Proġett;

xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa;

Managing%20COI%20in%20the%20Public%20Sector.pdf)).

Salary Pegged to the Position

3. The Salary attached to the position of Project Administrator is equivalent to the maximum of Salary Scale 7 less an increment (equivalent to €33,162.83 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.

Duties

4.1 The job duties for the position of Project Administrator include:

i. Carrying out day-to-day management and administration of the project within the ESF framework;

ii. Monitors and implements the project's implementation plan

iii. Preparing tender documents and support other tender process related activities;

iv. Coordinating the necessary related research in order to achieve the projected results;

v. Manages the budget of the project and ensures that all financial requirements and procedures are followed properly;

vi. Maintains and keeps proper documentation related to the project;

vii. Ensuring compliance with community and national rules, Manual of Procedures and other documentation related to the implementation of a project eligible under the European Social Fund;

viii. Liaising with all the necessary agencies, institutions and bodies involved for the successful implementation of this project and coordinates the work of local and foreign partners

ix. Undertaking public relations initiatives and exercises connected to the project;

x. Performing any other duties necessary for the successful implementation of this project and as may be assigned by the Project Leader, including representing the Project Leader;

xi. Undertake any other tasks, which the superior may delegate to them, as may be required;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

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

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

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the 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 tal-Malti u l-Ingliż sabiex jitwettqu b'mod suffiċjenti u adegwat d-dmirijiet li għalihom saret l-applikazzjoni; U

iii. (a) ikollhom, fil-pussess degree ta' Master's rikonoxxuta f'Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS, jew ekwivalenti*) fil-Project Management jew European Studies jew Public Health jew f'oqsma rilevanti kif determinat mill-maniġment, flimkien ma' sena (1) esperjenza ta' xogħol relavanti għall-pożizzjoni.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS.

JEW

(b) ikollhom fil-pussess degree ta' Bachelors rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS, jew ekwivalenti*) fil-Project Management jew European Studies jew Public Health jew f'oqsma rilevanti kif determinat mill-maniġment, flimkien ma' tliet (3) snin esperjenza rilevanti għall-pożizzjoni.

JEW

(c) Uffiċjali pubbliċi fi Skala mhux inqas minn Skala 10, jew impjegati tas-Settur Pubbliku li jwettqu dmirijiet fis-Servizz Pubbliku jew impjegati tal-RSSL, it-tnejn f'livell ta' responsabbiltà komparabbli, b'esperjenza ta' xogħol rilevanti ta' sitt (6) snin.

*Kwalifika ta' Baċellerat komparabbli rikonoxxuta, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Baċellerat rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 180 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli mal-minimu ta' 180 krettu ECTS.

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.

ii. able to communicate in the English language in order to sufficiently and adequately carry out the duties applied for; AND

iii. (a) in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS credits or equivalent*) in Project Management or European Studies or Public Health or in relevant areas as determined by management, plus one (1) year work experience relevant to the position.

*A recognised Master's qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits.

OR

(b) in possession of a recognised Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS credits, or equivalent*) in Project Management or European Studies or Public Health or in relevant areas as determined by management, plus three (3) years experience relevant to the position.

OR

(c) Public officers in a Scale not below Scale 10, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, and with six (6) years work experience relevant to the position.

*A recognised comparable Bachelor's qualification, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS 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.

5.2 (i) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja

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 credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

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

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

Submission of Applications

8.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Merchants, 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

tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija il-5.15 p.m.(Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 22 ta' Diċembru, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Is-sit elettroniku u l-indirizz elettroniku tad-diviżjoni huma (https://health.gov.mt) u (recruitment.health@gov.mt)

Il-5 ta' Diċembru, 2025

of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

8.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
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).

5th December, 2025

Kofinanzjat mill-Unjoni Ewropea

Co-funded by the European Union

MINISTERU GĦALL-AFFARIJIET
BARRANIN U T-TURIŻMU

Pożizzjoni ta' Technical Attachè (Affarijiet Marittimi u Legali) 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-pożizzjoni ta' Technical Attaché (Affarijiet Marittimi u Legali) fil-Ministeru għall-Affarijiet Barranin u t-Turiżmu.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Technical Attaché fil-Missjoni Permanenti ta' Malta għan-Nazzjonijiet Magħquda fi New York.

2.2 Il-pożizzjoni ta' Technical Attaché hija suġġetta għal perjodu ta' probation/prova ta' sena (1).

2.3 Peress li din hi pożizzjoni ta' Technical Attaché li hi waħda ta' fiduċja, din tikkostitwixxi raġuni oġġettiva li taqa' taħt Regolament 7(4) (b) (ii) tal-Liġi Sussidjarja 452.81 intitolat 'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

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

2.5 Nuqqas ta' sehem sodisfaċenti mogħti mit-Technical Attaché matul kull waqt tal-ingaġġ iwassal għat-terminazzjoni ta' dan il-ftehim.

2.6 Il-kandidat magħżul ikun marbut bit-termini u l-kundizzjonijiet stipulati fil-Ftehim ta' Technical Attaché.

2.7 a. L-ingaġġ bħala Technical Attaché huwa fuq bażi full-time u l-kandidat magħżul ser ikun stazzjonat fi New York.

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

2.8 Impjegati li jkunu jaħdmu mas-Settur Pubbliku u jkunu magħżula għall-pożizzjoni ta' Technical Attaché jridu

MINISTRY FOR FOREIGN AFFAIRS
AND TOURISM

Position of Technical Attaché (Maritime and Legal Affairs) 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 position of Technical Attaché (Maritime and Legal Affairs) in the Ministry for Foreign Affairs and Tourism.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Technical Attaché at the Permanent Mission of Malta to the United Nations in New York.

2.2 The position of Technical Attaché is subject to a probationary/trial period of one (1) year.

2.3 Since this is a position of trust, the position of Technical Attaché constitutes an objective reason which falls under Regulation 7(4) (b) (ii) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

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

2.5 Unsatisfactory performance as Technical Attaché during any time of this assignment period will lead to termination of the Agreement.

2.6 The selected candidate will be bound by the terms and conditions stipulated in the Agreement of Technical Attaché.

2.7 a. The engagement as Technical Attaché is on a full-time basis and the selected candidate will be stationed in New York.

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

2.8 Public Sector employees selected for the position of Technical Attaché must make their own arrangements with

jagħmlu l-arranġamenti tagħhom mal-entità li timpjegahom biex jiġu rilaxxati fil-perjodu li huma jkunu se jservu bħala Technical Attaché. Dan l-arranġament irid isir qabel jiġi ffirmat il-Ftehim ta' Technical Attaché.

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

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.

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

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju ta' Malta u l-Allowances ta' Post Aġġustament marbut mal-pożizzjoni ta' Technical Attaché huwa ekwivalenti għal increment inqas mill-massimu ta' Skala ta' Salarju 7 (ekwivalenti ghal €33,162.83 fl-2025), li jilħaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar. Barra minn hekk, it-Technical Attaché ser jirċievi l-benefiċċji u l-allowances kif spjegati fil-'Conditions of Service for Officers Serving Overseas'.

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

their employing entity with regards to their release for the period during which they are to serve as Technical Attaché before signing their Agreement as Technical Attaché.

2.9 In the case of a selected candidate emanating from a public sector entity and who is granted release by the entity in order to take up the position of Technical Attaché, the selected candidate will resume his employment with such entity once he no longer holds the position of Technical Attaché.

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.

b. 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 Malta Salary and the Post Adjustment Allowances attached to the position of a Technical Attaché is equivalent to the maximum step of Salary Scale 7 less an increment (equivalent to €33,162.83 in 2025), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one (1) year service, whichever is the later. In addition, the Technical Attaché will be granted the financial allowances and benefits provided for in the Conditions of Service for Officers Serving Overseas.

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

3.3 Għat-tul tal-Ftehim, it-Technical Attaché ikun marbut mal-'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; Condser Jannar 2024 V1.2) li jistgħu jigu aġġornati minn żmien għal żmien.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Technical Attaché huma:

It-Technical Attaché (Affarijiet Marittimi u Legali) iservi bħala l-espert ewlieni tal-Missjoni Permanenti ta' Malta għan-Nazzjonijiet Magħquda fuq kwistjonijiet dwar Affarijiet Marittimi, inkluż il-Konvenzjoni tan-Nazzjonijiet Magħquda dwar il-Liġi tal-Baħar, u l-Liġi Internazzjonali, relatati mal-ħidma tan-Nazzjonijiet Magħquda u l-fora assoċjati tagħha, kif ukoll l-Awtorità Internazzjonali tal-Qiegħ tal-Baħar.

Jirrapporta direttament lir-Rappreżentant Permanenti ta' Malta għan-Nazzjonijiet Magħquda, it-Technical Attaché hu responsabbli li jżomm il-Missjoni infurmata, kif ukoll jipprovdi pariri dwar, l-iżviluppi kollha fil-qasam tal-kompetenza tiegħu. It-Technical Attaché jsegwi u jikkordina l-kwistjonijiet kollha relatati mal-oqsma prinċipali li jaqgħu taħt ir-responsabbiltà tiegħu, kif ukoll kwalunkwe kariga addizzjonali li tingħata mill-Missjoni Permanenti.

It-Technical Attaché mistenni wkoll jipprovdi pariri legali lill-Missjoni Permanenti, skont il-ħtieġa, dwar l-iżviluppi fin-Nazzjonijiet Magħquda.

Il-kandidat għandu jkollu esperjenza soda u juri għarfien fi kwistjonijiet legali u marittimi, li jippermettulu jifhem l-iżviluppi fin-Nazzjonijiet Magħquda u f'fora internazzjonali oħra relatati, kif ukoll l-implikazzjonijiet tagħhom għall-interessi ta' Malta. Barra minn hekk, il-kandidat irid ikun kapaċi jwassal l-pożizzjoni ta' Malta b'mod ċar sabiex ikun assigurat li din tingħata konsiderazzjoni xierqa waqt id-diskussjonijiet u l-proċessi ta' adozzjoni tad-dokumenti.

Din id-Deskrizzjoni tal-Pożizzjoni hija indikattiva tal-ħidma mistennija u r-responsabbiltajiet.

Estern

i. Rappreżentanza ta' Malta fil-laqgħat tas-Sitt Kummissjoni tal-Assemblea Ġenerali tan-Nazzjonijiet Magħquda u Kummissjonijiet oħra rilevanti, l-Awtorità Internazzjonali tal-Qiegħ tal-Baħar, u fora oħra rilevanti kif meħtieġ, permezz tal-preżentazzjoni tal-pożizzjoni ta' Malta u parteċipazzjoni b'mod attiv fid-diskussjonijiet skont l-istruzzjonijiet mogħtija, li t-Technical Attaché jkun mistenni jagħti l-kontribut tiegħu fit-tfassil tagħhom;

ii. Tħejjija f'waqqitha tar-rapporti ta' dawn il-laqgħat skont il-Lista ta' Distribuzzjoni approvata. Barra minn

3.3 For the duration of the Agreement, the Technical Attaché shall abide by the 'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; Condser January 2024 V1.2) and which may be updated from time to time.

Duties

4. The job duties for the position of Technical Attaché include:

The Technical Attaché (Maritime and Legal Affairs) will serve as the principal technical advisor to the Permanent Mission of Malta to the United Nations on matters concerning Maritime Affairs, including the United Nations Convention on the Law of the Sea, and International Law, related to activities at the United Nations and its associated fora, as well as the International Seabed Authority.

Reporting directly to the Permanent Representative of Malta to the United Nations, the Technical Attaché will be responsible for keeping the Mission informed of, and providing advice on, all developments within their area of expertise. The Technical Attaché will monitor and coordinate all issues and tasks pertaining to his main areas of responsibility, as well as any additional assignments designated by the Permanent Mission.

The Technical Attaché will also be expected to provide legal advice to the Permanent Mission, as the need arises, on developments within the United Nations.

The candidate must possess a strong background and demonstrate expertise in legal and maritime issues, enabling him to understand developments at the United Nations and in other related international fora and their implications for Malta's interests. Additionally, the candidate should be adept at articulating and advancing Malta's position to ensure it receives due consideration during deliberations and document adoption processes.

This Position Description is indicative of the tasks and responsibilities.

External

i. Represent Malta at meetings of United Nations General Assembly's Sixth Committee and other relevant Committees, Commissions, the International Seabed Authority, and other relevant fora as required, articulating Malta's position and actively participating in discussions in line with provided instructions, to which the Technical Attaché is also expected to contribute;

ii. Prepare and promptly distribute reports of these meetings in accordance with the approved Distribution List

hekk, ikun mistenni li f'każijiet ta' affarijiet urġenti, ir-Rappreżentant Permanenti kif ukoll il-Ministeri u d-Dipartimenti kkonċernati jkunu avżati;

iii. Preparamenti ta Noti ta' Informazzjoni, ta' Sfond u ta' Istruzzjoni, kif ukoll diskorsi, relatati mar-responsabbiltajiet ta' din il-pożizzjoni kif meħtieġ;

iv. Isegwi u rappurtaġġ dwar l-attivitajiet u l-iżviluppi fis-settur tar-responsabbiltà, filwaqt li jittieħed sehem attiv ma' rappreżentanti ta' Stati Membri oħra biex tigi kkomunikata b'mod effettiv il-pożizzjoni ta' Malta kif meħtieg;

v. Jingħataw analiżi u pariri dwar kwistjonijiet marittimi u legali, billi jigi żgurat li r-rakkomandazzjonijiet sostnuti u skont l-interessi nazzjonali ta' Malta jiġu kkomunikati b'mod ċar, dan filwaqt li jkunu qed jiġu mwieżna kwistjonijiet u sfidi ġodda sabiex tiġi provduta l-aħjar gwida strateġika lill-Missjoni Permanenti fil-ħidma tagħha man-Nazzjonijiet Magħquda u organizzazzjonijiet internazzjonali oħra;

vi. Attendenza u parteċipazzjoni f'laqgħat rilevanti għall-qasam tar-responsabbiltà, flimkien ma' uffiċjal relattiv minn Malta;

vii. Kordinazzjoni t'azzjoni meħtiega dwar kwistjonijiet li joħorġu mill-laqgħat jew ir-rapporti msemmija hawn fuq, u preżentazzjoni ta' proposti kif meħtieġ, f'kollaborazzjoni ma' unitajiet oħra fil-Missjoni Permanenti u mal-awtoritajiet rilevanti tal-Gvern f'Malta;

viii. Organizzazzjoni u tmexxija ta' laqgħat regolari ma' uffiċjali mill-ONU u mill-istituzzjonijiet jew rappreżentanti mid-Delegazzjoni tal-UE jew minn Missjonijiet ta' Stati Membri oħra sabiex il-pożizzjoni ta' Malta tiġi spjeagata, magħrufa u meqjusa;

ix. Kwalunkwe responsabbiltà oħra mogħtija mir-Rappreżentant Permanenti;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

upon conclusion. Additionally, notify the relevant Ministries and Departments, and the Permanent Representative in the event of urgent matters;

iii. Prepare Briefing Notes, Background Notes, Instruction Notes, and Speaking Notes relevant to the responsibilities of this position as required;

iv. Monitor and report on activities and developments within the area of responsibility, while actively engaging with representatives of other Member States to effectively communicate Malta's position as necessary;

v. Provide analysis and advice on complex maritime and legal issues as they arise, ensuring that recommendations are clearly communicated, substantiated, and aligned with Malta's national interests while assessing emerging matters, anticipate potential challenges, and provide strategic guidance to support the Permanent Mission's engagement with the United Nations and other international organisations;

vi. Attend, support, or shadow meetings pertinent to the areas of responsibility, alongside relevant officers from Malta;

vii. Coordinate follow-up on matters arising from the afore-mentioned meetings or reports, and submit proposals as required, in collaboration with other units within the Permanent Mission and the appropriate Government authorities in Malta;

viii. Organise and conduct regular meetings with counterparts from the UN and institutions or representatives from the EU Delegation or other Member States' Missions to ensure that Malta's position is clearly communicated, acknowledged, and considered;

ix. Any other responsibility assigned by the Permanent Representative;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

c. 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. profiċjenti fil-lingwa Maltija u fil-lingwa Ingliża; għarfien fil-lingwa Franċiża jkun meqjus bħala vantaġġ;

iii. fil-pussess ta' kwalifika ta' Master's rikonoxxuta f'Livell 7 tal-MQF (suġġett għall-minimu ta' 90 krettu ECTS jew ekwivalenti)* f'qasam li jwassalhom biex jaqdu dmirijiethom b'mod effettiv fil-qasam li jkunu applikaw għalih, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti;

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Master's rikonoxxuta mill-Università

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

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

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

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

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

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

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

iii. in possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 90 ECTS credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area plus one (1) year relevant work experience;

*A recognised Master's qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Master's qualification from the University of Malta (awarded pre-

ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS.

JEW

iv. fil-pussess ta' kwalifika ta' Baċellerat rikonoxxut fil-Livell 6 ta' MQF (suġġett għal minimu ta' 180 krettu ECTS jew ekwivalenti)* f'qasam li jwassalhom biex jaqdu dmirijiethom b'mod effettiv fil-qasam li jkunu applikaw għalih, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti.

*Kwalifika ta' Baċellerat komparabbli rikonoxxuta, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Baċellerat rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 180 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli mal-minimu ta' 180 krettu ECTS.

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS, 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).

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).

2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits

OR

iv. in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area, plus three (3) years relevant work experience.

A recognised comparable Bachelor's qualification, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS 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.

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

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

Submission of Supporting Documents

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

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

Proċeduri tal-Għażla

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

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1 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 it-Tnejn, 22 ta' Diċembru, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

8.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data 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;

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 200 and the pass mark is 100.

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

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director for Corporate Services, Ministry for Foreign 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 Monday, 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

8.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
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-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 (www.foreign.gov.mt), (+356) 2204 3030, u (recruitment.foreign@gov.mt).

Il-5 ta' Diċembru, 2025

UFFIĊĊJU TAL-PRIM MINISTRU

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

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

1. Id-Direttur (Finanzi u Amministrazzjoni), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Assistant Manager fid-Direttorat tal-Finanzi u Amministrazzjoni fi ħdan l-Uffiċċju tal-Prim Ministru.

Termini u Kundizzjonijiet

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

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

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

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

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 (www.foreign.gov.mt), (+356) 2204 3030, and (recruitment.foreign@gov.mt).

5th December, 2025

OFFICE OF THE PRIME MINISTER

Post of Assistant Manager in the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

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

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

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

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

2.5 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 fl-2025) wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

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

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

2.9 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/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 kwalunkwe 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)).

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 2025) on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

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

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

2.9 Selected candidates must be of conduct which is appropriate to the post/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)).

Dmirijiet

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

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

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

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

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

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

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

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

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

ix. Jgħin fl-amministrazzjoni tal-flotta għall-vetturi u, fejn meħtieġ, jassisti fit-tfassil ta' pjan ta' sostituzzjoni għal vetturi eżistenti mhux effiċjenti, filwaqt li jattendi għall-manutenzjoni, kolliżjonijiet u rekwiżiti oħra relatati mal-flotta tal-vetturi, inkluż l-azzjoni relatata ma' vetturi mikrija kif meħtieġ waqt li jissorvelja l-konsum tal-fjuwil tal-vetturi;

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

Duties

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

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

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

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

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

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

vi. Assists in the management of transport and logistics within the Office of the Prime Minister, supports the Ministry's divisions, directorates and departments, and maintains an apporpriate liaison on matters of common interest;

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

viii. Assists and advices with regards to the upkeeping and maintenance of moveable and immoveable assets in the Office of the Prime Minister;

ix. Helps in the management of the vehicles fleet and, where necessary, assists in the drawing up of a replacement plan for existing non-efficient vehicles, while attending to all maintenance, collisions and other requirements related to the vehicles fleet, including action related to leased/hired vehicles as necessary while monitoring the fuel consumption of vehicles;

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

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

xii. Jikkordina l-implimentazzjoni ta' inizjattivi ekoloġiċi;

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

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

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

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'.

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

xii. Coordinates the implementation of green initiatives;

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

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

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

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'.

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. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS, jew ekwivalenti*) fil-Project Management jew Management Studies jew Studji Ewropej jew Business Administration jew Accountancy jew Creativity u Innovation jew Quality Assurance Management jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 4 tal-MQF fl-Accountancy jew f'oqsma rilevanti kif determinat mill-Maniġment.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS, jew ekwivalenti*) fil-Project Management jew Management Studies jew Studji Ewropej jew Business Administration jew Accountancy jew Creativity u Innovation jew Quality Assurance Management jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 5 tal-MQF fl-Accountancy jew f'oqsma rilevanti kif determinat mill-maniġment.

JEW

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

JEW

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

*Kwalifika rikonoxxuta komparabbli ma' 120/60 krettu ECTS, hekk kif applikabli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali).

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. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS credits, or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Accountancy or Creativity and Innovation or Quality Assurance Management or a recognised comparable professional Diploma at MQF Level 4 in Accountancy or in relevant areas as determined by management.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS credits, or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Accountancy or Creativity and Innovation or Quality Assurance Management or a recognised comparable professional Diploma at MQF Level 5 in Accountancy or in relevant areas as determined by management.

OR

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

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one (1) of the following subjects: Accountancy or Economics).

*A recognised qualification comparable to 120/60 ECTS credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document).

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

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

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS, 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-paragrafi 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

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

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

4.2 (i) 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 credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

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

Submission of Supporting Documentation

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

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

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

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu 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, 22 ta' Diċembru, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;

copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.gov.mt).

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management 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, 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;

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

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

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu 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 tad-Direttorat huma (http://www.opm.gov.mt) u (human-resources.opm@gov.mt).

Il-5 ta' Diċembru, 2025

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Manager II (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' Manager II (Accounting and Finance) fid-Direttorat tal-Finanzi u Amministrazzjoni fi ħdan l-Uffiċċju tal-Prim Ministru.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' probation/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' €33,694.00.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li jkollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF

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 Directorate are (http://www.opm.gov.mt) and (human-reosurces.opm@gov.mt).

5th December, 2025

OFFICE OF THE PRIME MINISTER

Post of Manager II (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 Manager II (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/trial 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 €33,694.00.

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

(suġġetta għal minimu ta' 90 krettu ECTS jew ekwivalenti*) titla' fi Skala ta' Salarju 6 (€32,279.02 x €596.33 - €35,857.00 fl-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 hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS.

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 jew ekwivalenti*) titla' fi Skala ta' Salarju 6 (€32,279.02 x €596.33 - €35,857.00 fl-2025) wara sitt (6) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

*Kwalifika ta' Baċellerat komparabbli rikonoxxuta, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Baċellerat rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 180 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli mal-minimu ta' 180 krettu ECTS.

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 ser ikun 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.

minimum of 90 ECTS 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 credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS 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 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 comparable Bachelor's qualification, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS credits.

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

Dmirijiet

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

i. Ikun responsabbli għat-tqassim xieraq ta' fondi, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u l-finanzjament 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;

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 Manager II (Accounting and Finance) include:

i. Be 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 optimises Government's cashflow, as well as projected or actual cash flow reporting, are carried out in a timely manner;

iv. Janalizza talbiet għat-trasferiment ta' fondi u proposti ta' nfieq li jitfaċċaw waqt is-sena finanzjarja, u jawtorizza kull tranżazzjoni kif ikun mitlub;

v. Ikun responsabbli għal-ledger ġenerali, sub-ledgers u rikonċiljazzjonijiet, kif ukoll assi u inventarju tal-ministeru jew id-dipartiment rispettiv;

vi. Ikun responsabbli għaż-żamma xierqa ta' tranżazzjonijiet, il-kumpilazzjoni korretta ta' data ta' statistika u tbassir u proġezzjonijiet, u l-identifikazzjoni ta' xejriet ġodda fid-data;

vii. Jassigura li l-leġizlazzjoni, 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 kontroll tal-baġit, inkluż il-kontribuzzjoni fil-kumpilazzjoni tal-Business u Financial Plan;

ix. Jagħti pariri dwar varjazzjonijiet minn miri finanzjarji miftehma, 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.

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

iv. Analyses requests for the virement of funds and expenditure proposals which arise during the financial year, authorising any transaction as directed;

v. Be responsible for the general ledger, sub-ledgers and reconciliations, as well as assets and inventories of the respective ministry or department;

vi. Be 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 the contribution in the compilation of the Business and Financial Plan;

ix. Advises on variances from agreed financial targets, estimates and budgetary allocations and provides 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 follows training as directed;

xii. Contributes towards the formulation and updating of policies of a financial nature as directed;

xiii. Undertakes any other task 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. 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.

U

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

U

iii. ikollhom kwalifika ta' Master's rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS, jew ekwivalenti*) fil-Business Management jew Business Administration jew Economics jew Banking u Finance jew Accountancy jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 7 tal-MQF fl-Accountancy, jew f'oqsma rilevanti kif determinat mill-Maniġment.

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.

AND

ii. must be proficient in the Maltese and English languages;

AND

iii. in possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 90 ECTS 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.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS.

*A recognised Master's qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits.

JEW

OR

iv. Ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS jew ekwivalenti*) fil-Business Management jew Business Administration jew Economics jew Banking u Finance jew Accountancy jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 6 tal-MQF fl-Accountancy, jew f'oqsma rilevanti kif determinat mill-Maniġment u tmien (8) snin esperjenza maniġerjali sodisfaċenti.

iv. in possession of a recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS 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 managerial experience.

*Kwalifika ta' Baċellerat komparabbli rikonoxxuta, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Baċellerat rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 180 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli mal-minimu ta' 180 krettu ECTS.

*A recognised comparable Bachelor's qualification, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS credits.

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

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

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

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

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

(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 credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants

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

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

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such **qualification** within one 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, 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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).

Il-5 ta' Diċembru, 2025

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

Post ta' Manager I (Compliance) fil-Ministeru għall-Intern, is-Sigurtà u x-Xogħol

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

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

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).

5th December, 2025

MINISTRY FOR HOME AFFAIRS, SECURITY AND EMPLOYMENT

Post of Manager I (Compliance) in the Ministry for Home Affairs, Security and Employment

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Home Affairs, Security and Employment, invites applications for the post

Manager I (Compliance) fid-Dipartiment tal-Pulizija fil-Ministeru għall-Intern, is-Sigurtà u x-Xogħol.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager I huwa ta' Skala ta' Salarju 10, li fl-2025 huwa ta' €25,570.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €28,017.00.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7(€30,506.98 x €531.17 - €33,694.00 fis-sena 2025) wara tmien (8) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb degree ta' Master's rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS, 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 in 2025) wara sentejn (2) snin servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 9).

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS.

2.6 Persuna fil-grad ta' Manager I (Skala ta' Salarju 8) se jkompli javvanza għal Skala ta' Salarju 7 (€30,506.98 x €531.17 - €33,694.00 in 2025) wara sentejn (2) servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 8).

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% 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.

of Manager I (Compliance) in the Police Department within the Ministry for Home Affairs, Security and Employment.

Terms and Conditions

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

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

2.3 The salary for the post of Manager I is salary Scale 10, which in year 2025 is €25,570.98 per annum, rising by annual increments of €407.67 up to a maximum of €28,017.00.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00 in 2025) on completion of eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 A Manager I (Salary Scale 10) who obtains a recognised Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS 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 credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS 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-Compliance, skont il-postijiet vakanti stabbiliti.

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

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

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

Dmirijiet

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

i. Jiżgura li d-Dipartiment tal-Pulizija jopera skont il-liġijiet, ir-regolamenti, u l-istandards interni;

ii. Jipprovdi feedback fl-iżvilupp u l-aġġornament tal-policies u l-proċeduri ta' konformità tad-Dipartiment, filwaqt

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

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

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

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)).

Duties

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

i. Ensure that the Police Department operates in accordance with national laws, regulations, and internal standards;

ii. Provide feedback in the development and update of the Department's compliance policies and procedures, whilst

li jħejji rapporti u preżentazzjonijiet ta' konformità għal maniġment, awtoritajiet regolatorji, u partijiet interessati esterni;

iii. Jissorvelja l-bidliet fid-direttivi ta' infurzar li jkollhom impatt fuq l-operazzjonijiet tal-pulizija;

iv. Iwettaq valutazzjonijiet tar-riskju regolari biex tidentifika riskji potenzjali ta' konformità;

v. Jirrakkomanda u jgħin fl-implimentazzjoni ta' kontrolli xierqa biex jittaffew ir-riskji;

vi. Jippjana u jesegwixxi verifiki interni ta' konformità biex tiġi evalwata l-aderenza mal-liġijiet, ir-regolamenti u l-protokolli interni;

vi. Jipprepara rapporti għall-maniġment superjuri li jagħtu dettalji dwar ir-riżultati tal-awditjar, il-ksur tal-konformità, u l-azzjonijiet korrettivi mittieħda;

viii. Jinvestiga ksur ta' konformità jew ksur etiku, inklużi talbiet ta' whistleblower;

ix. Jaħdem ma' timijiet legali u dixxiplinarji biex tirrakkomanda azzjonijiet xierqa u tiżgura riżoluzzjoni f'waqtha għal kwistjonijiet ta' konformità;

x. Jgħin fl-abbozzar ta' politiki, proċeduri u linji gwida ġodda biex tissaħħaħ il-konformità ma' oqfsa legali u prattiki operattivi li qed jevolvu;

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

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

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

preparing compliance reports and presentations for senior leadership, regulatory authorities, and external stakeholders;

iii. Monitor changes in enforcement directives that impact police operations;

iv. Conduct regular risk assessments to identify potential compliance risks;

v. Recommend and support the implementation of appropriate controls to mitigate risks;

vi. Plan and execute internal compliance audits to evaluate adherence to laws, regulations, and internal protocols;

vii. Prepare reports for senior management detailing audit results, compliance breaches, and corrective actions taken;

viii. Investigate breaches of compliance or ethical violations, including whistleblower claims;

ix. Work with legal and disciplinary teams to recommend appropriate actions and ensure timely resolution to compliance issues;

x. Assist in drafting new policies, procedures, and guidelines to enhance compliance with evolving legal frameworks and operational practices;

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

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

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-lingwi tal-Malti u l-Ingliż sabiex jitwettqu b'mod suffiċjenti u adegwat d-dmirijiet li għalihom saret l-applikazzjoni;

U

(iii) ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS jew ekwivalenti*) fil-Business Administation jew Managment jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Baċellerat komparabbli rikonoxxuta, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Baċellerat rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 180 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli mal-minimu ta' 180 krettu ECTS.

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-erm 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 in order to sufficiently and adequately carry out the duties applied for;

AND

(iii) in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS credits, or equivalent*) in Business Administration or Management or in relevant area determined by the Management.

*A recognised comparable Bachelor's qualification, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180ECTS credits.

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

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

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

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS, 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 credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika 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.

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

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

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

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The

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

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tat-Taqsima tar-Riżorsi Umani (Dipartiment tal-Pulizija), Ministeru għall-Intern, is-Sigurtà u x-Xogħol, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (https://recruitment.gov.mt) L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 22 ta' Diċembru, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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,

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 (Police Department), Ministry for Home Affairs, Security and Employment, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt) Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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,

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

Is-sit elettroniku, in-numru tal-fax u l-indirizz elettroniku tad-Dipartiment (http://pulizija.gov.mt), u (hr.police@gov.mt).

Il-5 ta' Diċembru, 2025

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

Post ta' Senior Manager 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' Senior Manager fil-Ministeru għall-Intern, is-Sigurtà u x-Xogħol.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' probation/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 għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Human Resouces Section (Police Department). These general provisions are to be regarded as an integral part of this call for applications.

The website address, and email address of the receiving Department are (http://pulizija.gov.mt) and (hr.police@gov.mt).

5th December, 2025

MINISTRY FOR HOME AFFAIRS,
SECURITY AND EMPLOYMENT

Post of Senior Manager 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 Senior Manager in the Ministry for Home Affairs, Security and Employment.

Terms and Conditions

2.1 This appointment is subject to a probationary/trial 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 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 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.

Dmirijiet

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

i. Jidderieġi lill-istaff li jaqa' taħt ir-responsabbiltà rispettiva tiegħu/tagħha biex jiġi żgurat li l-għanijiet u l-objettivi tad-Direttorat jintlaħqu, b'mod partikolari, l-ippjanar effettiv, it-twettiq u r-rappurtar ta' awditjar interni u esterni, kompiti ta' ġestjoni tar-riskju, awditijar ta' assigurazzjoni tal-kwalità u kompiti relatati mal-UE, kif ukoll li jiġi żgurat it-twettiq effettiv ta' kwalunkwe segwitu relatat;

ii. Jevalwa policies u l-proċessi tan-negozju, u l-formulazzjoni ta' rakkomandazzjonijiet infurmati u pjanijiet ta' azzjoni;

iii. Jiżgura li l-leġiżlazzjoni, ir-regolamenti, il-policies u l-proċeduri ta' kontroll intern jiġu osservati u li l-monitoraġġ jitwettaq kif suppost;

iv. Jissorvelja li l-proċeduri ta' kontabbiltà relatati mad-dħul u n-nefqa, il-baġit, ir-rappurtar, eċċ., jiġu osservati u implimentati kif suppost;

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 scale 5.

Duties

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

i. Directing staff falling under his/her respective responsibility to ensure that the Directorate's goals and objectives are met, in particular, the effective planning, carrying out and reporting thereon of risk management assignments, quality assurance audits, EU related audits and assignments, and ensuring the effective performance of any related follow-up;

ii. Evaluating policies and business processes, formulates informed recommendations and action plans;

iii. Ensuring that legislation, regulation, policies and internal control procedures are adhered to and that monitoring is properly implemented;

iv. Oversee that accounting procedures concerning income and expenditure, budgeting, reporting etc., are properly adhered to and implemented;

v. Jifformula u jieħu azzjoni meħtieġa biex jissorvelja li l-policies, il-proċessi u l-proċeduri ta' natura finanzjarja jiġu aġġornati u implimentati kif xieraq;

vi. Jikkollabora mal-ministeri, dipartimenti u entitajiet tal-Gvern bil-għan li jiżviluppa ftehim ċar tal-kontrolli interni u l-proċeduri ta' ġestjoni tar-riskju;

vii. Jimmonitorja u jħares l-implimentazzjoni ta' strateġiji, policies, u proċeduri ta' konformità biex jiżgura l-allinjament mar-rekwiżiti regolatorji, l-għanijiet organizzattivi, u l-aqwa prattiċi;

viii. Jibqa' aġġornat mal-istandards tal-kontabbiltà, il-leġiżlazzjoni finanzjarja u l-policies tal-Gvern, is-sistemi ta' kontabbiltà, il-proċeduri u l-applikazzjonijiet, u jsegwi t-taħriġ skont id-direzzjoni mogħtija;

ix. Jipprovdi tmexxija bħala parti mit-tim maniġerjali anzjan tad-Direttorat u jassisti lill-istaff taħt ir-responsabbiltà rispettiva tiegħu/tagħha biex jiġi żgurat li x-xogħol tad-Direttorat jiġi implimentat u jintlaħqu il-parametri ta' kwalità, puntwalità u spejjeż;

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 Permanenti;

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma'

v. Formulating and taking necessary action to oversee that policies, processes and procedures of a financial nature are updated and implemented;

vi. Liaising with Government ministries, departments and entities with a view to developing a clear understanding of internal controls and risk management procedures;

vii. Monitoring and overseeing the implementation of strategies, policies, and procedures to ensure alignment with regulatory requirements, organizational goals, and best practices;

viii. Keeping abreast with accounting standards, financial legislation and Government policies, accounting systems, procedures and applications, and following training as directed;

ix. Providing leadership as part of the Directorate's senior management team and assist staff under the respective responsibility to ensure that the work of the Directorate is implemented to meet the parameters of quality, timeliness and cost;

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

xi. Undertaking any other duties according the exigencies and requirements as directed 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

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 sabiex jitwettqu b'mod suffiċjenti u adegwat d-dmirijiet li għalihom saret l-applikazzjoni;

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS jew ekwivalenti*) fl-Education jew Management Studies jew Business Studies jew Accountancy jew Auditing jew Public Policy jew Commerce jew Economics jew Risk Management jew Statistics jew Banking and Finance jew Public Administration jew Business Administration jew Maltese jew English jew jikollhom 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 hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu

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

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

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

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

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

ii. able to communicate in the Maltese and English languages in order to sufficiently and adequately carry out the duties applied for;

AND

iii. in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS credits, o equivalent*) in Education or Management Studies or Business Studies or Accountancy or Auditing or Public Policy or Commerce or Economics or Risk Management or Statistics or Banking and Finance or Public Administration or Business Administration or Maltese or English 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 credits is only accepted subject to an MQRIC form Master's recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Master's qualification from the University of Malta (awarded pre-2009 with less than 60 ECTS credits is acceptable provided

ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS.

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, 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.

that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS 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 credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as pe provisions applicable to this call for applications (see link below).

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

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 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 it-Tnejn 22 ta' Diċembru, 2025**.** Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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;

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 Resources Section, Ministry for Home Affairs, Security and Employment, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 22nd December, 2025**.** A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

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

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

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

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

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mit-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà u x-Xogħol, 201, Triq id-Dejqa, Il-Belt Valletta. Daw 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).

Il-5 ta' Diċembru, 2025

MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U L-INDAFA PUBBLIKA

Post ta' Manager I (Project Management) fil-Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika

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

1. Id-Direttur Ġenerali għall-Operat, f'isem is-Segretarju Permanenti, Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika, jilqa' applikazzjonijiet għall-post ta' Manager I (Project Management) fil-Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' probation/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 (Project Management) huwa ta' Skala ta' Salarju 10, li fl-2025 huwa ta' €25,570.98

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, 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).

5th December, 2025

MINISTRY FOR THE ENVIRONMENT, ENERGY AND PUBLIC CLEANLINESS

Post of Manager I (Project Management) in the Ministry for the Environment, Energy and Public Cleanliness

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Operations) on behalf of the Permanent Secretary, Ministry for the Environment, Energy and Public Cleanliness, invites applications for the post of Manager I (Project Management) in the Ministry for the Environment, Energy and Public Cleanliness.

Terms and Conditions

2.1 This appointment is subject to a probationary/trial 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 (Project Management) is Salary Scale 10, which in year 2025 is

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, 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 hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS.

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 fil-qasam tal-Project Management, 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-

€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 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 credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS 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 the area of Project Management, 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

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

Dmirijiet

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

i. Jappoġġja lill-Kap tat-Taqsima fit-tmexxija ġenerali u l-esekuzzjoni ta' proġetti mwettqa mid-direttorat/funzjoni rispettivi fi ħdan l-Ministeru;

ii. Jissorvelja pjanijiet ta' ħidma, inkluż ippjanar ta' kompiti, skadenzi u oġġettivi ta' proġetti assenjati;

iii. Jiżgura li l-għanijiet u l-miri tal-proġetti huma definiti sewwa u li l-esekuzzjoni tal-proġetti jilħqu l-istandards ta' kwalità meħtieġa;

iv. Jidentifika, fuq bażi kontinwa, kwalunkwe kwistjoni li jistħoqqilha l-attenzjoni tas-superjur dirett tiegħu/tagħha;

v. Jikkordina mal-Project Leaders u partijiet interessati oħra, jipprovdi appoġġ u pariri lill-maniġment superjuri u jsegwi l-implimentazzjoni tal-proġetti kif meħtieġ;

vi. Jiżgura komunikazzjoni effettiva mal-partijiet interessati kollha u mal-project leaders u jikkordina laqgħat regolarment meta jkun meħtieġ;

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)).

Duties

3. The job duties for the post of Manager I (Project Management) include:

i. Supports the Head of Unit in the overall management and execution of projects undertaken by the respective directorate/function within the Ministry;

ii. Oversees work plans, including setting of tasks, deadlines, and targets of assigned projects;

iii. Ensures that the aims, objectives, and targets of projects are well defined, and that execution of projects meet the required quality standards;

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

v. Co-Ordinates with Project Leaders and other stakeholders, provides support and advice to senior management and follows up on the implementation of projects as necessary;

vi. Ensures effective communication with all stakeholders and with project leaders and co-ordinate meetings regularly when required;

vii. Jidentifika opportunitajiet ta' finanzjament alternattivi għal proġetti u riċerka, ifassal proposti għal proġetti u jassisti applikanti potenzjali biex jibbenefikaw minn tali finanzjament;

viii. Iżur is-siti tal-proġett biex jevalwa l-progress u biex jiċċara kwalunkwe tħassib li jista' jinqala';

ix. Iħejji kull rapport/komunikazzjoni meħtieġa u segwitu tal-komunikazzjoni kif xieraq, taħt l-istruzzjoni tas-superjur tiegħu/tagħha;

x. Jevalwa l-aġġornament tal-proġetti, u jistaqsi b'mod kritiku s-sottomissjonijiet biex jiżgura feedback ta' kwalità;

xi. Jimmonitorja mill-qrib il-proġetti u jirrapporta minnufih dwar kwalunkwe devjazzjoni fi proġetti jew telf ta' fondi;

xii. Jappoġġja lis-superjur tiegħu/tagħha fil-kumpilazzjoni ta' rapporti ta' kull xahar relatati mal-implimentazzjoni tal-proġetti u jiżgura li l-implimentazzjoni tagħhom tkun skont skedi stabbiliti;

xiii. Jissorvelja fil-produzzjoni, l-evalwazzjoni u ċ-ċirkolazzjoni tar-rapporti tal-proġetti kif meħtieġ u jorganizza l-iffajljar u ż-żamma tad-dokumentazzjoni rigward il-proġetti li għaddejjin;

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

xv. Iwettaq dmirijiet oħra li jisgħtu 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

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. Identifies alternative funding opportunities for projects and research, drafts project proposals and assists potential applicants to benefit from such funding;

viii. Visits project sites to evaluate progress and to clarify any concerns that may arise;

ix. Prepares any required reports/communications and follows up communication accordingly, under the instruction of his/her superior;

x. Evaluates projects' update, and critically questions submissions to ensure quality feedback;

xi. Monitors closely the projects and reports immediately on any deviations in projects or loss of funds;

xii. Supports his/her superior in the compilation of monthly reports related to the implementation of projects and ensures that their implementation are according to set schedules;

xiii. Oversees the production, evaluation and dissemination of projects reports as necessary and organises filing and maintaining of documentation regarding undergoing projects;

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

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

(ii) kapaċi jikkomunikaw bil-lingwa Maltija kif ukoll dik Ingliża sabiex jitwettqu b'mod suffiċjenti u adegwat d-dmirijiet li għalihom saret l-applikazzjoni;

U

(iii) ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS jew ekwivalenti*) fil-Project Management jew Management Studies jew European Studies jew Business Administration jew Creativity and Innovation jew Quality Assurance Management jew Accountancy jew ikollhom kwalifika professjonali rikonoxxuta komparabbli fil-Livell 6 tal-MQF f'Accountancy jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Baċellerat komparabbli rikonoxxuta, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali).

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 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 in order to sufficiently and adequately carry out the duties applied for;

AND

(iii) in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECT credits, or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Quality Assurance Management or Accountancy or a recognise comparable professional qualification at MQF Level 6 in Accountancy, or in relevant areas as determined by management.

*A recognised comparable Bachelor's qualification, as applicable, is only accepted subject to an MQRIC form recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification

Kwalifika ta' Baċellerat rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 180 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli mal-minimu ta' 180 krettu ECTS.

from the University of Malta (awarded pre-2009) with les than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload comparable to the minimum of 180ECTS credits.

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

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

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

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS, 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 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.

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-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 it-Tnejn, 22 ta' Diċembru, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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 General (Operations), Ministry for the Environment, Energy and Public Cleanliness, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
publication of the result;

eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi (Attn: Assistent Direttur, Riżorsi Umani), Ministeru għall-Ambjent, Enerġija u l-Indafa Pubblika, 6, Triq Ħal Qormi, Santa Venera. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjus bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment/Diviżjoni/Direttorat huma (sustainability.gov.mt) u (humanresources.meec@gov.mt).

Il-5 ta' Diċembru, 2025

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

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

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

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

Termini u Kundizzjonijiet

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

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

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

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7 (€30,506.98 x €531.17 - €33,694) fl-2025 wara tmien (8) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, 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 Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Energy and Public Cleanliness, 6, Triq Ħal Qormi, Santa Venera, SVR 1302. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Department/Division/Directorate are (sustainability.gov.mt) and (humanresources.meec@gov.mt).

5th December, 2025

MINISTRY FOR TRANSPORT,
INFRASTRUCTURE AND
PUBLIC WORKS

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

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

2.1 This appointment is subject to a probationary/trial 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.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€30,506.98 x €531.17 - €33,694 in 2025) on completion of eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 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, jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-maniġment għandha titqiegħed fi Skala ta' Salarju 9 (€27,145.02 x €447.33 - €29,829 fl-2025) u tavvanza għal Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713 in 2025) wara sentejn (2) snin servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 9).

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS 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 hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS.

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 in 2025) wara sentejn (2) servizz sodisfaċenti bħala Manager I (Skala ta' Salarju 8).

2.7 Il-persuni maħtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% 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 se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa

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 credits, or equivalent*) in relevant areas as determined by management shall be placed in Salary Scale 9 (€27,145.02 x €447.33 - €29,829 in 2025) and will progress to Salary Scale 8 (€28,792.02 x €486.83 - €31,713 in 2025) after two (2) years satisfactory service as Manager I (Salary Scale 9).

*A recognised Master's qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits.

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€30,506.98 x €531.17 - €33,694 in 2025) after two (2) years of satisfactory service Manager I (Salary Scale 8).

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

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

2.9 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

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

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunkwe kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma 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. Jassisti fl-iżvilupp u l-implimentazzjoni ta' pjanijiet u kampanji komprensivi ta' komunikazzjoni u PR biex jippromovu l-missjoni, il-programmi u l-inizjattivi tal-Ministeru;

ii. Jassissti fil-ġestjoni tal-komunikazzjonijiet esterni, inklużi r-relazzjonijiet mal-midja, l-influwenzaturi u l-partijiet interessati, billi jiggwidahom biex itejbu l-għarfien pubbliku u l-involviment pubbliku;

iii. Jikkollabora biex joħloq kontenut interessanti u rilevanti għal diversi pjattaformi, inklużi l-midja diġitali, stampata u soċjali biex iżid il-viżibbiltà u jikkomunika l-funzjonijiet ewlenin u l-proposta ta' valur tal-Ministeru;

iv. Jagħmel monitoraġġ u analiżi tal-kopertura tal-midja, metriċi tal-prestazzjoni diġitali, perċezzjoni pubblika, u użu ta' din l-informazzjoni biex jgħin fil-ħolqien ta' aġġornamenti u rakkomandazzjonijiet komprensivi biex jittejbu l-istrateġiji u l-kampanji ta' kummerċjalizzazzjoni futuri filwaqt li jiġu enfasizzati r-riskji li jistgħu jinfluwenzaw ir-reputazzjoni tal-Ministeru;

v. Jibqa' infurmat dwar ix-xejriet diġitali, l-aħjar prattiki u t-teknoloġiji emerġenti fil-komunikazzjonijiet u l-PR;

vi. Jassissti fl-organizzazzjoni u l-promozzjoni ta' avvenimenti, konferenzi, u workshops kif ukoll parteċipazzjoni fi spots edukattivi u blogs fuq it-TV u r-radju;

vii. Jikkontribwixxi għal inizjattivi ta' branding billi jipprovdi appoġġ f'diversi aspetti bħall-konċettualizzazzjoni tad-disinn, l-iżvilupp tal-merkanzija, u attivitajiet oħra relatati;

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 include:

i. Assists in the development and implementation of comprehensive communication and PR plans and campaigns to promote the Ministry's mission, programmes and initiatives;

ii. Assists in the management of external communications, including media relations, influencers, and stakeholders, steering them to enhance public awareness and public engagement;

iii. Collaborates to create engaging and relevant content for various platforms, including digital, print and social media to elevate visibility and communicates the Ministry's core functions and value proposition;

iv. Monitors and analyses media coverage, digital performance metrics, public perception, and using this information to help create comprehensive updates and recommendations to improve future marketing strategies and campaigns while highlighting risks that might influence the Ministry's and Public Works Department reputation;

v. Stays informed about digital trends, best practices and emerging technologies in communications and PR;

vi. Assists in organising and promoting events, conferences, and workshops as well as participating on TV and radio educational spots and blogs;

vii. Contributes to branding initiatives by providing support in various aspects such as design conceptualization, merchandise development, and other related activities;

viii. Jgħin fl-iżvilupp u l-ġestjoni tal-baġit tal-komunikazzjonijiet u r-relazzjonijiet pubbliċi b'mod effiċjenti u jissorvelja l-infiq filwaqt li jiżgura strateġiji u azzjoni kosteffettivi;

ix. Jiżgura li x-xogħlijiet jitwettqu skont l-istandards meħtieġa u jitlestew fil-perjodu ta' żmien stipulat;

x. Jiffaċilita inizjattivi ta' komunikazzjoni interna biex itejjeb l-involviment, l-allinjament, u t-trasparenza fl-organizzazzjoni kollha;

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

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

Rekwiżiti tal-Eliġibbiltà

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

i. a. ċittadini ta' Malta; jew

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

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż 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. Assists in the development and management of the communications and PR budget efficiently and monitors expenditures while ensuring cost-effective strategies and action;

ix. Ensures that the works are carried out according to the required standards and are completed within the stipulated time period;

x. Facilitates internal communications initiatives to enhance engagement, alignment, and transparency across the organisation.

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

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-Malti u l-Ingliż sabiex jitwettqu b'mod suffiċjenti u adegwat d-dmirijiet li għalihom saret l-applikazzjoni;

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS jew ekwivalenti*) fil-Communications jew fil-Public Relations jew fil-Marketing jew fid-Digital Communication jew fil-Creativity and Innovation jew fil-Management Studies jew fil-Business Administration jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Baċellerat komparabbli rikonoxxuta, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Baċellerat rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 180 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli mal-minimu ta' 180 krettu ECTS.

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.

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

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

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

ii. able to communicate in Maltese and English in order to sufficiently and adequately carry out the duties applied for;

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS credits, or equivalent*) in Communications or Public Relations or Marketing, or Digital Communication or Creativity and Innovation or Management Studies or Business Administration or in relevant areas as determined by the Management.

*A recognised comparable Bachelor's qualification, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS 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) 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, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni 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

(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 credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as pe provisions applicable to this call for applications (see link below).

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

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Transport, Infrastructure and Public Works, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely

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

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

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

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

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

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat tal-People Management, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, Blokk H (Ent B), Triq Antonio Maurizio Valperga, il-Furjana FRN1710. Dawn id-dispożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

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

Il-5 ta' Diċembru, 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 Monday, 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the People Management Directorate, Ministry for Transport, Infrastructure and Public Works, Block H (Ent B), Triq Antonio Maurizio Valperga, Floriana FRN1710. These general provisions are to be regarded as an integral part of this call for applications.

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

5th December, 2025

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

Post ta' Assistant Manager (Riżorsi Umani) 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 t' Assistant Manager (Riżorsi Umani) fil-Ministeru għall-Intern, is-Sigurtà u x-Xogħol.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' probation/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) huwa ta' Skala ta' Salarju 11, li fis-sena 2025 hija ekwivalenti għal €24,038.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €26,290.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 11 titla' għal Skala 10, li fis-sena 2025 hija ekwivalenti għal €25,570.98 fis-sena, li tiżdied b'żidiet annwali ta' €407.67 sa massimu ta' €28,017 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

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

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

MINISTRY FOR HOME AFFAIRS,
SECURITY AND EMPLOYMENT

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

Terms and Conditions

2.1 This appointment is subject to a probationary/trial 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 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 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 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.

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.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunkwe 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)).

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' 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. Jaqdi dmirijiet relatati mas-sistema tal-payroll, inkluż imma mhux limitat għal koordinament mal-P&SD u ċ-Ċentru tas-Salarji f-Għawdex (MGOZ);

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

iv. Jappoġġja l-ġbir tad-data u r-rekords tar-Riżorsi Umani billi jżomm sistema ta' preżentata u ta' rkupru u

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. Performing duties related to the payroll system, including but not limited to liaising with P&SD and Central Salaries, (MGOZ);

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

iv. Supports in the collations of data and human resource records by maintaining a filing and retrieval system and

jżomm rekords tal-passat u attwali, li għandha tiġi allinjata mas-sistema ċentrali ta' DAKAR kif meħtieġ;

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

vi. 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;

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

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

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

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

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

xii. 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;

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

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-pożizzjoni huma li jappoġjaw il-funzjonijiet kollha tal-immaniġjar 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

keeping past and current records, which is to be aligned to the Central DAKAR system as required;

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

vi. 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;

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

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

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

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

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

xii. 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;

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

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.

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment

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

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża sabiex jitwettqu b'mod suffiċjenti u adegwat d-dmirijiet li għalihom saret l-applikazzjoni;

U

iii. fil-pussess ta' Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS, jew ekwivalenti*) fil-Work and Human Resources Management jew Training and Development jew Public Administration jew Public Management jew Corporate Governance and Leadership jew Leadership and Organisational Behaviour jew Management and Leadership jew Strategy, Leadership and Change Management jew Industrial Relations and Workplace Learning jew Business Administration jew Accountancy jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika rikonoxxuta komparabbli ma 60 ECTS krettu, hekk kif applikabli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali).

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, 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

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 in order to sufficiently and adequately carry out the duties applied for;

AND

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

*A recognised qualification comparable to 60 ECTS credits, as applicable, is only accepted subject to an MQRIC form recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document).

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

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

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

dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorita' pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/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 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-employment history). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali

statements in respec of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this ca 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 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 Human Resources Section, Ministry for Home Affairs, Security and Employment, through the online Government Recruitment Portal **only** (https://recruitment.gov.mt). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European

Ewropew) ta' nhar it-Tnejn, 22 ta' Diċembru, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

Il-5 ta' Diċembru, 2025

Time) of Monday, 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public sector employees;
renouncement of pending applications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

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

5th December, 2025

MINISTERU GĦAL GĦAWDEX U L-IPPJANAR

Post ta' Manager II fil-Ministeru għal Għawdex u l-Ippjanar

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

1. Is-Segretarju Permanenti, Ministeru għal Għawdex u l-Ippjanar, jilqa' applikazzjonijiet għall-post ta' Manager II fid-Direttorat għas-Servizzi Korporattivi fi ħdan il-Ministeru għal Għawdex u l-Ippjanar.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager II huwa ta' Skala ta' Salarju 7, li fl-2025 huwa ta' €30,506.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €33,694.00.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li ikollhom Master's Degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS 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 hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS.

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 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.

MINISTRY FOR GOZO AND PLANNING

Post of Manager II in the Ministry for Gozo and Planning

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Gozo and Planning, invites applications for the post of Manager II in the Corporate Services Directorate within the Ministry for Gozo and Planning.

Terms and Conditions

2.1 This appointment is subject to a probationary/trial 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 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 credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS 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 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.

*Kwalifika ta' Baċellerat komparabbli rikonoxxuta, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Baċellerat rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 180 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli mal-minimu ta' 180 krettu ECTS.

*A recognised comparable Bachelor's qualification, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS credits.

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 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 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 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.

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.

Barra minn hekk, il-kandidati magħżula għandhom jirrappurtaw kwalunkwe kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1

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

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. Jissorvelja u jassigura l-konformità tal-organizzazzjoni mal-liġijiet, regolamenti, u l-politiki nterni rilevanti, u jipprepara rapporti dwar is-sejbiet;

ii. Jikkonduċi riċerka kwalitattiva u kwantitattiva biex jinforma inizjattivi ta' programmi, titjib fil-proċessi u teħid ta' deċiżjonijiet organizzattivi;

iii. Jassisti fid-drafting, l-aġġornament u l-implimentazzjoni ta' proċeduri u linji gwida interni biex tittejjeb l-effiċjenza operattiva;

iv. Jipprepara dokumentazzjoni ta' kwalità għolja bħal briefs ta' riċerka, sommarji ta' politika, preżentazzjonijiet u rapporti ta' progress għal udjenzi interni u esterni;

v. Jikkordina attivitajiet ta' komunikazzjoni tal-marketing, inkluż l-abbozzar ta' kontenut għall-midja soċjali, newsletters, aġġornamenti tas-sit elettroniku u materjal promozzjonali;

vi. Jassisti fil-pjanifikazzjoni, organizzazzjoni u esekuzzjoni ta' avvenimenti, laqgħat, workshops u attivitajiet ta' outreach – jinkludi loġistika, stedini, follow-ups u valutazzjoni tal-avvenimenti;

vii. Jiżviluppa u jżomm databases, rekords u sistemi ta' preżentata biex tiġi żgurata l-eżattezza, il-kunfidenzjalità u l-aċċessibbiltà tal-informazzjoni dwar il-konformità, riċerka u marketing;

viii. Jappoġġja l-involviment tal-partijiet interessati billi jikkollabora ma' partijiet interessati, korpi regolatorji u timijiet interni biex jiġi żgurat fluss ta' informazzjoni u deliverables fil-ħin;

ix. Jissorvelja u janalizza data dwar attivitajiet ta' marketing u outreach, isegwi metriċi ta' involviment u jipprepara rakkomandazzjonijiet għal titjib;

x. Jiżgura konformità mas-saħħa u s-sigurtà f'avvenimenti interni;

xi. Jippromovi u josserva l-aderenza mal-istandards tal-etika organizzazzjonali, inkluż l-integrità, it-trasparenza u r-responsabbiltà, u jipprovdi gwida dwar teħid ta' deċiżjonijiet etiċi;

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

Duties

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

i. Monitors and supports organisational compliance with relevant laws, regulations, and internal policies, and prepares reports on findings;

ii. Conducts qualitative and quantitative research to inform programme initiatives, process improvements, and organisational decision-making;

iii. Assists in drafting, updating, and implementing internal procedures and guidelines to enhance operational efficiency;

iv. Prepares high-quality documentation such as research briefs, policy summaries, presentations, and progress reports for internal and external audiences;

v. Coordinates marketing communication activities, including drafting social media content, newsletters, website updates, and promotional materials;

vi. Assists in planning, organising, and executing events, meetings, workshops, and outreach activities – handling logistics, invitations, follow-ups, and event evaluation;

vii. Develops and maintains databases, records, and filing systems to ensure accuracy, confidentiality, and accessibility of compliance, research, and marketing information;

viii. Supports stakeholder engagement by liaising with partners, vendors, regulatory bodies, and internal teams to ensure timely flow of information and deliverables;

ix. Monitors and analyses data on marketing and outreach activities, tracking engagement metrics and preparing recommendations for improvement;

x. Ensures Health and Safety compliance in internal events organised;

xi. Promotes and monitors adherence to organisational ethics standards, including integrity, transparency, and accountability, and provide guidance on ethical decision-making;

xii. Jissorvelja l-proċessi ta' akkwist u l-ġestjoni tal-forniturigħal avvenimenti u ħtiġiet operattivi, billi jiżgura konformità mal-politiki ta' akkwist u effiċjenza fil-kost;

xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa;

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-

xii. Oversees procurement processes related to events and operational needs, ensuring compliance with procurement policies;

xiii. Any other duties that may be delegated to them by their supervisor, as required;

xiv. Any other responsibilities 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

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 Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS jew ekwivalenti*) fl-Evidence Based Management jew Communications jew Business Administration jew Public Administration jew Ethics jew Leadership jew Strategic Management jew Change Management jew Finance and Investment jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS.

JEW

iv. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS jew ekwivalenti*) fl-Evidence Based Management jew Communications jew Business Administration jew Public Administration jew Ethics jew Leadership jew Strategic Management jew Change Management jew Finance and Investment jew f'oqsma rilevanti kif determinat mill-maniġment u tmien (8) snin esperjenza maniġerjali sodisfaċenti.

*Kwalifika ta' Baċellerat komparabbli rikonoxxuta, kif applikabbli, hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni (suġġett għad-dispożizzjonijiet tal-klawsola 5.4 tad-dokument tad-Dispożizzjonijiet Ġenerali). Kwalifika ta' Baċellerat rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 180 krettu ECTS hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC jew l-Università ta' Malta li l-ammont ta' xogħol huwa komparabbli mal-minimu ta' 180 krettu ECTS.

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 credits, o equivalent*) in Evidence Based Management or Communications or Business Administration or Public Administration o Ethics or Leadership or Strategic Management or Change Management or Finance and Investment or in relevant area as determined by management.

*A recognised Master's qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC form Master's recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the Genera Provisions document). A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload comparable to at least 60 ECTS credits.

OR

iv. in possession of a recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS credits, or equivalent*) in Evidence Based Management or Communications or Business Administration or Public Administration or Ethics or Leadership or Strategic Management or Change Management or Finance and Investment or relevant areas a determined by management and eight (8) years satisfactory managerial experience.

*A recognised comparable Bachelor's qualification, as applicable, is only accepted subject to an MQRIC form recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload comparable to the minimum of 180 ECTS credits.

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

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

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

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS, 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 credits, or equivalent, and attained the required MQF level, by the closing time and date of the ca 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 ca 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 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.3 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.

4.4 Uffiċjali pubbliċi li huma normalment residenti f'Għawdex iżda bħalissa jaħdmu f'Malta, u li għandhom l-istess grad sostantiv bħal dak li qed jiġi reklamat, jistgħu japplikaw lateralment. Jekk jintgħażlu, dawn l-uffiċjali pubbliċi jiġu assenjati b'mod permanenti biex jaħdmu f'Għawdex bil-grad rispettiv, id-dritt tas-salarju, u l-punt tas-salarju tagħhom, inkluż id-dritt għal żidiet, kwalunkwe progressjoni u promozzjoni marbuta mal-post. Huwa ċċarat li dawn il-kandidati mhux se jingħataw marki addizzjonali fil-proċess tal-għażla għall-pussess ta' kwalunkwe kwalifiki li huma rekwiżiti ta' eliġibbiltà kif dikjarat f'din is-sejħa għall-applikazzjoni.

4.4 Public officers who are ordinarily living 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.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7. 1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttorat għas-Servizzi Korporattivi, Ministeru għal Għawdex u l-Ippjanar, 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, 22 ta' Diċembru 2025.Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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;

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Corporate Services Directorate, Ministry for Gozo and Planning, 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, 22nd December, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

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

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

jistgħu jiġu aċċessati permezz fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mill-Fergħa tal-People Management fid-Direttorat għas-Servizzi Korporattivi fil-Ministeru għal Għawdex u Ippjanar, Pjazza San Franġisk, Rabat Għawdex. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala par integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (http://mgp.gov.mt) u (recruitment.mgp@gov.mt).

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 Unit at the Corporate Services Directorate, Ministry for Gozo and Planning, St Francis Square, Victoria Gozo. 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://mgp.gov.mt) and (recruitment.mgp@gov.mt).

Il-5 ta' Diċembru, 2025

KUNSILL MALTI GĦALL-ARTI

Amministratur tal-Appoġġ (Relazzjonijiet Kulturali Internazzjonali) fi ħdan il-Kunsill Malti għall-Arti

Sejħa għal Servizz

Deskrizzjoni tas-Servizz

B'ħidma fil-qrib u taħt is-superviżjoni tad-Direttur (Relazzjonijiet Kulturali Internazzjonali & Avvenimenti) u l-Kap (Relazzjonijiet Kulturali Internazzjonali) fi ħdan il-Kunsill Malti għall-Arti, l-Uffiċjal Amministrattiv se jikkontribwixxi għall-viżjoni tal-programm tar-Relazzjonijiet Kulturali Internazzjonali tal-Kunsill Malti għall-Arti, b'fokus speċifiku fuq programmi ta' esportazzjoni u inizjattivi li jiffurmaw parti mill-portafoll tal-istrateġija tal-Kunsill Malti għall-Arti, inkluż il-parteċipazzjoni ta' Malta f'avvenimenti internazzjonali, kif ukoll kollaborazzjonijiet u skambji kulturali internazzjonali.

Dmirijiet u Responsabbiltajiet Ewlenin

Jassisti u jipprovdi appoġġ lid-Direttur u t-tim fl-amministrazzjoni ta' kuljum, inkluż skedar, korrispondenza, preparazzjoni ta' dokumenti, filing, eċċ;

Imanti b'mod preċiż rikordji, databases, u sistemi ta' filing relatati ma' proġetti internazzjonali, skemi ta' finanzjament internazzjonali, u sħubiji;

5th December, 2025

ARTS COUNCIL MALTA

Support Administrator (International Cultural Relations) at Arts Council Malta

Call for Service

Service Description

Working closely and under the supervision of the Director (International Cultural Relations & Events) and Head (International Cultural Relations) at Arts Council Malta, the Administration Officer will contribute to the vision of Arts Council Malta's International Cultural Relations programme, by supporting the activities of the Directorate, with a specific focus on export programmes and initiatives forming part of Arts Council Malta's Strategy portfolio, including Malta's participation in international events, international cultural collaborations and exchanges.

Main Duties and Responsibilities

Assist and provide support to the Director and the team in the day-to-day administration, including scheduling, correspondence, document preparation, filing etc;

Maintain accurate records, databases, and filing systems related to international projects, international funding schemes, and partnerships;

Iwettaq dmirijiet ġenerali tal-uffiċċju, bħal kordinazzjoni tal-irriżervar ta' vjaġġar, arranġamenti għal laqgħat, u talbiet għal akkwisti;

Jassisti sabiex jappoġġja l-amministrazzjoni, il-kordinazzjoni, u t-twettiq ta' programmi, skambji ta'artisti, u avvenimenti internazzjonali;

Jassisti fil-ġestjoni ta' għotjiet u proċessi ta' rappurtar għal sejħiet ta' finanzjament internazzjonali (primarjament IPS, ICE, u l-Biennale ta' Venezja u Gwangju, eċċ.);

Jassisti fil-kordinazzjoni ma' partijiet interessati lokali u internazzjonali;

Jabbozza emails, minuti ta' laqgħat, preżentazzjonijiet, u rapporti interni skont il-bżonn;

Jassisti fil-kordinament ta' aġġornamenti ta' kontenut relatati m'attività internazzjonali fuq il-pjattaformi u l-midja soċjali tal-KMA għall-ICRD f'kollaborazzjoni mat-Tim tal-Komunikazzjoni;

Jassisti fil-preparazzjoni ta' materjali u rapporti ta' promozzjoni;

Jiżgura aderenza mar-regolamenti amministrattivi u finanzjarji tal-KMA;

Jipprepara dokumenti ta' akkwist skont il-bżonn.

Dmirijiet Ohra hekk kif Assenjati

Id-deskrizzjoni tal-impjieg mhux neċessarjament lista eżawrenti tad-dmirijiet imma hija intiża biex tirrifletti l-firxa ta' dmirijiet li Amministrattur tal-Appoġġ mistenni jwettaq. Id-deskrizzjoni tal-impjieg tista' tiġi riveduta regolarment u tista' tinbidel fid-dawl tal-esperjenza u f'konsultazzjoni mal-Amministratur tal-Appoġġ.

Il-fornitur tas-servizz magħżul għandu jaħdem 40 siegħa fil-ġimgħa, ikun ibbażat fil-Kunsill Malti għall-Arti, u jrid ikun disponibbli għal laqgħat tramite l-internet, fuq il-lok, u fl-uffiċċju. Huwa/hija jkollu sigħat ta' ħidma flessibbli u jkun kapaċi jipprovdi servizzi matul ħinijiet mhux skedati jew mhux normali, skont il-bżonn tal-esiġenzi tal-ħidma internazzjonali.

Kwalifikazzjonijiet Ħiliet, u Esperjenza Neċessarji

Kwalifikazzjoni postsekondarja ta' Livell 4 tal-MQF, jew kwalifikazzjoni xierqa, rikonoxxuta, u komparabbli, flimkien ma' erba' (4) snin esperjenza ta' xogħol. Interess speċjali

Handle general office duties such as coordination of travel bookings, meeting arrangements, and procurement requests;

Assist in supporting the administration, coordination and delivery of international programmes, artist exchanges, and events;

Assist with grant management and reporting processes for international funding calls (mainly IPS, ICE, Venice and Gwangju Biennale etc.);

Assist in liaising with local and international stakeholders;

Draft emails, meeting minutes, presentations, and internal reports as required;

Help coordinate content updates related to international activity on ACM platforms and social media for ICRD in collaboration with the Communications Team;

Support the preparation of promotional materials and reports;

Ensure adherence to ACM's administrative and financial regulations;

Prepare procurement documents where required.

Other Duties as Assigned

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the Support Administrator will perform. The job description may be reviewed regularly and may be changed in the light of experience and in consultation with the Support Administrator.

The selected service provider will be required to work 40 hours a week, based at Arts Council Malta and will be required to be available for meetings via internet, on-site and at the office. S/he will have flexible working hours and will be able to provide services during unscheduled or at unusual times as required by the exigencies of the international work.

Qualifications, Skills and Experience Required

A post-secondary qualification at MQF Level 4, or an appropriate, recognised comparable qualification, plus four (4) years' work experience. A special interest in the Cultural

fis-setturi kulturali u kreattivi, sostnuti minn ċertifikati u/jew kwalifikazzjonijiet fi, iżda mhux limitati għal, Arti Performattiva u Viżiva, ikunu meqjusa bħala vantaġġ.

U għandu jkollu/ikollha s-sett ta' ħiliet segwenti:

Ħakma tajba tal-Malti u l-Ingliż;

Għarfien ġenerali tal-proċeduri tal-akkwist tal-uffiċċju;

Ħiliet organizzattivi u amministrattivi b'saħħithom, kif ukoll attenzzjoni għad-dettall;

Ħiliet interpersonali u tas-servizzi tal-klijenti eċċellenti;

L-abbiltà li jaħdem taħt pressjoni u jwettaq diversi inkarigi simultanjament, filwaqt li juża approċċ ta' tim biex isolvi l-problemi skont il-bżonn;

Rieda li jitgħallem u jespandi l-għarfien tiegħu;

L-abbiltà li jaħdem b'mod awtonomu bi ftit jew mingħajr superviżjoni.

Informazzjoni dwar Kuntratt u Salarju

Il-kandidati magħżula se jingħataw Kuntratt ta' Servizz ta' sena (1) waħda, bil-possibbiltà li dan jiġi estiż għal perjodu ulterjuri, skont il-prestazzjoni tal-kandidat.

Irid iwieġeb lid-Direttur (Relazzjonijiet Kulturali Internazzjonali u Avvenimenti) u l-Kap (Relazzjonijiet Kulturali Internazzjonali) fi ħdan il-Kunsill Malti għall-Arti u jopera b'sigħat flessibbli sabiex ilaħħaq mat-talbiet u r-rekwiżiti tal-pożizzjoni. Il-kandidati magħżula jridu jaħdmu fi ħdan ir-regoli u regolamenti tas-Servizz Pubbliku ta' Malta.

Ir-remunerazzjoni se tkun dik ta' €25,000 (eskluża l-VAT iżda inkluż kwalunkwe taxxi jew miżati oħra) fis-sena.

Il-pagament jiġi proċessat kull xahar mill-Kunsill Malti għall-Arti wara li jkun irċieva fattura b'numru tal-VAT validu.

Eliġibbiltà

Sal-ħin u d-data tal-iskadenza ta' din is-sejħa għall-applikazzjonijiet, l-applikanti jridu jkunu:

(a) ċittadini ta' Malta; jew

(b) ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li huma intitolati għal trattament ugwali bħal ċittadini Malti

and Creative sectors supported by certificates and/or qualifications in, but not limited to, Performing and Visual Arts, would be considered an asset.

AND must have the below-listed skill set:

Fluent in Maltese and English;

General awareness of office procedures;

Strong organisational and administrative skills and attention to detail;

Excellent interpersonal skills and customer service skills;

Ability to work under pressure and multi-task, using a team approach to solve problems when appropriate;

A willingness to learn and expand his/her knowledge;

Ability to work autonomously with little or no supervision

Contract and Salary Information

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

Answerable to the Director (International Cultural Relations and Events) and Head (International Cultural Relations) at Arts Council Malta and operating with flexible hours to meet the demands and requirements of the positions, the chosen candidates will be required to work within the rules and regulations of the Malta Public Service.

The remuneration is of €25,000 (excluding VAT but including any other taxes or charges) per year.

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

Eligibility

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

(a) citizens of Malta; or

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

f'kwistjonijiet ta'impjieg bis-saħħa ta' leġiżlazzjoni tal-UE jew proviżjonijiet tat-trattat li jittrattaw il-moviment ħieles tal-ħaddiema; jew

(c) ċittadini ta' kwalunkwe pajjiż ieħor li huma intitolati għal trattament ugwali bħal ċittadini Maltin fi kwistjonijiet relatati mal-impjieg bis-saħħa tal-applikazzjoni ta' dak il-pajjiż ta' leġiżlazzjoni tal-UE u proviżjonijiet tat-trattat li jittrattaw il-moviment ħieles tal-ħaddiema; jew

(d) kwalunkwe persuni oħra li huma intitolati għal trattament ugwali bħal ċittadini Maltin f'kwistjonijiet relatati mal-impjieg ai termini tal-liġi jew il-leġiżlazzjoni tal-UE u proviżjonijiet tat-trattat hawn fuq imsemmija, abbażi tar-relazzjoni tal-familja tagħhom ma' persuni indikati f'paragrafi (a), (b), jew (c); jew

(e) ċittadini ta' pajjiżi terzi li ngħataw status ta' residenza fit-tul f'Malta taħt ir-regolament 4 ta' 'Regolamenti dwar l-Istatus ta' Residenti fit-Tul (Ċittadini ta' Pajjiżi Terzi), 2006', jew li ngħataw permess tar-residenza taħt ir-regolament 18(3) tal-istess, flimkien ma' membri tal-familja ta' tali ċittadini ta' pajjiżi terzi li ngħataw permess tar-residenza taħt ir-'Regolamenti dwar Riunifikazzjoni tal-Familja, 2007'; jew

(f) persuni fil-pussess ta' dokument ta' residenza maħruġ ai termini tal-Istatus ta' Residenza ta' Ċittadini tar-Renju Unit u Membri Familjari tagħhom f'Malta, f'konformità mal-Ftehim tal-Ħruġ tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika.

Il-parir tad-Dipartiment taċ-Ċittadinanza u Affarijiet Barranin fi ħdan Identità għandu jittieħed skont il-bżonn fl-interpretazzjoni tal-proviżjonijiet imniżżla hawn fuq.

Il-ħatra tal-kandidati indikati f'(b), (c), (d), (e), u (f) hawn fuq tkun tinneċessita l-ħruġ ta' liċenzja tal-impjieg in kwantu tal-fatt li din hija indikata bħala rekwiżit mill-Att tal-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandu jiġi wkoll ikkonsultat dwar din il-kwistjoni.

Kif Tapplika

Applikanti interessati huma mitluba biex jibagħtu ittra ta' motivazzjoni flimkien ma' CV, u kopji ta' ċertifikati lil (vacancies.acm@artscouncil.mt) sa nofsinhar tal-Ġimgħa, 2 ta' Jannar, 2026.

Applikanti eliġibbli jintalbu jattendu għal intervista ta' selezzjoni.

Il-5 ta' Diċembru, 2025

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

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

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

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

(f) persons 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 Department of Citizenship and Expatriate Affairs within the Identità should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d), (e) and (f) 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.

How to Apply

Interested applicants are required to send a motivation letter together with a CV, and copies of certificates to (vacancies.acm@artscouncil.mt) by Friday, 2nd January, 2026, at noon.

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

5th December, 2025

AĠENZIJA DWAR IL-FOND SOĊJALI U TAL-IŻVILUPP NAZZJONALI

Sejħa għall-Applikazzjonijiet għal Head (Investments and Research)

(Permess tal-Jobsplus Nru 1151/2025)

L-Aġenzija dwar il-Fond Soċjali u tal-Iżvilupp Nazzjonali (NDSF) hija aġenzija governattiva stabbilita fis-6 ta' Jannar, 2015, permezz tal-Leġiżlazzjoni Sussidjarja 188.03, oriġinarjament taħt ir-regolamenti tal-Programm tal-Investitur Individwali (IIP) imwaqqaf permezz tal-Att dwar iċ-Ċittadinanza Maltija (Kap. 188).

F'konformità mar-regolamenti attwali, l-NDSF tirċievi, mill-Aġenzija Komunità Malta, perċentwal tal-kontribuzzjoniiet miġbura taħt ir-Regolamenti dwar l-Għoti taċ-Ċittadinanza għal Servizzi Eċċezzjonali. Dawn il-fondi huma amministrati u użati mill-NDSF fl-interess pubbliku skont il-funzjonijiet u d-dmirijiet tagħha.

Il-Kap Eżekuttiv tal-NDSF, jilqa' applikazzjonijiet għall-pożizzjoni ta' Head (Investments and Research) fl-Aġenzija tal-NDSF fuq bażi full-time. Il-persuna magħżula tidħol f'kuntratt ta' ingaġġ fiss ta' tliet (3) snin bħala Head (Investments and Research), li jista' jiġi mġedded għal perjodi oħra. Minħabba li din hi kariga għolja maniġerjali, dan jikkostitwixxi raġuni oġġettiva skont Regolament 7(4)(b)(i) tal-Liġi Sussidjarja 452.81 intitolata 'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

L-Aġenzija hija impenjata li tħaddem u żżomm professjonisti esperjenzati billi tipprovdi żvilupp professjonali kontinwu matul il-ħidma tagħhom mal- Aġenzija.

Il-pożizzjoni ta' Head (Investments and Research) hija suġġetta għal perjodu ta' prova ta' (12) tnax-il xahar.

Ħiliet u Kwalifiki

Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti huma meħtieġa li jkollhom:

i. Kwalifika CFA jew fil-ħin tal-applikazzjoni qed itemm il-Livell 3 tal-Programm CFA li huwa rikonoxxut bħala Master's fil-Livell 7 tal-MQF; jew kwalifika professjonali rikonoxxuta u ekwivalenti fl-investiment, ekonomija jew finanzi;

ii. Minimu ta' sentejn sa tlieta (2-3) snin esperjenza f'ambjent ta' investimenti u riċerka;

iii. Proficjenza fil-applikazzjonijiet ta' MS Office, eż. Word, Excel, PowerPoint; u fis-software relatat mal-investimenti (eż. Reuters, Bloomberg, eċċ.);

NATIONAL DEVELOPMENT AND SOCIAL FUND

Call for Applications for the Position of Head (Investments and Research)

(Jobsplus Permit No. 1151/2025)

The National Development and Social Fund (NDSF) is a Government Agency established on 6th January, 2015, by virtue of Subsidiary Legislation 188.03, originally under the Individual Investor Programme (IIP) Regulations made pursuant to the Maltese Citizenship Act (Cap. 188).

In line with current regulations, the NDSF receives, from the Community Malta Agency, a percentage of the contributions collected under the Granting of Citizenship for Exceptional Services Regulations. These funds are administered and used by the NDSF in the public interest in accordance with its functions and duties.

The Chief Executive Officer, NDSF, invites applications for the position of Head (Investments and Research) on a full-time basis within NDSF. The selected candidate will enter into a three (3) year Definite Term Employment contract, which may be renewed for further periods. Since this is a senior management position, such constitutes an objective reason in terms of Regulation 7 (4)(b)(i) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

The agency is committed to recruiting and retaining experienced professionals by providing further continuous professional development during their employment.

The position of Head (Investments and Research) is subject to a probationary period of twelve (12) months.

Skills and Qualifications

As of the closing date and time for this call for applications, applicants are required to possess:

CFA qualification or at the time of application is currently completing Level 3 of the CFA Programme which is recognized as a Master's qualification at MQF Level 7; or a recognised comparable professional qualification in Investments, Economics or Finance;

Minimum of 2-3 years' experience in Investments and Research;

Proficiency in MS Office applications, e.g. Word, Excel, Power Point; and investment related software (e.g. Reuters, Bloomberg etc);

iv. Profiċjenza fil-lingwa Maltija u fil-lingwa Ingliża.

Responsabbilitajiet Prinċipali

i. Imexxi l-funzjoni tal-investiment tal-Aġenzija skont l-Investment Policy and Framework tagħha;

ii. Jagħmel riċerka u jżomm ruħu aġġornat b'qari regolari dwar l-iżviluppi fis-swieq finanzjarji globali u l-prodotti finanzjarji disponibbli għall-investituri professjonali bħall-NDSF, inklużi bonds, stocks, investimenti alternattivi, funds, trusts, eċċ., bil-ħsieb li jmexxi l-politika dwar is-suġġett;

iii. Iżomm kuntatt mal-Head (Risk Management) fit-twettiq tal-analiżi tal-investiment, l-għażla tal-kompożizzjoni tal-portafoll u preżentazzjonijiet dwar is-swieq u opportunajiet ta' investiment lill-KE, lill-Bord tal-Gvernaturi u lill-partijiet esterni fejn meħtieġ;

iv. Jieħu ħsieb l-esekuzzjoni tal-front office ta' ordnijiet kummerċjali ma' brokers/investment managers;

v. Jappoġġja lill-KE u/jew tmexxija eżekuttiva oħra dwar il-proċess ta' diliġenza dovuta fir-rigward ta' maniġers prospettivi tal-investiment u r-reviżjoni tal-prestazzjoni tagħhom;

vi. Jaħdem mill-qrib ma' analisti tal-investiment u third-party service providers oħrajn kif ukoll mal-amministrazzjoni tal-NDSF sabiex jevalwa informazzjoni finanzjarja, risk-return tradeoff u opportunitajiet ta' investiment u jagħti rakkomandazzjonijiet dettaljati fil-ħin sew lill-KE kif ukoll lill-Bord tal-Gvernaturi;

vii. Juża software xieraq għall-investimenti u l-immaniġġjar tar-riskju sabiex jipproġetta l-qligħ potenzjali tal-portafoll u r-riskju assoċjat u juża din l-informazzjoni sabiex jieħu deċiżjonijiet infurmati u jagħmel il-proposti meħtieġa;

viii. Jaħdem mal-awdituri esterni tal-Aġenzija u mal-Head (Finance) sabiex jiddetermina t-trattament xieraq tal-kontabbiltà għal kull prodott ta' investiment;

ix. Jakkwista għarfien espert fil-klassi alternattiva tal-assi, kostruzzjoni ta' portafoll ta' investiment u l-immaniġġjar tal-prestazzjoni, u tassisti fir-reviżjoni annwali tal-Investment and Risk Management Policies tal-Fond;

x. Iwettaq kwalunkwe kompitu ieħor, li l-Kap Eżekuttiv jista' jiddelega lilu/lilha, kif ikun meħtieġ.

Salarju u Performance Bonus

i. Salarju annwali ta' €46,100 (fi 2026);

Proficiency in the Maltese and English languages.

Main Responsibilities

i. To head the investment function of the Agency according to its Investment Policy and Framework;

ii. To engage in regular research and reading on global financial market developments and financial products available to professional investors such as the NDSF, including bonds, stocks, alternative investments, funds, trusts etc., with a view to lead policy on the subject matter;

iii. To liaise with Head (Risk Management) in carrying out investment analysis, portfolio selection and presentations on markets and investment opportunities to the CEO, Board of Governors and external parties where required;

iv. To handle the front office execution of trade orders with brokers/investment managers;

v. To support the CEO and/or other executive management on the due diligence process on prospective investment managers and review of their performance;

vi. To work closely with investment analysts and other third-party service providers as well as NDSF management to assess financial information, risk-return tradeoff and investment opportunities and make informed investment recommendations to the CEO and Board of Governors in a timely manner

vii. To use appropriate investment and risk management software to project potential portfolio earnings and associated risk and use this data to inform management decisions and proposals;

viii. To engage with the Agency's external auditors and Head (Finance) to determine the appropriate accounting treatment for each investment product;

ix. To acquire expertise in alternative asset class selection, portfolio construction and performance management, and assist in the annual review of the Fund's Investment and Risk Management Policies;

x. Any other duties as may be assigned by the CEO for the smooth running of the Agency.

Salary and Performance Bonus

i. Annual Salary of €46,100 (in 2026);

ii. Performance Bonus sa 15% tas-salarju bażiku fis-sena;

iii. Allowance għall-karozza kollox inkluż ta'€4,600 fis-sena;

iv. Allowance għall-kommunikazzjoni kollox inkluż ta' €1,800 fis-sena;

v. Allowance għall-ispejjez ta' €4,000 fis-sena;

vi. Allowance tal-NDSF ta' €4,000 fis-sena;

vii. Allowance tas-CPD ta' €1,165 fis-sena (ħlasijiet kontra riċevuti validi).

Din il-pożizzjoni toffri opportunità attraenti lill-persuni li huma motivati ħafna b'rekord ta' eżattezza, ġudizzju sod, integrità u esperjenza f'ambjent relatat mal-investiment u li qed ifittxu karriera f'pożizzjoni maniġerjali għolja fi ħdan l-Aġenzija.

Dawk il-persuni li huma interessati huma mistiedna jibagħtu l-applikazzjoni tagħhom oriġinali (kopja stampata) inklużi kopji taċ-ċertifikati, u jikkwotaw in-numru tar-referenza rilevanti (tal-Jobsplus) flimkien ma' curriculum vitae ddettaljat kif ukoll referenzi relatati. L-applikanti jridu jipprovdu ċertifikat riċenti tal-kondotta maħruġa mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni. Id-dokumenti msemmija hawn fuq iridu jintbagħtu lill-Kap Eżekuttiv, Aġenzija dwar il-Fond Soċjali u tal-Iżvilupp Nazzjonali, Orange Grove, 125 Triq Birbal, Ħal Balzan BZN 9013, sa mhux aktar tard minn nofsinhar (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 22 ta' Diċembru, 2025. L-applikanti magħżula se jkunu meħtieġa jattendu għal intervista ta' selezzjoni.

Il-5 ta' Diċembru, 2025

ii. Performance Bonus up to 15% of the basic salary per annum;

iii. All Inclusive Car Allowance of €4,600 per annum;

iv. All Inclusive Communication Allowance of €1,800 per annum;

v. Expense Allowance of €4,000 per annum;

vi. NDSF Allowance of €4,000 per annum;

vii. CPD Allowance of €1,165 per annum (payment against valid receipts).

The position offers an attractive opportunity to highly motivated persons with a track record of timeliness, sound judgement, integrity and experience in an investment related environment and who are seeking a career in senior management with the Agency.

Interested persons are invited to submit their application in original (hard copy) including copies of certificates, quoting the relevant reference number (Jobsplus) together with a detailed curriculum vitae and any relative references. Applicants are also required to provide a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of applications. The above documents are to be addressed to the CEO, National Development and Social Fund, Orange Grove, 125 Triq Birbal, Ħal Balzan BZN 9013, by not later than noon (Central European Time), of Monday, 22nd December, 2025. Short listed applicants will be required to attend a selection interview.

5th December, 2025

KUNSILL LOKALI L-QRENDI

Post ta' Bibljotekarju fil-Librerija tal-Qrendi

Il-Malta Libraries u l-Kunsill Lokali l-Qrendi jilqgħu applikazzjonijiet (ittra ta' applikazzjoni flimkien mal-curriculum vitae) fl-Uffiċċju tal-Kunsill Lokali l-Qrendi sa nofsinhar tat-22 ta' Diċembru, 2025, għal bibljotekarju fil-librerija tal-Qrendi.

Aktar dettalji dwar din is-sejħa, inkluż ir-rekwiżiti, persuni eliġibbli kif ukoll sigħat ta' xogħol, jistgħu jinkisbu mingħand is-segretarju eżekuttiv tal-Kunsill permezz ta' ittra elettronika lil (qrendi.lc@gov.mt).

Il-5 ta' Diċembru, 2025

QRENDI LOCAL COUNCIL

Post of a Branch Librarian at the Qrendi Library

Malta Libraries and the Qrendi Local Council are receiving applications (letter of application together with the curriculum vitae) at the Qrendi local council's office up till noon of the 22nd December, 2025, for the post of a branch librarian at the Qrendi's branch library.

Further details regarding this call for applications, including the requisites, eligible persons and minimum working hours, can be obtained from the council's executive secretary via email to (qrendi.lc@gov.mt).

5th December, 2025

KUNSILL LOKALI L-IKLIN

Laqgħa Annwali tal-Lokalità

Skont l-Artikolu 70 (1) tal-Att dwar Kunsilli Lokali (Kap. 363), il-Kunsill Lokali l-Iklin jgħarraf li se ssir laqgħa tal-lokalità nhar il-Ħamis, 11 ta' Diċembru, 2025, fis-6.00 p.m., fl-Uffiċċju Amministrattiv tal-Kunsill – Three Villages, Nru 11, Trejqet ir-Rumanzieri, L-Iklin, li fiha l-Kunsill se jikkunsidra l-estimi għas-sena finanzjarja li ġejja, u li għaliha jkunu jistgħu jattendu persuni li isimhom jidher fir-Reġistru Elettorali għall-Kunsilli Lokali.

Il-5 ta' Diċembru, 2025

IKLIN LOCAL COUNCIL

Annual Locality Meeting

In accordance to Article 70 (1) of the Local Council's Act (Cap. 363) the Iklin Local Council notifies that a locality meeting shall be held on Thursday, 11th of December, 2025, at 6.00 p.m., at the Council's Administrative Offices, Three Villages, No. 11, Trejqet ir-Rumanzieri, Iklin, in which the council will be considering the financial estimates for the next financial year whose names appear in the Local Council's Electoral Register.

5th December, 2025

AQUATIC RESOURCES MALTA

Aquatic Resources Malta, tgharraf illi:

Kwotazzjonijiet jintlaqgħu minn Aquatic Resources Malta sa nofsinhar tat-Tnejn, 15 ta' Diċembru, 2025, għal:

Kwot. Nru (ARM/0372/2025) – Talba għall- kwotazzjonijiet għall-esekuzzjoni ta' stħarriġ ekonomiku.

Id-dokumenti huma mingħajr ħlas.

Provdiduri interessati għandhom jibagħtu ittra elettronika lil (procurement.arm@gov.mt) jew iċemplu fuq +356 2292 6900 biex jiksbu d-dokument tas-Sejħa tal-Kwotazzjonijet.

Il-5 ta' Diċembru, 2025

AQUATIC RESOURCES MALTA

Aquatic Resources Malta, notifies that:

Quotations will be received by Aquatic Resources Malta up to noon of Monday 15th December, 2025, for:

Quot. No. (ARM/0372/2025) – Request for quotations for the carrying out of an economic survey.

Documents are free of charge.

Interested suppliers are to send an email to (procurement.arm@gov.mt) or call on +356 2292 6900 to obtain the Request for Quotations document.

5th December, 2025

AWTORITÀ TAD-DJAR

Iċ-Chief Executive Officer, l-Awtorità tad-Djar, jgħarraf illi:

Offerti magħluqin għall-avviż li ġej għandhom jintefgħu fil-kaxxa tal-offerti tal-Awtorità tad-Djar, 22, Triq Pietro Floriani, Il-Furjana, sal-10.00 a.m. ta' nhar il-Ġimgħa, 2 ta' Jannar, 2026, għal:

Avviż Nru 15/2025. Bejgħ tale quale ta' porzjon ta' art fi Triq l-Imtarfa, l-Imtarfa, bil-kejl ta' ċirka erba' mija u ħamsa u tletin metru kwadru (435mk), u liema porzjon jikkonfina min-Nofsinhar ma' Triq l-Imtarfa, mil-Lvant ma' proprjetà ta' terzi, u mill-Punent ma' proprjetà tal-Awtorità tad-Djar jew l-aventi kawża tagħha, jew irjieħ aktar verjuri u preċiżi. Offerti taħt €165,157 ma jiġux ikkunsidrati. Dan l-avviż huwa suġġett għad-dritt tal-ewwel rifjut. Dan il-bejgħ huwa suġġett għall-kundizzjonijiet fosthom li l-art ma tiġix żviluppata mingħajr il-kunsens bil-miktub tal-Awtorità tad-Djar u, f'każ ta' żvilupp, ix-xerrej ikun kostrett iħallas is-somma addizzjonali ta' bejn l-offerta mitfugħa u l-valur stmat mill-Awtorità tad-Djar ta' €363,150.

HOUSING AUTHORITY

The Chief Executive Officer, Housing Authority, notifies that:

Sealed tenders in respect of the following advert have to be deposited in the tender box at the Housing Authority, 22, Triq Pietro Floriani, Floriana, by 10.00 a.m. on Friday, 2nd January, 2026, for:

Advt No. 15/2025. Sale tale quale of portion of land in Triq l-Imtarfa, Mtarfa, measuring approximately four hundred and thirty five meters squared (435msq), and which portion is bound from the south with Triq l-Imtarfa, from the east with property of third parties, and from the west with property of the Housing Authority or its successors in title, or more accurate boundaries. Offers below €165,157 will not be considered. This advert is subject to right of first refusal. This sale is subject to conditions including prohibition on development without the prior written consent of the Housing Authority and, in case of development, the owner will become liable to pay an additional sum amounting to the difference between the offer made and the value determined by the Housing Authority of €363,150.

Irid isir ħlas ta' €50 għad-dokumenti tal-offerta li jistgħu jinkisbu mill-Awtorità tad-Djar.

L-Awtorità tad-Djar iżżomm id-dritt li tirrifjuta kull offerta, anke l-aktar waħda vantaġġjuża.

Il-5 ta' Diċembru, 2025

KUMMISSJONI GĦAD-DRITTIJIET TA' PERSUNI B'DIŻABBILTÀ

Il-Kummissjoni għad-Drittijiet ta' Persuni b'Diżabbiltà (CRPD) tgħarraf li:

Sal-10.00 a.m. tal-Ħamis, 18 ta' Diċembru, 2025, jintlaqgħu offerti għal:

Avviż nru CRPD/RFP/125. Provvediment ta' servizzi ta' awditjar finanzjarju għas-sena finanzjarja 2025.

It-termini ta' referenza jistgħu jinkisbu mingħand is-CRPD permezz ta' ittra elettronika lil (procurement@crpd.org.mt).

L-applikazzjonijiet għandhom preferibbilment jiġu sottomessi permezz ta' ittra elettronika lil (procurement@crpd.org.mt), jew jitwasslu fl-indirizz:

CRPD
G5 Offices
Triq Salvu Psaila
Birkirkara BKR 9077

Il-5 ta' Diċembru, 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, id-9 ta' Diċembru, 2025.

ERU0112U25 – Devices
ERU0112U25A – Devices
ERU0112U25B – Devices
ERU0112U25C – Medicinal
ERU0112U25D – Medicinal
ERU0112U25E – Devices
ERU0112U25F – Medicinal
ERU0212U25 – Medicinal
ERU0212U25A – Medicinal
ERU0212U25B – Medicinal
ERU0212U25C – Devices
ERU0212U25D – Medicinal

A fee of €50 will be charged for the tender documents which may be obtained from the Housing Authority's office.

The Housing Authority reserves the right to refuse any tender, even the most advantageous.

5th December, 2025

COMMISSION FOR THE RIGHTS OF PERSONS WITH DISABILITY

The Commission for the Rights of Persons with Disability (CRPD) notifies that:

Offers will be received up to 10.00 a.m. on Thursday, 18th December, 2025, for:

Advt No. CRPD/RFP/125. Provision of financial audit services for the financial year 2025.

The terms of reference may be obtained from CRPD by sending an email to (procurement@crpd.org.mt).

Applications should preferably be submitted by email to (procurement@crpd.org.mt), or delivered to the following address:

CRPD
G5 Offices
Triq Salvu Psaila
Birkirkara BKR 9077

5th December, 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, 9th December, 2025.

ERU0112U25 – Devices
ERU0112U25A – Devices
ERU0112U25B – Devices
ERU0112U25C – Medicinal
ERU0112U25D – Medicinal
ERU0112U25E – Devices
ERU0112U25F – Medicinal
ERU0212U25 – Medicinal
ERU0212U25A – Medicinal
ERU0212U25B – Medicinal
ERU0212U25C – Devices
ERU0212U25D – Medicinal

ERU0212U25E – Medicinal
ERU0212U25F – Medicinal
ERU0312U25 – Medicinal
ERU0312U25A – Medicinal
ERU0312U25B – Medicinal
ERU0312U25C – Medicinal
ERU0312U25D – Medicinal
ERU0312U25E – Devices
ERU0312U25F – Medicinal
ERU0312U25G – Medicinal
ERU0312U25H – Devices
ERU0312U25I – Devices
ERU0312U25J – Medicinal

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitniżżlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejħa għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

Il-5 ta' Diċembru, 2025

ERU0212U25E – Medicinal
ERU0212U25F – Medicinal
ERU0312U25 – Medicinal
ERU0312U25A – Medicinal
ERU0312U25B – Medicinal
ERU0312U25C – Medicinal
ERU0312U25D – Medicinal
ERU0312U25E – Devices
ERU0312U25F – Medicinal
ERU0312U25G – Medicinal
ERU0312U25H – Devices
ERU0312U25I – Devices
ERU0312U25J – Medicinal

Emergency Response Unit (ERU) Competitive Calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be submitted as per instructions given in the dossier.

5th December, 2025

AVVIŻI TAL-QORTI – *COURT NOTICES*

3026

Permezz ta' digriet mogħti mill-Qorti Minorenni fl-4 ta' Settembru, 2025, fl-atti tar-rikors numru 12/2024AC, fl-atti tal-kawża Pjan ta' Permanenza Alternattiv T.T., ordnat is-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront ta' Tristian Tedesco a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12.

Permezz ta' nota tal-Bord tar-Reviżjoni għall-Ħarsien tat-Tfal fl-atti tal-kawża numru 12/2024AC ippreżentata fil-Qorti Minorenni, fl-1 ta' Frar, 2024, ir-rikorrenti Bord tar-Reviżjoni għall-Ħarsien tat-Tfal talab lil dan il-Bord sabiex jgħati klarifika ċara dwar:

1. L-aċċess mal-omm u n-nanniet;

2. Tiggwidahom u tagħti direzzjoni fir-rigward il-magħmudija fejn dan il-Bord qabel li n-nanniet paterni jkunu l-parrini u skont il-Bord għandhom ikunu parteċipi fl-attivitajiet tant importanti;

3. Tordna li l-foster carers għandhom isegwu l-liġi u jikkoperaw għall-aċċess indikat;

4. Tagħti kwalsijasi direzzjoni sabiex verament taċċerta illi l-interess tal-minuri jiġu salvagwardati, kif ukoll sabiex ma jkunx hemm aktar nuqqasijiet ta' kjarezza bejn dawn il-partijiet kollha;

5. Il-Bord jiddikjara u jaqbel u jirrakkomandaw bil-qawwi illi n-nanniet paterni u l-omm għandhom jibqgħu

By means of a decree of the 4th September, 2025, handed down by the Juvenile Court in the records of the application number 12/2024AC in the acts of the application Alternative Permanency Plan T.T., the following publication was ordered for the purpose of effecting service on Tristian Tedesco in terms of Article 187(3) et sequitur of Cap. 12.

By means of a note in the names The Minors Care Review Board filed in the Juvenile Court, on the 1st February, 2024, in the acts of the Application number 12/2024AC, the applicant the Minors Care Review Board requested this Board to give a clear clarification regarding:

1. Access with mother and grandparents;

2. Guide and give direction with regard to baptism where this Board has agreed that the paternal grandparents shall be the god parents and according to the Board shall participate in such important activities;

3. Order that foster carers are to follow the law and cooperate for the access indicated;

4. Give any direction so that he truly assures that the interests of the minor are safeguarded, as well as so that there are no further lack of clarity between all these parties;

5. The Board declares and agrees and strongly recommends that the paternal grandparents and the mother

involuti f'ħajjet il-minuri u li l-ebda permanenza m'għandha ċċaħħadhom minn dan id-dritt. Dawn in-nanniet huma verament impenjattivi biex jissalvagwardjaw l-interess tal-minuri, u għalhekk ir-relazzjoni hemm bżonn tissaħħaħ.

Permezz ta' digriet mogħti fid-9 ta' Frar, 2024, il-Qorti ordnat wara li rat id-dokument esebiti u l-Artikolu 23(1)(4)(5) u 33(7) tal-Kap. 602 li m'hemmx il-ħtiega li tisma' lill-minuri ai termini tal-artikolu 17(1) tal-Kap. 602 u lanqas ma' hemm bżonn li tisma' fehmiet oħra kif ukoll li l-Qorti hija tal-fehma illi l-pjan ta' permanenza alternativa kif propost huwa fl-aħjar interess tal-minuri … omissis … u tordna li dan jidħol fis-seħħ b'dan però qiegħda tikkjarafika s-segwenti:

1. L-aċċess tal-minuri mal-omm u n-nanniet paterni Francis Farrugia u Josephine Tedesco m'għandux jinqata' anzi għandu jibqa' konstanti u konsistenti b'dan li għall-anqas ikun hemm aċċess ta' darbtejn fil-ġimgħa bi qbil dwar lok, ħin u durata sabiex kemm jista' jkun ir-rutina u l-attivitajiet li għandha l-minuri ma jiġux mibdula inutilment, il-foster carers huma ordnat jikkoperaw bis-sħiħ għal dan il-għan sabiex fl-aħjar interess tal-minuri r-relazzjoni mal-omm u l-imsemmija nanniet paterni tkompli tissaħħaħ. Il-possibbiltà ta' sleepover għandha tiġi diskussa mal-professjonisti sabiex jiġi assigurat li l-minuri ma jkollhiex ir-rigress imsemmi fid-dokumentazzjoni u jkun biss wra li l-istess professjonisti jaraw li tali sleepovers huma fl-aħjar interessi tal-minuri li jerġgħu jibdew jissoktaw;

2. Stante qbil fuq il-magħmudija l-Qorti qed tagħti direzzjoni sabiex il-magħmjudija ssir, in-nanniet paterni jkunu l-parrini u li naturalment għal tali avveniment ikun hemm l-omm u l-foster careres.

Il-Qorti ordnat li l-kura u l-kustodja tal-minuri kkonċernat tkun vestita fid-Direttur Kura Alternattiva (Tfal u Żagħżagħ) is-Sinjura Remenda Grech (KI 28184M) ordnat wkoll li l-awtorizazzjoni medika, edukattiva u psikoloġika tkun vestita f'idejn il-foster carers tal-minuri u ċoè Clive Vella (KI 57884M) u Keely Ann Vella (KI 99284M).

Il-Qorti ordnat li l-minuri jkompli jirrisjedi mal-foster carers u ċoè Clive Vella (KI 57884M) u Keely Ann Vella (KI 99284M);

Tordna notifika ta' dan id-digriet lil Tristian Tedesco fost oħrajn.

Esponenti: Bord tar-Reviżjoni għall-Ħarsien tal-Minuri, 469, Bugeja Institute, Triq il-Kbira, Santa Venera

Notifika: Tristian Tedesco, 190, Triq Santua Rokku, Birkirkara

should remain involved in the life of the minor and that no stay should deprive them of this right. These grandparents are very busy to safeguard the interest of the minor, so the relationship needs to be strengthened.

By means of a decree dated 9th February, 2024, the Court ordered after it saw the exhibited documents and Article 23(1)(4)(5) and 33(7) of Cap. 602 that there is no need to hear the minor in terms of article 17(1) of Cap. 602 and there is also no need to hear other views and that the Court is of the opinion that the alternative permanency plan as proposed is in the best interest of the minor … omissis … and order that it comes into force however, it is clarifying the following:

1. The access of the minor with the mother and paternal grandparents Francis Farrugia and Josephine Tedesco should not be cut off but should remain constant and consistent in such a way that there be at least two weekly access agreed on place, time and duration so that as much as possible the routine and activities that the minor has are not altered uselessly, Foster carers are ordered to cooperate fully for this purpose so that in the best interest of the minor the relationship with the mother and the said paternal grandparents continues to be strengthened. The possibility of a sleepover should be discussed with professionals in order to ensure that the minor does not have the regression mentioned in the documentation and only to ensure that the same professionals see that such sleepovers are in the best interests of the minor to resume;

2. Since there is agreement on baptism the Court is giving direction so that baptism is carried out, the paternal grandparents will be the god parents and that naturally for such an event there will be the mother and foster carers.

The Court ordered that the care and custody of the concerned minor be vested in the Director of Alternative Care (Children and Minors) Ms Remenda Grech (ID 28184M) and ordered also the medical, educational and psycological authorisation be vested in the hands of the foster carers of the minor and that is Clive Vella (ID 57884M) and Keely Ann Vella (ID 99284M).

The Court ordered that the minor continues to reside with the foster carers and that is Clive Vella (ID 57884M) and Keely Ann Vella (ID 99284M).

Order the notification of this decree to Tristian Tedesco amongst others.

Applicant: The Minors Care Review Board, 469, Bugeja Institute, Triq il-Kbira, Santa Venera

Notification: Tristian Tedesco, 190, Triq Santu Rokku, Birkirkara

Reġistru tal-Qrati tal-Maġistrati (Malta), illum 27 ta' Novembru, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur tal-Qrati Ċivili u Tribunali

Registry of the Court of Magistrates (Malta), today 27th November, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

3027

B'digriet mogħti mill- Qorti Ċivili, Prim' Awla, fil-25 ta' Novembru, 2025, fuq rikors ta' Aquilina Nolan (KI 0181877M) et, ġie ffissat il-jum tat-Tlieta, 21 ta' April, 2026, f'nofsinhar (12.00 p.m.) għall-bejgħ bl-irkant, li għandu jsir f'Kamra Numru 78, Biswit l-Arkivju, Livell -1, Qrati tal-Ġustizzja, Triq ir-Repubblika, Il-Belt Valletta, tal-fond hawn taħt deskritt:

Is-subċens annwu u temporanju għar-rimanenza tal-konċessjoni enfitewtika oriġinali ta' mija u ħamsin (150) sena li bdew jiddekorru mid-9 ta' Novembru, tas-sena, 1963, u liema konċessjoni tiskadi fit-8 ta' Novembru tas-sena, 2113, tal-boathouse li tinsab ma' xatt il-baħar u fil-livell tal-pjan terran, inkluż l-arja sovrastanti tagħha u s-subterran, bin-numru mija u tmintax (118), fi Triq ix-Xatt ta' Santa Marija, f'Santa Marija Estate, f'Wied il-Għajn taż-Żejtuna, il-Mellieħa, b'użu residenzjali u storage, b'kejl ta' ċirka 32 metru kwadru, u tinstab f'żona li n-North West Local Plan jikklassifika bħala żona fejn hemm existing beachrooms li jinsabu barra l-konfini tal-iżvilupp u konfinanti mil-Lbiċ u Grigal ma' proprjeta' tas-soċjeta' Central Mediterranean Development Corporation Limited jew Cem Med Limited u/jew suċċessuri fit-titlu u mill-Majjistral ma' spazju miftuħ magħruf bħala x-Xatt ta' Santa Marija jew irjieħ verjuri, suġġetta għad-dritt għall-użufrutt favur terzi u stmata li tiswa mija, ħamsa u ħamsin elf ewro (€155,000).

Dan is-sub ċens ta' €11.65 jirrevedi ruħu wara mitt sena mid-9 ta' Novembru tas-sena 1963 u dan ai termini tal-konċessjoni oriġinali u għandu jiġi kkalkulat skont Klawsoli 2 subartikli 5 tal-konċessjoni oriġinali fl-atti tan-Nutar Paul Pullicino tad-9 ta' Novembru tas-sena 1963.

L-imsemmi fond huwa proprjetà ta' sehem indiviż ta' disgħa minn għaxra (9/10) lil Nolan Aquilina (KI 181877M) u martu Marita Aquilina (KI 70281M) u f'sehem indiviż ta' wieħed minn għaxra (1/10) lil Mario Aquilina (KI 372083M).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskritt fl-atti tas-subbasta 13/2025.

Reġistru tal-Qrati Superjuri, illum it-Tnejn, l-1 ta' Diċembru, 2025

GAETANA AQUILINA
Għar-Reġistratur, Qrati Ċivili u Tribunali

By decree given by the Civil Court, First Hall on the 25th November, 2025, on the application of Aquilina Nolan (ID 0181877M) et, Tuesday, 21st April, 2026, at noon (12.00 p.m.), has been fixed for the sale by auction to be held in Room Number 78, Nearby the Court Archives, Level -1, Courts of Justice, Triq ir-Repubblika, Valletta, of the following property:

The annual and temporary sub ground rent of the remaining original emphyteutical concession of one hundred and fifty (150) years that commenced on the 9th November of the year, 1963, and which concession expires on the 8th November of the year, 2113, of the boathouse situated by the sea shore and on ground floor level, including its airspace and its subterrain, with number one hundred and eighteen (118), in Triq ix-Xatt ta' Santa Marija, in Santa Marija Estate, Wied il-Għajn taż-Żejtuna, Mellieħa, with residential and storage use, measuring circa 32 metre square, and is situated in the zone that the North West Local Plan classifies as a zone where existing beachrooms are situated outside the development zone and is bounded southwest and northeast with property of the society Central Mediterranean Development Corporation Limited or Cem Med Limited and/or their successors in title and northwest with an open area known as x-Xatt ta' Santa Marija or other correct boundaries, subject to the usufruct right in favour of third parties and is valued at one hundred and fifty five thousand euro (€155,000).

This sub ground rent of €11.65 reviews itself after one hundred years from the 9th November of the year 1963 and this in terms of the original concession and should be calculated according to Clause 2 Sub article 5 of the original concession in the acts of Notary Paul Pullicino of the 9th November of the year 1963.

The said tenement is the property of an undivided share of nine from ten (9/10) belonging to Nolan Aquilina (ID 181877M) and his spouse Marita Aquilina (ID 70281M) and an undivided share of one from ten (1/10) belonging to Mario Aquilina (ID 372083M).

N.B. The said tenement will be sold as described in the acts of judicial sales number 13/2025.

Registry of the Superior Courts, this Monday, 1st December, 2025

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

3028

Ikun jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-25 ta' Novembru, 2025, u dan wara Rikors b'numru 1150/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li jeffetwa l-korrezzjoni mitluba fuq l-Att tat-Twelid bin-numru 3547/2025 biex il-post tat-twelid tal-omm jiġi korrett minn 'Southport, United Kingdom' għal 'Southport, Australia'.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum il-Ġimgħa 28 ta' Novembru, 2025

RUTH PISCOPO
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 25th November, 2025, and upon an application numbered 1150/2025, ordered:

To the Director of the Public Registry, to effect the requested correction on the Act of Birth number 3547/2025 so that the mother's place of birth is corrected from 'Southport, United Kingdom' to 'Southport, Australia'.

Court of Revision of Notarial Acts

Today Friday 28th November, 2025

RUTH PISCOPO
Deputy Registrar, Court of Revision of Notarial Acts

3029

IKUN jaf kulħadd illi bis-setgħat mogħtija lilha bl-artikolu 257 tal-Kodiċi Ċivili, il-Qorti tar-Reviżjoni tal-Atti Nutarili, b'Digriet tal-25 ta' Novembru, 2025, u dan wara Rikors b'numru 1151/2025, ordnat:

Lid-Direttur tar-Reġistru Pubbliku, li jeffetwa l-korrezzjoni mitluba fuq l-Att tat-Twelid bin-numru 1490/1981 (u mhux dak bin-numru 2470/2007 stante li dan l-aħħar att ma jappartjenix lir-rikorrenti) biex kull fejn jidher il-kunjom 'Sceberras' jiġi korrett għal 'Sciberras' permezz ta' annotazzjoni.

Qorti ta' Reviżjoni tal-Atti Nutarili

Illum il-Ġimgħa, 28 ta' Novembru, 2025

RUTH PISCOPO
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 25th November, 2025, and upon an application numbered 1151/2025, ordered:

To the Director of the Public Registry, to effect the requested correction on the Act of Birth number 1490/1981 (and not the one numbered 2470/2007, since the latter act does not pertain to the applicant), so that wherever the surname 'Sceberras' appears, it is corrected to 'Sciberras' by means of an annotation.

Court of Revision of Notarial Acts

Today Friday, 28th November, 2025

RUTH PISCOPO
Deputy Registrar, Court of Revision of Notarial Acts

3030

B'żewġ digrieti mogħtija mill-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali, it-tnejn mogħtija fil-11 ta' Ġunju, 2025, u dan insegwitu għar-rikors ta' żbank datat l-14 ta' Ġunju, 2022, fl-atti tal-mandat ta' sekwestru eżekuttiv numru 96/2011 maħruġ fil-11 ta' Mejju, 2011, fl-ismijiet 'Antoinette Portelli versus Korporazzjoni għas-Servizzi tal-Ilma', u wara ċ-ċedoli numru 104/2011 u 109/2011 it-tnejn fl-ismijiet 'Antoinette Portelli versus Korporazzjoni għas-Servizzi tal-Ilma', ippreżentati insegwitu għall-istess mandat, ġiet ordnata l-pubblikazzjoni tal-istess rikors ta' żbank flimkien mad-digriet relattiv għalih, u dan għall-finijiet ta' notifika fil-konfront tal-attriċi Antoinette Portelli (karta tal-identità numru 4747G) ta' 'Highfields', Triq Ta' Luvier, Il-Munxar, Għawdex, u dan fit-termini tal-artiklu 187(3) tal-Kodiċi ta'

By virtue of two decrees issued by the Court of Magistrates (Gozo), Superior Jurisdiction, General Section, both issued on the 11th June, 2025, and this following the application for withdrawal dated the 14th June, 2022, in the acts of the executive garnishee order number 96/2011 issued on the 11th May, 2011, in names 'Antoinette Portelli versus Water Services Corporation', and following the schedules of deposit numbers 104/2011 and 109/2011 both in the names 'Antoinette Portelli versus Water Services Corporation', which were filed following the said garnishee order, the publication of the same application for withdrawal together with the relative decree thereto was ordered, and this for the purposes of notification with respect the plaintiff Antoinette Portelli (identity card number 4747G) of 'Highfields', Triq Ta' Luvier, Munxar, Gozo, and this in terms of article 187(3)

Organizzazzjoni u Proċedura Ċivili, Kapitlu 12 tal-liġijiet ta' Malta.

Ir-rikors

Fil-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali

Wara l-mandat ta' sekwestru eżekuttiv numru 96/2011 PC maħruġ fil-11 ta' Mejju, 2011, fl-ismijiet:

Antoinette Portelli (karta tal-identità numru 4747G)

versus

Korporazzjoni għas-Servizzi tal-Ilma

Rikors tal-Korporazzjoni għas-Servizzi tal-Ilma

Tesponi bir-rispett:

Illi l-Korporazzjoni esponenti ġiet notifikata bħala sekwestrata bil-mandat ta' sekwestru numru 96/2011 PC għall-ammont ta' elf, mija u ħamsa u ħamsin ewro (€1,155);

Illi fl-atti ta' dan il-mandat ġew depożitati għan-nom tal-Korporazzjoni esponenti tliet ċedoli ta' depożitu bin-numru 100/2011; 104/2011 u 109/2011;

Illi l-ammont totali depożitat permezz ta' dawn iċ-ċedoli jmur oltre minn dak dovut mill-Korporazzjoni esponenti;

Illi mill-informazzjoni mogħtija lill-Korporazzjoni esponenti, filwaqt li l-ammont depożitat permezz taċ-ċedola bin-numru 100/2011 ġie żbankat mis-sekwestrant, l-ammont depożitat permezz taċ-ċedoli bin-numru 104/2011 u 109/2011 kien imur oltre mill-ammont dovut mill-Korporazzjoni esponenti u għaldaqstant ma ġiex żbankat.

Għaldaqstant, in vista tas-su espost, il-Korporazzjoni esponenti umilment titlob li din l-Onorabbli Qorti jogħġobha tawtorizzaha tiżbanka l-bilanċ rimanenti taċ-ċedoli bin-numru 104/2011 u 109/2011 li ġew depożitati fl-atti ta' dan il-mandat ta' sekwestru, u dan taħt kull provvediment ieħor li din l-Onorabbli Qorti jidhrilha li jkun xieraq u opportun fiċ-ċirkostanzi.

(iffirmat) l-Avukat Jenilee Agius
(iffirmat) il-Prokuratur Legali Nadine Farrugia

Id-digriet

Fil-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali

of the Code of Organization and Civil Procedure, Cap. 12 of the laws of Malta.

The application

In the Court of Magistrates (Gozo), Superior Jurisdiction, General Section

Following the executive garnishee order number 96/2011 PC issued on the 11th May, 2011, in the names:

Antoinette Portelli (identity card number 4747G)

versus

Water Services Corporation

Application of the Water Services Corporation

Respectfully submit:

Whereas the applicant Corporation has been notified as a garnishee with the garnishee order number 96/2011 PC for the amount of one thousand, one hundred and fifty-five euros (€1,155);

Whereas in the acts of this garnishee order, three schedules of deposit with numbers 100/2011; 104/2011 and 109/2011 were deposited on behalf of the Corporation;

Whereas the total amount deposited by means of the schedules of deposit exceeds that due by the applicant Corporation;

Whereas from the information provided to the applicant Corporation, while the amount deposited through schedule of deposit number 100/2011 was withdrawn by the creditor, the amount deposited by means of schedules of deposit number 104/2011 and 109/2011 was in excess of the amount due by the applicant Corporation and was therefore not withdrawn.

Therefore, in view of the above, the Corporation humbly requests that this Honourable Court be pleased to authorise it to withdraw the remaining balance of the schedules of deposit numbered 104/2011 and 109/2011 which were deposited in the acts of this garnishee order, and this under any other provision that this Honourable Court deems appropriate and expedient in the circumstances.

(signed) Attorney Jenilee Agius
(signed) Legal Procurator Nadine Farrugia

The decree

In the Court of Magistrates (Gozo), Superior Jurisdiction, General Section

Il-Maġistrat Dott. Brigitte Sultana, LLD, LLM (Cardiff), Adv. Trib. Eccl. Melit.

Fl-atti tal-mandat ta' sekwestru eżekuttiv numru 96/2011 fl-ismijiet:

Antoinette Portelli

versus

Korporazzjoni għas-Servizzi tal-Ilma

Illum 17 ta' Ġunju, 2022

Il-Qorti,

Rat ir-rikors ippreżentat fl-14 ta' Ġunju, 2022;

Tordna notifika lill-kontroparti b'erbat ijiem żmien għar-risposta.

(iffirmat) il-Maġistrat Dott. Brigitte Sultana
(iffirmat) Daniel Sacco, Deputat Reġistratur

Illum 24 ta' Novembru 2025

Reġistru tal-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Superjuri, Sezzjoni Ġenerali

MARY JANE ATTARD
Deputat Reġistratur, għar-Reġistratur, Qrati u Tribunali (Għawdex)

Magistrate Dr Brigitte Sultana, LLD, LLM (Cardiff), Adv. Trib. Eccl. Melit.

In the acts of executive garnishee order number 96/2011 in the names:

Antoinette Portelli

versus

Water Services Corporation

Today the 17th June, 2022

The Court,

Having seen the application filed on the 14th June, 2022,

Orders service thereof on the opposing party granting her four days to reply.

(signed) Magistrate Dr Brigitte Sultana
(signed) Daniel Sacco, Deputy Registrar

Today the 24th November 2025

Registry of the Court of Magistrates (Gozo), Superior Jurisdiction, General Section

MARY JANE ATTARD
Deputy Registrar, for the Registrar, Gozo Courts and Tribunals

3031

B'dan l-avviż ikun magħruf illi b'rikors ippreżentat fil-Qorti, Sezzjoni ta' Ġuriżdizzjoni Volontarja, fid-29 ta' Ottubru, 2025, Rikors numru 996/2025, minn Emanuel Abela et fejn talbu li tiġi ddikjarata miftuħa favur Emanuel Abela, Margaret Dimech, Carmelina sive Carmen Vidal u Michael Abela ħut id-decujus fi quota ta' ottava (1/8) parti indiviża kull wieħed u waħda minnhom; favur Steven Joseph Abela, Michelle Speechley née Abela, Natasha Archibald née Abela u Fiona Matthews née Abela wlied il-mejjet George Abela dan tal-aħħar hu d-decujus fi kwota ta' parti waħda minn tnejn u tlettin (1/32) parti indiviża kull wieħed u waħda minnhom; favur David Abela, Grace Mary (Maria Grezzja) sive Grace Mary Josephine Abela, Mark Louis Abela u Sandra Abela wlied il-mejjet Lewis Abela dan tal-aħħar ħu d-decujus fi kwota ta' parti waħda minn tnejn u tletin (1/32) indiviża kull wieħed u waħda minnhom u favur Ruth Vassallo u Geoffrey (John Alfred) Farrugia wlied il-mejta Mary Farrugia née Abela din tal-aħħar oħt id-decujus fi kwota ta' parti waħda minn sittax (1/16) il-parti indiviża kull wieħed u waħda minnhom is-suċċessjoni ta' Ignazio Abela, ġuvni, bin il-mejtin Jospeh Abela u Margaret née Scerri,

By means of an application filed in the Civil Court of Voluntary Jurisdiction Section, on the 29th October, 2025, Application number 996/2025, by Emanuel Abela et whereby they requested that it be declared open in favour of Emanuel Abela, Margaret Dimech, Carmelina sive Carmen Vidal amd Michael Abela brothers and sisters of the decujus in the quota of one eight (1/8) undivided share each one of them; in favour of Steven Joseph Abela, Michelle Speechley née Abela, Natasha Archibald née Abela and Fiona Matthews née Abela children of the late George Abela the latter brother of the decujus in the quota of one part of thirty two (1/32) undivided share each one of them; in favour of David Abela, Grace Mary (Maria Grezzja) sive Grace Mary Josephine Abela, Mark Louis Abela and Sandra Abela children of the late Lewis Abela the latter brother of the decujus in the quota of one part of thirty two (1/32) undivided share each one of them and in favour of Ruth Vassallo u Geoffrey (John Alfred) Farrugia children of the late Mary Farrugia née Abela the latter sister of the decujus in the quota of one part of sixteen (1/16) undivided share each one of them the succession of Ignazio Abela, bachelor, son of the late Joseph Abela and

imwieled l-Marsa, Malta, kien residenti l-Marsa, Malta, u miet l-Imsida, Malta, fis-17 ta' Novembru, 2024, ta' 75 sena, u li kellu karta tal-identità numru 0753049M.

Għaldaqstant, kull min jidhirlu li għandu interess huwa msejjaħ 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 u l-avviżi skont il-liġi.

Reġistru tal-Qorti Ċivili, Sezzjoni ta' Ġuriżdizzjoni Volontarja

Illum 3 ta' Diċembru, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Margaret née Scerri, born in Marsa, Malta, resided in Marsa, Malta and died in Msida, Malta on the 17th November, 2024, aged 75, and who held identity card number 0753049M.

Wherefore, any person who believes to have an interest in the matter is hereby called upon to appear before the said Court and to bring forward his objections hereto by a minute to be filed within fifteen days from the posting of the banns and notices according to law.

Registry of the Civil Court, Voluntary Jurisdiction Section

Today 3rd December, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Court and Tribunals

3032

Permezz ta' digriet mogħti fis-26 ta' Novembru, 2025, fl-atti tal-ittra uffiċjali numru 4947/2025, fl-ismijiet Elizabeth Cassar vs Ivan Esposito et, il-Prim'Awla tal-Qorti ordnat is-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront ta' Ryan Giordimaina a tenur tal-Artikolu 891 tal-Kap. 12 u 2130 tal-Kap. 16 tal-Liġijiet ta' Malta.

Fil-Prim'Awla tal-Qorti

Illum 31 ta' Ottubru, 2025

1. Ivan Esposito
2. John Casaletto
3. Ryan Giordimaina (KI 0577791M), fil-kapaċità ta' membru preċedenti tal-Orthopaedic Training Committee u fil-kapaċità personali tiegħu, ta' 44, Villa Kilimani, Vjal il-Qalbiena Mostin, Il-Mosta MST 2353;
4. David Mamo
5. Thomas Azzopardi
6. Walter Busuttil
7. Joseph Debono
8. Julian Zammit Maempel;
9. Nikolai Briffa;
10. Jason Zammit
11. Celia Falzon
12. L-Onorevoli Prim'Ministru,
13. Is-Segretarju Permanenti Ewlieni,
14. Ministru għas-Saħħa u l-Anzjanità Attiva,
15. Is-Segretarju Permanenti għas-Saħħa u l-Anzjanità Attiva,
16. Il-Kap. Eżekuttiv tal-Isptar Mater Dei,
17. It-Tabib Ewlieni tal-Gvern,
18. Direttur Mediku tal-Isptar Mater Dei,
19. Kap. tal-Programm ta' Taħriġ Postgraduate Mediku.

By means of a decree of the 26th November, 2025, in the records of the judicial letter number 4947/2025, in the names Elizabeth Cassar vs Ivan Esposito et the First Hall of the Civil Court ordered the following publication for the purpose of effecting service on the respondent Ryan Giordimaina in terms of Article 891 of Cap. 12 and Article 2130 of Cap. 16 of the Laws of Malta.

In the First Hall of the Civil Court

Today 31st October, 2025

1. Ivan Esposito
2. John Casaletto
3. Ryan Giordimaina (ID 0577791M), in his capacity as previous member of the Orthopaedic Training Committee and in his personal capacity of 44, Villa Kilimani, Vjal il-Qalbiena Mostin, Mosta MST 2353;
4. David Mamo
5. Thomas Azzopardi
6. Walter Busuttil
7. Joseph Debono
8. Julian Zammit Maempel;
9. Nikolai Briffa;
10. Jason Zammit
11. Celia Falzon
12. Honourable Prim'Minister,
13. Principal Permanent Secrectary
14. Minister for Health and Active Ageing
15. Permanent Secretary for Health and Actgive Ageing,
16. Chief Executive Office of Mater Dei Hospital,
17. Goverment Chief Medical Officer,
18. Medical Director Mater Dei Hospital,
19. Head of Programm of Medical Post Gradute Training.

Il-mittenti, Elizabeth Cassar (KI 0013290G) ta' 'Mater Dei', Triq Giuseppe Calì, Għajnsielem, Għawdex, tagħmel referenza għar-riżultat tal-ARCP li ġie kkomunikat f'Novembru 2023 u għall-ittra datata 16 ta' Novembru, 2023, fejn l-Orthopaedic Postgraduate Training Committee rrakkomandat li l-HST training post fl-Orthopaedics and Trauma tal-mittenti għandu jiġi revokat, permezz ta' liema rakkomandazzjoni l-mittenti effettivament twaqqfet mit-taħriġ tagħha.

Din ir-rakkomandazzjoni kienet il-qofol ta' serje ta' ostakoli li ltaqgħet magħhom il-mittenti matul it-taħriġ tagħha, liema ostakoli kienu maħsuba sabiex jipprevjenu li l-mittenti tipprogressa fit-taħriġ tagħha, billi jaqtgħulha qalbha u tieqaf u/jew tfalli u teħel, u/jew itellfulha ż-żmien għat-taħriġ tagħha, u dan bħala riżultat tal-element qawwi ta' diskrezzjoni li fih il-kors tat-taħriġ, li ġie applikat b'mod arbitrarju u abbużiv mill-intimati, jew min minnhom, għad-detriment tal-mittenti.

L-azzjonijiet u/jew ommissjonijiet, inkluż b'nuqqas ta' diliġenza, ta' prudenza, u/jew ta' attenzjoni ta' bonus paterfamilias u/jew b'negliġenza u/jew b'negliġenza grossolana, min-naħa tagħkom għandhom impatt serju fuq il-karriera professjonali tal-mittenti bħala tabiba kif ukoll il-ħajja personali u pjanijiet futuri tagħha, li kkawża, qed jikkawża, u se jikkawża danni inġenti, lill-mittenti, inkluż danni materjali u morali, inkluż għall-progressjoni fil-karriera u għall-opportunitajiet finanzjarji tagħha, kif ukoll għar-reputazzjoni tagħha.

L-intimati, jew min minnhom, kellhom jew għandhom, skont il-każ, karigi li jġibu magħhom obbligi fiduċjarji, inkluż obbligi tal-intimati, jew min minnhom, li jaġixxu fi, jew jokkupaw, kariga pubblika b'responsabbiltà biex jiżguraw l-integrità tal-proċess u jeżerċitaw id-diliġenza ta' bonus pater familias, u bid-dmir li jipproteġu l-interessi tal-mittenti fil-kapaċità tagħha bħala trainee. L-intimati, jew min minnhom, kellhom jew għandhom, skont il-każ, ir-responsabbilità li jiżguraw sistema ta' taħriġ xierqa fit-taħriġ postgraduate fl-Ortopedija.

Inoltre, l-intimati, jew min minnhom kellhom l-obbligu li jiżguraw li l-mittenti tiġi ttrattata b'mod ġust u trasparenti, u li tingħata opportunità ġusta biex tifhem u, jew tikkontesta deċiżjonijiet li jaffettwaw lilha, inkluż li tingħata l-possibbiltà ta' appell jew reviżjoni fi żmien raġjonevoli. Barra minn hekk, huma kienu meħtieġa jaġixxu b'mod imparzjali u jevitaw kwalunkwe preġudizzju jew kunflitt ta' interess.

Għaldaqstant, u mingħajr preġudizzju għall-proċedimenti pendenti (Rikors numru 498/2024 MS), permezz tal-preżenti ittra uffiċjali, il-mittenti tinterpellakom sabiex b'mod immedjat intom tirrimedjaw is-sitwazzjoni, u fin-nuqqas, intom se tinżammu responsabbli għall-ħlas tad-danni sofferti minnha u li għad tista' ssofri.

The interpellant, Elizabeth Cassar (ID 0013290G) of 'Mater Dei', Triq Giuseppe Calì, Għajnsielem, Gozo, makes reference to the result of the ARCP communicated in November 2023 and to the letter dated 16th November, 2023, whereby the Orthopaedic Postgraduate Training Committee recommended that the HST training Post in Orthopaedics and Trauma of the interpellant should be revoked, pursuant to which recommendation the interpellant's training was effectively terminated.

This recommendation was the culmination of a series of obstacles encountered by the interpellant during her training, which were intended to prevent the interpellant from progressing in her training, by disincentivizing her and make her stop and/ or fail and /or make her lose time from her period of training, and this as a result of the strong element of discretion which is prevalent in the training course and which was applied arbitrarily and abusively by the respondents, or either of them, to the detriment of the interpellant.

The actions and/or omissions, including the lack of diligence, prudence, and/or care of bonus paterfamilias and/or gross negligence and/or negligence, on your part have had a serious impact on the professional career of the interpellant as a doctor as well as her personal life and future plans, which caused, is causing, and will cause, significant damages to the interpellant, including material and moral damages, including for her career progression and financial opportunities, as well as for her reputation.

The respondents, or either of them, held or still hold, as the case may be, positions which create fiduciary obligations, including obligations on the respondents, or either of them, to act in, or occupy, a public office with responsibility for ensuring the integrity of the process and exercising the diligence of bonus pater familias, and with the duty to protect the interests of the interpellant in her capacity as a trainee. The respondents, or either of them, had or have, as the case may be, the responsibility to ensure an appropriate system of postgraduate training in Orthopaedics.

Furthermore, the respondents, or either of whom had the obligation to ensure that the interpellant is treated in a fair and transparent manner, and that she is given a fair opportunity to understand and, or contest decisions affecting it, including the possibility of appeal or review within a reasonable time. Furthermore, they were required to act impartially and avoid any prejudice or conflict of interest.

Thus, and without prejudice to the pending proceedings (Application number 498/2024 MS), by means of the present judicial letter, the interpellant solicits you so that immediately you remedy the situation, and in default, you shall be held responsible for the payment of damages suffered by her and which she may still suffer.

Kunu avżati li fin-nuqqas, il-mittenti se tipproċedi kontrikhom bil-mezzi kollha li tagħtiha l-liġi, inkluż il-ħruġ ta' mandati opportuni u proċeduri ġudizzjarji, inkluż sabiex intom tinstabu responsabbli għad-danni sofferti minnha u li għad tista' ssofri, u sabiex tħallsu l-imsemmija danni hekk likwidati.

Din l-ittra qed tintbgħat għall-finijiet u effetti kollha tal-liġi.

Tant sabiex tagħrfu tirregolaw rwieħkom u tevitaw spejjeż ulterjuri.

Bl-ispejjeż.

Reġistru tal-Qrati Superjuri, illum 3 ta' Diċembru, 2025

ALEXANDRA DEBATTISTA
Għar-Reġistratur tal-Qrati Ċivili u Tribunali

You are warned that in default, the interpellant shall proceed against you by all the means permitted by law, including the issue of the opportune warrants and judicial procedures, including the demand for an order that you are found responsible for the damages suffered by her and which she may still suffer, and for you to pay the said damages so liquidated.

This letter is being sent for all intents and purposes of law.

So much so that you may know how to regulate yourselves and avoid further expenses.

With costs.

Registry of the Superior Courts, today 3rd December, 2025

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

3033

Ikun jaf kulħadd illi b'rikors ippreżentat fil-Qorti tal-Maġistrati (Għawdex), Ġuriżdizzjoni Volontarja fis-27 ta' Novembru, 2025 (Rikors numru 129/2025) ta' John Muscat et fejn intalbet l-apertura tas-suċċessjoni ta' Joseph Muscat, ġuvni, bin il-mejtin Paul Muscat u Mary Muscat née Portelli, imwieled ir-Rabat, Għawdex, u miet ir-Rabat, Għawdex, fit-11 ta' Diċembru, 2023 (KI 39365G), liema apertura ta' suċċessjoni għandha ssir a favur ta' ħutu John Muscat (KI 41154G), Carmen Galea (K.I. 31456(G), Rosaria sive Rose Camilleri (KI 7458G) Annunziata sive Nancy Said (KI 24459G), Rita Meilak (KI 45660G), Salvina Portelli (KI 14764G) u Margaret Ghulam (passaport Brittaniku numru 206643431) fi kwota ta' sehem ta' wieħed minn tmienja (1/8) kull wieħed u favur ulied oħtu Josephine Jones u ċjoe Ryan Jones (passaport Brittaniku numru 800998998) u Thomas Joseph Jones (passaport Brittaniku numru 800998997) fi kwota ta' sehem ta' wieħed minn sittax (1/16) kull wieħed, ġie ordnat il-ħruġ ta' dan il-bandu biex jiġi mgħarraf kull min jista' jkollu x'jaqsam fih.

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.

Mogħti mill-Qorti tal-Maġistrati (Għawdex) Ġuriżdizzjoni Volontarja bix-xhieda ta' Dott. Brigitte Sultana, Duttur tal-Liġi, Maġistrat tal-Qorti hawn fuq imsemmija.

It is hereby notified that by means of an application filed in the Court of Magistrates (Gozo) Voluntary Jurisdiction on the 27th of November, 2025 (Application number 129/2025) by John Muscat et, the opening of the succession was requested of Joseph Muscat, bachelor, son of the late Paul Muscat and Mary Muscat née Portelli, born in Victoria, Gozo, and died in Victoria, Gozo, on the 11th of December, 2023 (ID 39365G), which opening of succession is to be made in favour of his brothers and sisters John Muscat (ID 41154G), Carmen Galea (ID 31456 (G), Rosaria sive Rose Camilleri (ID 7458G), Annunziata sive Nancy Said (ID 24459G), Rita Meilak (ID 45660G), Salvina Portelli (ID 14764G) and Margaret Ghulam (British passport number 206643431) in the quota of one eighth (1/8) each and in favour of the children of his sister Josephine Jones and namely Ryan Jones (British passport number 800998998) and Thomas Joseph Jones (British passport number 800998997) in a share quota of one sixteenth (1/16) each the issue of these bands was ordered to let know everyone who may have an interest therein.

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.

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 3 ta' Diċembru, 2025

DANIEL SACCO
Deputat Reġistratur, għar-Reġistratur, Qrati u Tribunali (Għawdex)

Registry of the Court of Magistrates (Gozo), Voluntary Jurisdiction

Today the 3rd of December, 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 Eliel Mifsud Abela et (KI 99288M) ippreżentaw rikors (numru 1199/2025JVC) fejn giet mitluba l-korrezzjoni tal-Att taż-Żwieġ numru 1988/2023 fir-Reġistru Pubbliku.

Kull min jidhirlu li għandu interess u jrid jopponi dik it-talba, b'dan l-avviż huwa msejjaħ sabiex ifisser il-fehma tiegħu, b'nota li għandha tiġi ppeżentata fir-Reġistru ta' dawn il-Qrati fi żmien ħmistax-il ġurnata mill-ħruġ ta' dan l-avviż fil-Gazzetta tal-Gvern.

Dawk illi, fiż-żmien fuq imsemmi, ikunu ppreżentaw dik in-nota, għandhom jiġu notifikati b'kopja tar-rikors ġuramentat hawn fuq imsemmi bil-ġurnata li tingħata għas-smigħ tal-kawża.

B'ordni tal-Qorti,

Reġistru tal-Qorti Superjuri,

Illum 3 ta' Diċembru, 2025

CORA CATANIA
Għar-Reġistratur, Qrati Ċivili u Tribunali

Notice, Registry of the Civil Court, First Hall

Whereas Eliel Mifsud Abela et (ID 99288M) filed an application (number 1199/2025JVC) demanding the correction of the act of marriage number1988/2023 in the Public Registry.

Whosoever may have an interest therein, and wishes to oppose that demand, is hereby called upon to do so, by means of a note to be filed in the Registry of these Courts, within fifteen days from the day of the publication of this present notice in the Government Gazette.

Those who, within the aforesaid time, shall have filed such note, shall be notified by the service of a copy of the said application under oath, of the day which will be appointed for the hearing of the case.

By order of the Court,

Registry of the Superior Court,

Today 3rd of December, 2025

CORA CATANIA
For Registrar, Civil Courts and Tribunals

3035

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fis-7 ta' Ottubru, 2025, fl-atti ta' Mandat ta' Qbid ta' Azjenda Kummerċjali numru 646/2025, fl-ismijiet: Planit Travel Services Limited vs Maleth Aero Aoc Limited, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kapitlu 12, biex isservi bħala notifika fil-konfront tal-intimat.

Permezz ta' nota fl-ismijiet: Planit Travel Services Limited (C20296) vs Maleth Aero Aoc Limited (C54721) ippreżentat fil-Qorti Ċivili, Prim'Awla, fit-23 ta' April, 2025, permezz ta' rikors is-soċjetà Planit Travel Services Limited (C20296), tesponi bir-rispett:

Illi s-soċjetà rikorrenti hija kreditriċi tas-soċjetà intimata fis-somma ta' tliet mija u erbatax-il elf, tmien mija u tmienja

By means of a decree given by the Civil Court, First Hall, on the 7th October, 2025, in the records of the Warrant of Seizure of a commercial holding number 646/2025, in the names: Planit travel services Limited vs Maleth Aero AOC Limited, the following publication was ordered, in terms of Article 187 et sequitur of Cap. 12, for the purpose of service of the respondent.

By means of a note in the names: Planit travel services Limited (C20296) vs Maleth Aero AOC Limited (C54721) filed in the Civil Court, First Hall, on the 23rd April, 2025, by means of an application the company Planit travel services Limited (C20296) respectfully submitted:

That the applicant company is a creditor of the respondent company in the sum of three hundred and fourteen thousand,

u ħamsin ewro u tnejn u għoxrin ċenteżmu (€314,858.22) u dan oltre l-ispejjeż u l-imgħax, hekk kif mitlub fi proċeduri intavolati minnha, liema proċeduri jinsabu pendenti quddiem din l-Onorabbli Qorti kif diversement preseduta;

Minn informazzjoni li għandha l-esponenti, kien hemm bosta tibdil u konfużjoni mhux biss fit-tmexxija u kif ukoll fl-azzjonisti tal-kumpanija Maleth, iżda wkoll fl-impjegati tagħha fejn ħadd mill-persuni li kienu jaħdmu mal-intimata fiż-żmien li Maleth kienu klijenti tar-rikorrenti ma għadhomx fl-impjieg tagħha, liema fatt joħloq dubji kbar u tanġibbli dwar l-istabbiltà ta' din is-soċjetà;

Illi s-soċjetà għandha interess li dan il-mandat jippreserva din is-soċjetà u fl-istess ħin iżommha għaddejja fin-negozju, speċjalment tenut kont tal-fatt li ma hemmx mezzi oħra għall-kawtela tal-ammont pretiż minnha peress li l-ħruġ ta' mandat ta' sekwestru u mandat ta' qbid ikunu bla effetti, stante li Maleth la għandha kontijiet u lanqas għandha assi f'Malta;

Għaldaqstant, ir-rikorrent talab lil din l-Onorabbli Qorti sabiex:

1. Tordna l-qbid tal-azjenda kummerċjali Maleth Aero Aoc Limited (C54721) ai termini tal-Artikolu 848A et sequitur tal-Kap. 12 tal-Ligijiet ta' Malta u tagħti dak l-ordnijiet li jidhrilha xierqa u opportuni skont il-liġi;

Bl-ispejjeż kollha kontra l-intimati li minn issa huma inġunti għas-subizzjoni.

Notifika Intimat: Maleth Aero Aoc Limited (C54721), Maleth, Suite 2, Capital Business Centre, Entrance C, Triq Taż-Żwejt, San Ġwann

Reġistru tal-Qrati Superjuri, illum 3 ta' Diċembru, 2025

GABRIEL MANGION
Għar-Reġistratur, Qrati Ċivili u Tribunali

eight hundred and fifty eight euro and twenty two cents (€314,858.22) and this besides costs and interest, as demanded in procedures filed by it, which procedures are pending before this Honourable Court as diversement presided;

From information that the applicant has, there were various changes and confusion not only in the management and also in the shareholders of the company Maleth, but also in its employees where none of the persons who worked with the respondent at the time that Maleth were clients of the applicant are no longer in her employment, which fact creates great and tangible doubts about the stability of this company;

That the company has an interest that this warrant preserves this company and at the same time keeps it going in business, especially taking into account the fact that there are no other means to safeguard the amount claimed by it since the issuing of a Garnishee order and a Warrant of Seizure would be without effect, since Maleth has neither accounts nor assets in Malta;

Thus, the applicant asked this Honourable Court to:

1. Order the seizure of the commercial holding Maleth Aero AOC Limited (C54721) in terms of Article 848A et sequitur of Cap. 12 of the Laws of Malta and give such orders as it deems fit and opportune according to law;

With all costs against the respondents who are from now summoned so that a reference to their evidence be made.

Notification respondent: Maleth Aero AOC Limited (C54721), Maleth, Suite 2, Capital Business Centre, entrance C, Triq Taż-Żwejt, San Ġwann

Registry of the Superior Courts, today 3rd December, 2025

GABRIEL MANGION
For the Registrar, Civil Courts and Tribunals

3036

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fl-10 ta' Novembru, 2025, fl-atti tar-Rikors Ġuramentat numru 1051/2025, fl-ismijiet: Mark Micallef vs Ludgarda Micallef, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kapitlu 12, biex isservi bħala notifika fil-konfront tal-intimat.

Permezz ta' rikors fl-ismijiet: Mark Micallef (numru tal-passaport 135665202) vs Ludgarda Micallef (343749M) ippreżentat fil-Qorti Ċivili, Prim'Awla, fil-15 ta' Ottubru, 2025, ir-rikorrent talab lil din l-Onorabbli Qorti sabiex:

By means of a decree given by the Civil Court, First Hall, on the 10th November, 2025, in the records of the Sworn application number 1051/2025, in the names: Mark Micallef vs Ludgarda Micallef, the following publication was ordered, in terms of Article 187 et sequitur of Cap. 12, for the purpose of service of the respondent.

By means of an application in the names: Mark Micallef (passport number 135665202) vs Ludgarda Micallef (343749M) filed in the Civil Court, First Hall, on the 15th October, 2025, the applicant asked this Honourable Court to:

1. Tiddeċiedi t-talba bid-dispensa tas-smigħ a tenur tal-Artikolu 167(1)(b) et sequitur tal-Kap. 12 tal-ligijiet ta' Malta stante li din hija azzjoni għal żgumbrament billi m'hemmx titolu validu skont il-liġi u li fil-fehma tar-rikorrent il-konvenut m'għandux eċċezzjonijiet x'jagħti għat-talba tiegħu;

2. Tikkundanna lill-intimat jiżgombra fi żmien qasir u perentorju mill-fond 14, Apartment 1, Block A, Highrise Apartments, Triq l-Imradd, Ta' Xbiex, stante li m'għandix titolu validu skont il-liġi prevja dikjarazzjoni jekk hemm bżonn li l-intimat m'għandux titolu validu skont il-liġi fuq il-fond inkwistjoni

Bl-ispejjeż kollha kontra l-intimati li minn issa huma inġunti għas-subizzjoni.

Ir-Rikors Ġuramentat numru 1051/2025 fl-ismijiet imsemmija hawn fuq huwa differit għal-15 ta' Diċembru, 2025, fid-8:45a.m.

Notifika Intimat: Ludgarda Micallef (343749M), 14, Apartment 1, Block A, Highrise Apartments, Triq l-Imradd, Ta' Xbiex

Reġistru tal-Qrati Superjuri, illum 3 ta' Diċembru, 2025

GABRIEL MANGION
Għar-Reġistratur, Qrati Ċivili u Tribunali

1. Decide the demand without proceeding to a hearing in terms of Article 167 (1) (b) et sequitur of Cap. 12 of the Laws of Malta since this is an action for eviction since there is no valid title according to law and in the opinion of the applicant the defendant has no pleas to give to his demand;

2. Condemn the respondent to vacate within a short and peremptory period from the premises 14, apartment 1, Block A, Highrise apartments, Triq l-Imradd, Ta' Xbiex, since she does not have a valid title according to law saving a declaration if it is necessary that the respondent does not have a valid title according to law on the premises in question

With all costs against the respondents who are from now summoned so that a reference to their evidence be made.

The Sworn application number 1051/2025 in the names mentioned above is postponed for hearing to the 15th December, 2025, at 8:45a.m.

Notification respondent: Ludgarda Micallef (343749M), 14, apartment 1, Block A, Highrise apartments, Triq l-Imradd, Ta' Xbiex

Registry of the Superior Courts, today 3rd December, 2025

GABRIEL MANGION
For the Registrar, Civil Courts and Tribunals

3037

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fis-7 ta' Ottubru, 2025, fl-atti ta' Mandat ta' Qbid ta' Azjenda Kummerċjali numru 646/2025, fl-ismijiet: Planit Travel Services Limited vs Maleth Aero Aoc Limited, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kapitlu 12, biex isservi bħala notifika fil-konfront tal-intimat.

Permezz ta' nota fl-ismijiet: Planit Travel Services Limited (C20296) vs Maleth Aero Aoc Limited (C54721) ppreżentat fil-Qorti Ċivili, Prim'Awla, fit-30 ta' April, 2025, in-nota tas-soċjetà Planit Travel Services Limited (C20296), tgħid is-segwenti:

1. Illi l-qorti trid li l-kumpanija rikorrenti tfisser min, fil-fehma tagħha, għandu jinħatar amministratur, u kif għandha titmexxa l-azjenda;

2. Illi s-soċjetà rikorrenti tipproponi li jinħatar bħala amministratur is-Sur William Spiteri Bailey, is-Sur Mark Bugeja jew is-Sur David Delicata, fejn it-tlieta li huma servew bħala president tal-Malta Institute of Accountants

By means of a decree given by the Civil Court, First Hall, on the 7th October, 2025, in the records of the Warrant of Seizure of a commercial holding number 646/2025, in the names: Planit travel services Limited vs Maleth Aero AOC Limited, the following publication was ordered, in terms of Article 187 et sequitur of Cap. 12, for the purpose of service of the respondent.

By means of a note in the names: Planit travel services Limited (C20296) vs Maleth Aero AOC Limited (C54721) filed in the Civil Court, First Hall, on the 30th April, 2025, the note of the company Planit travel services Limited (C20296), reads as follows:

1. That the court wants the applicant company to mean who, in its opinion, should be appointed administrator, and how the holding should be run;

2. That the applicant company proposes that there be appointed as administrator Mr William Spiteri Bailey, Mr mark Bugeja or Mr David Delicata, all three of whom served as President of the Malta Institute of Accountants or

jew kwalunkwe accountant jew awditur ieħor li tiddeċiedi li taħtar din l-Onorabbli Qorti;

3. Illi l-esponenti tirrileva minn issa li jekk is-soċjetà intimata tinsisti li d-diretturi tas-soċjetà jibqgħu involuti fl-amministrazzjoni tagħha, l-esponenti m'għandhiex oġġezzjoni li d-diretturi tagħha jibqgħu fil-kariga tagħhom wara li jiġi appuntat amministratur anke biex jipprovdu l-għajnuna meħtieġa lill-amministratur, iżda importanti li f'kull att li jagħmlu d-diretturi għan-nom u inrappreżentanza tas-soċjetà intimata, dawn dejjem jaġixxu flimkien mal-amministratur maħtur mill-Qorti.

Notifika Intimat: Maleth Aero Aoc Limited (C54721), Maleth, Suite 2, Capital Business Centre, Entrance C, Triq Taż-Żwejt, San Ġwann

Reġistru tal-Qrati Superjuri, illum 3 ta' Diċembru, 2025

GABRIEL MANGION
Għar-Reġistratur, Qrati Ċivili u Tribunali

any other accountant or auditor who decides to appoint this Honourable Court;

3. That the interpellant points out from now that if the respondent company insists that the directors of the company remain involved in its administration, the interpellant has no objection that its directors remain in their position after an administrator is appointed even to provide the necessary assistance to the administrator, but it is important that in every act that the directors do for and on behalf of the respondent company, they always act together with the administrator appointed by the Court.

Notification respondent: Maleth Aero AOC Limited (C54721), Maleth, Suite 2, Capital Business Centre, entrance C, Triq Taż-Żwejt, San Ġwann

Registry of the Superior Courts, today 3rd December, 2025

GABRIEL MANGION
For the Registrar, Civil Courts and Tribunals

3038

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fit-30 ta' Ottubru, 2025, fuq rikors ta' Bank of Valletta plc (C2833) ġie ffissat il-jum tal-Ħamis, 5 ta' Frar, 2026, f'nofsinhar (12.00 p.m.) għall-bejgħ bl-irkant, li għandu jsir f'Kamra Numru 78, Biswit l-Arkivju, Livell -1, Qrati tal-Ġustizzja, Triq ir-Repubblika, Il-Belt Valletta, tal-fond hawn taħt deskritt:

Il-maisonette b'numru uffiċjali tletin (30), bl-isem 'Marlor', fi Triq il-Wejba, Tal-Ibraġ, Saint Andrew's, limiti ta' San Ġiljan, li jinsab fil-livell ta' elevated groundfloor, sovrapost għal żewġ garaxxijiet u sottopost għal proprjetà ta' terzi, kif mibnija fuq plott numru sitta (6), konfinanti mil-Lbiċ mal-imsemmija triq, mill-Majjistral ma' plott numru sebgħa (7) tal-istess artijiet, u mill-irjieħ l-oħra ma' beni tal-Awtorità tad-Djar jew is-suċċessuri tagħha, kif suġġett għaċ-ċens annwu u perpetwu ta' disa' u sittin ewro u tmienja u tmenin ċenteżmu (€69.88), bl-obbligu tal-ħlas tal-lawdemju, u bid-dritt ta' tqegħid ta' tank tal-ilma u aerial tat-televixin fuq il-bejt tal-proprjetà sovraposta, u bid-dritt ta' aċċess għalihom f'każ ta' manutenzjoni u riparazzjoni, b'servitù rigward drenaġġ u drenaġġ komuni, bid-dritt ta' aċċess f'każ ta' sadd u ħsara, u suġġett u jgawdi servitu ta' aperturi riżultanti mill-pożizzjoni tiegħu, altrimenti frank, bid-drittijiet u l-pertinenzi kollha tiegħu, u dan kif deskritt fil-kuntratt datat il-ħamsa u għoxrin ta' Settembru, tas-sena elf, disa' mija, sebgħa u disgħin (25.9.1997) fl-atti tan-Nutar Dott. Sandro Schembri Adami u stmat li jiswa sitt mitt elf ewro (€600,000).

L-imsemmi fond huwa proprjetà ta' McKay Marvin (KI 563574M).

By decree given by the Civil Court, First Hall, on the 30th October, 2025, on the application of Bank of Valletta plc (C2833), Thursday, 5th February, 2026, at noon (12.00 p.m.), has been fixed for the sale by auction to be held in Room Number 78, Nearby the Courts Archives, Level -1, Courts of Justice, Triq ir-Repubblika, Valletta, of the following property:

The maisonette with official number thirty (30), named 'Marlor', in Triq il-Wejba, Tal-Ibraġ, Saint Andrew's, limits of St Julian's, situated in the elevated groundfloor level, overlying two garages and underlying third party property, as built on plot number six (6), bounded on the southwest by the said street, on the northwest by plot number seven (7) of the same lands, and on the other sides by property of the Housing Authority or its successors in title, as subject to the annual and perpetual ground rent of sixty nine euro and eighty eight cent (€69.88), subject to the payment of laudemium, and with the right of installing a water tank and a television aerial on the roof of the overlying property, with the right of access in case of maintenance and repairs, and a servitude of the common drains and drainage system, with the right of access in case of blockage and damages, and is subject to and enjoys from the apertures servitudes resulting from its position, otherwise unencumbered, with all its rights and appurtenances, and as described in the act dated the twenty fifth of September, of the year nineteen hundred and ninety seven (25.9.1997) in the acts of Notary Dr Sandro Schembri Adami and is valued at six hundred thousand euro (€600,000).

The said tenement is the property of McKay Marvin (ID 563574M).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskritt fl-atti tas-subbasta 26/2025.

Reġistru tal-Qrati Superjuri, illum l-Erbgħa, 3 ta' Diċembru, 2025

GAETANA AQUILINA
Għar-Reġistratur, Qrati Ċivili u Tribunali

N.B. The said tenement will be sold as described in the acts of judicial sales number 26/2025.

Registry of the Superior Courts, this Wednesday, 3rd December, 2025

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

3039

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla (Sede Kostituzzjonali), fit-30 ta' Settembru, 2025, fl-atti tar-Rikors Ġuramentat numru 163/2025FDP, fl-ismijiet: Michael Zammit vs l-Avukat tal-Istat et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kapitlu 12, biex isservi bħala notifika fil-konfront tal-intimat.

Permezz ta' rikors fl-ismijiet: Michael Zammit (520370M) vs Avukat tal-Istat et ippreżentat fil-Qorti Ċivili, Prim'Awla (Sede Kostituzzjonali) fit-2 ta' Mejju, 2025, ir-rikorrent talab lil din l-Onorabbli Qorti sabiex:

1. Tiddikjara u tiddeċiedi li fil-konfront tar-rikorrenti l-fatti su esposti u l-operazzjonijet tal-Ordinanza li Tirregola t-Tiġdid tal-Kiri tal-Bini ossija l-Kap. 69 tal-Ligijiet ta' Malta u l-Att X tal-2009, bl-operazzjonijiet tal-ligijiet viġenti qegħdin jagħtu dritt ta' rilokazzjoni indefinita lill-intimata Galdes għall-fond tnejn (2) Antonia & Maria Flats, Pjazza Fredrick Maempel, Ħal Qormi, u dan bi vjolazzjoni tad-drittijiet fundamentali tar-rikorrenti kif sanċiti inter alia fl-Ewwel Artikolu tal-Konvenzjoni Ewropea u tal-Artikolu 14 tal-istess Konvenzjoni, u b'hekk għar-raġunijiet fuq esposti u dawk li se jirriżultaw waqt it-trattazzjoni ta' dan ir-rikors, ir-rikorrenti għandu jingħata r-rimedji kollha li din l-Onorabbli Qorti jidhrilha xierqa fis-sitwazzjoni inkluż u b'mod partikolari l-iżgumbrament tal-intimata Galdes mill-fond de quo;

2. Tiddikjara u tiddeċiedi li l-intimat Avukat tal-Istat huwa responsabbli għal kumpens u danni sofferti mir-rikorrenti b'konsegwenza tal-operazzjonijiet tal-Kap. 69 u l-Att tal-2009 tal-Ligijiet ta' Malta talli ma nżammx bilanċ bejn id-drittijiet tas-sid u dawk tal-inkwilin peress illi l-kera pagabbli a tenur tal-liġijiet viġenti ma tirriflettix is-suq u lanqas il-valur lokatizzju tal-proprjetà inkwistjoni wkoll ai termini tal-liġi;

3. Tillikwida l-istess kumpens u danni kif sofferti mir-rikorrenti, ukoll ai termini tal-liġi;

4. Tikkundanna lill-intimat Avukat tal-Istat iħallas l-istess kumpens u danni likwidati ai termini tal-liġi, bl-imgħax legali mid-data tal-preżentata tar-rikors odjern sad-data tal-effettiv pagament.

By means of a decree given by the Civil Court, First Hall (Constitutional jurisdiction), on the 30th September, 2025, in the records of the Sworn application number 163/2025FDP, in the names: Michael Zammit 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 respondent.

By means of an application in the names: Michael Zammit (520370M) vs State Advocate et filed in the Civil Court, First Hall (Constitutional jurisdiction) on the 2nd May, 2025, the applicant asked this Honourable Court to:

1. Declare and decide that in regard to the applicant the facts above mentioned and the operations of the Ordinance regulating the renewal of the Lease of the Building or rather the Cap. 69 of the Laws of Malta and Act X of 2009, with the vigorous alloy operations are granting an indefinite right of relocation to the respondent Galdes for the premises two (2)Antonia & Maria Flats, Fredrick Maempel Square, Ħal Qormi, and this in violation of the fundamental rights of the applicants as sanctioned inter alia in the First Article of the European Convention and Article 14 of the same Convention, and thus for the reasons above exposed and those that shall result during the pleadings of this application, the applicant should be given all the remedies that this Honourable Court deems fit in the situation including and in particular the eviction of the respondent Galdes from the premises de quo;

2. Declare and decide that the respondent State Advocate is responsible for compensation and damages suffered by the applicant as a consequence of the operations of Cap. 69 and the Act of 2009 of the Laws of Malta for not keeping a balance between the rights of the owner and those of the lessee since the rent payable in terms of the effective laws does not reflect the market nor the rental value of the property in question also in terms of law;

3. Liquidate the same compensation and damages as suffered by the applicants, also in terms of law;

4. Condemn the respondent State Advocate to pay the same compensation and liquidated damages in terms of law, with legal interest from the date of filing of the present application till the date of effective payment.

Bl-ispejjeż kollha kontra l-intimati li minn issa huma inġunti għas-subizzjoni.

Ir-Rikors Ġuramentat numru 163/2025FDP fl-ismijiet imsemmija hawn fuq huwa differit għas-16 ta' Diċembru, 2025, fid-9.30 a.m.

Notifika Intimat: Nicolina Galdes (621856M), 2, Antonia & Maria Flats, Pjazza Fredrick Haempel, Ħal Qormi

Reġistru tal-Qrati Superjuri, illum 4 ta' Diċembru, 2025

GABRIEL MANGION
Għar-Reġistratur, Qrati Ċivili u Tribunali

With all costs against the respondents who are from now summoned so that a reference to their evidence be made.

The Sworn application number 163/2025FDP in the names mentioned above is postponed to 16th December, 2025, at 9.30 a.m.

Notification respondent: Nicolina Galdes (621856M), 2, Antonia & Maria Flats, Fredrick Haempel Square, Ħal Qormi

Registry of the Superior Courts, today 4th December, 2025

GABRIEL MANGION
For the Registrar, Civil Courts and Tribunals

3040

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fid-29 ta' Ottubru, 2025, fl-atti tar-Rikors Ġuramentat numru 482/25AB, fl-ismijiet: Maryanne Bezzina et vs Licia Sammut et, ġiet ordnata s-segwenti pubblikazzjoni, a tenur tal-Artikolu 187 et sequitur tal-Kapitlu 12, biex isservi bħala notifika fil-konfront tal-intimat.

Permezz ta' rikors fl-ismijiet Maryanne Bezzina (165967M) et vs Licia Sammut (3678772M) et ippreżentat fil-Qorti Ċivili, Prim'Awla, fis-16 ta' Mejju, 2025, ir-rikorrent talab lil din l-Onorabbli Qorti sabiex:

1. Tiddikjara u tiddeċiedi dwar il-konsistenza tal-eredità u l-assi tal-kompjanti Victor Muscat u Josephine Muscat;

2. Tiddikjara u tiddeċiedi li l-atturi huma intitolati għas-sehem riservat dovut lilhom fuq l-ereditaà tal-mejtin Victor u Josephine Muscat;

3. Tillikwida s-sehem riservat dovut lill-atturi bħala kreditu konra l-eredità ta' Vicor u Josephine Muscat;

4. Tikkundanna lill-intimati biex iħallsu dik is-somma hekk likwidata minn din l-Onorabbli Qorti dovuta lill-attriċi u dan oltre l-imgħaxijiet legali min-notifika tal-ittra uffiċjali;

Bl-ispejjeż kollha kontra l-intimati li minn issa huma inġunti għas-subizzjoni.

Ir-Rikors Ġuramentat numru 482/25AB fl-ismijiet imsemmija hawn fuq huwa differit għas-16 ta' Diċembru, 2025, fid-9.10 a.m.

Notifika Intimat: Joanne Doublet (537264M), Luna Court, Block 5, Blk B/No. 5, New Street, Ħal Luqa

Reġistru tal-Qrati Superjuri, illum 4 ta' Diċembru, 2025

GABRIEL MANGION
Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 29th October, 2025, in the records of the Sworn application number 482/25AB, in the names: Maryanne Bezzina et vs Licia Sammut et, the following publication was ordered, in terms of Article 187 et sequitur of Cap. 12, for the purpose of service of the respondent.

By means of an application in the names Maryanne Bezzina (165967M) et vs Licia Sammut (3678772M) et filed in the Civil Court, First Hall, on the 16th May, 2025, the applicant asked this Honourable Court to:

1. Declare and decide on the consistency of inheritance and assets of contributors Victor Muscat and Josephine Muscat;

2. Declare and decide that the plaintiffs are entitled to the reserved share due to them on the inheritance of the deceased Victor and Josephine Muscat;

3. Liquidate the reserved share due to the plaintiffs as credit against the inheritance of Vicor and Josephine Muscat;

4. Condemn the respondents to pay that sum so liquidated by this Honourable Court due to the plaintiff and this besides legal interest from the service of the judicial letter;

With all costs against the respondents who are from now summoned so that a reference to their evidence be made.

The Sworn application number 482/25AB in the names mentioned above is postponed to 16th December, 2025, at 9.10 a.m.

Notification respondent: Joanne Doublet (537264M), Luna Court, Block 5, Blk B/No. 5, New Street, Ħal Luqa

Registry of the Superior Courts, today 4th December, 2025

GABRIEL MANGION
For the Registrar, Civil Courts and Tribunals

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